

## **COVID – 19 Back to work plan**

### **Glassblowing Workshop**

This plan has been designed to ensure the health, safety and welfare of all staff, students, contractors and visitors who use or visit the Glassblowing Workshop (GBWS) in the School of Chemistry and Chemical Engineering.

#### **Physical measures**

To facilitate Government guidance on social distancing the following measures have been put in place in the GBWS.

#### **GBWS Staff**

Introduction of shift work combined with working from home to ensure there is only one member of staff in the GBWS at any one time. This will be under constant review to take into consideration childcare commitments.

#### **Workshop Service**

In line with Government guidance doors and windows will be open to ensure a throughput of fresh air.

A barrier will be in place at the door preventing access to the GBWS.

There will be no open access to the GBWS and no casual dropping in.

If staff or students wish to meet face to face with GBWS personnel, it will be by appointment and any meetings will be carried out observing strict social distancing. Face to face meetings will only occur in exceptional circumstances and if it is necessary additional PPE may be worn (eg face coverings/masks).

Consultations will be carried out by email, telephone or on Microsoft Teams. Order forms and drawings will be scanned and sent by email.

If laboratory visits are deemed to be necessary, then all safety measures will be adhered to.

## **Receiving Work**

Glassware for repair will be left at a pre-designated point at an agreed time by one member of staff or one student to minimise traffic in basement area and facilitate social distancing.

Glassware for repair will be cleaned by the user before submission.

The glassware will be inspected then ovenised overnight before repair work will begin.

## **Collecting Work**

On completion of work the member of staff or student will be informed by email.

The glassware will be left at a pre-designated point and they will be given a date and time for collection.

Collection will be by one member of staff or one student.

No members of staff or students will be allowed access to the Glassblowing Workshop- barrier will be in place at door to facilitate this.

## **Workshop hygiene**

There will be frequent cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, desks, computer keyboards, taps, worktops, telephones, gas taps, torches, all switches and handles on workshop equipment, lathes, saws etc.

## **No sharing of PPE, tools etc**

PPE that is required within the GBWS will be labelled with the user's name and will not be interchangeable- eg heat resistant gloves for the ovens and visors.

Each staff member in the GBWS will have their own set of tools and will be responsible for the cleaning of such.

Lathe tools that have to be shared will be thoroughly cleaned before and after use.