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Updated information

The most up to date information regarding our reopening timeline and other relevant points will be hosted on the following website:


Please ensure you check this page frequently as regular updates will be made.

Inductions:

Inductions will be provided to new Members and Partners by the Bayes Facilities team. If you belong to another occupant group, please contact your local representative who can arrange this for you if required

Maths: Katy Cameron – Katy.Cameron@ed.ac.uk  
EPCC: Maureen Simpson – Maureen.Simpson@ed.ac.uk  
Informatics: Facilities@inf.ed.ac.uk  
ICMS: Jane.Walker@icms.org.uk  
Datalab: Sam.Penn@thedatalab.com

Building opening times and access:

From 9th August 2021 the main, revolving door to the building is accessible between the hours of 09:00 and 17:00 Monday - Friday and reception is also staffed between the hours of 09:00 and 17:00. You can also access the building from 8-9am and from 5-6pm by using your swipe card and PIN.

For arrangements regarding Informatics staff and students, please see appendix 1

Building sign-in and out:

You must use the University’s Building occupancy app upon entry and exit of Bayes. More details can be found here. Use of the app is mandatory as it will be used in the event of any emergency building evacuation, or track and trace situation.

Moving around the building

- A one-way system is in place throughout the building
- The direction of the one-way system will be indicated by signage on doors and on the floors.
- Movement both ways will be allowed within some areas and this will be indicated by the signage.
- Lifts are operational but can only be used by 1 person at a time.
- In the event of an emergency the building must be evacuated by the quickest and safest route. In these instances the one-way system does not need to be followed and the quickest exit route should be used.
Lone working (for University staff and students):
The building is not staffed or monitored by the Facilities team outside 09:00-17:00 Tuesday to Thursday. For those that require and have been approved to work beyond these times you must follow the University’s Lone working guidelines. Guidance can be found here. It is particularly important that you use the relevant building sign-in app during periods of lone or out of hours working so that you can be accounted for in the event of an emergency evacuation.

Toilets:
Toilets are gender neutral, individual cubicles. Toilets will be cleaned each morning with an additional clean in the afternoon. This will be reviewed regularly and additional cleaning services might be considered at the later stage, if necessary.

Shower facilities:
Male and Female shower/changing facilities are located in the basement and are available for use. Capacities are currently limited from 4 people per room to 2 users per shower/changing room. Shower cubicles taken out of operation, to accommodate social distancing, will be marked with a “not in use” sign. Please take care when entering/exiting the room, ensure the capacity of the space isn’t exceeded and remove any belongings after use.

At the end of using the shower please use the spray provided to disinfect the shower and rinse with hot water to help maintain cleanliness.

Kitchens:
To comply with social distancing rules kitchen capacity has been reduced to one person at the time and there is signage in place to reflect this rule. For H&S reasons all cutlery and crockery has been removed from each kitchen. Please don’t leave anything behind, wash up your dishes and take them away with you after use.

There are gloves and cleaning products available in each kitchen, please use them to disinfect the area after use. A product safety sheet along with “how to use” guide is also available in the kitchen.

Meeting rooms:
Meeting rooms are reserved for those formally located in the Bayes building only and can be booked via Outlook, or by emailing Bayes.Reception@ed.ac.uk. Booking requests made via Outlook will be sent automatically to the Bayes Reception team for approval.

Capacities have been reduced to comply with the relevant social distancing measures (from 16th August we expect this may change to 0m). Please pay attention to the capacities signage available on each meeting room door. To confirm the current capacity of a room in advance of making a booking please contact bayes.reception@ed.ac.uk. Please do not change the current meeting room set up. No food or drink is permitted in the rooms at this time. Please do not remove any of the meeting room equipment. Please use the hand sanitiser provided. The meeting rooms will remain locked out with the hours of Monday-Friday 09:00-17:00.

Communal/break-out spaces:
Communal and break out areas have been set up to ensure social distancing is in place, please do not change or add furniture to these spaces.
Please ensure spaces do not become overcrowded at peak times.

Open plan desk areas
There are a number of areas within the building that operate as open plan desk spaces. Notably these are located on Levels 3 and 4 of the building. Please be aware that the Bayes Team area on level 3 is for the sole use of the Bayes Centre team only (staff should book desks using the internal staff booking system – see SharePoint). The open plan desks located on Level 4 for Members and Partners and the space on Level 3 for the Accelerator must be booked in advance using the Bayes Centre desk booking system. Regular monitoring of these spaces will be undertaken by the Bayes Facilities team and if you cannot provide a current booking confirmation when requested, you may be asked to vacate. If you are eligible for access to the Bayes Centre desk booking system you will be contacted directly and provided further details.

Visitors/Guests:
Visitors are permitted but where possible please contact Bayes.Reception@ed.ac.uk to notify us in advance. Visitors must sign in and out at reception for health and safety purposes and you are responsible for your visitor/s whilst they are in the building.

Print rooms:
The print room capacities have been reduced to one person at any time, please follow the rules and do not exceed the stated capacity.

Each print room has been equipped with hand sanitiser. Please sanitise your hands before and after use. Please do not leave any printed materials in the room as it will be disposed of at the end of the day.

Cycle store:
The basement cycle store is available for use. For more information on cycling, including cycling schemes please visit: https://www.ed.ac.uk/transport/cycling

Parking:
For latest information regarding parking in University spaces please see:
https://www.ed.ac.uk/transport/parking

Mail:
Mail deliveries are operational.

Café:
The Bayes Café will not reopen until closer to Semester 1 – we will issue updates when we have an exact date.
Health and Safety: Face Coverings

In line with Scottish Government guidance, it is mandatory that face coverings are worn in the following areas, unless an exemption applies:

- all University libraries
- study spaces
- hospitality areas (including front of house staff)
- staff canteens and staff rooms (unless seated and eating)
- communal areas such as corridors (including all student/customer accessible areas in Libraries).

For more information please see the latest guidance on the University health and safety pages here:


Fire Safety

In post-covid hybrid ways of working there will not be a regular presence of fire stewards in the building, and you will be asked to take collective and individual responsibility for your own safety and to follow the fire evacuation guidance as detailed below. Please ensure your colleagues working in the same space as you also leave the building promptly in the event of a fire alarm. A full copy of the Bayes centre Fire action plan can be found here:


The emergency evacuation alarm will be tested weekly on Thursdays at 11:30am.

If you have an accessibility issue and need assistance to vacate the building in the event of an emergency, you MUST notify the Bayes Facilities team in advance of your visit so that a personal evacuation plan can be put in place for you.

If you hear the emergency evacuation alarm at any other time, it is a REAL ALARM and not a test. Please do the following:

- Make your equipment safe, if it is safe for you to do so.
- Leave the building via the nearest available fire exit.
- Disregard any COVID-19 one way systems in place.
- Don’t use the lift.
- Assemble at the Potterrow fire assembly point outside the Wellbeing Centre. This is beside the shuttle bus stop in Bristo Square.
- If any colleagues do not appear at the muster point ensure you notify the fire controller/security immediately.

Do not return to the building until you are told it is safe to do so by security or Bayes Facilities staff.

First Aid

Our Operations staff are first aid trained and can be contacted for advice or minor injuries between 9am and 5pm. If you need assistance out with these times, please phone security by dialling 2222 from an internal University phone or 0131 650 2257 from a non-University phone line. First Aid Boxes are located in the pantry on each level throughout the building as well as at Bayes Reception.
on the ground floor. A defibrillator is located by reception in the Informatics Forum (which is the building adjacent). An Evacuation chair is located at Bayes Reception and on level 5 beside the goods lift.

- If the accident is more serious and an ambulance is needed phone 999, or 9999 from a University phone, then inform Security by phoning 2222 from an internal University phone or 0131 650 2257 from a non-University phone line.

- All accidents, incidents and instances of known or suspected occupational ill health, must be reported to your Line Manager/Bayes Facilities as soon as possible and further reported to the University Health and Safety department via their web form at: https://www.accidents.is.ed.ac.uk/. This will enable us to take any action necessary to prevent a recurrence.

**COVID testing**
The University’s COVID testing programme TestEd is available on-campus for all University staff and students. For more information please see the link below:

https://www.ed.ac.uk/tested-covid

The closest TestEd facility to the Bayes Centre is in the adjacent Informatics Forum. Should you wish to use this service, you must have a University UUN and pre-register for the service following the guidance on the above webpages.

Once registered, you can access the TestEd booths in the Forum via the front entrance on Crichton Street where the building receptionists will advise you further on how to submit your sample. This service is available Monday-Friday between 0930 and 12 noon.

Should you show any symptoms of Covid19 or come in contact with anyone diagnosed please follow instruction on Self Isolation as included in the link below within ‘Self-Isolation’ section.

Please immediately report to your line manager and alert Bayes Operations Team by emailing:

Bayes-facilities@ed.ac.uk

For more information on Self Isolation, Health, Safety and Travel please visit:

https://www.ed.ac.uk/news/covid-19/health-safety-travel

For self-assessment please click here:


For more information on Coronavirus Test and Protect please visit:

https://www.nhsinform.scot/campaigns/test-and-protect
Appendix 1

Additional building guidance for Informatics Staff and Students

Building opening times and access:

Informatics staff and students with offices or lab spaces in the Bayes building are able to gain access to Bayes between 06:30 and 22:30 Monday – Saturday in line with the Informatics Forum opening times.

After 9th August access to the building continues to be via the link on Level 3 or between the hours of 09:00-17:00 Monday to Friday entry and exit from the building can be via the Bayes main entrance.