

FAQs

Swansea University produces COVID-19 Health and Safety Guidance

<https://staff.swansea.ac.uk/healthsafety/covid-19/>

TOPIC	QUESTION	ANSWER	FURTHER INFORMATION. STAFF WEB LINKS GIVEN. INFORMATION IS MORRORED ON MY UNI HUB
PPE	When and where should I apply hand sanitizer?	Hand sanitizing and/or hand washing should be performed when you arrive and leave the building, after going to the bathroom, before during and after preparing food, before eating and after blowing you nose/coughing or sneezing.	https://staff.swansea.ac.uk/media/information-sheet-hand-washing-and-hand-sanitising.pdf
PPE	What PPE is required to work in the building?	Standard PPE should be worn for your work tasks as required by your task risk assessments.	https://staff.swansea.ac.uk/media/information-sheet-personal-protective-equipment.pdf
PPE	Do I need to wear a mask/gloves on campus to combat COVID?	COVID specific PPE is not an alternative to social distancing and hand washing/sanitizing. You should regularly wash/sanitize your hands and maintain 2m distancing. However Swansea University recommends the wearing of a face covering while on the University Campus.	https://staff.swansea.ac.uk/media/information-sheet-face-coverings.pdf
PPE	Will hand sanitiser and masks be provided?	Hand sanitizer and masks for those who wish to wear them will be made available to Staff and PGRs free of charge.	https://staff.swansea.ac.uk/media/information-sheet-hand-washing-and-hand-sanitising.pdf
PPE	Where do I get hand sanitizer and masks?	In the first instance staff/PGRs should contact the technical team for supplies of COVID PPE.	Ian Evans (Research/staff) i.w.evans@swansea.ac.uk , Adrian Jenkins (Teaching/PGRs) a.l.jenkins@swansea.ac.uk or your group's senior technician. Senior technical staff for other areas include Gareth Blayney (CNH Singleton), John Morgan (ISM Bay), Mark Watkins (SPECIFIC Balgfan), Barrie Goode (SaMI Singleton)
TRANSPORT	Are buses running and where can I find the timetables?	Buses are running but the timetables may be different/limited. Timetables and COVID information can be found on the First Cymru website at https://www.firstgroup.com/south-west-wales	https://staff.swansea.ac.uk/media/information-sheet-covid-19-guidance-for-travelling-on-public-transport.pdf
TRANSPORT	Car parks - are they open?	WAITING FOR INFO	
WELFARE	Catering - are outlets open?	Currently all campus food outlets are closed. Tesco/Costcutter supermarkets remain open with social distancing measures in place.	
OPERATIONS	What are the building opening times?	At the moment, it is currently planned to open the labs on Monday to Friday only from 8am to 5pm. Offices will be closed. This is subject to weekly review.	
WELFARE	Can I bring food in from home?	Breakout spaces for eating will be available. Do not eat or drink in labs. Some simple guidelines should be followed.	<p>Please follow these guidelines.</p> <ul style="list-style-type: none"> •Staff should bring their own food where possible. •Break times should be staggered to allow social distancing. •Staff should follow instruction signage on items such as taps, hydroboils etc. •Staff should wash hands prior and after eating or handling food. •Staff should clean high touch areas such as tap and hydroboils using sanitizing wipes. •Staff should ensure all waste is put in the bin. •Staff should not put lunch bags inside the cupboards or fridge. •Staff should keep chairs and tables physically separated by 2m. •Staff should use outdoor spaces for breaks if it is safe to do so. •Staff should stay on Campus during break times. •Staff should bring and use their own cutlery and cups/plates etc.
OPERATIONS	Can I come and work in my office?	Currently only work in labs is permitted. Computation/analysis work should be done at home.	
OPERATIONS	Is here evening/weekend working?	For safety reasons, there will be no weekend working and labs will close at 5pm.	
PEOPLE	Where do I go for support or help?	WAITING FOR INFO	
PEOPLE	Where can I give feedback?	WAITING FOR INFO	
OPERATIONS	What is the procedure on my first day back on campus?	On arrival at Bay, go to the security desk in the clock tower for a permit check against your staff/student card. Please take your staff/student card and a print out or copy of your permit. Then proceed to your lab and contact the Tech team to get sanitizer and a mask if needed	

OPERATIONS	What must I do before I can return to the campus?	Your return must be approved by your PI/Supervisor/Manager and you should contact them in the first instance. In preparation for the return, all staff must complete an online Covid induction which is available on the SU Canvas site. It is suggested you complete it asap. All research must also have completed activity-specific risk assessments and a Covid specific risk assessment. When your return has been confirmed with your PI/Supervisor/Manager, you will be contacted by the Technical team who will assist you with this risk assessment process and to get access to the approved requested labs.	https://canvas.swansea.ac.uk
OPERATIONS	What is the sanitizing/cleaning procedure?	You should regularly clean your work station and equipment to maintain good hygiene standards. Hard surfaces and touch points should be prioritised (eg phones, keyboards, mouse, switches etc). Sanitizing wipes can be obtained from the Technical team.	https://staff.swansea.ac.uk/media/information-sheet-covid-19-infection-control.pdf
H&S	Where do I find SU information on COVID?	Swansea University has produced a website giving COVID related H&S information. This should be your main resource as it will be updated regularly as Government guidance changes.	https://staff.swansea.ac.uk/healthsafety/covid-19/
PEOPLE	Who is the Technical Team contact for PGRs and Teaching?	On Bay Campus, the general contact is Adrian Jenkins (Teaching/PGRs) a.l.jenkins@swansea.ac.uk.	Senior technical staff for other areas include Gareth Blayney (CNH Singleton), John Morgan (ISM Bay), Mark Watkins (SPECIFIC BalgJan), Barrie Goode (SaMI Singleton)
PEOPLE	Who is the Technical Team contact for Research Laboratories?	On Bay Campus, the general contact is Ian Evans (Research/staff) i.w.evans@swansea.ac.uk. Other research groups on other sites will have their own senior research technical staff. Contact Ian Evans if you do not know who the name of the person you require.	Senior technical staff for other areas include Gareth Blayney (CNH Singleton), John Morgan (ISM Bay), Mark Watkins (SPECIFIC BalgJan), Barrie Goode (SaMI Singleton)
OPERATIONS	Is lone working in labs permitted?	Lone working is permitted during the hours of 8am-5pm. Please ensure you have completed a risk assessment.	https://staff.swansea.ac.uk/media/risk-assessment-example-lone-working-during-covid-19-lockdown-restrictions.pdf
H&S	What is the first aid advice in an emergency?	Call 333 for emergency response. In addition the SAFE ZONE app can be installed on your phone.	https://www.swansea.ac.uk/life-on-campus/security-and-safezone/
H&S	What is the SU advice on social distancing?	In line with current Welsh Government guidance, social distancing is currently a separation of 2m. It is strongly recommended that everyone reads the SU social distancing document.	https://staff.swansea.ac.uk/media/information-sheet-social-distancing.pdf
OPERATIONS	How do I manage visitors to site?	Visitors to site should be kept to a minimum and should only visit for business critical reason. Please inform and discuss with you PI/Supervisor/Manager any intentions to host visitors before they arrive on site.	
OPERATIONS	How do I manage meetings?	All meetings should be conducted virtually via MS Teams or Zoom.	
OPERATIONS	How will social distances operate in labs? How many people are able to operate in a lab?	Only come into campus when scheduled by the Laboratory Supervisor. Each Lab has a maximum occupancy and it will be displayed on door. If the room is at at maximum occupancy, follow a one-in, one-out rule.	https://staff.swansea.ac.uk/media/information-sheet-social-distancing.pdf
OPERATIONS	My main research is desk-based. Do I need to apply to return?	At the moment, office spaces are still closed and the returning research is lab-based. Research which is desk-based (eg. computational) should continue from home until the situation changes. In this case, please familiarise yourself with the homeworking information on the Swansea University COVID information page.	https://staff.swansea.ac.uk/healthsafety/covid-19/
H&S	Are there specific templates for the COVID specific risk assessment?	After you have been identified and approved by the Head of Research as someone who needs to return to lab research, a COVID-specific risk assessment will be available from the College of Engineering Technical team.	Ian Evans (Research/staff) i.w.evans@swansea.ac.uk Adrian Jenkins (Teaching/PGRs) a.l.jenkins@swansea.ac.uk

OPERATIONS	Can I access labs in different buildings?	To access labs in different buildings, you need to ensure that this is approved by your PI/Supervisor/Line manager and included in your Access Request Form. In addition please ensure that your risk assessments are completed to cover all activities and rooms occupied.	
H&S	How do I complete a activity-specific risk assessment?	Activity-specific risk assessments should be filled in online on the College of Engineering intranet.	https://collegeintranet.swan.ac.uk/common/login/login_page.svt?jifForwardContext=/common&jifForwardPage=%2Findex.svt