RETURNING TO UNIVERSITY – STAFF QUICK GUIDE – HSD208M

**DO**

- Keep your desk clear. This will mean that proper cleaning and sanitising can take place.
- Ensure you follow social distancing guidelines at all times. Politely asking people to conform with social distancing when they are not doing so is ok.
- Report any symptoms you have to your line manager. Stay at home and self isolate for 7 days or until you have a clear test. These can be conducted at University test centres.
- Comply with all signage and floor markings.
- Wash your hands regularly and dry with paper towels. Especially after:
  - Using the toilet
  - Eating and drinking
  - Entering the workplace
- Only use printers for essential printing. Please ensure you sanitise the control panel after use with the wipes provided.
- Talk to your line manager if you are struggling. University staff Counselling and Occupational Health are ready to help when you need them.
- Familiarise yourself with your institution’s risk assessments for returning to work during COVID-19, which should be available in your department. Also read your institution’s return to work pack.
- If you require any other information, contact your Departmental Safety Officer, look on the Safety Office ‘SafeSpace Team’ webpage or University COVID-19 pages.

**DON’T**

- Touch your face or bite nails. If you do, wash your hands.
- Share a lift with others.
- Hot desk or desk share. Please ensure you only use the desk allocated to you.
- Use meeting rooms for face to face meetings. (All meetings should continue to be held on line.)
- Use desk fans as this may increase the risk of any respiratory droplets being dispersed around your workplace - unless in single occupancy space.
- Congregate in kitchenettes and break out areas. Always sanitise hand-touch points after using shared kitchen equipment.
- Share eating and drinking utensils.

University Safety Office
SafeSpace Team
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