

**COVID Business** (*updates in italics*)

Item no.	Who	What	Date Opened/ updated	Deadline/ Status	Date closed
3a1	<b>RM</b>	Put links to Protect Scotland and Safe Zone apps on School Safety webpage. <i>Edit school web pages to reflect current practice, including out-of-hours practice, move link to calendar to more prominent position.</i>	27/10/20	Ongoing	
3a2	<b>GT</b>	Ask for an extract of the Safe Zone app presentation given at the College COVID meeting to put in School inductions, on Safety webpage etc. <i>Safe Zone app presentations due on 4<sup>th</sup> and 6<sup>th</sup> Nov. Share link with postgrads and staff.</i>	27/10/20	Ongoing	
3a3	<b>DD</b>	Draft email to DI communicating the changes/new information to be distributed to staff by DI.	27/10/20	Ongoing	
3b1	<b>JM</b>	ECS will audit COVID compliance in KB; <i>Only rooms in use require to publish their occupancy. Remind research groups to ensure standard label is fixed to doors.</i>	27/10/20	Ongoing	
3c1	<b>JM</b>	Order small number of face mask exemption lanyards (sunflower pattern) from UoG shop.	07/10/20	Completed	27/10/20
	<b>DD</b>	Inform Stores of procedure for requesting these lanyards: applicant should email request to <a href="mailto:phas-safety@glasgow.ac.uk">phas-safety@glasgow.ac.uk</a> , SC reply with approval and cc Stores who dispense lanyard.	07/10/20	Completed	27/10/20
3d1	<b>CB GT JM</b>	Confirm which UoG outlets/areas are available/open for those working on campus to eat lunch at.	07/10/20	?	
3e1	<b>DD</b>	Create floorplan showing where in teaching wing of Basil Spence building UGs may go, circulate plan round SC for approval. Create posters marked "Restricted to research and support personnel only, except in an emergency" and place in corridors to deter UG entry.	07/10/20	Completed	27/10/20
	<b>CN</b>	Print floorplans and signs, ask janitors box to put them up on staircase and corridors.	07/10/20	Completed	27/10/20
3e2	<b>JM DD</b>	Common Room is not available for private study but rm320 (computer cluster) has been offered to students for internet access (Risk Assessments done, cleaning station installed, on ECS list). <i>Restrict use of 320 to P&amp;A undergrads by withdrawing it from CTT list and letting P&amp;A students know of availability? Would need monitored for compliance twice a day by staff (academic/support), not by Bedellus. Counts as essential work, therefore staff office could be used during on the monitoring day.</i>	27/10/20	Ongoing	
	<b>DD</b>	Ask LS to move LT257 bookings to LT222, in order to further minimise movement of students around KB.	07/10/20	?	

Item no.	Who	What	Date Opened/ updated	Deadline/ Status	Date closed
3e3	DD	Staff/PGRs must book access to KB via online School calendar and confirm any no-show/early leaving when requested, research visitors or contractors must complete a single log sheet on arrival and departure. <i>Remove sign-in book, send suggested notice for Janitors' box and foyers around SC immediately.</i>	27/10/20		
3e4	DD	Investigate using large rooms in each research group for short postgrad/staff and supervisor (i.e. 3 personnel per rm) catch-up meetings twice a week (e.g. Tue and Fri), with 3 days between to assist with decontamination. Look at 604 for A&A; emails to other research groups might elicit further possibilities; all subject to overall building numbers being controlled.	27/10/20		
3e5	JM TQ CH	Outline proposals for limited lab use; GG to offer his insights into possible project working.	27/10/20		
3f1	DD	Ask RGs to write revised Risk Assessment for increase in research lab occupancy numbers: incorporating floorplan with 2m zones, equipment deployed and an assessment on how to avoid having workers passing close to each other repeatedly. Ask RGs to send them to SC for comment/approval.	07/10/20	Ongoing	
	VOS	Look at CERN lab restrictions for guidance and a comparison of how they handle this.	07/10/20	?	
3f2	SMcF	Write plan and Risk Assessment for MCMP one-to-one PGR lab training with technicians, ensure it is compliant with SEPS, submit to SC for discussion then to SEPS for approval. <i>Approved by SC.</i>	27/10/20	Ongoing	
3g1	CB	Distribute COVID Incident Log to RGLs and ask them to send recorded incidents to JM. Add submitted incident logs onto SC SharePoint ( <a href="https://sharepoint.gla.ac.uk/schools/physics/Committees/safety/Instant%20Reporting/Forms/AllItems.aspx">https://sharepoint.gla.ac.uk/schools/physics/Committees/safety/Instant%20Reporting/Forms/AllItems.aspx</a> ), create single master register (also stored on SharePoint) and update it when incidents logs are submitted, inform Silver Command whenever incident logs are submitted.	07/10/20	Ongoing?	