

Expectations & Guidelines for Returning Staff & Fellows: COVID-19

We are sure you are looking forward to returning to work in the beautiful surroundings of the College buildings and grounds. As you are probably aware, there have been some significant changes to working practices on the Homerton site in recent weeks. We have put new rules and procedures in place to minimise health and safety risks during the current pandemic, in line with Government regulations. The Assistant Bursar has created the guidelines below to give you some more information about the expectations for anyone returning to work on the College site. There are also some helpful links to other sources of advice.

Please email your Line Manager or Head of Department before you return to work on the College site to confirm that you have received and read this document and that you agree to abide by these guidelines.

1. **In order to keep the virus under control, it is important that people work safely.** Working from home remains one way to do this. However, the risk of transmission can be substantially reduced if COVID-19 secure guidelines are followed closely. Homerton College has considered that workers should come into their place of work and this has been reflected in the College's COVID-19 risk assessment (available on the intranet) and actions taken to manage the risks of transmission in line with government guidance. Line Managers and/or Heads of Department will consult with their teams to determine who, from the 1 August 2020, can come into the workplace safely taking account of a person's journey, caring responsibilities, protected characteristics, and other individual circumstances. Extra consideration should be given to those people at higher risk. Please make sure that you have the necessary permission to return to work on the College site.

2. **If you are suffering from any COVID-19 related symptoms you must not return to College.** If you have a fever (or feel hot to touch on chest and back), have a new dry cough, difficulty with breathing, or loss of taste or smell you must:

Call Addenbrooke's Hospital Occupational Health on 01223 216767 (08.30 to 16.30, Monday-Thursday), stating that you are a university/college staff member

Inform your Line Manager immediately

Stay at home and self-isolate until you receive further instructions from Addenbrooke's Hospital Occupational Health or Infectious Diseases teams, in accordance with Public Health England (PHE) guidance.

If you or any of your household are self-isolating, for example if you have been contacted as part of the test and trace programme, you should also stay at home.

3. **If you develop any COVID-19 symptoms whilst at work you must leave College immediately and inform your Line Manager at the earliest opportunity.** 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 and avoid using public transport to travel home, if possible.

Call Addenbrooke's Hospital Occupational Health on 01223 216767 (08.30 to 16.30, Monday-Thursday), stating that you are a university/college staff member

Stay at home and self-isolate until you receive further instructions from Addenbrooke's Hospital Occupational Health or Infectious Diseases teams, in accordance with Public Health England (PHE) guidance. Your Line Manager will inform HR, the Porter's Lodge, Housekeeping and the Assistant Bursar as well as any staff members who have been in close contact.

4. **Make yourself aware of Public Health England guidance about protecting yourself and others around you:** <https://www.gov.uk/government/collections/coronavirus-covid-19-list-of-guidance#guidance-forthe-public>
5. **Think carefully about how and when you travel to College.** To reduce demand on the public transport network, you should walk or cycle wherever possible. If you have to use public transport, you should try and avoid peak times. Face Coverings must be worn on public transport as per government guidance <https://www.gov.uk/government/publications/face-coverings-when-to-wear-one-and-how-to-make-your-own/face-coverings-when-to-wear-one-and-how-to-make-your-own>
6. **Avoid crowds.** You can lower the risks of transmission by reducing the number of people you come into close contact with, so avoid peak travel times on public transport where possible, for example.
7. **Face Coverings on College premises.** The wearing of Face Coverings is mandatory in all internal communal areas of Homerton College. Students, Fellows, Support Staff, Supervision Staff and College Approved Visitors will need to demonstrate the observation and adherence to 2m social distancing, or that mitigations are in place and demonstrated for 1m+ social distancing, when not wearing face coverings in all other areas – offices, supervision rooms, meeting rooms etc. Exceptions to this will be in line with the Government Guidance on the use of Face Coverings. <https://www.gov.uk/government/publications/face-coverings-when-to-wear-one-and-how-to-make-your-own/face-coverings-when-to-wear-one-and-how-to-make-your-own>

Face Coverings will not be mandatory in external areas such as the College lawns.

All Students, Fellows, Support Staff, Supervision Staff and College Approved Visitors will be expected to provide their own Face Covering.

The evidence suggests that wearing a face covering does not protect you, but it may protect others if you are infected but have not developed symptoms. If you have symptoms of COVID-19 (cough and/or high temperature) you and your household should isolate at home: wearing a face covering does not change this. A face covering is not the same as the surgical masks or respirators used as part of personal protective equipment by healthcare and other workers; these supplies should continue to be reserved for those who need them to protect against risks in their workplace, such as health and care workers and those in industrial settings like those exposed to dust hazards. It is important to use face coverings properly and wash your hands before putting them on and taking them off.

8. **All guests must be approved College visitors, must sign in and out at the Lodge and be escorted at all times.** These guidelines should be sent to them before arrival and they must adhere to all College COVID-19 expectations and must wear a face covering as per point 7.

9. **Offices, Shared Spaces and Supervision Rooms** will have been reviewed by Line Managers, HOD's and room occupants to ensure they are safe for use. There is a "Supervision Rooms and Shared Spaces Guidelines" document available to assist with room reviews. Perspex screens have been fitted in high contact areas, signage is displayed, some areas have been cordoned off and floor markings have been laid down. Please adhere to all safety guidance and be kind and respectful to other staff members.
10. **Please keep your movements around the College to a minimum.**
11. **Keep Left** when moving through corridors and using staircases, maintaining 2m social distancing wherever possible.
12. **Use of Lifts.** Lifts will be operational but will be available to only one person at a time. Please wash your hands before and after use or use anti-bacterial hand sanitiser.
13. **Keep your distance from people**, where possible. The risk of infection increases the closer you are to another person with the virus and the amount of time you spend in close contact. Public Health England recommends trying to keep 2m away from people as a precaution. The key thing is to not be too close to people for more than a short amount of time, as much as you can.
14. **Keep your hands and face as clean as possible.** Wash your hands often using soap and water, and dry them thoroughly. Use sanitiser where available, especially as you enter a building and after you have had contact with surfaces. Additional hand sanitisers are available throughout the College. Avoid touching your face.
15. **Avoid being face to face with people.** You are at higher risk of being directly exposed to respiratory droplets released by someone talking or coughing when you are within 2m of someone and have face-to-face contact with them. You can lower the risk of infection if you stay side-to-side rather than facing people.
16. **Minimise the number of people you spend time with while in College.** You can lower the risks of transmission by reducing the number of people you come into contact with.
17. **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, such as in a care home. If you need to change your clothes avoid crowding into a changing room.
18. **Keep indoor places well ventilated.** Evidence suggests that the virus is less likely to be passed on in well ventilated buildings and outdoors.
19. **There is currently a takeaway catering provision for staff and Fellows.** Please adhere to all communications, signage and changes to processes from the Catering Department regarding the catering provision and use of the Dining Hall and other areas. Social distancing must be observed at all times as well as the wearing of face coverings.
20. **The Combination Room will reopen from 1 September** but 2m social distancing must be maintained and face coverings worn at all times. Please wash hands before and after using any of the machines and equipment or use the anti-bacterial hand sanitisers. Anti-bacterial wipes will be available to wipe down machines, equipment and surfaces before and after use. No more than

30 people can be inside the Combination Room at any one time so please do not enter if you feel the room is over-crowded and come back later.

21. **There is additional Housekeeping provision for the cleaning of communal areas, toilets and staff offices.** Disinfectant sprays with cloths and antiseptic wipes for keyboards and work surfaces will also be made available. Please contact the Housekeeping team should you need refills.
22. **In the event of a fire or other emergency please leave the building at the nearest Fire Exit.** Please make your way to the Fire Assembly Point maintaining social distancing as far as is reasonably practicable. If you are involved in the provision of assistance to others in an emergency please pay particular attention to sanitation measures immediately afterwards, including washing hands.
23. **You must adhere to all future guidance and behavioural expectations that may be introduced by the College going forward.** We will keep you updated with any changes in these guidelines.
24. **Regularly visit, read and adhere to updated Government advice:**

<https://www.gov.uk/coronavirus>

Assistant Bursar
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