

The Faculty of History

Standard Operating Procedures For Use Of the Building during the Coronavirus Covid-19 Pandemic

Version 2, September 2021

1 BACKGROUND

This document outlines the Standard Operating Procedures (SOP) to be followed for all activities undertaken while using the The Faculty of History building. The purpose of this SOP is to minimise the individual risk of infection to users from Coronavirus (Covid-19) while using the Faculty. The Focus of this SOP is to help users of the Faculty maintain a safe environment to work. The Faculty will adopt a flexible approach to the use of the building, taking account of personal circumstances. The University has indicated that it expects all staff to work with institution heads and their line managers to implement flexible forms of working where appropriate. Users of the Faculty who need to use public transport should follow current Government advice.

Basic rules for staying safe

- Wash/sanitise hands as often as possible throughout the day
- Keep 2m apart from all others
- Please ensure that your personal information is up to date on the Univeristy's HR system, in case we need to contact you in the event of someone with whom you may have been in contact developing symptoms.
- Follow the signs to get around the building
- Where a face covering when moving around the building

2 CONTROLLING ACCESS

2.1 Access to building

Access to the building will normally be during working hours only. The Main doors will be the entrance to the building. The back door and ramp door will be the exits from the building.

2.2 Signing in when entering the Faculty

All who enter the History Faculty building must use our online sign-in at <https://forms.gle/3H3pGJP7AAgmGVy1A> to ensure we can track users, or use the NHS Track and Trace site. You should be signed in to Google using your University login (CRSID) when using this form. Your email address and arrival time will be recorded when you submit the form. Your contact details will be kept confidentially, solely for the purposes of tracking and tracing Covid-19, and will be destroyed after a month.

2.3 Lone Working

For the time being, the Faculty does not permit staff to work in the building outside of the operating hours 8:00 am to 6:00pm. This is to limit the amount of time that staff are in the building when cleaning staff are not available.

2.4 Operating Hours

Custodians: 07:00 – 16:00

Library: 10:00 – 16.30

Office hours: 08:00 – 18:00

2.5 Out of Hours Requirements

Wherever possible, work should be carried out during normal working hours so that first-aid provision can be guaranteed. If working beyond 5:15pm is absolutely necessary, you must discuss this with your supervisor/line manager.

2.6 IT/ Maintenance

A member for IT will be in the Building during office hours. If you require any assistance please e-mail the help desk on helpdesk@hist.cam.ac.uk or Tel. 35315

If there are any maintenance issues please e-mail the custodians on or internal Tel. 35300

2.7 Security

Help from security staff is available at any time of the day or night by calling 01223 (3) 31818 or in emergency dial 999.

3 FIRE PRECAUTIONS

3.1 Fire safety training

Everyone with an office in the building must complete the online Fire Safety Awareness course. All Fire Wardens must refresh their training.

3.2 Emergency Evacuation Procedure

Emergency evacuation procedure should be applied as normal; on the continuous sounding of the fire alarm requires the immediate evacuation of the building; leave the building as

quickly as possible via your nearest exit, assemble at the grass area at the Raised Faculty Building. Maintain 2m distance at the Assembly Point. Do not re-enter the building until given permission by the Chief Custodian, Fire or Security personnel.

4 FIRST AID PROVISION

4.1 First Aiders

There is a first aider for the Faculty. If they are unavailable there is a list of first aiders (posted around the building) for the Sidgwick site who can be reached to help.

4.2 First Aid Supplies/administering first aid

All persons administering first aid should take extra precautions when administering first aid during the outbreak. Personal Protective Equipment will be supplied for this purpose and should be worn.

4.3 Accidents and Near Misses

Accidents and near misses should be reported on the university accident reporting system, at <https://www.safety.admin.cam.ac.uk/subjects/accidents-incidents>. Please also mention any concerns to the Custodian (custodians@hist.cam.ac.uk).

5 HYGEINE

5.1 Hand Washing

Wash or sanitise your hands as soon as you arrive in the building. Wash hands before and after using the toilets, touching anything in the kitchen and after having moved from one area of the Faculty building to another. Wash or sanitise your hands before leaving the building.

5.2 Hand Sanitiser

Hand sanitiser stations are available throughout the Faculty. There will be a station in the lobby area as you enter the building and on entering every floor from the main stairs.

5.3 Cleaning Schedule

Cleaners will be implementing enhanced cleaning protocols following Safety Office Cleaning Guidance Document (HSD206M), including wiping all common high contact areas such as doors, lift buttons, taps.

5.4 Breaks

Please bring all your own food/drink for your working day in from home with you. Please bring a water bottle from home and fill it in the kitchen as the water dispensers have been disconnected. If there is good weather, it is advisable to take breaks outside to minimise the

risk infection and for wellbeing. To take breaks with others, please meet outside following Government guidelines. The Common Room is available for use, one person per table only. Please observe 2m distance at all times.

5.5 Rubbish Bins

Bins will be emptied on Monday mornings, allowing decontamination of waste over the weekend. All swing-bin lids have been removed so that rubbish can be placed in bins without the need to touch them. Please place bins outside the door of your office.

5.6 Face Coverings

Face coverings must be worn in all common areas while moving through the Department and where 2 metre social distancing cannot be maintained. All colleagues and students are asked to ensure that they are in possession of a face mask when they enter the building. A supply of disposable face masks will be provided for those who have forgotten. When working alone in an office, face coverings are not essential unless another person enters the room and cannot maintain 2 m social distancing. In multiple occupancy offices, where one colleague requests face coverings to be worn, this should be adopted.

6 SOCIAL DISTANCING

6.1 Corridors and Common Areas

Please keep 2m apart wherever possible and 1 person per table in the SCR for break times. Most corridors are one way. The corridors on the fourth, fifth and sixth floors are two way, but only one person must be in a corridor at a time. Please ensure that you follow the one way systems and use the appropriate stairs.

6.2 Teaching and Meeting Rooms

Only a limited number of rooms will be in use in person small group teaching and meetings. These have been set up to maintain appropriate social distancing. Staff and students are asked to take appropriate precautions on entering and exiting.

6.3 Individual Offices

Colleagues should only enter each other's offices on invitation. As far as possible, the occupant should open the door to the visitor to avoid excessive touching of door handles.

6.4 Shared and Multiple Occupancy Offices

Arrangements for appropriate use of all shared offices (including spaces with hot desks) in the Faculty must be made in discussion with your line manager. Where 2 metre social distancing cannot be maintained, it will be necessary to work out a rotation system for occupancy. This includes administrative offices and the offices associated with CAMPOP. Antibacterial wipes will be made available so that staff in such offices who use common equipment can clean them. Alternatively, such colleagues should consider bringing in their personal laptops to work from.

6.5 Seeley Library

The Seeley Library is expected to be open for borrowing and studying on a reduced occupancy basis. The timetable and conditions associated with this will be advised separately by the Librarian, Linda Washington.

6.6 Graduate Research Room

The Graduate Research Room will be open and arranged for use on a reduced occupancy basis. Usage will be monitored to maintain safety and to ensure equity of access.

6.7 Photocopying Room

Only one person at a time should make use of the Photocopying Room on the fourth floor. Please use the wipes/hand sanitiser provided before and after touching buttons.

6.8 Post and Deliveries

In order for there to be no risk of contamination, you may wish to wait 72 hours before collecting; or wash your hands immediately after opening your parcel and disposing of the packaging. If you require cleaning supplies please contact the custodians.

Hand washing is recommended before and after handling anything in mail trays.

6.9 Toilets

All the toilets located on the main staircase next to the lift shaft will not be in use for the duration of the covid emergency. Staff are asked to use the toilets on the first floor (near the Board Room). Students will be required to use the toilets in the Basement.

Please wash your hands **before** and **after** using the toilet, and dry your hands using paper towels provided as all hand dryers have been switched off. Close the lid before flushing the toilet, closing the lid can help to prevent the escape of possibly infected particles into the air and therefore minimise the risk of transmission.

6.10 Kitchens and Coffee Room

The kitchens and the fourth floor Coffee Room may be used by one person at a time. Colleagues should not socialise in the fourth floor Coffee Room, as it will not be possible to maintain social distancing. Please wash your hands before and after touching anything. Please bring your own food, crockery and cutlery. Wipe down the kitchen area using cleaning supplies provided after use. Food/drink should be clearly labelled in a wipeable container with the owner's name when using the shared fridge.

Drinking water stations are out of use at present, please use the kitchen to refill your personal water bottle.

6.11 Lifts

The lift is available for essential use only. Please use the wipes/hand sanitiser provided before and after touching buttons. Only one person in the lift at any one time.

7 BECOMING UNWELL

7.1 Reporting Procedure

If you start to feel unwell at any time, you should go home immediately, and inform your line manager of your symptoms, which areas of the building you have been occupying and whether you have been in close contact with anyone. If you need to wait (e.g. to be collected), you should isolate yourself in the Faculty Meeting Room until you can leave. Book a test using the [University's testing service](#).

Link: <https://www.cam.ac.uk/coronavirus/staff/health-and-wellbeing/testing-staff-for-covid-19>

7.2 Avoid touching anything

If you are feeling unwell please avoid touching surfaces and be rigorous with cleaning where touching a surface is unavoidable. If you are coughing and sneezing you should use a tissue, or the crook of your elbow. Any tissues you use should be double-bagged, then taken home and stored securely for 72 hours, then thrown away in your regular rubbish.

7.3 NHS guidelines

Follow [NHS guidelines](#): if you live alone, you must self-isolate for ten days unless you receive a negative test result. If you live with others and are the first to have symptoms, you should self-isolate for ten days and everyone else in your household must self-isolate for 14 days. If anyone else in your household starts displaying symptoms you should self-isolate for 14 days.

7.4 Close Contact with a person with suspected Covid-19

For those without vaccination, if you have had close contact any individual in a way that you consider may have put you at risk of exposure, return home and self-isolate for seven days (or until a negative test result is confirmed for the person you have had contact with). If you go on to develop symptoms of Covid-19 you should follow the advice at the [NHS website](#) and book a test using the [University's testing service](#).

7.5 Covid-19 Isolation Room

The Faculty Meeting Room (on the second floor) will be the isolation room for the Faculty. Please inform Steve Corbett (sc564@cam.ac.uk) if you have used it, so that cleaning can be arranged.

7.6 Covid Testing and Contact Tracing

If you test positive for Covid-19 or are contacted by the Government Contact Tracing Team, please follow their instructions and inform your line manager.

7.7 Support

If you are concerned about your own wellbeing, or the wellbeing of others, please speak your line manager or a wellbeing advocate immediately. The Faculty's wellbeing advocates are Amy Erickson (ale25@cam.ac.uk) and Kerrie Potter (kep500@cam.ac.uk) Please also feel free to access the [health and wellbeing](#) provisions of the University.

8 MISCELLANEOUS

8.1 Ventilation in all areas

If you're working in a space where windows can be opened, it is recommended to open them while working. Even having windows open for a short time when you arrive helps to ventilate the area. Leaving office doors open may also facilitate air circulation and is strongly recommended.

8.2 Use of Fans

Use of all personal fans and air conditioning units is forbidden unless medical exemption has been arranged.

8.3 Desk Work

Please keep your workstation/desk tidy to allow you to clean it as often as possible. Cleaning supplies are available at regular intervals throughout the Faculty for staff to clean their working area. Do not use anyone else's workstation during this time.

8.4 Visitors

No site visitors are permitted at this time without prior approval of the chief custodian or Chair of the Faculty.

8.5 Non-Compliance with SOP regulations

If you are concerned with the compliance by others of any of the matters contained in this SOP or have any suggestions for improvement, please contact Deputy Chair Lucy Delap (lmd11@cam.ac.uk) or Chief Custodian Steve Corbett (sc564@cam.ac.uk).

This SOP is a living document which will evolve and be updated as advice changes and according to suggestions made for improving procedures.

9 APPENDIX

9.1 APPENDIX : FACULTY SOP LETTER

**Standard Operating Procedures
for access to the Faculty of History Building
during the Covid-19 pandemic
Valid from September 2021
Subject to review**

During the Covid-19 pandemic, these Standard Operating Procedures apply and accompany, with immediate effect, the risk assessments for activities in the Faculty of History.

These procedures are intended to address (a) Health and Safety while on site; (b) performing your work while satisfying Government social distancing requirements; (c) minimising the chance of infection; (d) that all persons are competent and responsible for their own and others' health and safety.

These standard operating procedures apply to all staff and students.

The following documents/training must be read/completed before returning to the Faculty. Please tick to indicate you have done so.

- **Standard Operating Procedure. All staff working in the building must read the SOP and follow the instructions therein.**
- **Return to the workplace pack. All staff must read the pack before returning to the Faculty and complete the forms appropriate to their situation, which must be lodged with the HR Administrator, Jo Pearson.**

I have read, understood and will abide by these Standard Operating Procedures.

Full name **Signature and Date**

Please return completed forms electronically to Steve Corbett (sc564@cam.ac.uk)