



COVID-19 staff guide

SOCIAL DISTANCING

Follow government guidelines on social distancing at all times, whether in vehicles, on site, outside or inside. Advise colleagues politely if you see they are not maintaining social distancing; accept feedback about your social distancing from others.

RESPIRATORY HYGIENE

If you cough or sneeze, cover your mouth and nose with a tissue, or your sleeves (not your hands) if you do not have a tissue, and throw the tissue in a bin immediately. Then wash your hands or use a sanitising gel.

HAND WASHING

Wash your hands more often than usual, using soap and hot water for at least 20 seconds, or use a hand sanitiser - when you get home or into work, and during the day, when you eat or handle food, before eating and after using the toilet. Hand sanitiser, soap, and hot water will be provided. Touching of the face should be avoided.

WASH YOUR CLOTHES REGULARLY

There is some evidence that the virus can stay on fabrics for a few days, although usually it is shorter, so if you are working with people outside your household wash your clothes regularly. Changing clothes in workplaces should only normally be considered where there is a high risk of infection or there are highly vulnerable people.

EQUIPMENT

Evidence suggests that the virus can exist for up to 72 hours on surfaces. Please ensure you clean/wipe your own workstation surfaces regularly, such as keyboards, mice, telephones, photocopiers etc. using the equipment provided. College is providing more frequent cleaning for communal surfaces like door handles or lift buttons and communal areas like bathrooms, kitchens, and tea points.

ADJUSTMENTS TO WORKING ARRANGEMENTS

Please comply with changes in working arrangements such as changes to working hours, seating and workstation arrangements. These are being put in place for everyone's safety to reduce the risks of transmission in the workplace by limiting the number of people that any given individual meets regularly.

PPE AND FACE COVERINGS

Where you are already using PPE in your work activity to protect against non COVID-19 risks, you should continue to do so. However, when managing the risk of COVID-19, additional PPE beyond what you usually wear is not beneficial.

In respect of face coverings, we should all carry face coverings with us and wear them in college buildings where it is not possible to maintain social distancing of at least two metres.

TRAVEL TO WORK

When travelling to work, think about how and when you travel. To reduce demand on the public transport network, you should walk or cycle wherever possible. If you must use public transport, you should try to avoid peak times and wear a face covering.

SICKNESS

Coronavirus symptoms include fever, cough, a change in your sense of smell/taste, or any other flu-like symptoms such as sore throat or muscle aches.

If you develop any of these symptoms, please stay at home and:

- Inform your line manager immediately
- Arrange a test as soon as possible (see below)
- Stay at home and self-isolate for at least ten days or until you receive further instructions from the Addenbrooke's Hospital Occupational Health or Infectious Diseases team following your test

If you develop symptoms at work, you should leave work immediately and:

- Avoid touching anything, and wash your hands regularly
- Cough or sneeze into a tissue and put it in a bin, or if you do not have tissues, cough and sneeze into the crook of your elbow
- Use a separate bathroom from others if possible
- Avoid using public transport to travel home, if possible
- Arrange to have a test as soon as possible (see below)
- Stay at home and self-isolate for at least ten days or until you receive further instructions from the Addenbrooke's Hospital Occupational Health or Infectious Diseases team following your test

TESTING

Call Addenbrooke's Hospital Occupational Health on 01223 216767 (8.30am to 4.30pm Monday to Thursday), stating that you wish to be tested as part of the University of Cambridge's testing programme. If you develop symptoms out of hours, please request a test using the NHS website.

SUPPORT

If you are concerned about your own wellbeing or the wellbeing of others; please speak to your manager immediately. Please also feel free to make use of the wellbeing and mental health provisions of the College and University Counselling Services.