**Building Reoccupation Proposal for Social Distancing**

**Arts and Social Sciences Library (ASSL) Building, Colum Drive.**

**Movement through the Building:**

It is proposed to introduce a one-way system of movement to and along each floor of the building to provide the users with the ability to maintain the required 2m social distancing by not having to return past other users.

**Entry & Exit:**

There is only one main entrance/exit to ASSL, from the Corbett Road side. The main entrance/exit route will require some means of separation at the sliding doors so that entry would be on the right side of the doorway and exit would be on the left (as seen from the outside).

There is an additional 24-hour access door at the rear of the building on the lower ground floor opposite the railway for staff use only. This will be a 2-way entry and exit which will require social distancing measures to be observed by stopping and letting other users pass before users enter or exit.

Once in the building all users must follow the one-way system as indicated by the signage.

**Access to other floors:**

Access to the other floors can be gained by using the main staircase to the West side of the building as an “UP ONLY” stairs and each floor has an indicated one-way system around the building leading to the “DOWN ONLY” stairs at the North East of the building. The staircase at the South East of the building will be designates STAFF ONLY and users will use social distancing and give other users sufficient space by giving way wherever possible.

**Main Reception Desk:**

The Reception area will require acrylic screens to the front for segregation. This will be a standing height screen mounted from the countertop and a slot for passing items back & forth. Openings can be cut on site to meet the user’s individual requirements. The library operated a “click and collect” service, so the screen will be used to pass books to users.

**First and Second Floor Reception Desks:**

There are small reception desks at the entrance to each floor for staff to answer queries and guide students. These will also require a standing height Perspex screen mounted on the desk-top with suitable holes for passing items.

**Study Areas:**

There are several private and group study areas on each floor of ASSL. To enable social distancing only designated seats can be used. Access to and from each study area will be co-ordinated by Library staff via 2-hour slots previously allocated to users and all users must follow the one way system to access these areas even if it means travelling in the opposite direction.

**Lifts:**

Lifts will be designated as use for accessible access or movement of items only, with one user only, and fitted with a hand sanitiser dispenser.

**Toilet Facilities**

Due to issues with maintaining social distancing, each multiple cubicle Ladies, Gents, Accessible toilet will be classed as one gender neutral toilet facility.

Locks will be fitted to each outer toilet facility door to secure the whole toilet facility for a single user.

If required, a floor standing screen will be fitted in the vicinity of the toilets to enable queuing while still maintaining a route for passing users on the one-way route along the corridor.

**Additional External Toilets (for compliance, dependent on staff/student numbers. See Note at end of document):**

If required, we will need to check drainage runs, power and water supplies to decide on the most suitable external position for the additional toilet facilities.

**Cellular offices:**

Introduce social distancing measures by restricting to sole use, moving desks apart or fitting desks screens as appropriate.

**Open Plan Areas**: Consider designating a one-way route within the open plan areas, with appropriate distance between desks for social distancing.

**Water & Food Heating/Welfare Space:**

**(different requirement for employees and student/public)**

Water fountain/bottle filling points - All

Hot water points - Staff

Food heating points - Staff

Vending - TBC

Seating to consume food & drinks - Staff

All the above welfare points will require further discussion as to the requirement.

**Hand Sanitiser:**

Dispensers x2 to each entrance (One alcohol based, one non-alcohol-based side by side)

Dispensers to entrance of lifts.

Dispensers in food/drink preparation areas.

All areas will have an even distribution of alcohol and non-alcohol based sanitising stations

**Signage:**

Policy and operational use of building to include emergency evacuation procedure.

Directional wall and floor signs to clearly show routes and permitted direction of travel.

Floor hatching at pinch-points to remind users to social distance

Queuing/social distance signs on floor at reception, toilet facilities, lifts, staff kitchens and outside main entrance.

Printers: Queuing points at printers with code set to data protect/retrieve printing.

**General internal doors:** Hold open devices where appropriate and either foot operation to open or handle extension for use of a forearm device.

**Other Considerations:**

Face masks: Could make face mask wearing mandatory when moving through the building or around the office, Laboratory/classroom areas and removal is optional when sat at your workstation/lab bench.

**Display Monitors:**

Could be used to display latest information and Covid reminders such as the do’s & don’ts

**Peak Access Periods:**

Start and end: Set staggered start & finish times where possible

Lunch times: Encourage staggered lunch breaks.

**Staff with Mobility Issues:**

Designate space on ground floor for staff with mobility needs/PEEP’s to avoid use of stairs or lifts and mitigate against difficulties during fire evacuation.

**Note, for Information:**

Toilet facilities for employees

Staff 1-5 = 1 Toilet

Staff 6-25 = 2 Toilets

Staff 26-50 = 3 Toilets

Staff 51-75 = 4 Toilets

Staff 76-100 = 5 Toilets

Students/public 20 users = 1 Toilet.