# Welcome back

Welcome back to College. The health, safety and wellbeing of our College community is central to the College’s planning for the next few months in light of the coronavirus pandemic. We continue to review government guidance so that the measures we have in place help to keep everyone safe as they return.

# Steps we have taken so far

We have carried out a risk assessment of all College activities and put together an operating plan, so that we all know how to carry out our College activities going forward.

Each department or group continues to review its own specific risk assessment to ensure its appropriateness to current circumstances.

# What we would like you do to now

1. Look through the guidelines and measures in this form, around College and in your department, and make sure you understand and follow these at all times. Note that anyone continually ignoring or refusing to follow these guidelines, which are in place for the protection of all in College, may face disciplinary action.
2. Look through the return to work survey and note your responses and date in the left side (blue column) before you return to College (or if you have already returned, then on the day you receive this form).
3. Then make a note of your responses in the green column after you have discussed the form and the departmental measures with your manager, and sign and submit the form as soon as possible.
4. Engage with your line manager about the measures that have been put together for your department, so you are familiar with the changes as you return to work.
5. Continue to let us know of any concerns you may have so we can discuss and address these as soon as possible.

Note that if you have comments or concerns going forward, you should feel free to raise these with your line manager or with the General Manager or HR.

# Health considerations

In certain cases, individuals may be classed as ‘clinically extremely vulnerable’ and may have been notified to this effect by the NHS. If this is the case for you, you **must** let the College know before your return to work or as soon as you can.

In other instances, vulnerability to coronavirus is likely to increase slightly if an individual has a combination of risk factors. Age, gender, ethnicity (BAME), obesity and certain underlying health conditions are important factors that need to be taken into consideration when considering individual risk.

If you fall into either of these categories, please ensure your line manager and HR are aware as we may need to agree additional alternative arrangements for you. For more information on your situation, you may refer to [government guidelines](https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19).

For further information, please refer to [#StaySafeCambridgeUni](https://www.cam.ac.uk/coronavirus/stay-safe-cambridge-uni) Should you require any further support, or would just like to discuss anything, please feel free to reach out to your Line Manager, HR or the General Manager.

# SOCIAL DISTANCING

Stay at least two metres away from anyone else at all times, whether inside or outside.

It is easy to forget, so be polite in giving or receiving feedback to/from others about maintaining social distancing.



SYMPTOMS

If you develop symptoms of COVID-19 (high temperature, new continuous cough) you should return home not come to work and should self-isolate for the required period. You should let your line manager know immediately and avoid passing on the virus.



NEW WORKING ARRANGEMENTS

There may need to be changes to working arrangements, such as when or where you work. These are being put in place for everyone’s safety, to reduce the risk or transmission in the workplace. Please comply with these new arrangements.



IF YOU COUGH OR SNEEZE

If you cough or sneeze, cover your mouth and nose with a tissue and throw the tissue in a bin immediately. Then wash your hands or use a sanitising gel.

If you do not have a tissue, use your sleeve (not your hands!)



# KEEPING EQUIPMENT CLEAN

Clean or wipe your workstation surfaces regularly (keyboard, mouse, telephone).

Wherever possible do not share equipment with others.

Shared equipment (photocopiers, printers) should be cleaned after use.



# WASHING AND/OR SANITISING HANDS

Wash your hands more often than usual, using soap and hot water, for at least 20 seconds, when you arrive at work and home, during the day, before eating or handling food, and after using the toilet. If you can’t wash your hands, use hand sanitiser.



# FACE COVERINGS & PPE

Please wear a face covering at all times in the public areas of College. Additional PPE is provided for certain roles.

Wherever possible, don’t touch your face.



# Returning to / continuing your role in College

* Consider the safest way to travel to and from work.
* Discuss your arrival and leaving times with your manager to avoid overcrowding in areas and doorways
* When moving around the College, follow the ‘*keep right*’ and one way flow system marked by floor signs, bright tape and printed signage. Give others adequate space to pass in narrow areas.
* Sign in and out when you arrive at and leave the College (usually at the Porters Lodge).
* Go through the new COVID-19 measures including your department’s risk assessment, with your manager.
* Wear a face covering when in any of the public areas of the College and in offices/rooms where it is not possible remain 2m or more away from others or to work facing in different directions.
* If you are using shared equipment, from photocopiers, to coffee machines to work tools, ensure you sanitise the equipment after you have finished using it.
* Use the public toilet facilities in the main College corridor at the foot of the Dome staircase, or in your office area (e.g. Admin corridor, A staircase, AA staircase, Development, Buckingham House, Canning). Cleaning the toilet facilities in public areas has increased to 3 times per day. Other toilets are cleaned once per day and have cleaning/sanitising products available for staff to use.
* Lunch is a takeaway canteen service allowing for social distancing in the server, at the service times communicated by Catering. The Dome is open throughout the day for takeaway refreshments/snacks.
* Breaks, including lunch, should be taken maintaining social distancing, in your working space or outside.
* You should not enter student accommodation areas of the College other than for specific work duties.
* Let your manager know of any circumstances e.g. if you are clinically vulnerable or extremely vulnerable.
* If you develop COVID-19 symptoms (new continuous cough, high temperature, loss of sense of smell or taste), please let your line manager know you need to leave, return home safely (avoiding contact with others) and arrange for a COVID-19 test at one of the [University of Cambridge test sites](https://www.cam.ac.uk/coronavirus/stay-safe-cambridge-uni/if-you-have-symptoms-of-covid-19-get-tested). You may need to self-isolate (for 10 days or the required period).
* It is expected that there will be no external visitors in College, other than for specific essential work (in which case one visitor at a time would be permitted). All visitors must be collected from the Porters’ Lodge where they should sign in and out, and must be hosted by you and abide by College guidance on COVID-19 at all times. No Catering will be provided for visitors.

# Working in offices

* Follow the flow of movement into, around, and out of offices where applicable.
* Ensure your working space is at least 2m from colleagues, or where less than 2m that it is as far removed as possible and you are either separated by a screen or facing in a different direction.
* Ensure your possessions (coats, bags etc) are stored tidily in your working area to avoid risk of passing any possible infection onto others in the room.
* If you are returning to work after a long period, carry out a new workstation DSE assessment and submit this to your manager.
* If you share equipment in your office (printer, documents, files) sanitise the equipment after using it.
* If you need to hold a meeting in person, ensure the space is large enough to allow for social distancing and abide by the room capacity guidelines.
* If you are working on something with someone else, maintain social distancing.
* Keep your work area well ventilated wherever possible.

# Working at home

* Discuss arrangements for working in College vs working from home with your line manager, to allow for the safety of all staff and College members.
* If you are continuing to work at home, carry out a DSE assessment of your workspace so that it is as comfortable as you can make it.
* If working from home discuss with your line manager arrangements for staying in regular contact with colleagues and keep this under review. Let your line manager know if you are finding this challenging,

# Return to work questions

|  |  |
| --- | --- |
|  **Now /Prior to return to work** Date\_ \_ \_ \_\_ \_ \_  | **After discussion w Manager** Date \_ \_ \_ \_ \_ \_ \_ |
|  | Any comment? | Tick how you feel | Any comment? | Tick how you feel |
| **Travel to work**…How will you get to and from work? |  | [ ]  Fine[ ]  A bit uneasy[ ]  Uneasy[ ]  Anxious |  | [ ]  Fine[ ]  A bit uneasy[ ]  Uneasy[ ]  Anxious |
| **Face covering…**Do you have one? Can you wash / change it daily? |  | [ ]  Fine[ ]  A bit uneasy[ ]  Uneasy[ ]  Anxious |  | [ ]  Fine[ ]  A bit uneasy[ ]  Uneasy[ ]  Anxious |
| **Entering work…**Which entrance will you use? |  | [ ]  Fine[ ]  A bit uneasy[ ]  Uneasy[ ]  Anxious |  | [ ]  Fine[ ]  A bit uneasy[ ]  Uneasy[ ]  Anxious |
| **Moving around…**Where will you need to go to within College? |  | [ ]  Fine[ ]  A bit uneasy[ ]  Uneasy[ ]  Anxious |  | [ ]  Fine[ ]  A bit uneasy[ ]  Uneasy[ ]  Anxious |
| **Breaks…**Where will you take breaks? (e.g. coffee time, lunch time) |  | [ ]  Fine[ ]  A bit uneasy[ ]  Uneasy[ ]  Anxious |  | [ ]  Fine[ ]  A bit uneasy[ ]  Uneasy[ ]  Anxious |
| **Eating…**Will you bring your own food or use the (limited) food offering in the Dome? |  | [ ]  Fine[ ]  A bit uneasy[ ]  Uneasy[ ]  Anxious |  | [ ]  Fine[ ]  A bit uneasy[ ]  Uneasy[ ]  Anxious |
| **Comfort breaks…**Which toilet facilities will you use? |  | [ ]  Fine[ ]  A bit uneasy[ ]  Uneasy[ ]  Anxious |  | [ ]  Fine[ ]  A bit uneasy[ ]  Uneasy[ ]  Anxious |
| **Where you work…**Where will you be based for most of your working day? |  | [ ]  Fine[ ]  A bit uneasy[ ]  Uneasy[ ]  Anxious |  | [ ]  Fine[ ]  A bit uneasy[ ]  Uneasy[ ]  Anxious |
| **Colleagues…**How close to your colleagues will you be? |  | [ ]  Fine[ ]  A bit uneasy[ ]  Uneasy[ ]  Anxious |  | [ ]  Fine[ ]  A bit uneasy[ ]  Uneasy[ ]  Anxious |
| **Work equipment…**What work equipment would you share? |  | [ ]  Fine[ ]  A bit uneasy[ ]  Uneasy[ ]  Anxious |  | [ ]  Fine[ ]  A bit uneasy[ ]  Uneasy[ ]  Anxious |
| **Risk Assessment**How do you feel about your department’s Risk Assessment? |  | [ ]  Fine[ ]  A bit uneasy[ ]  Uneasy[ ]  Anxious |  | [ ]  Fine[ ]  A bit uneasy[ ]  Uneasy[ ]  Anxious |
| **Your health…**Are you classed as ‘clinically extremely vulnerable’? |  | [ ]  Fine[ ]  A bit uneasy[ ]  Uneasy[ ]  Anxious |  | [ ]  Fine[ ]  A bit uneasy[ ]  Uneasy[ ]  Anxious |
| **Your situation…**Are you otherwise aware of being at an increased risk of contracting covid-19? |  | [ ]  Fine[ ]  A bit uneasy[ ]  Uneasy[ ]  Anxious |  | [ ]  Fine[ ]  A bit uneasy[ ]  Uneasy[ ]  Anxious |
| **If you have symptoms…**Do you know what to do if you think you have symptoms? |  | [ ]  Fine[ ]  A bit uneasy[ ]  Uneasy[ ]  Anxious |  | [ ]  Fine[ ]  A bit uneasy[ ]  Uneasy[ ]  Anxious |
| **Anything else?** |  | [ ]  Fine[ ]  A bit uneasy[ ]  Uneasy[ ]  Anxious |  | [ ]  Fine[ ]  A bit uneasy[ ]  Uneasy[ ]  Anxious |

# Please sign and return

I confirm that I have read and understood the guidance above on returning to College and carrying out my work activities in a safe way.

I have completed the return to work questions and considered how it will be coming into work and doing my job.

I have engaged with the risk assessment and measures relating to my department and my role.

Signed: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ Print name: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ Date: \_ \_ \_ \_