

# Back to Business

**In association with**

Kimberly-Clark Professional™ and Kimtech™

The United Kingdom Science Park Association (UKSPA)

Laboratory News



# Protecting you as we get back to business

This guide is based on government guidelines and aims to help you get back to business while protecting yourself against infections such as coronavirus.



## Empowering you to protect yourself

The information in this guide aims to give you the power to:

1. Stay at home if you need to
2. Work from home
3. Return to work safely
4. Stay protected
5. Look after your colleagues
6. Enjoy getting back to business
7. Stay informed
8. Stop if you feel unsafe
9. Share concerns
10. Stay healthy, stay happy

### REFERENCES:

- 1) <https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/labs-and-research-facilities>
- 2) <https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19#who-is-clinically-extremely-vulnerable>
- 3) <https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing#clinically-vulnerable-people>
- 4) <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance>
- 5) <https://www.gov.uk/guidance/equality-act-2010-guidance>

# 1

## Staying at home

- You must stay at home if you are self-isolating or extremely vulnerable

# 2

## Working from home

- If you can work from home, you should
- If you are unable to work from home and vulnerable, you will be offered the option of the safest available on-site roles, enabling you to maintain social distancing



Please contact your manager to discuss individual circumstances and any reasonable adjustments you need to ensure your health and safety at work under the equalities legislation<sup>5</sup> and in the strictest confidence.

## Understand your personal risk level:

- 1. Clinically Extremely Vulnerable<sup>2</sup>;** you have an underlying health condition that puts you at severe risk if exposed to COVID-19. You will probably have received a letter from your GP
- 2. Clinically Vulnerable<sup>3</sup>;** your age or an underlying health condition puts you at high risk if exposed to COVID-19
- 3. Self-Isolating<sup>4</sup>;** If you have been symptomatic, then you must stay at home for 7 days
- 4. Household isolation<sup>4</sup>;** If a member of your household has been symptomatic you must stay at home for 14 days from the day that person became ill



# 3

## Return to work safely

Maintain social distancing except during emergencies.

### Travel safely

- Travel alone
- Maintain social distancing en-route
- Wear a face covering



### Arrive safely

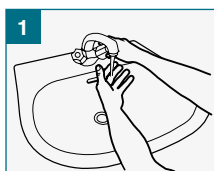
- Stagger your arrival
- Follow signage and markings
- Use hand sanitiser on entry and exit
- Store personal belongings



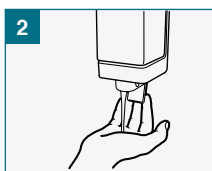


## Wash your hands regularly

You should wash your hands for 20 seconds, using soap and water or hand sanitiser. You should also cough or sneeze into tissues before binning them.



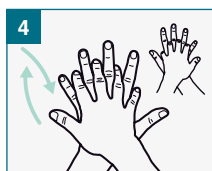
Wet hands with water



Apply enough soap to cover all hand surfaces



Rub hands palm to palm



Right palm over left dorsum with interlaced fingers and vice versa



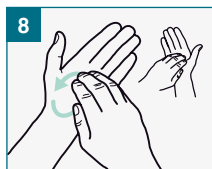
Palm to palm with fingers interlaced



Backs of fingers to opposing palms with fingers interlocked



Rotational rubbing of left thumb clasped in right palm and vice versa



Rotational rubbing, backwards and forwards with clasped fingers of right hand in left palm and vice versa



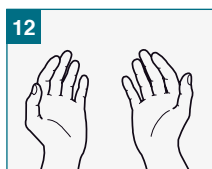
Rinse hands with water



Dry thoroughly with a single-use towel



Use towel to turn off tap



Your hands are now safe

Handwashing is the single most effective means of preventing the spread of infection. Follow these important steps. For more information visit [www.kcprofessional.co.uk](http://www.kcprofessional.co.uk)

## How to put a mask on properly

In order for a mask to work properly, it has to seal the area of nose and mouth from the external environment, otherwise its ability to protect the users can be compromised.



- Wash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser before putting a face covering on, and after removing it
- When wearing a face covering, avoid touching your face or face covering, as you could contaminate them with germs from your hands
- Change your face covering if it becomes damp or if you've touched it
- Continue to wash your hands regularly
- Practise social distancing wherever possible

Professionally made, single use masks offer the best protection if you have access to them. If not, you can make face-coverings at home. Read more at; 'How to wear and make a cloth face covering' at [gov.uk](http://gov.uk)

# 4 Staying protected

## Clean as you go



Wash hands regularly



Store personal clothing



Wash work kit on site



Disinfect surfaces



Don't touch your face



Dry hands thoroughly

## Use appropriate PPE



### In the lab

Aim for business as usual personal protection equipment (PPE) with appropriate gloves, face masks, eye protection, hair covering and gowns to prevent cross contamination between you and your environment.



### In common areas

PPE use has limited benefits but can help protect your colleagues. Facemasks and gloves are optional and should be reserved for high risk situations. Social distancing and hand washing are your first line of defence.

# 5 Look after your colleagues

## One to one



Catch it, bin it,  
kill it



Respect personal  
space



Avoid sitting face  
to face



Don't share  
basic equipment



Clean shared  
vehicles and  
equipment



Maintain social  
distancing where  
possible

## Moving between workspaces



Minimise  
non-essential  
movements



Avoid  
overcrowding



Stand aside  
where necessary



Wash hands  
regularly



Use hand  
sanitiser where  
provided



Be patient

# 6 Enjoy getting back to business

## With colleagues

- Stagger breaks to avoid overcrowding
- Take breaks outside or in well ventilated areas
- Bring your own food or stick to packaged meals
- Support one another



## With customers and suppliers

- Maintain social distancing for off-site meetings
- Meet clients virtually if possible
- Minimise incoming/outgoing goods
- Maintain hygiene practices if moving goods
- Employ electronic financial exchange technology





## 7 Staying informed

### Look out for signage

- Instructional signs
- Floor markings
- Information posters



### Listen out for updates

- From government
- From management
- From your line report
- From one another



## 8 Stop if you feel unsafe



## 9 Sharing concerns

- Let your manager know if you have any concerns when carrying out your daily work
- Please report any incidences or accidents promptly through the usual channels
- Access our welfare facilities if you need additional support
- Act promptly if your personal circumstances change

# 10 | Staying healthy, staying happy

If returning to work, you should be able to tick the boxes below.  
If not, please get in touch with your manager immediately.

I am able to:

<input type="checkbox"/> Leave home without high risk to my health	<input type="checkbox"/> Maintain social distancing where possible
<input type="checkbox"/> Travel safely to/from work	<input type="checkbox"/> Minimise face to face contact
<input type="checkbox"/> Wash my hands regularly	<input type="checkbox"/> Move safely between workspaces
<input type="checkbox"/> Store my personal possessions	<input type="checkbox"/> Stay up to date with changes
<input type="checkbox"/> Access appropriate PPE for each working environment	<input type="checkbox"/> Communicate any concerns I may have
<input type="checkbox"/> Clean and store my work kit onsite	<input type="checkbox"/> Request reasonable adjustments I may need
<input type="checkbox"/> Avoid sharing kit wherever possible	<input type="checkbox"/> Report accidents and incidents
<input type="checkbox"/> Clean shared kit thoroughly	<input type="checkbox"/> Access emotional support if I need it

## Kimberly-Clark Professional™ and Kimtech™

When you work in challenging environments with no margin for error, you can count on Kimtech™ products to protect your critical processes and the people who perform them. We understand the risks and costs associated with contamination. Kimtech™ products are designed for precision tasks and exacting performance. Kimberly-Clark Professional™ partners with you to deliver seamless, worry-free performance that minimizes risk and maximizes performance. For further information on laboratory gloves, masks and garments, please visit our website: [www.kimtech.eu](http://www.kimtech.eu)

## The United Kingdom Science Park Association (UKSPA)

UKSPA proudly represents innovative knowledge-based environments. The mission of UKSPA is to be the authoritative body on the planning, development and the creation of Science Parks and other innovation locations that are facilitating the development and management of innovative, high growth, knowledge-based organisations. UKSPA through its range of networking, advocacy, best practice, information, research and promotional opportunities is at the forefront of ensuring the UK has the skills, knowledge base and support the science and engineering sectors need to continue to be at the forefront of innovation. Find out more by going to [www.ukspa.org.uk](http://www.ukspa.org.uk)

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For full government guidance,  
please visit:

**[https://www.gov.uk/guidance/working-  
safely-during-coronavirus-covid-19/labs-  
and-research-facilities](https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/labs-and-research-facilities)**



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