

LMS DECEMBER 2020

KEY PRINCIPLES AND RULES

- Social distancing of 2m+ must be maintained in all areas. Where this is not possible a risk assessment must be conducted by H&S in advance of any activity.
- Where teams are running rotas or shift patterns to manage occupancy, you should only come to the institute when you are included in the on-site team. At other times you should work from home.
- Face coverings are mandatory in all LMS areas except for single user offices and the designated lunch areas (6th floor café, Rooms A and B, seminar room, ICTEM atrium breakout pods). Reusable face coverings are available from the HR or admin office Monday to Friday.
- If you develop symptoms of COVID-19 you must not come to site and should inform your Group/ Team Lead straight away. You should tell your Group/Team Lead who you have been in close contact with (see definitions below). It would be helpful if you also inform anyone with whom you have been in close contact.
- Close contacts are people you have:
 - shared accommodation with
 - had intimate physical or sexual contact with
 - been within 2 metres for 15 minutes or more
 - been within 1 metre for more than one minute regardless of wearing a face covering
 - had face-to-face contact (within 1 metre) including being coughed on
 - had skin-to-skin physical contact
- You should keep a record of close contacts as you will need to provide these if you fall ill. Observe social distancing at all times to minimise numbers of close contacts.
- If you or someone you live with develops symptoms, you must not come to the LMS. You should request a COVID-19 test: <https://www.gov.uk/apply-coronavirus-test-or-call-119>
- **If you test positive for COVID-19** please inform your team lead and HR, and follow the guidance to self-isolate. You need to inform Imperial's COVID-19 Contact Tracing Hub if you have been to the Institute within the previous 72 hours by completing the [online questionnaire](#). This applies to all staff and students including UKRI employees.
- **If you are contacted by LMS HR or by Imperial's COVID-19 Contact Tracing Hub** to advise you that you are a close contact of someone who is symptomatic and are therefore at risk of carrying the virus, please stay away from the Institute until you are informed whether the contact tested positive - in which case you need to self-isolate as per government advice - or negative, in which case you can return to the Institute.
- Please note that for reasons confidentiality, and in accordance with Imperial's requirement to protect sensitive staff information, individuals who are symptomatic or have a positive test will not be referred to by name in any formal communications. Individuals are encouraged, but not required, to share this information with office and lab mates.
- Please refer to the NHS website for up to date guidance on when to self-isolate and what to do: <https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/when-to-self-isolate-and-what-to-do/>

- Staff who fall into more vulnerable risk categories should follow government guidance and if working on site should have an assessment by Occupational Health. Please contact your team lead or HR for an assessment.
- **Staff who blatantly breach social distancing or hygiene rules or behave in a way that puts others at risk will be subject to disciplinary action according to the relevant MRC or Imperial policy.**
- Anyone who has concerns about their own safety or other people's adherence to social distancing should inform their Group Head or a member of the HR team. In order for action to be taken over these concerns you will need to provide as much information as possible, including names.
- Please provide feedback through your team lead or union representative or email VIPER@lms.mrc.ac.uk.

GUIDANCE AND INFORMATION

Imperial College a-symptomatic COVID-19 testing: Tests are available at all campuses and can be booked at <https://www.imperial.ac.uk/about/covid-19/testing-scheme/>. If you are a member of UKRI staff and do not have a College CID try entering 00000000 in the CID field, or using the number on your college access card preceded by zeros to make an 8 digit number. If this does not work, please contact the HR team providing your date of birth so you can be registered for a temporary CID. If you have a CID number but are unable to book a test please email covidtestenquiries@imperial.ac.uk for assistance.

Staff returning from overseas: If you are returning from a country which does not have a quarantine-free corridor with England (<https://www.gov.uk/guidance/coronavirus-covid-19-travel-corridors>) you must quarantine in line with government requirements. Staff who are not required to quarantine may return to the institute, but must be particularly careful to remain 2m from others at all times and to follow guidance on disinfection and hygiene. Staff are strongly recommended to register for testing through the Imperial testing programme on their return and again a week later, see <https://www.imperial.ac.uk/about/covid-19/testing-scheme/>

Social Distancing and maximum occupancy in rooms.

Observe one-way systems, maximum room occupancies and fixed working positions where these are in place. Maintain a 2m distance from others. Where you have a fire safety door stop, you may leave doors open to reduce touch points. Do not prop open doors that have no fire safety door stop. In an emergency eg a fire, the priority is to leave the building immediately. You should try to maintain social distancing if you can, particularly at assembly points.

Instructions for surface disinfection.

Use 70% ethanol or Distel to wipe your desk, lab bench, door handles, keyboards, telephones, etc. at both the beginning and end of each working period (double disinfection), and wipe common user equipment (in particular key pads and touch points such as centrifuge lids) in both labs and offices before and after using. Please use Distel in preference to ethanol where possible as we have a limited licence to purchase and store ethanol and need to protect the supply for experimental purposes. Cling film should be placed over communal keyboards or touch pads before use to protect the user and should be disposed of after use.

When moving around the buildings you are recommended to sanitise or wash your hands on arriving at your destination.

Distel Surface Disinfectant, paper towels, cling film and hand sanitiser are available in all common user equipment rooms. Please do not remove these. If you need refills, these are available from the admin office (contact Annette).

Hand hygiene. Wash your hands or use hand sanitiser frequently. You should always wash your hands on entering a new building, and on arriving and departing from your main lab.

Public transport. Travel off peak if you can, wear a face covering, observe social distancing as much as you can and avoid touching your face. Wash your hands immediately on arrival and change your face covering.

Cleaning. Cleaning staff are on site every day between 6am and 9am. You must give priority access to cleaners in all areas during this time. The focus for the cleaners is on frequent touch points – door handles, hand rails etc – as well as the bathroom and kitchen facilities. A janitorial team is on site during the day for spot cleaning.

Waste. Lab waste will be removed daily (Monday to Friday) from the designated areas. Please flatten cardboard boxes before leaving for collection to minimise the space needed.

Risk Assessment and Lone Working. Any activities that cannot be undertaken while maintaining 2m distance must be risk assessed and have appropriate mitigation approved by the H&S team before they can proceed. All staff who will be working outside of core hours (7am-7pm Mon-Friday) and anyone likely to be working alone in the lab at any time (eg because of social distancing/ max room occupancies) must have lone working approval.

Use of Shared Equipment. In many cases you must now book a room rather than a piece of equipment. Booking systems are either run centrally or by a facility or by local groups of users. Please ask your group /team head or the relevant facility head if you are unsure what arrangements are in place.

Face coverings, Face masks and other PPE. Face coverings are mandatory in all areas of LMS except for single occupancy offices and the designated lunch areas (6th floor café, seminar room, rooms A and B, ICTEM atrium breakout pods). Reusable face coverings are supplied by the institute and can be obtained from HR or admin during office hours Monday to Friday. Disposable face coverings for visitors or contractors are available from the dispenser outside the admin kitchen or from the admin office. When wearing face coverings you should ensure that they are put on and taken off properly – please see the information leaflets and posters in the institute or <https://www.youtube.com/watch?v=kbr3o0l-h0k>.

If an activity requires the use of higher grade face masks (FFP2/ FFP3) or other PPE (e.g. lab coat, gloves, face visor, protective footwear etc) you should wear this as per the risk assessment for the activity that you are undertaking.

Employees may, if they choose, wear lab gloves in communal areas of LMS. These must be clean gloves that have not been used in the laboratory. In communal areas that are part of Imperial College but not part of LMS you must follow Imperial College rules on wearing of gloves in communal areas. Gloves that have not been worn in the laboratory may be disposed of as general waste. The lab coat laundry service is operating as normal.

Ventilation. ICTEM has fresh air ventilation. In CRB, where the ventilation system uses recycling of air, it is advised to open windows where possible in spaces such as offices and break rooms, where staff may be sitting for long periods or where face coverings are removed. Precautions have already been taken where possible to angle ventilation outlets away from seating areas. Please note that the overall risk from ventilation systems is

considered low due to high positioning of inflow and outflows and low air flow rates. In CRB, please open windows and keep doors open where possible to increase ventilation.

Meetings. During the lockdown it is expected that most meetings will be virtual/ remote access. If you do need to meet in person, Rooms A and B and the seminar room may be booked between 9-11am and 3-5pm for meetings. Social distancing must be observed.

Recording of Contacts. You should keep a daily record of the areas in which you have worked and the people you have been in close contact with (closer than 2m for 15 minutes or more). This is to assist with contact tracing in the event of a suspected case of COVID-19.

Food. You are recommended to bring your own lunch. Lunch can be eaten in designated spaces within the institute and the College (6th floor café, seminar room, rooms A and B (11am-3pm), ICTEM atrium breakout pods, Wolfson café, Ex Libris). Social distancing must be maintained.

Stores Deliveries. Stores deliveries are operating as normal but with reduced hours. Deliveries will generally be in the morning. If no-one is available to receive cold storage goods these will be returned to stores and you will need to collect them or arrange for re-delivery.

On site safety and emergency reporting. As there are fewer first aiders on site than usual, we recommend getting the Imperial College Safezone app on your phone. This allows you to contact security and obtain first aid assistance quickly. Please see <https://www.imperial.ac.uk/estates-facilities/security/safezone/> If asked for email or username please use imperial college versions.

If you do not have SafeZone then in case of emergency you should call College Security on 4444 from any College phone. From a mobile call 020 8383 2242. Out of hours the mobile number for the security patrol is 07566 950891.

Reporting estates or equipment problems (non emergency)

Lab services – report problems as usual to lmslabservices@lms.mrc.ac.uk.

Estates - call Novica on 07717 347373 or Eugene on 07714 051388

For LMS IT - please log queries/issues on the support portal (whilst on site or via LMS VPN) <http://support.lms.mrc.ac.uk> or email lms-help@lms.mrc.ac.uk.

For Imperial College IT - please log queries/issues on <https://imperial.service-now.com/ask> using your Imperial username/password credentials or call 0207 594 9000.

Support services. Glasswash and media services are operating essentially as normal but please contact Glen (glasswash) or Linda (media) if you have substantial requirements that they need to be aware of.

If you develop symptoms at work: Safely stop whatever experimental work you are doing and go home. Before leaving, place any waste (tissues etc) in a plastic rubbish bag, tie the top, then place in a second bag which should also be tied. Label the waste COVID-19 and date it. The waste should be stored either until you receive a negative test result or until 72 hours have passed and can then be disposed in the normal waste streams. Imperial has instructed that labelled waste should be left in the lab you have been working in, since this will normally be closed until cleaning can be carried out. Please leave the waste clearly labelled but in an area where it will not be a hazard to others entering the lab and alert someone in your lab who will be able to dispose of it at the appropriate time. Inform your team lead immediately of your symptoms and the areas you have been working in.