

## Working at College during the Coronavirus emergency. Update 31<sup>st</sup> July 2020

We have a number of procedures in place to mitigate risks to staff and contractors required to work at College/Swirles to provide essential services during the current health emergency, summarised here. **Please read this memo, retain a copy for reference and return a signed copy to the Junior Bursar's pigeonhole at college**, or via email. You must also make essential Sub Contractors aware of this advice as part of their RAMS.

- ✓ **Your health** is of paramount importance. You must not come to work if you, or anyone in your household have symptoms of Coronavirus. Most people with coronavirus have at least one of these symptoms:

- **high temperature** – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)
- **new, continuous cough** – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)
- **loss or change to your sense of smell or taste** – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal
- **other flu like symptoms such as sore throat or muscle aches.**

- ✓ **If you, or anyone who lives with you have any of these symptoms, you should contact your line manager and stay at home. You can book a PCR Swab [test](#) through the University.** Please phone Addenbrooke's Hospital Occupational Health on 01223 216767 (08:30 to 16:30 Mon-Thurs), stating that you are a College staff member/Fellow. A nurse will discuss your symptoms and, in most cases, book you a PCR test either in a dedicated area at Addenbrookes (car access) or at the Engineering lab (walk in facility). You will need to show your College card. The test takes about 3 minutes and you should receive your results within 48 hrs.
- ✓ If you develop symptoms Fri-Sun you can access a test at an alternative facility using the NHS website <https://www.nhs.uk/conditions/coronavirus-covid-19/>
- ✓ **You must self-isolate at home until you have your test result.** If your test is positive, you will be called by the Infectious Diseases team from Addenbrooke's Hospital. You should inform your line manager immediately and self-isolate at home for at least **10 days from when your symptoms started** in accordance with new PHE guidelines. <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection> If your test is negative, you will receive an email or text message and you will be able to return to work as soon as your symptoms subside.

### **WORKING ON SITE**

- ✓ **Wash your hands** thoroughly with soap, on arrival, frequently throughout the day and when moving between areas and wear gloves at all times, which will help you to avoid touching your face and potentially transferring the virus if present on surfaces. Sanitise your gloves regularly and especially when moving from one area to another, to avoid any potential virus transmission. Wash your hands immediately when you return home after work, and sanitise everything you touch in your car daily.
- ✓ Whilst at work, you must maintain advisory **social distancing** protocols, e.g. keep a minimum of 2 metres apart from your colleagues, and *where possible* avoid being in the same room as a colleague, even at a distance, for longer than 15 minutes.
- ✓ **Keep rooms well ventilated** by opening windows. If sharing an office space you should arrange the desks so that you are seated (distanced) side by side or back to back rather than face to face.
- ✓ **Face Coverings** Please carry your face covering with you (available at the Porters' lodge) and wear it in public areas and corridors, public-facing desks and counters, and in any situation such as a shared workspace where it is not possible to maintain 2m distance from another

person. In ventilated shared offices where people are seated at 2m+ distance, face coverings should be worn as a courtesy to colleagues unless all agree otherwise.

- ✓ If you share a computer or desk with other users (e.g. lodge) ensure that you **sanitise all touch points** at the start of your shift.
- ✓ Best advice is to act all times as though you, and everyone you come into contact with, has the virus, and act accordingly to avoid transmission.
- ✓ Areas where people are resident are emailed daily by the College Surveyor to relevant departments. If you work in residential areas **You must check these lists daily**, to make sure you know if areas are occupied or unoccupied. Also double check with the Lodge before accessing any area in case of last minute updates.
- ✓ Areas where students and Fellows are living are classed as households and you must not enter corridors, flats or houses where people are in residence, except to carry out essential maintenance. When carrying out essential maintenance, you must wear PPE, (Gloves, visor or goggles, mask, apron etc as per your departmental Risk Assessments for the tasks you are undertaking) maintain 2m distance between yourself and any resident and if the task requires you to be there for longer than 15minutes, ask the resident to move to another area while you work. If they do not comply, leave, and report the incident to the lodge.
- ✓ **Do not admit anyone to the buildings**, however plausible, unless they are living here, or are carrying out a pre -arranged essential service. If in doubt – ask!
- ✓ Non-resident students collecting belongings **after 31 July** will be notified to the lodges by the Accommodation Manager. Strictly pre-booking ONLY, and Covid-secure protocols in place.
- ✓ Fellows may access their offices to collect materials with pre-notification to the Lodge and can resume working on site from 7<sup>th</sup> September.
- ✓ The relevant, detailed Government advice is at this link – if you think we can improve our compliance, please do let us know. <https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19>

I have read and understood the key points summarised above.

Signed..... Dept.....Date.....