# Return to UCL Checklist for Departments

The phased return to UCL will be driven by guidelines from the UK Government and Public Health England (PHE) and based on operational priorities. In order to ensure the safety of the UCL community, we have suggested a number of additional points on top of UK Government guidance.

Departments[[1]](#footnote-1) are expected to manage their own arrangements to comply with institutional policies and government guidance. This checklist focusses on priority measures for infection prevention and control, but includes a wider range of considerations, such as statutory compliance in reopening buildings. The checklist are detailed but non-exhaustive lists of measures to consider.

Government guidelines are available via the [Working Safely during COVID-19](https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/labs-and-research-facilities) website. Information about UCL’s response to COVID-19 can be found on the dedicated [coronavirus website](https://www.ucl.ac.uk/coronavirus/). Local risk assessments to document the hazards and controls of restarting activity must be completed alongside this document.

## Content

The document consists of a checklist, to be completed by departments and UCL Estates working together. Guidance is included at the end of the checklist. The checklist can be completed in different ways depending on building type:

* Buildings occupied by a single UCL Department (e.g. Queen Square House) - Estates complete the first part of the checklist (numbers 1 to 18). The Department completes the remainder (19 to 68). All items are reviewed together before submitting for approval to restart.
* Buildings occupied by multiple departments (e.g. Rockefeller Building) – Estates complete the first part of the checklist (numbers 1 to 18) to document arrangements in common areas and submit for approval to reopen common areas. The Department completes the remaining items (19 to 68) and reviews together with Estates, before submitting for approval to restart their activities.

# Planning for restart – what to do before people return

For more information on planning to restart, please refer to the [management responsibilities](#_Management_responsibilities) and [guidance section](#_1._Planning_for_3)s.

## Part 1: UCL Estates Responsibility

| **Measure** | **Y/N?** | **Action / comment** |
| --- | --- | --- |
| **Prepare the Building** |
| 1. A Welcome Station has been setup at the main entrance to the building, or UCL area providing users with information on UCL’s COVID-19 response, facilities to wash or sanitise hands and (for some key locations) a voluntary temperature check?
 |  |  |
| 1. A one way system (including increased entry and exit points) has been developed for the building / area in question and appropriate signage provided to ensure users are aware? The one way system should include separated entrances, exits, staircases and separate flows on each floor wherever possible. All normal fire exits must still be available and used in the event of an emergency.

**Note:** This will require consultation with the department to ensure shared and departmental area routes are complementary. |  |  |
| 1. The one way system has considered connected buildings and other users of the building and how the changes will impact others? This is particularly important for buildings physically connected to others nearby.
 |  |  |
| 1. The building or area’s [cleaning](https://www.ucl.ac.uk/estates/our-services/ucl-cleaning-service) schedule has been reviewed in line with the return to work risk assessment and other points in this checklist?
 |  |  |
| 1. Disinfectant wipes have been made available in offices and in rooms where equipment may be shared?
 |  |  |
| 1. Items / surfaces that people may touch frequently have been limited and enhanced cleaning put in place?
 |  |  |
| 1. Reception desks or similar customer interface areas have been considered for protective screens, on top of the social distancing points below?
 |  |  |
| 1. Reduced visitor numbers mean that reception objects, furniture, magazines etc. should be removed, in consultation with departments.
 |  |  |
| 1. Ensure [waste collections](https://www.ucl.ac.uk/estates/estates-services/waste-and-recycling) are active, if suspended through lockdown.
 |  |  |
| 1. Ensure there are sufficient bins available for waste, such as wipes, to be collected safely to avoid risk to others who may come into contact with them. Note that waste from routine cleaning and used face coverings can be disposed of using the general waste route (black bins/bags). Using the hazardous waste route is not necessary.
 |  |  |
| 1. Ventilation in the building / area has been checked and if possible set to ensure maximum possible ventilation throughout the day. Where available, air handling units with recirculation have been switched to supply 100% outdoor air without re-circulation.
 |  |  |
| 1. **For non-UCL premises** – landlord arrangements have been reviewed and communicated to departmental contacts where required?
 |  |  |
| **Social Distancing Plan** |
| 1. Materials (such as floor tape) in common spaces have been used to mark areas to help users keep to 2 metres apart?
 |  |  |
| **Health, Safety and compliance** |
| 1. Posters are placed prominently around the common areas of the building(s), providing users with [information about social distancing and maintaining good habits](https://www.ucl.ac.uk/coronavirus/keeping-safe-campus/resources-managers) such as washing hands, catching coughs and sneezes?
 |  |  |
| 1. [Statutory checks](https://www.ucl.ac.uk/safety-services/a-z/statutory-testing) managed by Estates may be overdue. Any issues should be communicated to the department. For a list of equipment in this category, refer to the [guidance notes](#_Guidance_to_support_1) below.
 |  |  |
| 1. Other equipment may have missed testing dates and should not be used before inspection, maintenance or testing.
 |  |  |
| 1. Where Estates has responsibility for water systems, safety showers and taps, those that have been shut for more than a week may pose a [Legionella hazard](https://www.ucl.ac.uk/safety-services/a-z/legionella). Turn on these taps so that the supply pipes are fully flushed. Flush for at least 15 minutes. Flush toilets with lids closed. Remove any aerosol producing equipment / attachments (shower heads, aerator) or use tubing from the tap to below the sink drain, to prevent aerosols.
 |  |  |
| **Items specific to laboratories, workshops etc.** |
| 1. **For radiation laboratories only -** Ensure waste collection and disposal is available if required.
 |  |  |

Table below to be completed only by the ESTATES DIVISION to confirm all relevant checks have been undertaken in preparedness for restart:

|  |  |
| --- | --- |
| **Name:** |  |
| **Title**  |  |
| **Approved by\*:** | **Signature** |  | **Date:** |  |
| **Name**  |  |
| **Title** |  |
| **Verified by\*:** | **Signature** |  | **Date:** |  |

## Part 2: Departmental Responsibility

| **Measure** | **Y/N?** | **Action / comment** |
| --- | --- | --- |
| **Prepare your People** |
| 1. When identifying who may return, consider vulnerable groups. Managers must be made aware of the [individual health assessment tool](https://www.ucl.ac.uk/human-resources/health-wellbeing/workplace-health/what-we-do/covid-19-individual-health-assessment-tool-managers) for managers and use it where required.
 |  |  |
| 1. The department must have sufficient staff in place to function safely, such as to take deliveries, manage waste streams and have the correct technical and specialist support to run departmental equipment.
 |  |  |
| 1. Significant findings from the departmental return to work risk assessment have been communicated? Staff have been inducted in the new departmental arrangements and requirements before they commence activities?
 |  |  |
| 1. Staff and students are aware that they should work from home if at all possible?
 |  |  |
| 1. Staff and students are aware that they should not be using [public transport](https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers#travel-safely-during-the-coronavirus-outbreak) if at all possible?
 |  |  |
| 1. Staff shifts / rotas have been considered to stagger arrival and departure times to reduce crowding?
 |  |  |
| 1. Staff and students are aware of the UK Government’s launch of [Test and Trace](https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works), the programme for contact tracing and COVID-19 testing?
 |  |  |
| 1. Staff are aware of [Care First](https://www.ucl.ac.uk/students/support-and-wellbeing/evening-and-weekend-support) (UCL’s employee assistance programme) and other sources of support? Care First can be called for free on 0800 197 4510. Students are aware of support available, via [Student Support and Wellbeing](https://www.ucl.ac.uk/students/student-support-and-wellbeing). You can email covidhelpline@ucl.ac.uk if you would like to speak to someone on the phone, please call the helpline on 0203 108 5699 between 9am-5pm, Monday-Friday.
 |  |  |
| 1. Staff and students are aware that the use of [face coverings](https://www.instituteofmaking.org.uk/blog/2020/05/face-coverings-faqs) is required across UCL when travelling around campuses and in other areas where social distancing is not possible?
 |  |  |
| 1. Staff and students are encouraged to store personal items and clothing in personal storage spaces, for example lockers?
 |  |  |
| 1. Consider staff and students who have [PEEPs](https://www.ucl.ac.uk/safety-services/fire/table-disability) in place and review these in case adjustments are required. Also consider the [reasonable adjustments guidance](https://www.ucl.ac.uk/coronavirus/sites/coronavirus/files/ensure_covid-19_risk_control_measures_are_inclusive.docx) for managers, to ensure COVID-19 control measures do not impact on accessibility.
 |  |  |
| 1. During a phased restart, lone working is likely to be more prevalent. Ensure any risk assessments that previously did not consider lone working are updated and where necessary, create new risk assessments for lone workers. Refer to UCL [lone working guidance](https://www.ucl.ac.uk/safety-services/a-z/lone-working).
 |  |  |
| 1. Managers must consider the impact of reduced health surveillance during shutdown and ensure that staff or students make appointments in consultation with [Workplace Health](https://www.ucl.ac.uk/human-resources/health-wellbeing/workplace-health/what-we-do/covid-19-individual-health-assessment-tool-managers).
 |  |  |
| **Prepare the Building** |
| 1. Hand washing or sanitising facilities are available throughout the building, and cleaned regularly?
 |  |  |
| 1. A one way system (including increased entry and exit points) has been developed for the building / area in question and appropriate signage provided to ensure users are aware? The one way system should include separated entrances, exits, staircases and separate flows on each floor wherever possible. All normal fire exits must still be available and used in the event of an emergency.

**Note:** This will require consultation with UCL Estates to ensure shared and departmental area routes are complementary. |  |  |
| 1. Hand sanitiser has been made available in offices and in rooms where equipment may be shared? Consider removing or personally assigning equipment that is shared and handled by many people in the workplace.
 |  |  |
| 1. Floor plans have been reviewed by the department and workstations restricted (with signs/labels) to ensure social distancing at work places?
 |  |  |
| 1. Reduced visitor numbers mean that reception objects, furniture, magazines etc. should be removed (in consultation with Estates where needed) and visitor registration done by one person to remove the need for shared pens and paper.
 |  |  |
| 1. Arrange deliveries to ensure social distancing and that packaging can be sent to waste safely. A central delivery point should be used (such as reception or store) to prevent access to buildings by external delivery staff who do not know the new arrangements. A ‘put-down-pick-up’ process will ensure social distancing and trolleys should be sanitised before another user handles them.
 |  |  |
| 1. Access to visitors should be minimised and a strict visitor access procedure should be documented and adhered to. Visitors to UCL must be instructed how to proceed, and inducted into the department’s operational and social distancing measures. This should be done before arrival so queries can be answered. Where possible, record the names of visitors who enter UCL premises in case they must be contacted.
 |  |  |
| 1. Check the building fabric, fixtures and fittings, and for power loss, broken or faulty equipment before a restart in an area. Contact the [customer helpdesk](https://www.ucl.ac.uk/estates/customer-helpdesk) and [report any incidents](https://ucl.oshens.com/AIR2/Incbook/incbook_tab_begin.aspx?First=1) on riskNET.
 |  |  |
| 1. Make staff aware that items in storage may have moved over the weeks so may fall if moved on shelves, or if cupboards are opened.
 |  |  |
| 1. Check for expired / rotten food in offices, fridges, cupboards etc. if people didn’t have chance to clear out on shutdown.
 |  |  |
| 1. Pest activity, such as mice or insect presence, may have increased during the shutdown. Where any is observed, clean the area thoroughly and contact the customer helpdesk for pest control if necessary.
 |  |  |
| 1. Arrange to open windows to increase natural ventilation where possible.
 |  |  |
| **Social Distancing Plan**  |
| 1. The ‘1 in 4’ rule (looking to achieve 25% people density) has been considered for all people and teams, who cannot work from home, using the space?
 |  |  |
| 1. Staff and students are aware that all meetings are remaining on [Microsoft Teams](https://www.ucl.ac.uk/isd/services/communicate-collaborate/microsoft-teams) (or other platform), including meetings with visitors?
 |  |  |
| 1. It is clear which work stations are not in use and what is expected from staff when entering and exiting a work station?
 |  |  |
| 1. The maximum occupancy of shared spaces (such as lifts, small multi use offices and break rooms) has been considered and reduced, to ensure social distancing?
 |  |  |
| 1. Layouts and processes have been reviewed to allow people to work further apart from each other?
 |  |  |
| 1. Materials (such as [signs / floor markers](https://www.ucl.ac.uk/coronavirus/keeping-safe-campus/resources-managers)) in departmental areas have been used to help users keep to 2 metres apart?
 |  |  |
| 1. Staff have been made aware that UCL has suspended [AGILE working](https://www.ucl.ac.uk/professional-services/agile-working), and that if staff cannot work remotely, they should be provided (where possible) with a set workstation, for a working week?
 |  |  |
| 1. Staff are aware that break times should be staggered to reduce pressures on break areas, if still open?
 |  |  |
| 1. Departments must have a way to monitor the building occupancy and ensure it complies with the maximum number the UCL return to work risk assessment defines. This will need to be discussed with Estates.
 |  |  |
| **Health, Safety and compliance** |
| 1. The necessary number of Fire Evacuation Marshalls and First Aiders are available, considering the risk profile of activities and the number of people using the space? It must be clear which first aiders are available to help on any one day and how to contact them.
 |  |  |
| 1. Posters are placed prominently around the building(s), in departmental areas, providing users with [information about good habits](https://www.ucl.ac.uk/coronavirus/keeping-safe-campus/resources-managers) such as washing hands, catching coughs and sneezes?
 |  |  |
| 1. It is advised that returning staff complete an induction process including [fire safety training](https://www.ucl.ac.uk/staff-training/enroll.php?code=FS1) before being allowed back. To access training courses outside of the UCL network, you must use either [Desktop@UCL](https://my.desktop.ucl.ac.uk/) or the [secure VPN](https://www.ucl.ac.uk/isd/services/computers/remote-access).
 |  |  |
| 1. Staff and students are aware of the [symptoms](https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/) of COVID-19 and [how to report sickness](https://www.ucl.ac.uk/coronavirus/about-virus-and-taking-precautions?utm_source=UCL%20%28Internal%20Communications%29&utm_medium=email&utm_campaign=11582930_Covid-19%20All%20Staff%20Email%3A%202%20June&utm_content=self-isolate%20and%20stay%20home)?
 |  |  |
| 1. All work activities that are changed through consideration of social distancing and new department procedures must have their risk assessments updated. Risk assessments for activities carried out before, or even during the lockdown, must be revised with respect to the published return to UCL general risk assessment. This is available on [riskNET](https://www.ucl.ac.uk/safety-services/risknet) – search for reference RA035341.
 |  |  |
| 1. Equipment managed by the department that requires [statutory checks](https://www.ucl.ac.uk/safety-services/a-z/statutory-testing) the department arranges, may now have certificates for use that are out of date. These should not be used until certification can be completed. For a list of equipment in this category, refer to the [guidance notes](#_Guidance_to_support_1) below.
 |  |  |
| 1. Other equipment may have missed testing dates and should not be used before inspection, maintenance or testing. This includes gas alarms, lone worker and panic alarms.
 |  |  |
| 1. Incidents or hazards may have arisen over the shutdown period so remind people how to [report an incident](https://ucl.oshens.com/AIR2/Incbook/incbook_tab_begin.aspx?First=1) on riskNET.
 |  |  |
| 1. The department have considered any [GDPR implications](https://www.ucl.ac.uk/data-protection/covid-19-data-protection-faqs) relating to the return to work process, such as gathering health data, and spoken to UCL’s [Data Protection & Freedom of Information Officer](https://www.ucl.ac.uk/legal-services/data-protection-freedom-information-team) if required.
 |  |  |
| 1. Taps, safety showers, water supplies or sources in departmental areas that have been stagnant for more than a week may pose a [Legionella hazard](https://www.ucl.ac.uk/safety-services/a-z/legionella). Turn on these taps and fully flush the systems. Flush for at least 15 minutes. Flush toilets with lids closed. Remove any aerosol producing equipment / attachments (shower heads, aerator) or use tubing from the tap to below the sink drain, to prevent aerosols.
 |  |  |
| **Communications** |
| 1. A member of the department / team is linked to faculty communications on COVID-19 response? Where in place, this could be your [COVID Mitigation Coordinator (CMC)](https://www.ucl.ac.uk/teaching-learning/teaching-continuity/education-planning-2020-21-support-teams#Arts%20and%20Humanities).
 |  |  |
| 1. Staff are aware of the UCL [Daily Coronavirus Update](https://www.ucl.ac.uk/staff/life-ucl/coronavirus-covid-19-daily-update-emails?utm_source=UCL%20%28Internal%20Communications%29&utm_medium=email&utm_campaign=11591210_Covid-19%20All%20Staff%20Email%3A%205%20June&utm_content=UCL%20Staff%20Intranet) email and are encouraged to read it?
 |  |  |
| 1. First Aiders have been asked to read and follow the [guidance for returning first aiders](https://www.ucl.ac.uk/safety-services/guidance-returning-first-aiders).
 |  |  |
| **Items specific to laboratories, workshops etc.** |
| 1. Introduce a clear bench policy to all areas to assist cleaning and to reduce handling of objects by multiple people.
 |  |  |
| 1. PPE may have been reallocated. Check whether there is sufficient PPE available to restart activities and restock before individuals are exposed to hazards.
 |  |  |
| 1. PPE that is either shared or stored together may be contaminated if they have been used within the last 3 days. Ensure laboratory coats are laundered and stored separately to prevent lab coats from contaminating others.
 |  |  |

## Completion and confirmation

Once you consider that your people and your building are prepared, a ‘[Staying COVID-19 Secure](https://assets.publishing.service.gov.uk/media/5eb97d30d3bf7f5d364bfbb6/staying-covid-19-secure.pdf)’ certificate should be completed and displayed before any activity restarts. It should be signed by the Head of Department and placed at the welcome station in the building, or entrance to your area.

Departments must have their own authorised ‘return to UCL’ risk assessment in place, based on the general UCL risk assessment RA035341. You must also have reviewed relevant activity risk assessments and updated them to reflect changes such as social distancing and increased cleaning.

Fill in the table below to confirm preparedness for restart:

|  |  |
| --- | --- |
| **Department and building:** |  |
| **Head of Department, or delegate:** |  |
| **Checklist completed by:** |  | **Date:** |  |
| **Verified by\*:** |  | **Date:** |  |

\*This can be a building/facilities manager or safety officer in your department, or a colleague from UCL Estates.

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# Management responsibilities

## Head of Department

The Head of Department is responsible for ensuring any statutory requirements for departmental equipment are complied with before equipment is used by employees. Examples of such requirements are:

* Written scheme of examination as applied to departmental pressure systems.
* Servicing of fume cupboards and other local exhaust ventilation (LEV) as required every 14 months.
* Statutory checks of lifting equipment.
* Maintenance of gas alarms, gas manifolds and regulators.

Management must prepare a start-up plan ensuring a safe restart, using this guidance to assist, to cover any department-specific issues not written here. It will include details on how to apply, monitor and review such plans. They must ensure staff and students returning are aware of the new arrangements in place and have been trained as required.

## Principal Investigators and Academic Supervisors

All PIs and supervisors are responsible to ensure their staff have risk assessments in place for their activities. It is likely that new circumstances to prevent COVID-19 spreading and adapting to social distancing require these risk assessments to be updated. As there may still be reduced support regarding supervision, first aid and FEM cover; risk assessments must be revised even for standard activities. Supervision of staff in buildings with reduced numbers where lone working is more likely, is also the responsibility of the line manager or supervisor.

Updates to risk assessments must also include any activity that was performed recently during the lockdown.

## Laboratory Managers

Laboratory managers must do a final check of their areas of responsibility to ensure the work area and specialist equipment is ready for activities and the departmental plan for restart has been complied with.

## All staff and students

Staff and students must take all reasonable precautions to protect themselves from the SARS-CoV-2 virus. They should familiarise themselves with departmental ways of working and social distancing arrangements. This may change often and at short notice.

Staff and students must be aware that although they may have performed their activity regularly, even during lockdown, their previous risk assessments are no longer suitable or sufficient due to newly published return to UCL and departmental risk assessments, and so must be revised.

Staff and students have a duty of care to themselves and to others who may be working during the phased restart, so as to comply with departmental working and social distancing arrangements and not to impact their own or others health and safety.

# Guidance to support the checklist items

## Social distancing

The Health and Safety Executive have declared that employers not ensuring social distancing may be subject to enforcement action, including prosecution. It is therefore essential to focus on 2 metres social distancing. There are options if social distancing is not possible, but the following must be considered:

* + The activity must have vital importance to the business.
	+ Consider whether that activity needs to continue for the business to operate.
	+ Increase the frequency of hand washing for 20s and clean surfaces more often.
	+ Keeping the activity time involved as short as possible, less than 15 minutes.
	+ Use screens or barriers to separate people from each other.
	+ Use back-to-back or side-to-side working (rather than face-to-face).
	+ Reduce the number of people each person has contact with by using ‘fixed teams or partnering’.

Reduce the numbers in classroom, laboratory and office activities, to enable people to sit at least 2 metres apart. This may be achieved by:

* + Using daily shift systems for staff.
	+ Extending hours, but only if support is available and can be arranged.
	+ Using alternate or nominated days for staff and students to be at UCL to reduce the population in office or lab areas.
	+ Asking individuals to continue to work from home where possible.
	+ Stagger lunch hours and breaks to relieve demand for access to any communal facilities needed.

Ensure desk spacing for all office or communal study areas allows for 2 metre separation. This may require desks to be removed or ‘closed’ or that alternate ones are used.

Where there may be queues, such as to enter buildings, in canteens or to use facilities, put markers for the queue and 2 metre distances in place so that individuals can wait in turn calmly.

Ensure traffic routes are identified at entrances, exits and throughout the workplace. A major source of contact is for those entering and leaving a building or moving through it. It may be possible to arrange a single route in and out of any building, room, laboratory or office and a separate route to leave (except in emergency). Crossing on stairs should be prevented where possible through defining traffic routes.

Agile working should be suspended so that individuals have more control over the work area they will be using. In a phased restart, fewer numbers will mean space is available in the first instance. If the same space must be occupied by different people on the same day, or by different shifts, apply a clean desk policy and users should wash their hands for 20 seconds and clean the station before and after each session.

Changing facilities or shower rooms, if kept open, should be restricted to one person at a time. Keep group activities in the department suspended as per government guidelines.

Do not share food, cups or kitchen utensils. If possible, it may be better to shut canteen areas and provide trolley service for coffee / tea.

Use videoconferencing, even when speaking to colleagues within the department to ensure social distancing and reduce movement around site. Do not hold face-to-face meetings. If you must have a meeting that cannot be carried out electronically, hold them in large, well ventilated spaces that allow sufficient space to socially distance. As guidance, a meeting of 5 people will require a room for a minimum of 20 people to ensure 25% occupation is not exceeded.

Do not shake hands or approach within 2 metres when greeting colleagues.

## Planning for restart – what to do before people return.

Departments using the checklist should understand that Estates should first prepare the building for safe re-occupancy. Departments’ plans must therefore consider the subsequent safe operation and occupancy of the premises in respect to social distancing and hygiene measures, changes in risk level of activities and to people. Any building change requirements as part of a departmental plan must be submitted to Estates for consideration before re-occupancy.

Work areas must be prepared and checked so they are able to be used to restart work before anyone enters the area to start work. The first staff to arrive will be part of the effort to ensure a safe restart before activities begin. Staff who are the initial wave of a phased restart must have plenty of notice so they can engage with management.

The new arrangements for departments are:

* First to ensure the building is in safe condition (Prepare the building). Estates are responsible for the building but if there are concerns or repairs needed that have arisen, the departments should raise these before general reoccupation. Traffic routes must be developed to enter and leave the building and to move around floors (one way systems). These will not apply to emergency evacuation. Ensure staff have card access enabled appropriately and the building is secure.
* The second is to ensure safe equipment and facilities within the department, and safe start up. This will rely on department experts and technical staff being present and to ensure that restarting equipment is done as per manufacturers’ instructions and that equipment utilities, for example vacuum lines or gas supplies, are operational and as required before restarting. Activities such as the sharing of essential equipment, using control stations and the potential communal use of tools must be risk assessed for each activity.
* Finally, the staff asked, or offering to return must be considered individually where their personal risks to COVID-19 are proven to be increased (Prepare your people). They must have a very clear induction and training on the new departmental arrangements in place and how they are expected to work and behave and how the department will support them and respond to concerns and developments, such as issues overlooked before the restart (Communication). Departments will need to define social distancing measures (Create a social distancing plan). The use of building plans showing one-way entry, exit and circulation will avoid confusion.

Where there is shared space between different organisations, such as UCL and the NHS, or between two UCL departments, written agreements to assure coordination and cooperation should be in place as described on the [Safety Services website](https://www.ucl.ac.uk/safety-services/a-z/shared-workplaces). It is vital that measures to control COVID-19 are known and compatible through cooperation and coordination between different employers within the same workspace.

Equipment managed by departments may need to have statutory checks completed before restart. Examples of such equipment are:

* Pressure vessels.
* Lifting equipment.
* Local Exhaust Ventilation (LEV).
* Fire alarm systems.
* Gas cylinder manifolds.

## Actions once you have restarted

In addition to the items in the checklist above, further actions will be required during the first few weeks back in your building.

Consideration must be given to briefings such as on evacuation and social distancing. The key messages around evacuation are as follows:

* Evacuation routes and exits are unchanged, regardless of one-way systems.
* Use every evacuation route so one route is not crowded at the stairs and exits and social distancing does not fail.
* Keep as far apart as reasonably practicable during evacuation and at fire assembly points (there will be fewer occupants).
* At Fire Assembly Points, maintain social distancing.
* On the all clear to return to the building, re-enter the building by staggering the return.
* On returning, ask occupants to wash or sanitise their hands.

As more staff enter the workplace, ensure staff are aware of the actions carried out in the first phase of a restart, such as training in the new arrangements, social distancing measures, fire safety refresher and any changes to risk assessments.

## Document control

|  |  |
| --- | --- |
| Version 1 | Published 29th May, 2020 as a checklist in two parts. |
| Version 2 | Published 5th June, 2020 as a combined checklist. Duplicated items removed, structure improved and additional links added. |
| Version 3 | Published 13th July, 2020 reflecting lessons learned from the initial restart activities. Structure changed, with some items previously included now moved into a separate document to be used once a building, or departmental area, is approved to reopen.  |

1. Department in the context of this document refers to principal organisational units below Faculty level. These groups may be called School, Division, Institute or Office but are referred to here as departments. [↑](#footnote-ref-1)