

ROS LIN INNOVATION CENTRE GUIDELINES FOR USE OF CHARNOCK BRADLEY BUILDING

RETURNING TO EASTER BUSH CAMPUS

The impact of COVID-19 on our personal and work lives over the last few months has been unprecedented.

The Scottish Government's Route Map provides an indication of the order in which we can carefully and gradually seek to lift restrictions in various aspects of our lives, including work and study.

To ensure we continue to reduce to risk of transmission of COVID-19 while we lift restrictions, we must comply with the Government and University guidance, and have circulated new procedures and guidelines to help ensure your safe return to Roslin Innovation Centre and the wider Campus.

ROS LIN INNOVATION CENTRE - STAFF, TENANTS AND VISITORS

Communication channels between the Roslin Innovation Centre administration team and tenants have remained open throughout and we continue to make every effort to ensure that this support is uninterrupted during normal working hours.

TENANT COMPANIES

Many Roslin Innovation Centre tenant companies will continue working remotely over the foreseeable future whilst remaining operational and are still very much open for business, collaboration and to explore opportunities.

> <https://www.roslininnovationcentre.com/tenants>

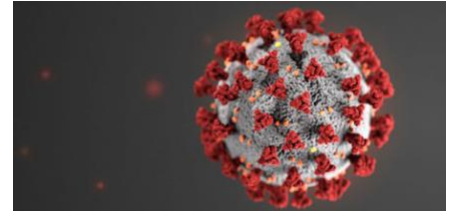
ADVICE AND INFORMATION

Information has been prepared specifically for Easter Bush Campus and this includes Roslin Innovation Centre (RIC) tenant companies with their staff in mind, as well as all other University staff and student users of the Charnock Bradley Building facilities, in terms of precautionary measures within the working environment.

Following lockdown restrictions implemented by the UK and Scottish Governments from 24 March 2020, only 'essential-services' have been operating on Easter Bush Campus and from 13 July 2020 we began to enter Phase 2 with a view to transitioning to Phase 3.

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Currently Roslin Innovation Centre is accessible only to those approved and named staff, who should use the new electronic sign-in system, called 'Sign In App', to sign in and out. This is GDPR compliant and allows us to comply with Scottish Government and H&S rules for maximum occupancy, fire evacuation and to assist with Track-and-Protect, where necessary.

Please continue to email to Security on entry and exit if you are working out of hours (between 7pm and 7am Monday - Saturday and all day Sunday).

The University of Edinburgh is managing the risk of COVID-19 by ensuring suitable arrangements are in place, including measures to encourage physical distancing, hand/respiratory hygiene, limiting numbers in buildings etc.

ONE WAY SYSTEM AND SIGNAGE

For those that have returned to the building, you should all by now be using our 'sign in and out' app/iPad (see below) for entry and exit to/from Charnock Bradley Building (CBB) and you will have become familiar with our new one way system and signage.

Footfall within the building will be monitored closely and any changes to access patterns, as numbers accessing Charnock Bradley Building gradually increase.

As a reminder, and for the benefit of those yet to return, please view this video demonstration for your safety in the building and that of others.

> <https://www.ed.ac.uk/easter-bush-campus/staff-updates/getting-back-onto-the-campus/getting-back-to-the-charnock-bradley-building>

SIGN IN APP - STAFF USER GUIDE

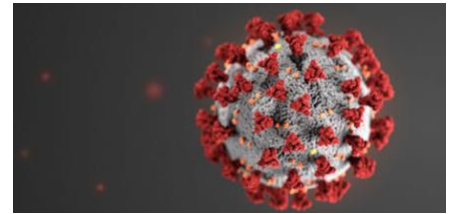
Our new electronic software, 'Sign In App', has been chosen to make the required sign-in process as quick and contactless as possible.

The system uses a unique QR code to identify individuals during sign-in and out. Using a personal or works smartphone will be the simplest way to sign-in at entry or exit points or an App (Companion App) from anywhere in the building.

You will have received advice on downloading the Sign In App and if you don't have a smartphone, a unique QR code will be provided, printed and laminated to scan at sign-in entry or exit points.

See our website for PDFs and videos

> <https://www.roslininnovationcentre.com/coronavirus-contingency-planning>



FACE COVERINGS AND PERSONAL PROTECTIVE EQUIPMENT

Currently the use of face coverings on public transport, certain public indoor spaces e.g. shops, banks, libraries and indoor communal settings e.g. workplace corridors, is mandatory in Scotland. The Scottish Government has introduced these measures where physical distancing is difficult to implement. Evidence suggests that wearing a face covering may reduce the risk of transmission of COVID-19.

It is now mandatory to wear face coverings in University libraries, study spaces and in all University of Edinburgh buildings where people are moving about and where physical distancing cannot be guaranteed, this includes movement around open plan office and lab space and the designated one-way system at Roslin Innovation Centre.

Please be aware that there are certain conditions and hidden disabilities that may preclude persons from wearing face masks and we should ensure they understand and respect this.

The use of face coverings does not replace physical distancing or hand and respiratory hygiene measures (for example, washing hands and covering mouth if you cough), but could be used alongside these measures if desired.

Washing your hands is one of the most effective methods of preventing transmission of the virus. Where hand washing facilities are not readily accessible, hand sanitiser will be provided. You must sanitise your hands as soon as possible when entering a building and also wash/sanitise your hands frequently during the day.

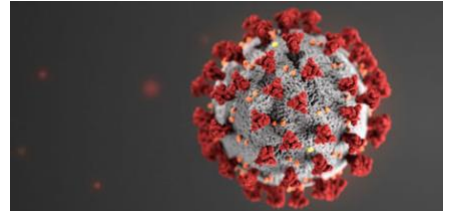
PERSONAL PROTECTIVE EQUIPMENT – GENERAL GUIDELINES

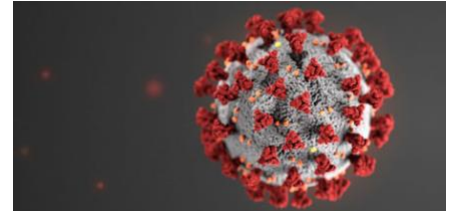
The University aims to take all reasonable measures to comply with the physical distancing requirement and therefore it is not expected that general risk assessments will identify a need for additional personal protective equipment.

Staff and students are required to wear and store personal protective equipment as part of their normal activity and role. These requirements are documented in task/department specific risk assessment.

Our PPE Guidance document sets out general guidance on how we will use, store, launder or dispose of PPE to ensure we do not increase the risk of transmission of COVID-19 due to its use.

See our website for further guidance contained within downloadable PDFs and videos > <https://www.roslininnovationcentre.com/coronavirus-contingency-planning>





STAYING SAFE

The clear message from the Scottish Government is that 2 metre physical distancing should still be observed, so we will continue to conduct random weekly compliance checks to observe we are each respecting and practising this safe distancing rule.

University of Edinburgh Estates Department have implemented strict cleaning protocols with an enhanced cleaning regime (e.g. increased cleaning in shared spaces, and touch points) and including wipes and sprays in meeting rooms for use before and after meetings. This is obviously supported by both social distancing and hand washing regimes.

The University is also supporting staff, students and visitors, in terms of good public hygiene, by strongly encouraging people to wear their own face coverings within University Buildings. Social distancing rules and guidelines for people and businesses in Scotland are set by the Scottish Government.

Roslin Innovation Centre and tenant company staff should continue to work from home when this is possible, to minimise the risk of personal contact and to reduce the potential for spread of the virus.

GOVERNMENT GUIDELINES

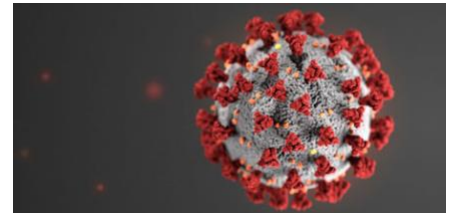
We continue to follow Scottish Government advice and encourage you to work from home when this is possible and not to attend work or meet others, even friends or family if you have any symptoms.

Reminder of the Scottish Government's FACTS policy:

- F - Face coverings
- A - Avoid crowds
- C - Clean your hands and surfaces regularly,
- T - Two-metre distancing
- S - Self-isolate if you have symptoms or are contacted.

These all apply wherever you are, including when you are in Roslin Innovation Centre/Charnock Bradley Building.

> <https://www.gov.uk/government/publications/coronavirus-outbreak-faqs-what-you-can-and-cant-do/coronavirus-outbreak-faqs-what-you-can-and-cant-do>



RE - OPENING GUIDANCE

Generic guidance for small and micro businesses to help micro (less than 10 employees) and small (less than 50 employees) companies safely re-open. This sets out Government expectations on the steps that should be taken before and after re-opening.

This guidance is based on the principles set out in COVID-19: a Framework for Decision Making. It does not constitute legal advice, and businesses may wish to seek their own advice to ensure compliance with all legal duties.

> <https://www.gov.scot/publications/coronavirus-covid-19-small-and-micro-businesses-guidance/>

EXIT PLANNING

On 23 April 2020, the Scottish Government revealed its thinking behind lockdown exit planning by publishing 'COVID-19 - A Framework for Decision Making'.

This helpful document covers restrictions, recovery and living with the virus. While nothing is set in stone, it is clear that we will see the impact of this pandemic for a long time to come.

This document sets out challenges Scotland faces and outlines the approach and principles that will guide us as we make decisions about transitioning out of the current lockdown arrangements.

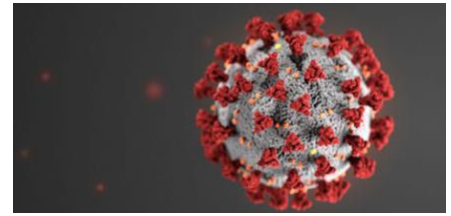
> <https://www.gov.scot/publications/coronavirus-covid-19-framework-decision-making/pages/1/>

OUT OF HOURS AND LONE WORKING

The Roslin Innovation Centre out-of-hours policy applies out with normal working hours:

- please use the Sign In App during normal working hours
- email security at Campus.Easter.Bush@ed.ac.uk on entry and exit if you are working out of hours (between 7pm and 7am Monday - Saturday and all day Sunday)
- avoid long periods of lone working

If anyone needs to phone security for any other reason, you can call security on 517351.



GOODS

Shipping of goods outwards will be restricted to critical shipments only and will be subject to the latest transport advice.

Roslin Stores are open 10am - 12 noon and 1.30pm - 2.30pm, Monday to Friday for collection only.

Deliveries and collections for RIC require to be coordinated directly by respective tenants with suppliers and pick-ups. Please direct them to the rear door entry of RIC, by the goods lift and arrange for tenant staff to meet directly with them there.

ON CAMPUS

The Central Services Unit will continue to operate - with contingency measures in place for a restricted service in order to support essential Roslin Innovation Centre lab operations, Roslin Institute laboratory experiments and clinical services should this be required. Autoclaving and waste handling services therefore continue to be undertaken for RIC lab based tenant companies.

Please do remember that working in buildings also requires other staff to be present, such as security and cleaning services, who are making a huge contribution to dealing with this situation.

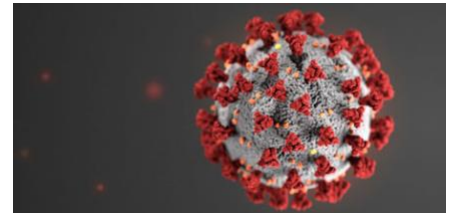
Catering services on Campus will be available at The View within the Royal (Dick) Veterinary School) from Monday 24 August.

UNIVERSITY OF EDINBURGH DAILY UPDATES

The University of Edinburgh continues to closely monitor Coronavirus (COVID-19) outbreak and liaise with Government and NHS agencies to obtain the latest public health guidance.

For the latest University messages and guidelines, please refer to the University's COVID-19 update page, which has a raft of details with updates to help you in the current and unusual situation we find ourselves in.

> <https://edin.ac/covid-19>



ROSLIN INNOVATION CENTRE STAFF

We continue to make every effort to ensure that support is uninterrupted during normal working hours. From 24 August, there will be one team member in the building for a period of time each day, over three separate days per week, for any questions or issues that might arise or alternatively and when no representative on-site, please contact direct.

> <https://www.roslininnovationcentre.com/contact>

John Mackenzie, CEO, Roslin Innovation Centre
e: John.Mackenzie@roslin.ed.ac.uk m: 0755716860

Administration and Tenant Liaison

Hazel Robertson e: Hazel.Robertson@ed.ac.uk
Jess Wood e: Jessica.Wood@ed.ac.uk
Reception* e: RosLinC.reception@ed.ac.uk
(*Staffed Monday to Friday 9am – 5pm)

MESSAGE FROM ROSLIN INNOVATION CENTRE CEO, JOHN MACKENZIE

"We would like to thank all our staff, colleagues and tenants for your positivity and collegiality as we work together to address the challenges posed by Coronavirus (COVID-19) during these uncertain times. Your safety remains our utmost priority and at the same time we appreciate you require to maintain and operate your business.

"We are pleased to be finally entering this next phase 2, pending Phase 3. Notwithstanding the fact that all office workers who can work from home are still encouraged to do so until further notice, we will expect all tenants who require building access to have undertaken a building 'induction training' package and we will require 'sign off' from all tenants who access the building, that they have read, understood and will follow these guidelines and plans.

"On this occasion, I make no apologies for any inconvenience our new building regime might cause, which is all in the interests of everybody's safety in beginning to return to our 'next normal. Finally, my sincere thanks for everybody's continued patience and assistance in all these matters, which I appreciate has been highly disruptive for us all."

John Mackenzie, CEO, Roslin Innovation Centre

**"We look forward to welcoming you back safely to Roslin Innovation Centre."
STAY SAFE. WORKING TOGETHER, WE WILL BEAT THIS. "**

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THE UNIVERSITY of EDINBURGH
Easter Bush Campus