

# Working at College during the Coronavirus Pandemic

Update: 27 September 2021 – Michaelmas Term

The College has a number of measures in place to mitigate against the assessed risks of coronavirus transmission. College Council, 22 July 2021, approved continuation of most existing mitigations throughout the Summer and we propose to continue these until further notice. These measures also apply to Contractors.

- ✓ **YOUR HEALTH** is of paramount importance. You must not come to work if you have symptoms of Coronavirus or a positive test – [Report symptoms and get a test | University of Cambridge.](#)
- ✓ **POSITIVE CONTACTS** -: if someone who has been in close contact with you has a positive covid test then you should isolate at home and book a PCR test straight away.
  - **If your test is positive** you must stay at home isolate for 10 days after the day of your test.
  - **If your test is negative**, but you are *not fully vaccinated* (both vaccines given by the NHS, second one more than 14 days ago) you must stay at home isolate for 10 days from the day of your contact's test or symptom onset.
  - **If your test is negative** and you *are fully vaccinated* (both vaccines given by the NHS, second one more than 14 days ago), you may return to work as follows:
    - **If the contact does not live with you** – return to work taking additional precautions to keep distanced from others and take lateral flow tests before you come back and every other day for the duration of your contact's isolation period. Though vaccinated, you can still pick up and transmit the virus.
    - **If the contact lives with you**, then you are at a higher risk of infection because of daily exposure so we recommend that you work from home for the 10-day isolation period if this is possible. If you cannot work from home, then please stay at home for 5 days from the symptom onset/test date – the virus is likely more transmissible in the earliest period of infection although can be passed on at any point in the 10 days. Take a lateral flow test on the day you return and daily for the remainder of your contact's isolation.
- ✓ **GET VACCINATED!** Details of local walk-in vaccination centres are below
- ✓ **TEST TO CHECK:** Many people do not have symptoms when they have the virus. You are strongly advised to take a Lateral flow test twice a week. Tests are available free of charge from local pharmacies, Asda (Beehive) and online from the government: [Order coronavirus \(COVID-19\) rapid lateral flow tests - GOV.UK \(www.gov.uk\)](#)
- ✓ **VENTILATION: Keep rooms and work areas well ventilated** by opening windows.
- ✓ **AVOID CLOSE CONTACT** with those you work with both to avoid transmission risk and also to avoid having to isolate as a close contact. This includes when on rest breaks, in College vehicles and at the smoking area.
- ✓ **WASH /SANITISE HANDS** thoroughly on arrival, frequently throughout the day and when moving between areas. Wear and sanitise gloves if your work requires you to touch multiple surfaces to help you to avoid touching your face and potentially transferring the virus if present on surfaces. Wash your hands immediately when you return home after work, and sanitise everything you touch in your car daily.

- ✓ **WEAR A FACE COVERING:** Indoors at Girton and Swirles you must wear a 3-ply cloth covering which covers your nose and mouth at all times unless you are alone in a private office or when eating and drinking (distanced from others).  
Face coverings may be dispensed with in some specific, documented risk assessed situations, e.g. in a well ventilated, non-public-facing office, or meeting room with min 1m social distancing where all present have agreed to complete twice weekly Lateral Flow Tests and are comfortable removing masks, (face coverings should only be removed if all present agree, people should not feel pressured into removing them).  
Face shields can be used for presenting/speaking however, these will not be as effective as face coverings at minimising aerosol dispersal
- ✓ **KEEP YOUR DISTANCE:** Whilst at work, you must keep at least **1 metre** apart indoors including on rest breaks and reduce transmission and contact isolation risks by means of twice weekly Lateral Flow testing. If you share a workspace, keep it well ventilated, use screens and/or masks as necessary to mitigate particle transmission and take regular breaks. Arrange the desks so that you are seated (distanced) side by side or back-to-back rather than face to face, or ask for a transparent screen.
- ✓ **SHARED EQUIPMENT:** If you share a computer, desk, tools etc with other ensure that you sanitise all touch points at the start of your shift.
- ✓ **AVOID ISOLATION AREAS:** Areas where there are confirmed covid cases are notified to the Porters' Lodges and relevant departments. Please check before accessing residential areas.
- ✓ **WORK SAFELY IN OCCUPIED ROOMS:** 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. If the task requires you to be there for longer than 15 minutes, ask the resident to move to another area while you work.  
On vacation, bedrooms should be ventilated before accessing to clean or carry out repairs. If cleaning following a covid case, please ventilate thoroughly for at least 4 hours and wear full PPE.

**JUNIOR BURSAR SEPTEMBER 2021**

## **FURTHER ADVICE AND INFORMATION**

- College Employees – Report Symptoms and Get a Test: [Report symptoms and get a test | University of Cambridge](#)
- The relevant, detailed Government advice on working safely is at this link – if you think we can improve our compliance, please do let us know. [Working safely during coronavirus \(COVID-19\) - Guidance - GOV.UK \(www.gov.uk\)](#)
- Advice on isolation is at this link [When to self-isolate and what to do - Coronavirus \(COVID-19\) - NHS \(www.nhs.uk\)](#)
- Details of local walk in vaccination centres [Information regarding walk-in clinics | Cambridgeshire and Peterborough Clinical Commissioning Group \(cambridgeshireandpeterboroughccg.nhs.uk\)](#)

## **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 book a test via the university or the govt.**

### *Minor symptoms the University now tests:*

4. Headache
5. Sore throat
6. Runny nose
7. Muscle aches
8. New hoarseness
9. New shortness of breath
10. 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](#).**