**Estate and Facilities Management**

**Building Guidance Note**

**Henry Cotton Building**

**COVID-19 Government Guidance**

If you, or someone you live with, have any symptoms of the coronavirus COVID-19, however mild, the most important of which are recent onset of any of the following:

* a new continuous cough
* a high temperature
* a loss of, or change in, your normal sense of taste or smell (anosmia)

please do not come into the university, stay at home and arrange to have a test to see if you have COVID-19 by following the UK Government and NHS guidance.

Wash your hands often using soap and water and dry them thoroughly.

Toilet facilities will be open and additional sanitiser stations will be available within the building.

**Covid Safety**

Face coverings must continue to be worn in all communal areas and teaching spaces, but can be removed whilst you are at your desk.  Please make sure you continue to take two tests over a seven day period to ensure you are negative when coming into work and if you have not already been able to get a vaccine, please make sure that you can get one as soon as possible.

Whilst we have taken away the majority of our covid signage, some signage providing general reminders will be in place, and as good practice, we will continue to encourage the mantra of hands, face, space – although in line with current government advice, social distancing is not mandatory on campus any longer.

Our enhanced cleaning programme and ventilation procedures will continue to be in place to help keep our campus spaces safe and clean.

**Fresh air.**  The flow of air is important, if a window is open where you are working, please do not close it, this has been opened intentionally. Try to keep doors and windows open to allow ventilation (but remember to shut them when you’re leaving).

**Get a test**.  In Liverpool, we have partnered with the City Council and our staff and students can be tested at the available SMART test centres in the city.  These are lateral flow tests for those without symptoms and take no time at all. Staff can also use home testing kits.

**PCR tests.**If you, or someone you live with, have symptoms (including a new continuous cough, high temperature or a loss of, or change in, your normal sense of taste or smell (anosmia), you can get a test at our shared facility with the University of Liverpool.

**If you have already had the vaccination.**You still need to get a test; you may be at risk of infecting those around you.

1. **Building Opening Times**

The building opening times will be 6.45am to 9.30pm (last activities to finish at 9pm), Monday to Friday.

Estate and Facilities Management will provide reception cover 8am to 4pm Monday to Friday.

**2 Specific Ventilation Guidance**

**Offices**

All air conditioning units that use only recirculated air have been isolated and should not be used. The controllers for these units have been disabled.

Fan coil units with fresh air supply and extract have been left in operation, but any local controls will be overridden and set to maximum.

If you are the only occupant of the room and you require the air conditioning to be reinstated, please contact Estate and Facilities Management on ext 5555 and select Option 2.

If you have openable windows, we recommend you open them on arrival. Please remember to close them when you leave. If you have a window which is openable but stuck, please contact Estate and Facilities Management on ext 5555 and select Option 2.

**Lecture Theatres and Teaching Rooms**

All air conditioning units that only use recirculated air have been isolated and should not be used. The controllers for these units have been disabled.

If there is fresh air supply and extract ventilation to the room it will have been set to provide maximum fresh air and local controllers will have been disabled. The fan coil units in these rooms can be used.

If there are openable windows, we recommend you open them on arrival. Please remember to close them when you leave. If you have a window which is openable but stuck, please contact Estate and Facilities Management on ext 5555 and select Option 2.

**Laboratories**

Fume cupboards and the associated air supplies are available for use.

you require a fume cupboard to be brought back into operation, please contact Estate and Facilities Management on ext 5555 and select Option 2, quoting the room number and the fume cupboard number.

Laboratories with fresh air supply and extract ventilation will have been set to provide maximum fresh air and local controllers will have been disabled. The air conditioning units in these rooms can be used.

If you are unsure as to whether the system in your laboratory can be used, please contact Estate and Facilities Management on ext 5555 and select Option 2.

**Toilet/Washroom areas**

Toilet and Washroom areas will have had the ventilation system set to run constantly and at maximum capacity. Please do not alter settings on local controllers or switch off extract fans.

If there are extract fans that are not working, please contact Estate and Facilities Management on ext 5555 and select Option 2.

**Server Rooms**

The air conditioning units have been left in operation to provide process cooling, on the basis that they will only be used by a single occupant at any time.

Please refer to Estate and Facilities Management advice regarding rooms recommended to be used for single occupancy only.

**3 Catering**

Please note that all catering outlets will now operate on a cashless basis. Payments will only be accepted via chip and pin, contactless card, Apple Pay, Google pay and other near field payment mechanisms.

The following catering outlets are available

**Tithebarn Steet Café**

**Opening times – 8am – 5pm**

Offering a selection of Starbucks drinks, sandwiches, salads, cakes and pastries.

Vending

The following vending facilities are available:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Building | Location | Starbucks on the go | Hot drinks | Cold Drink | Snacks |
| Henry Cotton | 1st Floor landing |  | X | X | X |
| Avril Robarts Library | Reception & Café | X | X | X | X |

All vending machines are now a cashless service accepting contactless card, apple, and Google pay. A new pay2vend app has also been introduced allowing users to pay for vends via a prepaid app.

The app provides an option for customers who may not have other contactless payment systems, and also offers a variety of incentives to students, which include a loyalty/reward scheme, 5% discounts on prices and an introductory offer. [https://www.brodericks.co.uk/other-solutions/pay4vendapp/ .](https://www.brodericks.co.uk/other-solutions/pay4vendapp/%20.%0d)

All vending machines are regularly cleaned and treated with Zoono’s antimicrobial products. This provides along lasting anti-viral protection.