

Working at College during the Coronavirus Pandemic

Update 17 May 2021 – Stage 3 of the Roadmap

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. 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 – see reporting symptoms and testing advice below.
- ✓ **Minimise your in-person contact with others as far as you possibly can.**
- ✓ **Wash your hands** thoroughly with soap, on arrival, frequently throughout the day and when moving between areas and if your work requires you to touch multiple surfaces in different areas 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.
- ✓ **Face Coverings:** You must wear a cloth covering which covers your nose and mouth (visors do not offer full protection to others) **at all times** on site unless you are alone in a private office. You must wear your covering so that it is effective i.e., OVER and not UNDER your nose. Staff unable to wear a cloth covering for medical reasons should please consult their line manager.
- ✓ Whilst at work, you must maintain **social distancing**, keep a **minimum of 2 metres** apart from your colleagues, and reduce the number of people working in each office by means of working at home rotation. If you are sharing a workspace, keep it well ventilated, use screens and/or masks as necessary to mitigate particle transmission and take regular breaks.
- ✓ **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.
- ✓ 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 and if anyone is isolating. 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 cleaning and maintenance. When carrying out essential services, 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 try to keep visits short, e.g. **30 minutes or less**. If the task requires you to be there for longer than 15 minutes, 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!
- ✓ **Returning students** will be notified to the lodges by the Accommodation Manager according to the bookings she has received. From 17 May, 1 parent/supporter may assist a student to move in, provided this is agreed with the household in advance and notified on the visitor sheet.

- ✓ 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>

Advice on isolation is at this link:

- ✓ <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.

I have read and understood the key points summarised above.

Signed: Dept: Date:

PLEASE RETURN THIS FORM TO YOUR LINE MANAGER

***SYMPTOMS (expanded list) which trigger eligibility for a University symptomatic test:**

COVID-19 symptoms

Symptoms of COVID requiring a test by Public Health England

1. High temperature – this means a feeling of feverishness, or a measured temperature above 37.8° C
2. New cough – this means a new intermittent or persistent cough, or worsening of your usual cough (if you have one)
3. A loss or change in your sense of taste or smell, particularly in the absence of nasal congestion

If you meet one or more of the above criteria, then please see below for information on what you need to do and how to book a test.

Minor symptoms the University now tests

4. A sore throat
5. Nasal discharge or congestion
6. Muscle aches
7. New hoarseness
8. New shortness of breath
9. A new wheeze

If you meet one or more of criteria 4-9, you do not need to self-isolate, but can [request a test at one of the dedicated University testing pods.](#)

What to do if you have Covid symptoms

If you meet one or more of [symptoms 1-3 for possible COVID-19](#), you must follow these steps:

1. Self-isolate.
2. Inform your line manager.
3. Let the people you live with know they must self-isolate as well.
4. Take a test either through the [University Testing Process](#) or an [NHS-approved test](#).
5. Complete the University's [COVID-19 monitoring form](#).
6. Read the support and guidance materials sent to you by the COVID-19 helpdesk.

If you receive a positive test result:

1. Self-isolate for 10 days.
2. Tell your line manager and update your test results on the University's [COVID-19 monitoring form](#).
3. Let the people you live with know they must self-isolate for 10 days.
4. Provide contact details on the University's COVID-19 monitoring form in order to initiate track and tracing.
5. Read the additional support and guidance materials sent to you by the COVID-19 helpdesk.

If you receive a negative test result:

1. Let your line manager know your result.
2. Update your test results on the University's [COVID-19 monitoring form](#).
3. You may be able to stop self-isolating. Please follow [the government's guidance](#).

If you have any queries about this process, please contact the COVID-19 helpdesk by phone 01223 339514 or email covid-helpdesk@admin.cam.ac.uk.

If you have concerns about your symptoms, you should contact your GP or NHS 111 (out of office hours) for advice.

You can view a [diagram of the steps you should take as a member of staff \(PDF\)](#).

How to get tested

The University offers swab tests to College and University staff and students who meet one or more of [the above criteria for possible COVID-19](#).

- You can book your test [online via the web portal](#). If you develop symptoms out of hours, please request a test using the NHS website.
- Self-isolate (if you meet one or more of criteria 1-3) until you receive further instructions from the Addenbrooke's Hospital Occupational Health or Infectious Diseases teams, in accordance with Public Health England (PHE) guidance.

Swab tests are available for students, University and College staff, and certain defined affiliates. From Friday 29 January, we are extending this offer to include symptomatic individuals who live in a household with University or College staff or students, but who are not themselves staff or students. This enhanced testing is subject to capacity and will be available for as long as we are able to deliver it.

**All tests booked via the University or through the NHS are free of charge. All tracing of contacts will be conducted by either the University or the NHS Test and Trace system and this is also conducted free of charge.*

Where can you get tested?

You will be offered a choice between tests at one of two locations:

- S2 Testing Pods, Addenbrooke's Hospital – 8.30am to 5pm, Monday to Friday. These pods are only accessible by car, or bike while wearing a mask. If you are already on the Biomedical Campus, you can access the pods on foot while wearing a mask.
[Map and access information for Addenbrooke's S2 Testing Pods location \(PDF\)](#)
- Dyson Building, Department of Engineering, Fen Causeway entrance (**Please do not go to the main entrance via Trumpington St**) – 8.30am to 2.45pm, Monday to Friday. Accessible by bike or foot while wearing a mask. Access by car is possible but very limited. **Note: The Fen Causeway testing pod will be closed on 3 May (May Day bank holiday).**
[Map and access information for Engineering's Dyson Building location \(PDF\)](#)

If you develop symptoms after the closure of the Pod on Friday, or any time on Saturday or Sunday, or cannot access either of these two locations, you can arrange a test at an alternative location using the [NHS website](#). Please note: you will only be able to request a test via the NHS website if you meet one or more of [criteria 1-3 above](#).

Your test results will be available within 24 hours via 'MyChart', a web-based application that enables access to results from your Addenbrooke's electronic record.

If your test is positive, you will be called by the Addenbrooke's Hospital Occupational Health, and you must continue to self-isolate in your accommodation for 10 days from the date upon which you first experienced symptoms. Everyone else in your household group will be required to self-isolate for 10 days from that same date. You should continue to self-isolate until you receive your result, but you can come out of isolation if your test is negative, as can other members of your household.