



University of
St Andrews

Safe Use of University Buildings

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8.4	Redrafting of document to reduce content	Draft	EHSS	19/04/2022

This document replaces the previous ***Safe Use of University Buildings guidance*** document as the University transitions to a period of living with the virus

Brief details/comments

The University cannot prevent the presence of the COVID virus in the community.

The University will implement measures that impact on the likelihood of transmission occurring whilst on University premises and abide by the best public health advice as the pandemic continues. These will fall into 2 categories, **Control Measures** we can implement and **Positive Behaviours** we can adopt. Additional information is available from the University Coronavirus Information FAQ website. Additional information is available from the University [Coronavirus Information FAQ website](#).

Many routine tasks have been revised and adjusted during the pandemic to reflect the need to minimise the risk of Covid transmission. Risk assessments for these, where appropriate, are held by the relevant operational teams and changed practices have been mainstreamed into routine procedures.

The risk will still remain and it is recommended that people continue to observe these positive behaviours outside of their work environment simply because they are sensible and reasonable measures intended to help protect their health.

When to stay home

You should stay home if you are unwell with COVID-19 symptoms, or have tested positive for it.

The Scottish Government have removed the requirement for people without Covid-19 symptoms to take regular lateral flow tests from, 18 April 2022. The change forms part of the [Test and Protect Transition Plan](#), which sets out how testing will become more targeted in Scotland, with the aim of reducing serious harm from Covid-19. The changes mean that from 1st May 2022, the [Scottish Government new 'stay at home' guidance](#) for people who have symptoms of COVID-19, is to stay at home while they are unwell or have symptoms to reduce the risk of infecting other people. If you can work/study from home and are well enough to do so then you should. If you are unwell, you should follow the normal notification process outlined in the [Sickness Absence Policy](#) to report this absence.

From 1st May 2022, COVID-19 symptoms include a fever plus one or more of the following:

- continuous cough;
- chills;
- loss of, or change in your normal sense of taste or smell;
- shortness of breath;
- unexplained tiredness, lack of energy;
- muscle aches or pains;
- unusual hunger;
- headaches;
- sore throat, stuffy or runny nose;
- and diarrhoea, feeling sick or being sick.

Control Measures



Image : CO₂ monitor

Mechanically ventilated spaces (Heating Ventilation Air Conditioning / HVAC)

Where there is a wholly mechanical ventilation system in a specific building, Estates have ensured that the system is working in line with government and industry guidance and that there is an abundant supply of safe fresh air.

Where localised air conditioning units are installed, individual risk assessments have been undertaken and the necessary controls implemented to eliminate the exposure of recirculated air. This may in some cases require the additional opening of windows and/or restricting the number of occupants in a space at any one time, and where this is the case, relevant signage has been provided in the room or space.

Naturally ventilated spaces

Some University spaces are naturally ventilated via openable windows, rather than mechanically ventilated with HVAC systems. In these buildings, windows should be opened to boost air exchange rates in these spaces to safe levels.

In teaching and *some* other naturally ventilated spaces, CO₂ sensors have been installed to monitor the CO₂ levels in the room and to assess the extent to which there is sufficient airflow, to minimise the risk of aerosol virus and that the air in the space is being suitably changed for fresh air. The sensors provide a colour changing display to indicate quality of air within the space.

Windows in these spaces should therefore be kept open at all times during teaching and the CO₂ sensor monitored during occupation:

- The monitor display should ordinarily show **Green**;
- If the unit indicates **Amber** then the openable windows should be further opened to increase ventilation, until the monitor display returns to **Green**. The windows can then be closed slightly to limit draughts and balance ventilation but should not be fully closed while in use;
- If the CO₂ monitor unit indicates **Red** then the openable windows should be fully opened and ideally doors opened until **Amber** or **Green** are indicated. If the unit remains at **Red** for 15 minutes or longer in spite of windows/doors being opened, then the person in charge of the class/activity should contact Estates on 01334 463999 or estates@st-andrews.ac.uk after the session so that air quality issues can be investigated.

Please note that an amber or red CO₂ monitor does not indicate any specific danger to individuals' health and wellbeing; these are simply to indicate when the quality of air circulation falls below the standards set by the University – for more information see the University [COVID website](#).

For multiple occupancy offices/rooms the openable windows should be opened when the room is in use. Signage has been put up to advise on the requirement to open windows.

For single occupancy offices/rooms there is no need to open the windows but is good practice to do so. If the space may be used later by someone else, you should ventilate the room for at least 15 minutes before leaving.

HEPA filtration

High efficiency particulate air (HEPA) filters are localized air cleaning and filtering devices that can assist in removal of airborne contaminants. These filters have been installed in some spaces to supplement controls such as the opening of windows, and give such spaces resilience should the windows not be adequately opened. These are not an alternative to ventilation, and thus will not affect any CO₂ readings from monitors. They are, however, an effective measure to minimise the risk of viral transmission where air quality as measured by CO₂ monitors cannot be improved satisfactorily by ventilation alone. Where HEPA filtration units are installed, the room air quality will be safer from COVID risks, even in the presence of high CO₂ levels as indicated by the

	<p>wall mounted monitors. Nonetheless, air quality is important for wellbeing and learning outcomes, and users are encouraged to open the windows while the space is in use. Estates will manage the deployment of HEPA filtration as required.</p>
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<p>Control Measures (continued)</p>  <p>Clean everything you've just touched with the available cleaning products</p>	<p>Occupancy Strategy</p> <p>All University spaces are returned to pre-COVID occupancy numbers with the following exceptions:</p> <ul style="list-style-type: none"> Naturally ventilated bookable teaching spaces remain restricted to permit 1m voluntary physical distancing unless and until HEPA filters have been installed, at which time they are returned to full capacity. A roll out of these filters has commenced to support the Summer programme and will be fully in place to support teaching by Semester 1, 2022/2023. Estates is the authority for identifying any exceptions to the general case above and is to ensure that those operating room booking systems are updated with maximum safe occupancy level. For example, it may be necessary to impose a reduced maximum occupancy in some locations due to specific ventilation performance constraints. <p>Any residual capacity constraints are controlled through Timetable booking or ACE for events.</p>
	<p>Cleaning</p> <p>Maintaining clean work and study spaces is key to student and staff safety. Estates and RBS cleaners will provide enhanced cleaning throughout the estate, with regular attention to touch surfaces, and will also supply and restock cleaning and hygiene materials such as hand sanitiser, wipes and hand towels.</p> <p>Enhanced levels of cleaning and hygiene may lead to higher amounts of waste (wipes, gloves, face coverings etc.). Estates can provide additional waste uplifts and specialist bins by arrangement.</p> <p>Cleaning materials are also available in all work spaces, staff and students are responsible for supporting the cleaning efforts by cleaning the surfaces they have used.</p> <p>Staff are responsible for cleaning their own crockery and cutlery in hot soapy water. Staff hosting guests are responsible for cleaning cups/mugs used by their guests.</p> <p>Always dispose of cleaning materials and other items safely in a bin. Do not leave used cleaning materials on desks or study areas.</p>
	<p>Signage</p> <p>The University has developed and installed a range of COVID signage to provide information and instruction for building users. At present these will be retained, although a number of these will be phased out over the summer months.</p>

Positive Behaviours



Face coverings

The legal requirement to wear masks in indoor locations in Scotland, including universities, was lifted on Monday 18 April.

Wearing a mask is now a matter of personal choice.

Our updated advice to all students and staff is as follows:

- Please continue to wear face-coverings indoors out of respect and consideration for your fellow students and staff, and townspeople. Masks help to stop you spreading infection to others. Covid levels in Fife remain relatively high, and masks are an important defence against transmission of the virus. This will remain the University's advice until the end of our current semester. It is however now entirely your own choice.

Handwashing

One of the key lines of defense against Covid-19 is **good hand hygiene**. It is recommended that you wash your hands with soap and water often and do this for at least 20 seconds, ensuring that all parts of the hands are covered.

Although not as effective as hot water and soap, alcohol based hand sanitizers have also been provided at the entrances to and throughout University buildings; please use these as appropriate.

Distance aware

The University has also subscribed to the [Distance Aware scheme](#) for persons who wish others to take extra care around them for any reason. Persons participating in the scheme may display distance aware badges or lanyards.

Whilst on University premises, **you must respect others' expressed need for personal space.**

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