

School of Mathematics: Using our Buildings

We have continued our work to ensure that our buildings provide a safe and positive environment for any on-campus activities that will be taking place over the coming months. This document outlines the various measures, and gives you a flavour of what to expect.

From 26th April 2021 you will be able to access JCMB. School of Math’s spaces in other buildings (for example Appleton Tower, the Bayes Centre) will not be accessible until September. Before returning to JCMB you must read this document and have watched the School’s student health and safety induction presentation (if you have not already done so).

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1. Be alert for symptoms of Covid-19

COVID-19 infection can cause a new continuous cough, fever, or loss of or change in sense of smell or taste. It is essential that staff and students with symptoms consistent with COVID-19 infection stay away from campus until they have been tested, are advised of the results, and have taken any action which has been confirmed to them by the NHS.

For most people, COVID-19 will be a mild illness. However, if you have any of the symptoms above, stay at home and arrange to have a test.

- Arrange testing via the NHS Inform website <https://www.nhsinform.scot/illnesses-and-conditions/infections-and-poisoning/coronavirus-covid-19/test-and-protect/coronavirus-covid-19-testing>
- Follow the resulting NHS advice.
- Let the University know via the form which is available at <https://www.ed.ac.uk/news/covid-19/current-students/self-isolation>

Following a positive test, NHS Test and Protect contact tracing will identify your close contacts.

Please download the Protect Scotland app, see <https://protect.scot/>. The app will alert you if you have been in close contact with another app user who tests positive for coronavirus. And if you test positive, it can help in determining contacts that you may have otherwise missed while keeping your information private and anonymous.

Close contacts may have been near you at some point in the 48 hours before your symptoms appeared, or at any time since symptoms appeared.

Being near someone means:

- Less than 1 metre from them for any length of time (face-to-face contact)
- Less than 2 metres from them for 15 minutes or more

The closer and longer the contact, the higher the risk.

- If you are identified as a close contact you will be asked to self-isolate for 10 days, whether or not you have symptoms. In such circumstances you should self-isolate and let the University know via the form which is available at <https://www.ed.ac.uk/news/covid-19/current-students/self-isolation>

For further information on test and protect please see <https://www.nhsinform.scot/campaigns/test-and-protect>

Those who are self-isolating but not living in University accommodation will be able to seek support from the University Covid Support Service: <https://www.ed.ac.uk/students/living-in-edinburgh/covid-support-service>

2. We are all responsible

The University has created a Good Citizen Guide which is available at: <https://www.ed.ac.uk/students/academic-life/conduct/good-citizen-guide>

It is crucial that you read and understand this and that you bear it in mind at all times. Adhering to the guidance will ensure that as many students and staff as possible feel safe and happy to come to campus for teaching, learning and studying.

This means that we must stay safe, protect ourselves and each other by:

- Observing distancing guidelines on and off campus at all times and adhere to building one-way systems
- Frequently washing hands
- Wearing face coverings in all University buildings. [This is mandatory by law in most University spaces including libraries and study spaces, as well as in shops and on public transport, unless you have a good reason for not wearing one]
- Only moving around campus or between campuses when it is necessary to do so
- Assuming there is an extra risk when we meet new people, or we are in groups
- Remembering that alcohol consumption alters judgement and that this is no excuse for breaking the guidelines

Be considerate, supportive and inclusive by:

- Remembering some people are more vulnerable and some may be shielding
- Acting, where necessary, to prompt and gently remind others to follow the guidelines
- Responding positively (and not taking it personally) if you are reminded about a guideline
- Offering support and signposting services to others
- Acting with empathy, compassion and kindness in both online and offline interactions
- Respecting cultural differences and honouring diverse perspectives

3. Travelling to and around the campus

You can access external areas of the University's campuses as you would normally. Although these may be quieter than normal please maintain social distancing (2 metres).

Staff and students are encouraged to walk, run or cycle to work where this is possible. If using public transport, follow all Scottish Government guidelines. For information on bicycle parking please see:

<https://www.ed.ac.uk/transport/cycling/facilities/bike-parking>

4. Before coming in

Before coming into our buildings please:

- If you have not already done so - watch the online Health & Safety induction video that we have created for students. This is accessible via <https://teaching.maths.ed.ac.uk/main/teaching2020/school-health-safety-and-building-guidance>
- Re-read any required documentation (including this document)
- Remind yourself of the contents of the University guidance which is available at <https://www.ed.ac.uk/students/welcome-back/visiting-campus/building-access-and-safety-measures>

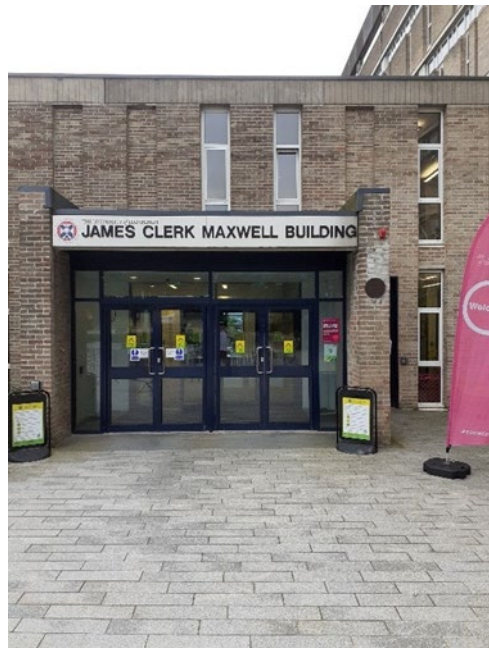
- Pre book your study or examination space via <https://apps.maths.ed.ac.uk/room-bookings/index.php>
- Make sure that you know which room or rooms you will be using in. Information on each of our rooms is available via <https://teaching.maths.ed.ac.uk/main/teaching2020/school-health-safety-and-building-guidance>. This includes information on how rooms will be used and room plans. For some rooms there will be short videos to how to get to and from room/s using the one-way systems that are now in place.

Things to bring with you:

- Your laptop, tablet and charger
- Your student card
- A mobile phone
- A face covering
- Hand sanitizer (if you have any and wish to make use of your own. Sanitizer will be available at various points in the buildings)
- Warm clothing as room windows will be open and the weather can vary!
- Water (to reduce queues for toilets, kitchen areas)

5. Entry to JCMB

Entry to JCMB will be via the main entrance and there is hand sanitizer just inside..



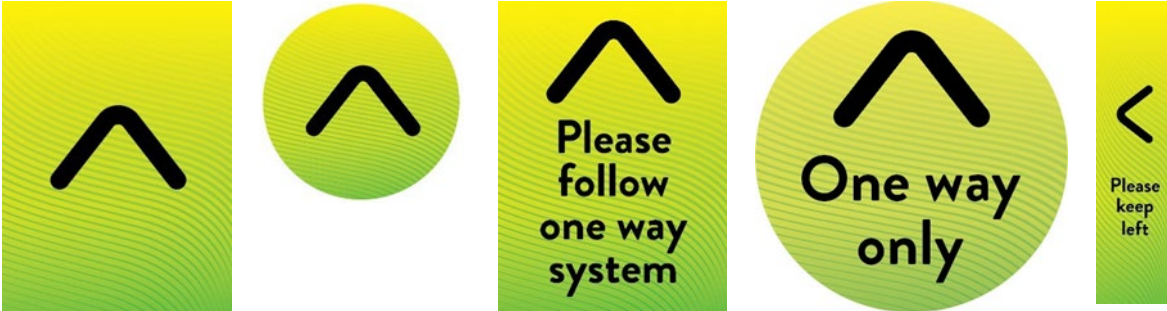
JCMB main entrance



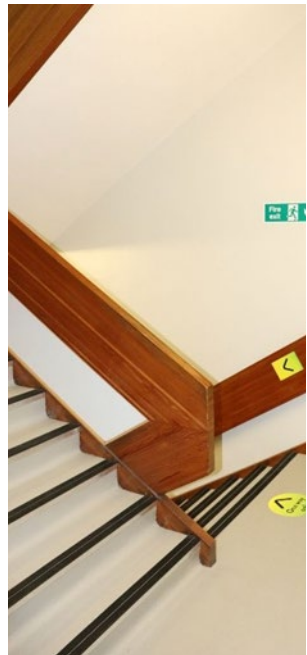
Hand sanitizer at entrance

6. Moving around our buildings

A one-way system is in place around the buildings, together with UP-only and DOWN-only directions for stairs, to reduce the frequency of people passing in corridors and stairs.



Up stairway



Down stairway



No entry stairway



Down stairway entry

The direction of the one-way system will be indicated by signage and on the floors. It can take some time to familiarize yourself with the one-way system so please do look at the relevant one-way system videos. You must use this system when moving around the building. This means that the route to and from rooms will likely be longer than normal. Please do not take any other routes. Movement both ways will be allowed within some areas and this will be indicated by signage. In these corridors, please keep left at all times. **Please be careful in these areas and only allow one person passage through these spaces at once waiting safely to one side until the area is clear.**

Individuals with reduced mobility will be allowed to employ the shortest possible route to their destination even when this goes against a one-way system, and will have priority access to the lifts.

Individuals who have conditions which may require urgent access to toilet facilities do not need to abide by the one-way system to access toilets and may take the most direct route. This is University policy.

Movement around the buildings should be kept to a minimum wherever possible. Please try to minimize any ad hoc interactions with fellow students or staff in corridors or in other areas where this might impede the one-way system.

The majority of corridor doors will be in the open position (but will close automatically in the event of a fire alarm). For any doors which are closed please consider using a knee or elbow (depending on the type of door) to open them rather than your hands.

Lifts are in operation and are safe to use, but can only be used by those with disabilities and for transportation of heavy goods that cannot be carried up or down the stairs. Please be aware that some building users may have unseen disabilities. If you are queuing for a lift and someone asks to use it as priority ahead of you, please allow them to do so. Wherever possible, continue to use the stairs.



Please observe queue signage – at 2m from lift doors



7. Face coverings

We are expecting everyone to wear face coverings in all University buildings unless individuals have good reasons for not wearing one. These are mandatory for library/study spaces as well as communal areas such as corridors.

A face covering can be any covering of the mouth and nose that is made of cloth or other textiles and through which you can breathe. Religious face coverings that cover the mouth and the nose count as face coverings for these purposes.

Students and staff should be aware that there are certain conditions and hidden disabilities that may preclude persons from wearing face coverings and should ensure they understand and respect this. In line with our Dignity & Respect policy, any bullying or harassment on this issue will not be tolerated.

There are helpful resources available to create your own face covering exemption badge or label including <https://www.gov.uk/government/publications/face-coverings-when-to-wear-one-and-how-to-make-your-own>. These may be helpful but are not required.

You can view the University's current position on face coverings at <https://www.ed.ac.uk/news/covid-19/health-safety-travel> and we encourage you to review this regularly to make sure you are complying with the latest guidance. Please also see government guidance on the safe use and disposal of face coverings: <https://www.gov.scot/publications/coronavirus-covid-19-phase-2-staying-safe-and-protecting-others/pages/face-coverings/>

8. Cleaning & Hygiene

The Estates Department will provide increased cleaning regimes throughout the working day for common touch points on doors, handrails and lifts in the common areas of the buildings.

Regular hand washing is key to reducing the risks of Covid-19, please ensure that hands are washed thoroughly and often, for example:

- after coughing, sneezing or blowing your nose
- after using the toilet
- after using any communal areas
- before eating and drinking

If paper towels are not available you are advised to use your elbow (if possible) to turn off the tap after washing your hands.

See also <https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/>

9. Rooms

Rooms will mainly be available for study space but we will also make rooms available if students need a quiet room to sit an online examination.

The following are available:

5326 - MSc study spaces
5327 - MSc study spaces
5328 - MSc study spaces
5310 - MSc study spaces
5311 - MSc study spaces

From 26 April to 16 May 6309 will also be available for MSc study spaces.

1501 – Undergraduate study spaces
3217 – Undergraduate study spaces

5205 – Exams spaces
6301 – Exams spaces

5312 space for students to take breaks – this is a drop in space and booking is not required

Scotland is anticipated to move to Level restrictions on 17 May. From this point we will also make the following available:

3211 – for MSc students to have one to one meetings with their project/dissertation supervisor
6309 - for MSc group work space (Statistics with Data Science)

For information on University managed study spaces please see: <https://seated.iot.ed.ac.uk/>. The web form which is available on this page allows you to book student spaces in different parts of the University.

The rooms that you will be using have been configured to meet social distancing requirements, this might include the use of a one-way system within a room.





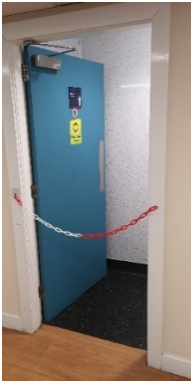
Room plans and associated guidance are available for each room and you should look at these before you come to a room for the first time. This information is available via <https://teaching.maths.ed.ac.uk/main/teaching2020/school-health-safety-and-building-guidance>

Each room will have a fixed capacity, which will be indicated on the door to the room. This capacity should not be exceeded under any circumstances. Rooms will have clear markings showing which seats and desks or workstations can be used to maintain physical distancing. When you are in rooms please do not move furniture or swap tables.

In most cases rooms will have hand sanitizer and sanitizing wipes that you can make use of. Room windows will have been opened at the start of the day to enhance ventilation and rooms will be cleaned at the start and middle of each day.

Openable windows are to be left open. This may mean that some rooms are quite cold and you should prepare for such possibilities.

10. Toilets



The toilets are being operated on a one in and one out system and so there should only be one person in a toilet area at any one point in time. When you enter the toilet, please put the chain across the entry door and when you leave please remove it to indicate that the toilet is now free. Care should be taken when using toilet facilities, for example using tissues or wipes to turn taps on and off, attach/unhook the chain etc. Reduced capacities may result in the formation of queues, so please do not linger longer than necessary in the toilets. You should also consider continuing along the one-way system to find the next available toilet.

11. Those in need of additional measures

If you have received a letter from the NHS advising you to take *additional measures* to protect yourself from Covid-19:

- Please email studentsupport@maths.ed.ac.uk
- You do not need to disclose medical information
- You do need advise them that you have received medical advice to take additional measures to protect your health
- The University will do all it can to implement any additional measures/adjustments needed to protect your health and support a return to campus and/or identify alternatives.

12. First aid, Fire safety and security arrangements

There might not be a regular first aid presence on site and University Security will be the constant form of first aid support. For minor injuries call University Security via 0131 650 2257 if assistance is needed (or 2222 from any University internal phone). If the accident is more serious and an ambulance is needed phone 999 (9999 from a University internal phone), **then** inform Security by phoning via 0131 650 2257 (or 2222 from any University internal phone).

In the event of a fire alarm please make your way to the nearest exit by the quickest possible route, ignoring the one-way system, and leave the building. Please remain outside the building until such time as otherwise indicated. Further information on evacuation procedures is available via <https://intranet.maths.ed.ac.uk/admin-services/facilities/jcmb/fire-zones>.

Do not return to the building until you are told it is safe to do so by Security, the Fire Brigade, or the Fire Assembly Coordinator.

If you require assistance to leave the building, then a risk assessment is required before you return to campus to determine whether the appropriate support will be available. Please email maths.health.safety@ed.ac.uk if this applies to you. All efforts will be made to ensure you have the appropriate support in place.

The emergency evacuation alarm will be tested weekly on Wednesdays at 8:55am (JCMB)..

13. Security

You must carry your UoE student card at all times when in University buildings.

All fire doors are in normal operation and **should not be used as exits** from the building unless in the case of an emergency

If you have a security concern whilst in the building call the UoE security team on 0131 650 2257 (or 2222 from any University internal phone).

14. Equality Issues, Mental Health & Wellbeing, and Raising Concerns

We understand that this is a challenging time for everyone so it is important that you reach out for support if you need it. We will be monitoring the impacts of the new ways of working on different groups. Please raise any Covid-19 concerns by emailing maths.health.safety@ed.ac.uk. Everyone needs to play a part in making this work as best we can.

These changed ways of working will impact differently on different groups. If you believe a personal risk assessment is appropriate for your circumstances, please contact maths.health.safety@ed.ac.uk.

You should feel able to challenge behaviour that is not in keeping with our new measures, but be kind! We will all forget something in this “new normal”. Please also remember that someone may have a valid reason for travelling against one-way systems or using lifts if, for example, they have a disability. Remember that not all disabilities are always visible.

15. Feedback/comments

If you have any comments, suggestions, questions or wish to flag any issues please email maths.health.safety@ed.ac.uk. These will be considered as appropriate by the School/JCMB Building Groups and/or passed to the University for consideration.

Version 2: 20 April 2021

If you require this document in an alternative format, such as large print or a coloured background, please contact the School Office through queries@maths.ed.ac.uk.

Appendix I: Further information

Links

Using our Buildings video – all students must watch the video which is available via

<https://teaching.maths.ed.ac.uk/main/teaching2020/school-health-safety-and-building-guidance>

NHS Inform web resource

<https://www.nhsinform.scot/illnesses-and-conditions/infections-and-poisoning/coronavirus-covid-19>

University Good Citizen Guide

<https://www.ed.ac.uk/students/academic-life/conduct/good-citizen-guide>

University information on buildings and safety

<https://www.ed.ac.uk/students/welcome-back/visiting-campus/building-access-and-safety-measures>

University health, safety and travel information for staff and students

<https://www.ed.ac.uk/news/covid-19/health-safety-travel>

University Covid Support Service for students

<https://www.ed.ac.uk/students/living-in-edinburgh/covid-support-service>

Scotland's Test and Protect System

<https://www.nhsinform.scot/campaigns/test-and-protect>

NHS guidance on handwashing

<https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/>

Scottish Government guidance on face coverings

<https://www.gov.scot/publications/coronavirus-covid-19-phase-3-staying-safe-and-protecting-others/pages/face-coverings/>

UK Government page which provides face mask exemption cut outs

<https://www.gov.uk/government/publications/face-coverings-when-to-wear-one-and-how-to-make-your-own>

Information on bicycle parking

<https://www.ed.ac.uk/transport/cycling/facilities/bike-parking>

School study space booking form

<https://apps.maths.ed.ac.uk/room-bookings/index.php>

University study space booking form

<https://seated.iot.ed.ac.uk/>