



UNIVERSITY OF
CAMBRIDGE

Return to the Workplace Pack

July 2020

Introduction

Please take the time to read this important document before you return to your workplace. It provides the following essential information to ensure the safety and wellbeing of you and your colleagues:

- Actions that the University has taken to prepare buildings for safe reoccupation;
- Specific safety adjustments that have been made to your immediate place of work; and
- Actions you need to take.



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Your skills and expertise are key to the University's gradual return to some of our on-site operations. As we plan for that phased return, your safety is of paramount importance. Extensive work is taking place to ensure that you are able to go back to your place of work safely and confidently.

We will all need to make adjustments to fit the new working and social environment in which we find ourselves. More than ever, we will rely on your adaptability and perseverance to achieve a smooth transition back to our workplaces. Please know that your efforts are recognised and hugely appreciated.

Professor Stephen J Toope – Vice-Chancellor

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Actions that the University has taken to prepare buildings for safe reoccupation

The University has carefully considered the latest Government guidance and has worked with institutions to put robust measures in place to ensure that you can return to your workplace safely. The health, safety and wellbeing of all members of the University community has been and will remain at the heart of this activity throughout the coronavirus pandemic. The University will continue to review and respond to any revised government guidance, ensuring that local measures continue to adapt as necessary.

Specific safety adjustments that have been made to your immediate place of work

Each institution has carefully reviewed the ways in which buildings are normally occupied and put specific measures in place to ensure the safety of all individuals, in accordance with the relevant up to date guidance.

Specifically, the following adjustments have been made for the Alison Richard Building, which will be open to staff from 8.00am to 6.00pm:

- The building will be limited to staff members, PhD students and students with teaching in the building, no visitors will be allowed unless permission is granted by the Department Administrator and Facilities Manager. Access will be monitored and you will need your card to enter the corridors. Signage should be followed to keep left, use of toilets and kitchens and room occupancy limits. Please sanitise your hands and work stations using the dispensers provided around the building. Those in shared offices will have a rotation system.
- Kitchens and toilets will have occupancy limits which will be listed on the doors or certain cubicles closed and marked as not to be used. Spray will be put in the showers and signage asking people to clean the shower before and after use. Boiling water, kettles and microwaves will be in use and staff are required to wipe these down before and after use with the cleaning materials provided. The water coolers will be on for drinking water and you should clean

the handles with spray provided before and after use. The Arc Café and Vending Machine may not be open for some time so please bring in your own food and label this clearly in the fridge. The lift will be out of use except for disabled used and library staff with trollies. Shared offices will have a rotation system put in place and shared rest spaces in the lobbies will have number restrictions put in place. All meeting rooms will be clearly marked with the maximum occupancy levels. Meetings should continue to take place online unless in exceptional circumstances. Shared equipment, such as photocopiers, should be cleaned before and after use with the cleaning materials provided.

- Cleaners will be in the building every morning and staff are asked to use the cleaning materials provided to keep their desk spaces clear and clean.
- If you are in a shared working space then a rotation system will be put in place and you will be contacted by your manager about this.
- All staff and students will be required to wear a face covering inside the building where it is not possible to maintain social distancing of at least two metres and in communal areas. You must bring in your mask to use.

Actions you need to take

During this transition back to working in University buildings, it is important that we all make adjustments and adapt to new ways of working to ensure the safety of us all. You are asked to take the following actions to ensure your own health and well-being, as well as encourage colleagues to do the same:



SOCIAL DISTANCING

Stay at least 2m away from anyone else, at all times, whether in vehicles, on site, outside or inside. Advise colleagues politely if you see they are not maintaining social distancing; accept feedback about your social distancing from others.



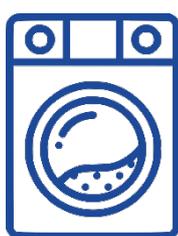
RESPIRATORY HYGIENE

If you cough or sneeze, cover your mouth and nose with a tissue, or your sleeves (not your hands) if you do not have a tissue, and throw the tissue in a bin immediately. Then wash your hands or use a sanitising gel.



HAND WASHING

Wash your hands more often than usual, using soap and hot water for at least 20 seconds, or use a hand sanitiser - when you get home or into work, and during the day, when you eat or handle food, before eating and after using the toilet. Hand sanitiser and soap and hot water will be provided. Touching of the face should be avoided.



WASH YOUR CLOTHES REGULARLY

There is some evidence that the virus can stay on fabrics for a few days, although usually it is shorter, so if you are working with people outside your household wash your clothes regularly. Changing clothes in workplaces should only normally be considered where there is a high risk of infection or there are highly vulnerable people.



EQUIPMENT

Evidence suggests that the virus can exist for up to 72 hours on surfaces. Please ensure you clean/wipe your own workstation surfaces regularly, such as keyboards, mice, telephones, photocopiers etc. using the equipment provided and note that no equipment should be shared with another member of staff. The University is providing more frequent cleaning for communal surfaces like door handles or lift buttons and communal areas like bathrooms, kitchens and tea points.



FOOD AND DRINK

You should bring your own food, drink and utensils from home and take them home to clean at the end of each day. The use of kettles/boiling water faucets and microwaves will be risk assessed on a site by site basis.



ADJUSTMENTS TO WORKING ARRANGEMENTS

Please comply with changes in working arrangements such as changes to working hours, seating and workstation arrangements. These are being put in place for everyone's safety to reduce the risks of transmission in the workplace by limiting the number of people that any given individual comes into contact with regularly.



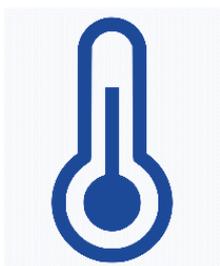
PPE AND FACE COVERINGS

The University's approach follows the Government advice at www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/labs-and-research-facilities. In summary, where you are already using PPE in your work activity to protect against non-COVID-19 risks, you should continue to do so. However, when managing the risk of COVID-19, additional PPE beyond what you usually wear is not beneficial. In respect of face coverings, there are some circumstances when wearing a face covering may be marginally beneficial as a precautionary measure. The evidence suggests that wearing a face covering does not protect you, but it may protect others if you are infected but have not developed symptoms.



TRAVEL TO WORK

When travelling to work, think about how and when you travel. To reduce demand on the public transport network, you should walk or cycle wherever possible. If you have to use public transport, you should try and avoid peak times and wear a face covering.



SICKNESS

It is vital that if you are showing symptoms, i.e. onset of a new continuous cough and/or high temperature, (these are currently the most common symptoms of COVID-19) however mild, should not come to work and must continue to self-isolate at home, as now, and that the household quarantine rules continue to apply. If you develop these symptoms whilst you are at work you should inform your manager and return home immediately, avoid touching anything and strictly follow handwashing and respiratory hygiene guidelines. You must then follow the guidance on self-isolation and not return to the workplace until the period of self-isolation has been completed.



SHIELDING AND VULNERABLE PEOPLE

Let your manager know if you, or those in your household are in an at-risk or clinically vulnerable group, which means that you should continue to follow current government guidelines around shielding and should not come into work.



SUPPORT

If you are concerned about your own wellbeing or the wellbeing of others; please speak to your manager immediately. Please also feel free to make use of the [wellbeing and mental health provisions](#) of the University whenever you wish.

If you have any questions

If you have any questions or concerns about any of the information in this document, or at any point during this phase period, please do not hesitate to speak with your manager or Department Administrator, Louisa Bailey lkb44@cam.ac.uk. You may also wish to refer to the [Return to the Workplace Guidance for Staff](#).