# Method statement for ingress/egress and use of the Kelvin Building and PPE area and facilities during a lockdown/contagion event

## Items given to each lab user (this was completed July 2020)

* Paper towels.
* Pack of surgical type-2 face masks.
* 2 Personal refillable hand sanitiser bottles. Once used they can be refilled from the departmental stock of hand sanitiser.
* (Up to) 3 Goggles each – one kept in each cleanroom and one for other lab use.
* Small lab tool set (as requested).

## General rules for being in the Kelvin building & PPE labs.

* Social distancing of at least 1 metre must always be adhered to.
* Maximum room occupancy must never be exceeded.
* For the highest covid level impositions a maximum of 1 person is allowed in each office or lab.
* Follow the general principle that before you touch a surface clean it. After touching a surface clean it and your hands.
* Sign up for lab and office access via webpage <http://www.ppe.gla.ac.uk/ppe-labs/> at least by the Thursday before the week of work.
* Face masks should always be worn. Homemade face masks are not allowed. Cleanroom face masks are to be used in the cleanrooms. Face masks are required in shared offices but not required in single user offices.
* The masks must be changed at least every 4 hours or in case of damage.
* We should not share small lab tools where this is possible.
* All shared equipment and tools need to be cleaned before and after use where possible.
* If the tools cannot be cleaned, the user needs to wear gloves.
* Ventilate indoor spaces as much as possible with fresh air.
* It is recommended that twice weekly lateral flow tests are performed by all members for staff as per the GU and Scottish government guidance.

## Safe working in a lab due to lone working environment

There is a possibility that the lab usage will be only one member of PPE staff on site during the day or out of hours. In this case we run a remote buddy system where the lab users buddy will be off-site. The lab user will let security (Security Gatehouse 0141 330 4282) know that they are working alone, which room they are working in, have a buddy system in place and that the buddy will call them if there is an issue. In the case that there is no reply to the half-hour check then the buddy will try again in two minutes and if unsuccessful then immediately contact security to report the incident and will re-contact them after half an hour to confirm the outcome. The staff member will contact the buddy if possible.

## Entering the Kelvin building

1. Put on face mask before entering the building.
2. Proceed directly to the allocated office to leave coats etc and then go to lab if appropriate. Be mindful of other users/staff that may be in the area.
3. During entry into the building many doors will need to be opened. It is enough to clean hands only after arrival at the office or lab rather than after opening each door.

## General Office Use

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* Working in offices is forbidden during the highest covid level impositions within the Kelvin building.
* You should not go into other peoples’ offices.
* Windows must be opened when in use and for a minimum of 10m for every 2h period. Doors should be left open while in use to increase air circulation.
* For first use in each day clean the door handles with sanitiser, leave 30 seconds after application before use.
* Wash/sanitise hands before entering the office.
* Sanitise hands after opening door.

## Using Single User Offices

* Only to be used by designated user.
* Face masks are not required to be worn in single user offices.

Using Multi-User Offices

* Offices limited to designated users.
* Face masks are required to be worn in multi-user offices.
* Users allocated to these offices must use room Booking webpage (<http://www.ppe.gla.ac.uk/ppe-labs/>) to track who has been in which office for which day.
* Ideally users use unique desk and PC otherwise all common interfaces and keyboards to be wiped with IPA wipes before and after use by the user. Laptops should be turned off before cleaning.
* Minimize movement in general and to maintain separation when movement is required, users coordinate their movements.

## Special task for Monday

Required to be performed at the start of every week.

* Fresh cleanroom coats are required to be uplifted from stores for use in the GLADD 1 & GLADD 2 cleanrooms. These need to be collected placed in the users’ lockers.

## Special daily tasks

Required to be performed every day.

* Check N2 levels in 345.
	+ Inspect small round gauge on top of connected N2 cylinder. The gauge needle indicator moves from the green zone on the RHS to the LHS anticlockwise as it gradually empties to the red zone when fully emptied the regulator must be attached to an adjacent full cylinder or cylinders ordered prior to the last cylinder emptying. Notify Fred and Calum who will order new cylinders or attach a full replacement.
* The dry air and vacuum pumps are operational 24/7 during this period so only require service intervention.

## Special tasks for Friday

Required to be performed on Friday.

* Used cleanroom coats in the bins in the cleanrooms are to be taken to stores and placed in the laundry bag for uplift on Monday.

## Entering the cleanrooms

1. Wash your hands with the sanitiser before entering
2. Mark yourself as IN on the users notice board so others can see that the room is occupied.
3. Wash your hands with the sanitiser provided on the changing room table allow them to fully dry
4. Put on your own cleanroom attire from your locker, including gloves, cleanroom face mask and hair net and enter the cleanroom.

## Working in the cleanrooms

* All the surfaces that you touch on equipment that you use, including keyboards, must be wiped down with IPA wipes before and after use
	+ This includes laminar air flow cabinets, speciality tools, seating, and bench tops
* The surface should be left for 30 seconds before use.
* The cleanroom airflow is kept on 24/7
* Two new Bassaire units installed during pandemic either side of GLADD-2 cleanroom draws air from window area. Leave on 24/7. Mechanical air extraction to the roof at the far wall from the windows increases air exchange.

## Leaving the cleanrooms

1. Enter the changing area.
2. De-gown as normal and place gown in personal locker provided.
3. Remove gloves by holding them by the inside of the cuff and turning them inside out so that they do not touch the dirty side and dispose of in bin provided.
4. Wash your hands with the sanitiser provided on the changing room table.
5. Select sign OUT on notice board so others can see room unoccupied.
6. On last use of the cleanroom during the week place the coat in the plastic bin provided to allow laundry. Coats will be cleaned on a weekly basis and need to be place in the bins by the users to allow this to happen.

## Working in and leaving the other laboratories

* Wash your hands with the sanitiser before entering
* Doors should be left open while in use to increase air circulation.
* Put on gloves.
* All equipment including keyboards, tools, seating and workspaces that you use must be wiped down with IPA wipes before and after use.
* Open windows to increase ventilation with fresh air. Windows must be opened for a minimum of 10m for every 2h period.
* When leaving remove gloves by holding them by the inside of the cuff and turning them inside out so that they do not touch the dirty side and dispose of in bin provided.
* Wash your hands with sanitiser.

## Using the soldering irons

Soldering irons are in room 354 which is a multi-user lab

* If somebody wants to solder, they do NOT book 345.When you want to solder, notify the room 345 occupant(s) and arrange for one of them to leave at a mutually convenient time to maintain maximum occupancy levels and user spacing.
* 345 lab user goes to their office.
* The person wanting to do soldering goes to room 345 (wearing mask etc), cleans the immediate area of the soldering station, does soldering, cleans area and leaves. Tells 345 lab user that they can go back in
* Care must be taken when cleaning near the soldering irons due to high temperature and flammability of cleaning fluid. The soldering iron should be cooled before post-use cleaning.

## Using the 3D printer

The 3D printer is in room 345 which is a multi-user lab.

* If somebody wants to print, they do NOT book 345.
* When they want to print, they notify the room 345 occupants and arrange for one of them to at a mutually convenient time to maintain maximum occupancy levels and user spacing.
* 345 lab user goes to their office.
* The person wanting to do printing goes to room 345 (wearing mask etc), cleans the immediate area of the printer, does the printing, cleans area and leaves.
* Tells 345 lab user that they can go back in.
* Care must be taken when cleaning near the 3D printer due to high temperature and flammability of cleaning fluid. The 3D printer should be cool before post-use cleaning.

## Welfare breaks for PPE Staff

* Breaks can be taken outside, in single & dual use offices or in common room.
* Follow office use protocols.
* Wash/sanitise hands before entering the office.
* Sanitise hands after opening door.
* Only sit at your desk for lunch not at other people’s desk.
* Sanitise desk area with use with IPA wipes before leaving.
* Replace face mask before leaving office.

## Using the toilets

1. Exit the lab or office as described above.
2. Go to the bathroom ensuring that social distancing is adhered to.
3. Wash your hands with the sanitiser before entering the toilet.
4. The toilet doors should be kept open. Call into the toilet room to check for occupancy. If empty enter, otherwise wait 1 metre from the door.
5. Use paper towel to open toilet cubical door, if required.
6. If lavatory required, sanitise seat with hand sanitiser and paper towel. Wait 30s before use.
7. Use toilet and use paper towel to close the toilet lid before flushing to stop aerosol mist being sprayed in the air
8. Wash and dry hands
9. Use hand a sanitizer if you need to touch public doors after washing hands and before re-entry to labs.
10. Re-enter lab or office as described above.

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| Read and accepted by | Signature | Date |
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## Notes

* **Infection route of the virus.** It will not cause infection through intact skin. The main infection route is via mucus membranes of mouth, nose, eyes and lungs. It gets there by either someone breathing in aerosol particles discharged by an infected individual through their breathing or by coughing or sneezing OR, importantly, by someone transferring it to their mouth or face by touching their face with their hands. That is important because it will still transfer even if someone is wearing gloves. So, if an infected user contaminates, say, a door handle, that contamination will transfer the next user’s glove.
* If you touch your mouth or rub your face infection might occur, avoid touching your face.
* Using goggles and a facemask reduces the touch areas of the face
* Using a facemask reduces the dispersion of spital into the environment and therefore breaks the chain of infection
* Sanitise your gloves periodically with IPA wipes and before taking them off.
* Sanitise your hands whenever you touch a public surface. Using disposal paper towels to touch surfaces means that the virus will not transfer to your hands. Immediate disposal will remove the risk of virus spread
* If someone has any symptoms, they should not attend work and need to advise others of that.
* Emergency evacuation rules for fire alarms and gas detection system still apply.