

CORONAVIRUS: #COVID—19 CONTINGENCY PLANNING

Update 27th March 2020

ADVICE AND INFORMATION

This information is prepared specifically as guidelines for Roslin Innovation Centre (RIC) tenant companies with their staff in mind, as well as all other University staff and student users of the Charnock Bradley Building facilities, in terms of precautionary measures within the working environment.

Following lockdown restrictions implemented by the UK and Scottish Governments, only 'essential-services' will be operating on Easter Bush Campus from Tuesday 24 March 2020 onwards, until further notice.

LATEST RESTRICTIONS

- Everyone is required to stay at home, except for very limited purposes
- All non-essential shops and community spaces are to close
- All gatherings of more than two people in public are to stop
- Measures will be in place for three weeks and the Government will then review their instructions

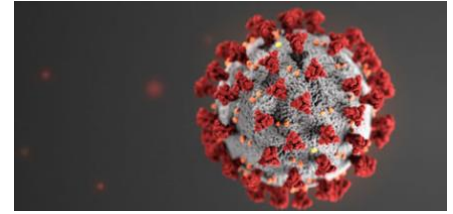
ESSENTIAL SERVICES AND CLOSURE OF BUILDINGS

Only 'essential-services' will be operating on University of Edinburgh Campuses. As such, as many buildings as possible will be closed across our University Campuses to ensure that the health and safety of students, frontline staff and tenant/visitors is protected as much as possible.

This means that buildings will be locked and security passes will no longer give you access, unless your status has already formally been approved as an 'essential worker'.

If a tenant company requires an individual to be issued with 'essential worker' access-clearance, then please contact us direct so that we can work with Building Management to put these arrangements in place if possible, by way of weekly updates.

The safety of all University of Edinburgh and tenant staff is paramount and anybody in buildings must keep to all arrangements as required for Health and Safety, including lone working protocols and ensuring social distancing.



WORK FROM HOME

Roslin Innovation Centre and tenant company staff should work from home, to minimise the risk of personal contact and to reduce the potential for spread of the virus.

> <https://www.gov.uk/government/publications/full-guidance-on-staying-at-home-and-away-from-others/full-guidance-on-staying-at-home-and-away-from-others>

WORKPLACE

For those formally approved as 'essential workers', the Roslin Innovation Centre out-of-hours policy applies:

- email security at Campus.Easter.Bush@ed.ac.uk on entry and exit of the buildings
- avoid long periods of lone working

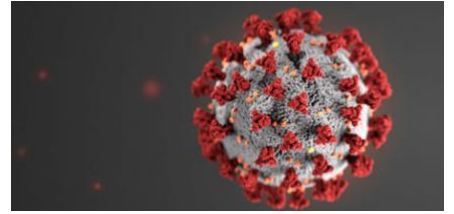
If anyone needs to phone security for any other reason, you can call security on 517351.

RESEARCH LABORATORY ACCESS

Easter Bush Campus related buildings that contain laboratories will not be changing to 'closed' status. The Charnock Bradley Building (Roslin innovation Centre) has been categorised as 'in use' with amber status but limited only to essential staff.

Under the prevailing circumstances, our lab-based tenant companies can only continue to access for essential business critical or COVID-19 research work, for example due to ongoing experiments or where safety issues apply; and should be mindful of this before embarking on any new laboratory-based work and experiments.

The building will no longer be accessible unless you have already been registered as an 'essential worker'. Note that those that are 'essential staff' should be issued with a letter from their employer and the letter will be needed to justify travel to work, should you be stopped by an official while travelling to/from work; whilst at all time considering the risk to themselves and others, and always following advice from Government and the University.



GOODS

Shipping of goods outwards will be restricted to critical shipments only and will be subject to the latest transport advice.

Roslin Stores are now limited to one person for one hour per working day, so deliveries and collections for RIC require to be coordinated directly by respective tenants with suppliers and pick-ups. Please direct them to the rear door entry of RIC, by the goods lift and arrange for tenant staff to meet directly with them there.

ON CAMPUS

The Central Services Unit will continue to operate - with contingency measures in place for a restricted service in order to support essential Roslin Innovation Centre lab operations, Roslin Institute laboratory experiments and clinical services should this be required. Autoclaving and waste handling services therefore continue to be undertaken for RIC lab based tenant companies.

Please do remember that working in buildings also requires other staff to be present, such as security and cleaning services, who are making a huge contribution to dealing with this situation.

Catering services on Campus are now closed, including The View within the Royal (Dick) Veterinary School) and Dolly's in The Roslin Institute.

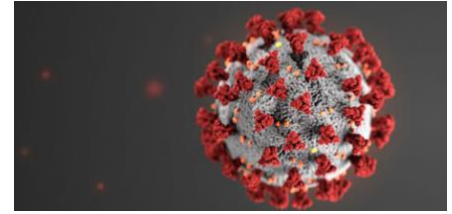
Access to building and emergency contractors is limited at this time, so please do not use the lifts in the building unless it is absolutely essential.

KEEPING IN CONTACT SAFELY

TENANT COMPANIES

Many of Roslin Innovation Centre tenant companies will be working remotely over the foreseeable future whilst remaining operational and are still very much open for business, collaboration and to explore opportunities.

> <https://www.roslininnovationcentre.com/tenants>



ROSLIN INNOVATION CENTRE STAFF

Communication channels between the Roslin Innovation Centre administration team and tenants remain open and we will make every effort to ensure that this support is uninterrupted during normal working hours.

CONTACT US > <https://www.roslininnovationcentre.com/contact>

John Mackenzie, CEO, Roslin Innovation Centre

e: John.Mackenzie@roslin.ed.ac.uk

m: 0755716860

Tenant Liaison

Jess Wood

e: Jessica.Wood@ed.ac.uk

General

e: info@roslininnovationcentre.com

HEALTH GUIDANCE

NHS SCOTLAND

Latest guidance about COVID-19 from NHS Scotland and the Scottish Government, including social distancing and stay at home advice.

> <https://www.nhsinform.scot/illnesses-and-conditions/infections-and-poisoning/coronavirus-covid-19>

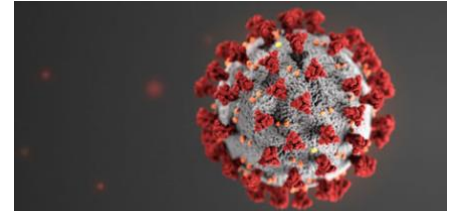
SELF ISOLATION

If you have COVID-19 symptoms (fever and/or persistent cough), as an individual you must stay at home for at least 7 days.

If you live with others with COVID-19 symptoms, you must stay at home for at least 14 days.

Expectant mothers, individuals with underlying health conditions, or those with responsibility for caring for elderly relatives may wish to self-isolate to reduce the risk of exposure.

NHS ADVICE > <https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-advice/>



LOOK AFTER YOUR MENTAL HEALTH

With the vast majority of people now working from home, it is easy to feel isolated and at odds with this new way of working. Being separate from colleagues, friends and family can be very difficult.

The Mental Health Foundation has created some tips for how to look after our Mental Health when working from home. Building a routine, connecting with others, keeping active round the house and taking time to relax can all help us to stay positive in these testing times.

> <https://mentalhealth.org.uk/coronavirus/staying-at-homebbblinkid=211101862&bbemailid=19989179&bbejrid=1415779474>

ADVICE AND SUPPORT FOR BUSINESSES IN SCOTLAND

Coronavirus advice and information is available for businesses of all sizes – from those thinking about starting a business to large, well established companies. Quick and easy access to all business support services provided by public sector organisations in Scotland.

Sign up for email alerts > <https://findbusinesssupport.gov.scot/coronavirus-advice>

FUNDING CALLS FOCUSED ON TACKLING COVID-19

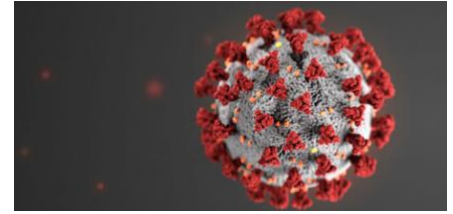
There are a number of funding calls focused on tackling COVID-19, many with closing dates approaching very soon due to the urgency required in tackling this current crisis. Check directly with your networks for any calls that may be relevant to your organisation to help combat this disease.

UNIVERSITY OF EDINBURGH DAILY UPDATES

The University of Edinburgh is closely monitoring the Coronavirus (COVID-19) outbreak and liaising with Government and NHS agencies to obtain the latest public health guidance.

Following lockdown restrictions implemented by the UK and Scottish Governments, only 'essential-services' should be operating on campus from Tuesday 24 March 2020 onwards.

Online provision of teaching and administrative support is now in place and will be improved further, with counselling, research and study spaces adapting to the changing situation to ensure the health and safety of our students and frontline staff is protected as much as possible. > <https://www.ed.ac.uk/news/covid-19>



TRANSPORT

All non-essential travel is to be avoided where possible. Reduced public bus services are operating with a Sunday service likely. Lothian Buses will communicate any changes via their website and social media.

LOTHIAN BUSES > <https://www.lothianbuses.com>
> https://twitter.com/on_lothianbuses

KEEP INFORMED

Please refer to the RIC website for future updates as there will be changes made to this in the weeks and months ahead.

> <https://www.roslininnovationcentre.com/coronavirus-contingency-planning>

MESSAGE FROM ROSLIN INNOVATION CENTRE CEO, JOHN MACKENZIE

"We would like to thank all our staff, colleagues and tenants for your positivity and collegiality as we work together to address the challenges posed by Coronavirus (COVID-19) during these uncertain times.

Your safety remains our utmost priority and at the same time we appreciate you require to maintain and operate your business.

"I am happy to confirm that the Charnock Bradley Building (Roslin innovation Centre) has been categorised as 'in use' with amber status but limited only to essential staff and as such you will no longer be able to access the building unless you have already been registered as an essential worker, but please do not hesitate to contact me if you have any concerns."

John Mackenzie, CEO, Roslin Innovation Centre

**" STAY HOME. STAY SAFE. SAVE LIVES. PROTECT OUR NHS.
WORKING TOGETHER, WE WILL BEAT THIS. "**