

## INFORMATION SHEET

### Return to Working in Engineering Workshops and Laboratories

#### Introduction

If your work has been deemed essential and your return to work in the workshop or laboratory has been approved by the Head or Associate Head of College, then this sheet is vital for you,

Irrespective of the symptoms, people feeling ill, are to stay at home and only return to work when symptoms have passed. If the symptoms are consistent with COVID-19 i.e. shortness of breath, a new and continuous cough, loss of taste and smell and/ or fever (see [NHS Website](#)) then you **must** self-isolate for **10 days**. If someone in your household is exhibiting symptoms, you **must** self-isolate for **10 days** from the first day their symptoms began.

You should report you have symptoms or have received a positive case to the University

- [Safe operating procedure reporting symptomatic cases](#)
- [Safe operating procedure reporting confirmed cases](#)
- [Safe operating procedure arrangements for isolation](#)
- Access the test, trace and protect service by contacting the NHS on 119 or [Apply for a coronavirus \(COVID-19\) test | GOV.WALES](#)
- If you do have a positive test you must self-isolate for at least 10 days and longer if still symptomatic. Please inform your line manager immediately if you symptoms.

The following control measures are to be used to reduce the likelihood of transmission of the virus that causes COVID-19. This information and the other information sheets on the COVID-19 webpage, within the [Health & Safety Staff Intranet](#) pages, must be read in conjunction with the return to work induction.

#### Control Measures

- Hand washing frequently for at least 20 seconds using soap and water. If hand-washing facilities are not available, a hand sanitiser containing at least 60% alcohol must be used. See the [Hand Washing and Sanitising Information Sheet](#) for more information.
- Avoid touching your mouth, eyes and nose at all times during your working day.
- Social Distancing, at least 2m distance between people.
  - Use one way systems
  - Use every other fume cupboard biological safety cabinet

This may be more difficult to achieve in smaller workshops/ laboratories, in this case the following is to be considered:

- Reduce the shared activity time within the workshop/ laboratory;
- Work back-to-back or side-to-side where possible to avoid face-to-face.
- Limit the use of high touch items e.g. printers.
- The number of people using shared equipment should be kept to a minimum where possible.

- Shared equipment must be cleaned and disinfected before and after use, by each user.
- Work in fixed teams or partnering to minimise the number of people working together. This will also ensure the maximum capacity for the space is not exceeded.
- Reduce activity time; the least amount of time to carry out the activity safely is to be used.
- Regular cleaning of surfaces, all surfaces in the workshop/ laboratory that are frequently used and likely to become contaminated are to be cleaned and disinfected frequently using detergents. Especially before and after every use.
- PPE for the protection of people from COVID-19 is not advised; except for in clinical situations. Face coverings have very limited effect on reducing transmission of COVID-19. If you wear a face covering it is important to wash your hands prior to and post fitting of the covering.
- Lab coats should **only** be used by the individuals named in them. Visitor lab coats should be replaced with single use disposable coats, which are disposed of in appropriate waste stream following use (see [PPE Information Sheet](#)).
- Ensure ventilation systems are working correctly. If ventilation systems are not available in work area and works allows it, ensure windows are open to improve ventilation.
- Where applicable store personal items and clothing in storage spaces e.g. lockers during working hours.

## Emergencies

- Please remember in any emergency scenario including fire, chemical or biological spill, individuals do not have to stay 2m apart if it is not safe to do so.

## Further Information

- [Health & Safety Staff Intranet](#)
- [Government Guidance: Working Safely in Labs & Research Facilities](#)
- [NHS Website](#)
- [www.gov.wales/coronavirus](http://www.gov.wales/coronavirus)
- [www.llyw.cymru/coronafeirws](http://www.llyw.cymru/coronafeirws)