



Selwyn College Cambridge

SELWYN COLLEGE COVID-19 STAFF PROTOCOL SUMMARY

What we're doing to help keep you safe:

1. Cleaning higher risk areas more often and providing hand sanitiser around the College.
2. Putting in place policies for social distancing and wearing face coverings.
3. Keeping the College closed except for authorised visitors.
4. Putting in place risk assessments, working arrangements and safety precautions for each department and colleague.
5. Making the University's testing sites available to all staff.

What you can do to help:

1. Wash hands regularly with soap or sanitiser.
2. Carry a face covering with you at all times and wear it in line with the College's policy (unless you have an agreed exemption).
3. Keep your distance – 2 metres apart whenever possible. 1 metre + is acceptable if you are:
 - Outside – or
 - Wearing a face covering.
4. Keep left around the College inside and out, give way to people coming down stairs or out of staircases, and follow the signage.
5. Keep rooms well ventilated when you're meeting or working indoors with others.
6. Don't use the lifts unless you have to – and if you do, one person at a time.
7. Make sure you know how you and your department will work:
 - Come to work at the College on the days and times agreed in line with your department risk assessment and protocol.
 - Only stay away from College (e.g. for medical reasons) with the formal agreement of your head of department.
 - Wear PPE in situations when the department risk assessment says you should.
8. If you think you have Covid-19 symptoms or need to self-isolate for any other reason:
 - Tell your line manager (by email or phone, not in person)
 - Go straight home, avoiding contact other people as much as possible.
 - Report that you are self-isolating on the University monitoring form at <https://www.cam.ac.uk/coronavirus/stay-safe-cambridge-uni/report-symptoms-and-get-a-test/covid-monitoring-form>.

In addition, but ONLY if you have Covid-19 symptoms:

- Book a test with the University testing service at <https://cuhstaffportal.co.uk/testrequest/>.
- Self-isolate until you get a negative test result.

*Thank you for helping to keep Selwyn as safe as possible.
Our aim is to be considerate of others for the good of all.*