COVID-19 STAFF PROTOCOL

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1 INTRODUCTION

The UK is currently experiencing a public health emergency as a result of the COVID-19 global pandemic. It is critical that Selwyn College and all its members take steps to keep everyone safe. We encourage you to carefully review and familiarise yourself with this document to ensure that the College is a COVID-19 secure workplace. This guide provides you with safety protocols and steps to take to help keep yourself and the Selwyn community safe.

The COVID-19 Staff Protocol sets out the changes that have been made within the College in preparation for your safe return to work and to help all staff understand how to work safely during this pandemic. It is intended to give you the confidence you need to continue, or return to work during the COVID-19 pandemic. We understand how important it is that you can work safely and we aim to support your health and wellbeing during the COVID-19 pandemic and not contribute to the spread of the virus by having a COVID-19 secure workplace.

This document will be effective 1 September 2020 and is based on current Government guidance. At such time as the Government advice changes, the document will be reviewed and, as necessary, updated and communicated to you.

The responses from the Staff Return to Work Survey (COVID-19) were taken into consideration in the preparation of this document.

2 KEY PRINCIPLES

The principal College-wide changes are highlighted below. While these apply across the College, it is important to note that each department has produced its own more detailed protocol and Risk Assessment, individual to its services. Your Head of Department should provide you with more details (and/or training) on your department's protocol and Risk Assessment, which you should read. More detailed, College-wide information can be found in the College Risk Assessment (Raven login required).

2.1 Who Should Go in to Work

Government guidance states that from 1 August, all staff, including those advised to shield, can return to working from the office as long as the workplace is safe. Each department has set out how it is ensuring a safe workplace in its departmental protocol and Risk Assessment.

The Government has also announced that all schools will be opened in September 2020 and all students are expected back in school. This staff protocol is based on the assumption that this happens.

We understand that a few people may have caring responsibilities, reliance on public transportation, health or other concerns about returning to work. Your departmental Risk Assessment will have extra measures in place to ensure the safety of all and to alleviate such concerns. This may include:

- Continue to work from home where possible with limited requirement to work from the college
- If/when working from the college, where possible, you may be given a safer work space, ensuring social distancing and safety measures in place such as providing adequate PPE if required and work screens etc.
- Flexible hours of work
- Annual leave booking or emergency leave
- Provision of car parking
- Use of showers and or changing room to change from travel clothes

Staff who rely on the use of public transport, should follow Government's advice on Safer Travel Guidance for Passengers.

Apart from those who have specifically agreed special circumstances with their Head of

Department, everyone is expected to come to work in line with the departmental protocol and Risk Assessment.

Each department has its own modus operandi and staff who have any concerns should speak with their line managers or Heads of Department in the first instance to see what can be put in place for them, to suit their individual needs.

2.2 COVID-19 Safety Guidelines

To ensure the safety of all, we have adopted new health and safety measures including hygiene and social distancing measures. New signage has been placed around the College to provide guidance on:

- Reminders for general hygiene
- Face coverings (see policy for details)
- Social distancing
- The use of access, exit points and external walkways
- Use of lift etc.

Here are more details on how we are helping to keep you safe:

2.2.1 Access, Exits and External Walkways

We have implemented dedicated entry and exit signs to ensure social distancing and avoid bottlenecks of people in one point at any given time. The majority of walkways are more than 2m wide and two-way paths. You are required to walk on the left-hand side in each direction to ensure social distancing. Signage shows which walkways are one-way or two-way routes and narrow paths will be designated give-way routes. Please see the Appendices for College map with detailed external walkways and wayfinding signage.

2.2.2 Cleaning the Workplace and Providing Sanitisers


There will continue to be thorough cleaning of all College premises with the addition of finishing with the HH103 COVID Guard Sanitiser. Staff will observe safe distancing and wear required PPE while cleaning and the use of "Out of use for cleaning" signs will be displayed before the entrance. Please keep out when signs are displayed. There will be extra detail of cleaning to high touch point areas such as, tables, doors, chairs, handles, light switches, window handles, lift call buttons etc. Hand sanitiser, HH103 and disposable towels will be regularly replenished for use by all in common spaces and offices.

2.2.3 Personal Protective Equipment (PPE)

PPE (gloves, masks, aprons etc.) will be provided for tasks where it is considered needed in the departmental Risk Assessment and protocol. All PPE will be approved by the College Nurse to ensure it is fit for purpose. She will also provide training for putting on, taking off and the disposal of PPE. Enhanced levels of PPE will be provided for persons required to enter rooms where students are in self-isolation (emergency visits only, routine works must be rescheduled). Heads of Departments will supervise to ensure the correct use of PPE with their teams.

2.2.4 Enforcing Social Distancing and Adjusting Work Patterns
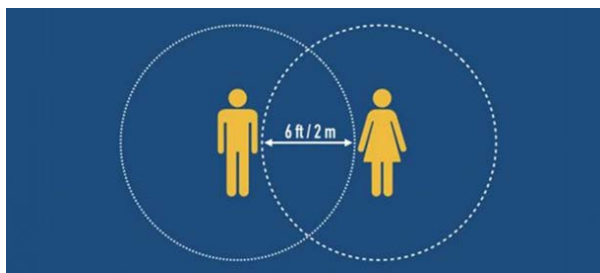
We are enforcing social distancing measures not only in walkways but all around the College. Staff are required to keep a safe distance (2m apart, or 1m with risk mitigation i.e. face coverings etc. where 2m is not viable, is acceptable) at all times. Protective screens have been put up at the reception desk in the Porters' Lodge, Servery and Bar. Lifts, office kitchens and copier areas may only be used by 1 person at a time (sanitisers must be used before operating call and operation buttons). The use of lifts should be avoided, unless absolutely necessary.

Safety should be considered before any face to face meertings are scheduled. Face to face meetings can be held only if appropriate distancing, sanitation, ventilation can be maintained, including the use of face coverings if required. The maximum numbers of people will be posted on the door to each meeting room to ensure social distancing is maintained.

In order to ensure these social distancing measures, we have adjusted work patterns so that the number of people on site and in shared offices at any given time will be manageable and not put people at risk. This means that there should not be as many people in shared offices and spaces as used to be the case.

Offices will operate a shift or rota system to minimise risks. The exact timings and details of operation will be set out in each department's protocol and Risk Assessment, which should have been provided by your Head of Department and which each colleague should read.

Please speak with your line manager for your department's protocol and Risk Assessment.

2.2.5 Lunch Protocol

To ensure we can give everyone the opportunity to safely eat at lunch, we have implemented new lunch service times for staff as follows:

11:00am –11:45am or 1:30pm –3:00pm

Use of the servery and dining areas will be focused on students and fellows between 12:00 noon and 1:30pm to aid flow and any congestion issues.

All staff can have one of three options:

- Pick up a cold lunch from 10:00 – 10:45 to eat later
- Have a hot lunch from 11:00, seated in the dining areas, leaving the hall by 11:45
- Have a hot lunch from 1:30 up to 3:00 in the dining areas.

There will be no Heads of Department table.

2.2.6 Controlling Access to College

Access to non-members of the College will be controlled and limited. Students and academics from other colleges will be permitted for educational reasons, external contractors or suppliers will be allowed in College as needed and all non-College members visiting College should report to the Porters' Lodge upon arrival. All gates will remain closed except the main gate and Cripps Court.

No external conferences will be booked until Easter 2021. This should help ensure the number of people on site at any given time is as low as possible.

2.2.7 First Aid Provision

We recognise that first aid remains crucial even as the country deals with the COVID-19 pandemic. In an emergency, for example, an accident or provision of first aid, staff do not have to comply with social distancing guidelines if it will be unsafe. People involved in the provision of assistance to others should pay particular attention to sanitation measures before and immediately afterwards, including washing hands, wearing appropriate PPE and sanitising the area afterwards. All qualified first aiders will adhere to the Government's guidance for administering first aid and St John Ambulance COVID-19 first aid advice.

2.2.8 Fire Alarms

Weekly fire alarm tests, checks of fire extinguishers, disabled alarms, fire doors and planned fire drills (Michaelmas & Lent Terms) will continue as normal; staff will wear PPE (gloves and masks). Any changes to scheduling of weekly fire alarm tests will be communicated to you.

In the event of a fire alarm activation, all those in the area should evacuate as normal, using their nearest fire escape route. Fire Assembly Points will remain in same locations but social distancing must be maintained.

2.2.9 What To Do If You Develop Symptoms

We have implemented College-wide procedures for suspected or confirmed COVID-19 cases. If you or anyone in your household have any of the main symptoms of COVID-19 which are:

- a high temperature – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)
- a new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)
- a loss or change to your sense of smell or taste – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal

Do the following:

- Inform your Head of Department and follow the College sickness reporting procedure
- Do not come in to work and report your are self-isolating by completing the University monitoring form
- Get a test to check if you have COVID-19 as soon as possible
- All College staff or members of their households can get a test via the University testing service at Addenbrooke's Hospital or Dyson Building, Department of Engineering, Fen Causeway entrance by booking online.
- Stay at home until you get your test result
- Only return to the College when you have completed the required period of self-isolation and have had a medical all clear
- If test is positive, colleagues who were exposed to the infected staff will be sent home to self-isolate and get tested

- If test result is negative, you should return to work immediately.

2.2.10 What To Do If Contacted For NHS Track and Trace

If you are contacted by the NHS Test and Trace Service while in College:

- Avoid touching as many surfaces as possible and maintain strict social distancing measures
- Inform your Head of Department (via telephone or email, not in person)
- Return home immediately and report your are self-isolating by completing the University [monitoring form](#)
- If you do not have your own transport, we will provide a room you can use while you make arrangements to return home to prevent any further people contact and avoid possibility of spreading COVID-19
- Housekeeping staff will disinfect all contact areas upon departure
- Follow the NHS [guide on test and trace](#)
- Do not return to work until the relevant period of self-isolation has been completed.

2.2.11 Annual Leave and Self-Isolation

Current Government regulations mean that you must self-isolate for 14 days if you arrive in the UK from a country (visit or transit stop) outside the common travel area (Ireland, the Channel Islands and the Isle of Man) and the [UK's travel corridor list or British overseas territories](#). This applies to all travel to the UK, by train, ferry, coach, air or any other route.

We expect that you will check to see if your destination of travel is on the travel corridor list. Should you need to self-isolate upon return from your holiday, you will be expected to where possible, work from home during this period of isolation or take the period as unpaid leave or as part of your annual leave entitlement.

If new quarantine rules are announced whilst you are out of the country, you should talk to or email your line manager as soon as possible to discuss the available options.

You should follow the College annual leave booking procedure as normal for booking any annual leave, including any isolation period if required.

2.2.12 Mental Health and Wellbeing

These have been difficult and unprecedented times for us all. To help aid the wellbeing of everyone, the below mental health and wellbeing initiatives are available to you:

- A reminder that staff have access to an Employee Assistance Programme (EAP) via Medicash, which can provides 24/7 confidential telephone and some face to face counselling
- More face to face counselling can be obtained from the University Counselling Service via referral from the HR Department
- The iHasco Mental Health Awareness and Stress Awareness and Management courses give information on how to boost morale and de-stress in the workplace. This will be made available to all staff.

3   ADHERENCE TO THE STAFF PROTOCOL

Dealing effectively with COVID-19 and minimising risk means everyone in the College community needs to pull together – we need your help for the good of all.

As a community of staff, students and academics, we have aimed throughout this crisis to set out clearly how everyone can help to do this, and up to now – with everyone's help – we have managed well.

With the return of significant numbers of staff, students and academics, the scale of the challenge naturally increases and the importance of all of us sticking to clear guidance increases with it. We have therefore set out this protocol for a College of hundreds of people, rather than the few dozen of the last few months.

We hope that the logic of following this guidance will be sufficient – but its importance means that if colleagues do not for any reason do so, we will need to speak to you about it and ultimately it will be possible for it to become a disciplinary matter. Our aim of course is that this will never happen.

We thank you in advance for your help and co-operation. If you have any questions – or any suggestions for improvement – please do speak to your Head of Department or contact HR at hr@sel.cam.ac.uk .

4   STAFF PROTOCOL REVISION

Section	Page	Date
2.2.9	6	12/10/2020
2.2.10	7	12/10/2020

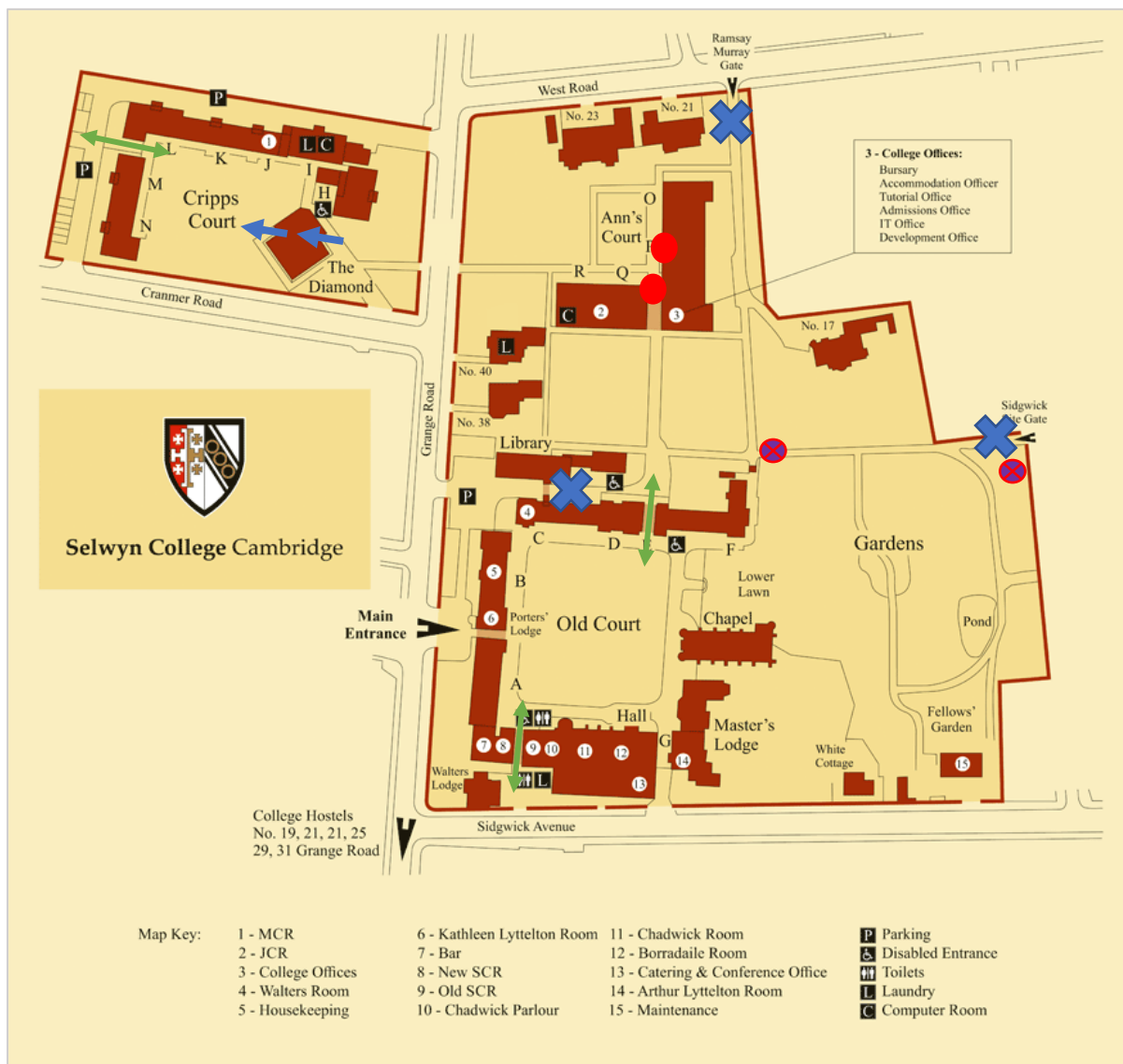# 5 APPENDICIES

Plan A: With 1m social distancing in place

Plan B: Assuming the need to increase social distancing to 2m.

5.1 Appendix 1 – College Map with External Walkways and Signage (Plan A)

Key:

    → One-way route

    ● Pinch point - path narrows – give way

    ✖ Gate closed

    ⊗ No access to Sidgwick Site/Selwyn College

    ↔ Two-way route, with priority

5.2   Appendix 2 – College Map with External Walkways and Signage (Plan B)

Key:

    →   One-way route

    ●   Pinch point - path narrows – give way

    ✕   Gate closed

    ⊗   No access to Sidgwick Site/Selwyn College

    ↔   Two-way route, with priority
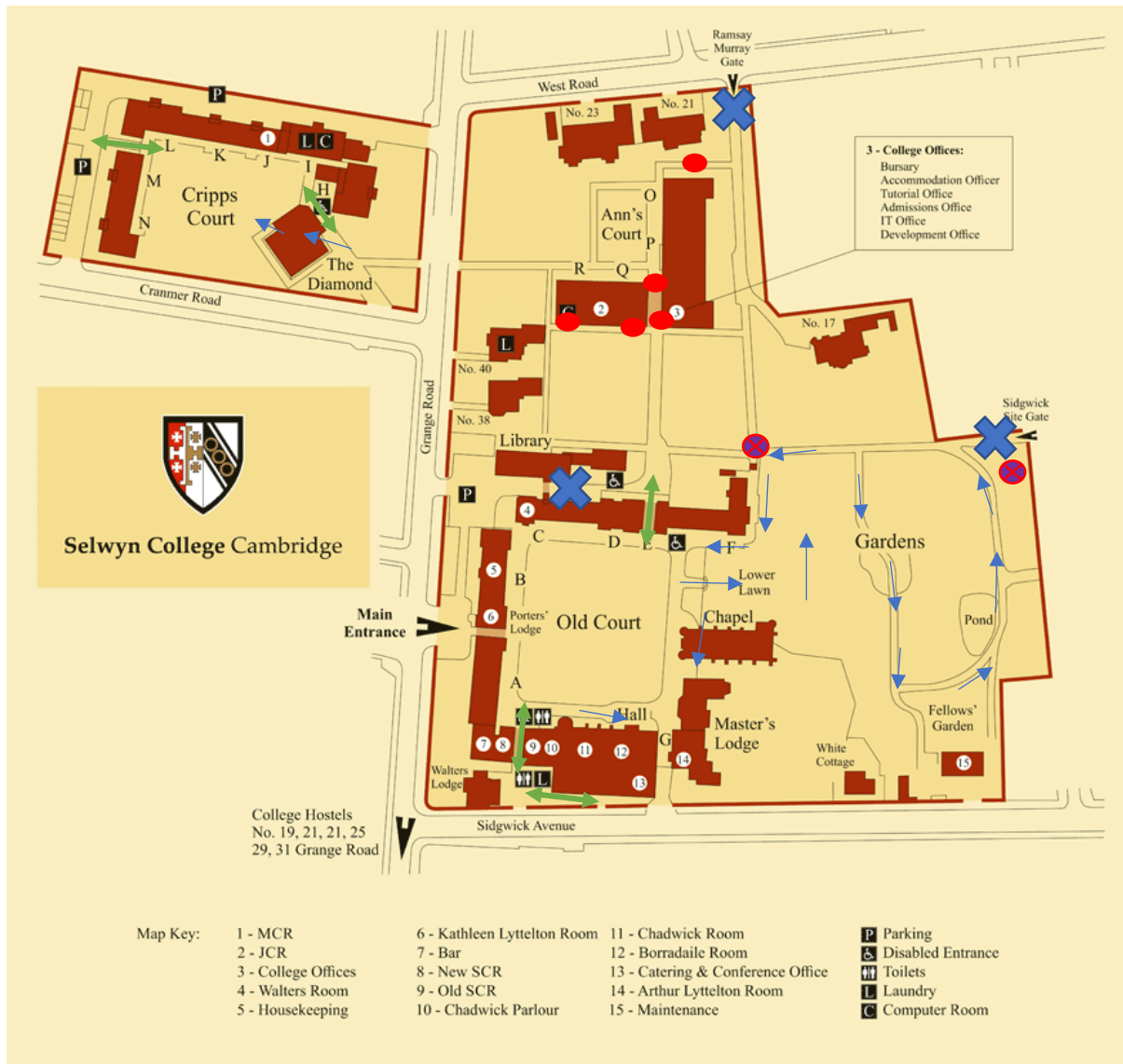
5.3 Appendix 3 – Covid-19 Wayfinding and Hygiene Signs

Covid-19:
Sanitise your hands

Covid-19:
Keep to the Left

Covid-19:
Sanitise equipment before and after use

Covid-19:
Path narrows under archway.
Give way to maintain social distancing

Covid-19:
Give Way

Covid-19:
Two-way Travel
Keep Left

Covid-19:
Give Way then Keep Left

Covid-19:
Follow One Way System

Covid-19:
Keep Left on all pathways

Covid-19:
NO ACCESS to Sidgwick Site

Covid-19:
Social Distancing

Max X persons at any time

Covid-19:
BUSY INTERSECTION
GIVE WAY TO OTHERS
KEEP LEFT

**Covid-19:
DOWN only**

**Covid-19:
UP only**

**Covid-19:
Two-Way Travel
Keep Left**

DO NOT ENTER
CLEANING IN PROGRESS

**Covid-19:

Please respect social distancing where staff are working**

**Covid-19:
Maintain social distancing.
Please do not sit on this seat.**

**Covid-19:
NO ACCESS
to Selwyn College**

Designated smoking area

**Covid-19:
Only 1 person in this area at a time.
Thank you for maintaining social distancing.**

1 PERSON AT A TIME PLEASE
x 1
CORONAVIRUS

**Covid-19:
Only 1 person in cycle sheds and racks at a time.
Maintain social distancing.**

**Covid-19:
Please GIVE WAY
to others exiting the building.**