

Working at College while Covid-19 is circulating

Updated: 4 April 2022

Please see current government guidance: [People with symptoms of a respiratory infection including COVID-19 - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/people-with-symptoms-of-a-respiratory-infection-including-covid-19)

✓ SYMPTOMS OR POSITIVE TEST

If you have symptoms of a respiratory infection, such as COVID-19, and you have a high temperature or you do not feel well enough to go to work or carry out normal activities, you are advised to stay at home and avoid contact with other people:

- **After 5 days, if you are well**, you should resume normal activities, taking some additional precautions such as minimising contacts and wearing a face covering until day 10.
- **After 5 days if you still have a high temperature or feel unwell, continue** to stay at home until you feel well enough to resume normal activities and you no longer have a high temperature if you had one. You should contact your GP if you will be off work for more than 7 days.
- Although many people will no longer be infectious to others after 5 days, some people may be infectious to other people for up to 10 days from the start of their infection. You should avoid meeting people at higher risk of becoming seriously unwell from COVID-19, especially [those whose immune system means that they are at higher risk of serious illness from COVID-19, despite vaccination](#), for 10 days after the day you took your test.

✓ POSITIVE CONTACTS

If someone who has been in close contact with you has a positive covid test or symptoms:

- **If the contact does not live with you** – if you have no symptoms, continue to attend work taking additional precautions where possible to stay distanced from others for 10 days since your contact tested positive or from the last date of contact, whichever is earlier. Wearing a close-fitting mask at work is strongly encouraged,
- **If the contact lives with you** - then you are at a higher risk of infection because of daily exposure so we recommend that, in order to protect colleagues and college services, you wear a close-fitting facemask at work, distance from colleagues as far as you can, avoid large social gatherings and be alert for symptoms. If you receive a positive test result or begin to experience symptoms of COVID-19 you should follow the instructions for people with symptoms.

✓ VENTILATION

- **Keep rooms and work areas well ventilated** by opening windows.
- Pay attention to CO2 monitors are fitted and increase ventilation where the monitors turn to amber.

✓ WEAR A FACE COVERING

- Although no longer required by the government, whilst national and local cases are high, the College strongly encourages you to wear a face covering at work in:
 - All crowded situations
 - At public facing counters
 - When meeting people you don't usually meet
 - If requested to do so in an enclosed space
 - If you are a contact of someone with a respiratory illness such as Covid-19 and of course if you are at higher risk of serious illness from covid 19.
- FP2 Med grade masks are available from the House services department.

✓ **WASH /SANITISE HANDS**

- Thoroughly on arrival, frequently throughout the day, after sneezing or coughing, before eating, and when moving between areas.

✓ **KEEP YOUR DISTANCE**

- At work whilst national and local covid cases are high, it is advisable to distance indoors including on rest breaks, to reduce transmission risks.
- 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**

- Residential Areas where there are confirmed covid cases are notified to the Porters' Lodges and relevant departments- access may be restricted.
- Please check before accessing residential areas.

✓ **WORK SAFELY IN ROOMS OCCUPIED BY UNWELL STUDENTS**

- 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), open the window, maintain 2m distance between yourself and any unwell 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 accessing following a covid case, please ventilate thoroughly for at least 10 minutes and wear full PPE.

Further advice and information:

Details of local walk in vaccination centres: [Information regarding walk-in clinics | Cambridgeshire and Peterborough Clinical Commissioning Group \(cambridgeshireandpeterboroughccg.nhs.uk\)](https://www.cambridgeshireandpeterboroughccg.nhs.uk/information-regarding-walk-in-clinics)

List of symptoms to be alert for:

- Continuous cough
- High temperature, fever or chills
- Sore throat
- Loss of, or change in, your normal sense of taste or smell
- Shortness of breath
- Unexplained tiredness, lack of energy
- Muscle aches or pains that are not due to exercise
- Not wanting to eat or not feeling hungry
- Headache that is unusual or longer lasting than usual
- Sore throat, stuffy or runny nose
- Diarrhoea, feeling sick or being sick