

Returning to University – Staff Quick Guide



University Safety Office
SafeSpace Team

safe_space@admin.cam.ac.uk

DO



Keep your desk clear. This will mean that proper cleaning and sanitising can take place



Only use printers for essential printing. Please ensure you sanitise the control panel after use with the wipes provided.



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.



Talk to your line manager if you are struggling. University staff Counselling and Occupational Health are ready to help when you need them.



Report any symptoms you have to your line manager. Stay at home and self isolate for 10 days or until you have a clear test. These can be conducted at University test centres.



Familiarise yourself with your institutions risk assessments for returning to work during COVID-19. Which should be available in your department. Also read your institutions 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.



Comply with all signage and floor markings



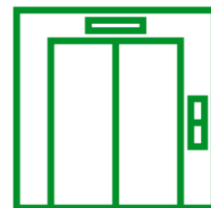
Wash your hands regularly and dry with paper towels. Especially after:-

- Using the toilet
- eating and drinking
- Entering the workplace

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 desk fans as this may increase the risk of any respiratory droplets to be 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.