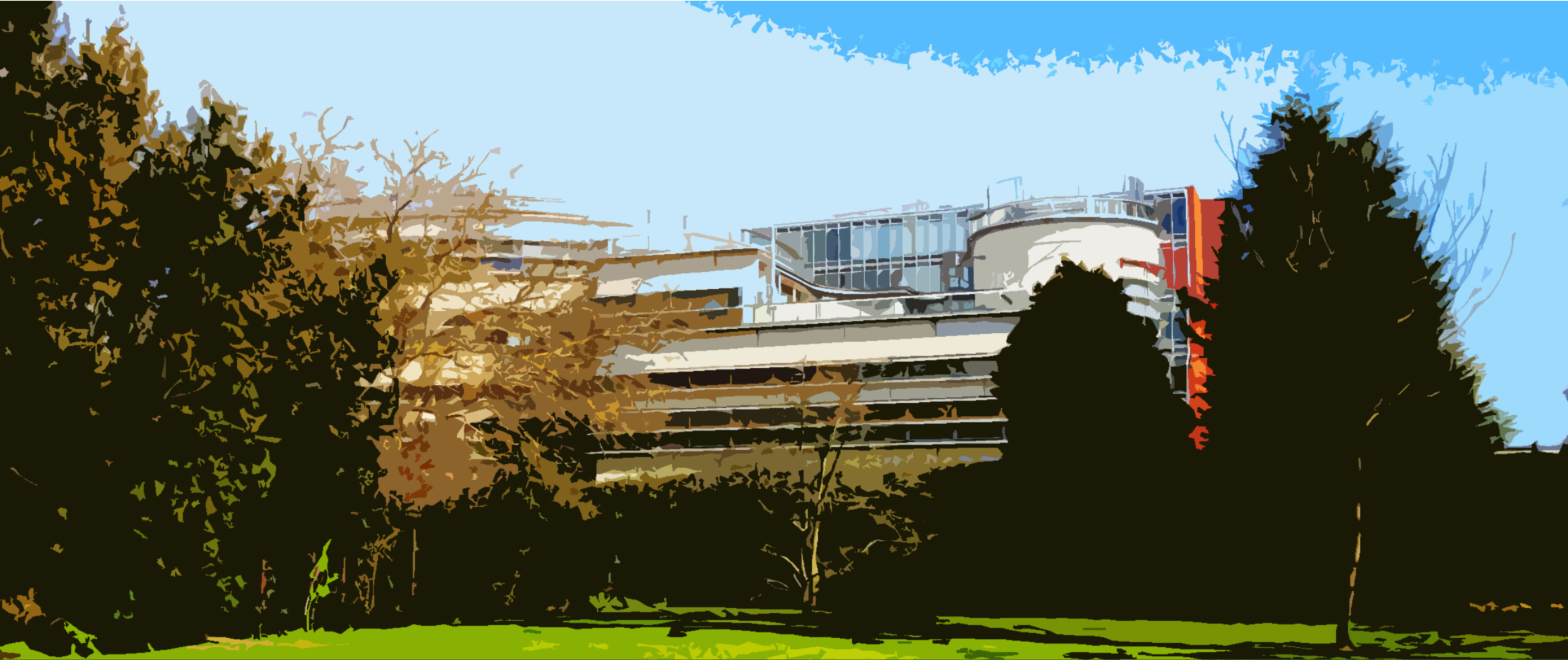




UNIVERSITY OF
CAMBRIDGE



COVID secure communal space guidance

This visual guide aims to give University departments practical examples of how to implement and optimise social distancing in communal areas. When buildings first open staff will need guidance in their return to work pack so they can familiarise themselves with new procedures. Signage will also help staff in the initial phase to remind them of rules as they move about the building. As staff become more familiar with the social distancing rules it will be possible to reduce signage and measures.

It will not be necessary to implement all of the measures shown in this guidance. It is important that you create a management plan that incorporates measures according to building occupancy using a risk based approach. Measures should be reviewed regularly and adapted to increased occupancy.

If you have any queries please contact the Safety Office SafeSpace Team for advice: safe_space@admin.cam.ac.uk

Use the following link for all up-to-date information and guidance: <https://www.safety.admin.cam.ac.uk/latest-information/safespace-team>.



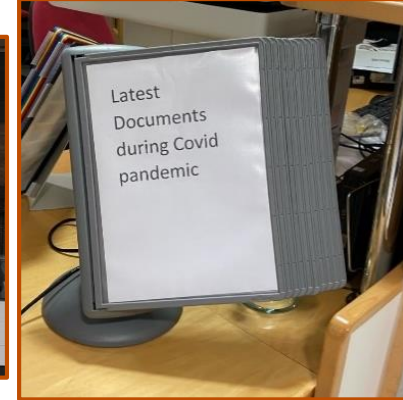
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1. Control entry/exit points and reception areas

Entrances and exits

- Establish and communicate to staff the visitor/contactor rules.
- Ensure that you have handwashing/hand sanitising signage and materials available at the door.
- Review signing in procedure for visitors/contactors – ensure that hand sanitiser is available before/after signing in.
- Have up to date information in an accessible place – display board/folder.
- Display COVID Secure notice.
- Ensure entrances and exits are clearly marked especially in one way systems or if have changed from usual practice.



Reception desks

- Ensure that barriers or floor markings are put in place to maximise distancing for reception staff (2m is recommended).
- Sneeze screens should be considered for all receptions where social distancing could be compromised.



Communal seating

- Review waiting area/communal seating arrangements so as to maximise social distancing for users (2m is recommended).
- Remove, tape off or produce signage for seating that has been taken out of use.



2. Toilets

Decide on occupancy levels

- Decide on maximum occupancy based on social distancing guidelines and communicate this to users – this could be done in a number of ways including max occupancy signage or signage to indicate when toilets are in use. If this is a manual sign then hand gel should be displayed beside the sign so that people can hand sanitise before after touching the sign. The sliding signs are good as they allow users to move the slider with their elbow.
- In some multi user toilets you may consider taking some cubicles out of use. Mark doors to inform users of this.



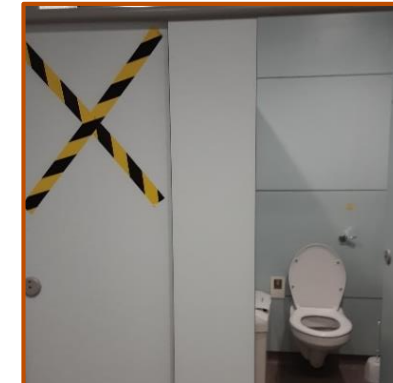
Handwashing

- Ensure that a supply soap and handtowels are available, and a foot operated covered bin for towel disposal.
- Consider having a hand gel station outside the toilets.
- Consider displaying a hand wash guide to alert staff to good handwashing technique.
- Disable hand dryers.



Unused sinks and toilets

- Ensure that unused toilets and sinks are flushed/run regularly by the facilities team.



3. Showers

Decide on use

- Staff returning to work may choose to travel by cycling, walking, and running. This may be part of their normal commuting activity, or because they have decided not to travel by public transport. Some staff may be travelling longer distances and wish to shower and change.
- The benefits of regular exercise for both mental and physical wellbeing are well documented. Staff may wish to partake in exercise during the working day and require access to showering facilities.
- Some laboratories may have showering facilities for emergency purposes.
- Keep the demand for showers under review – especially if numbers of people returning to work go up.

Implement control measures

- Provide clear conditions of use to all staff. Display these at the entrance to the changing room and showers.
- Display signage on doors to showers/changing areas reiterating personal hygiene and social distancing practices.
- Each user is personally responsible for cleaning down the shower and surfaces after use.
- Departments should provide appropriate disinfectants/cleaning materials for shower cleaning. Ensure these products are appropriately assessed and deemed to be compatible with those used by cleaning staff.
- Cleaning staff to clean showers at least daily. Frequency may need to be increased if demand increases. This activity is not a substitute for staff not cleaning the showers after use.
- If more than one shower is available, consider implementing a system to alternate between them. This helps by allowing more time for showers to dry out and air changes to occur between users.
- Display cleaning records on the entrances to shower/changing room areas (initials, date and time of last cleaning). Cleaning staff to also record when they have cleaned.



4. Kitchens and eating areas

Decide on occupancy levels

- Decide maximum occupancy based on social distancing guidelines and communicate this to users. A sign is recommended on doors to remind staff.

Food

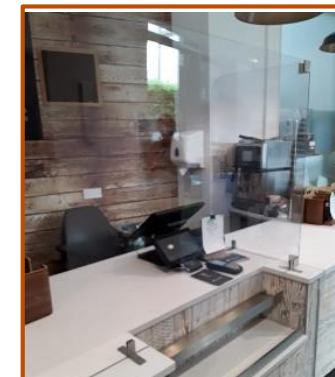
- Provide clean fridge space for staff to store food brought from home. Ensure that fridge cleaning is included in the cleaning schedule. Ask staff to label food and display signage to remind staff of this.
- If café is open serve only sealed food.

Hand contact point cleaning

- Ensure that DIY cleaning materials are available in all kitchens for staff to clean hand contact points e.g. door and equipment handles, taps, and surfaces they touch. This should be a disinfecting spray or wipe and paper towels. Remove multiple use sponges and cloths.
- Ensure that cleaners increase their cleaning in kitchen areas – add this to the cleaning schedule.
- Display signage for users informing them of DIY cleaning expectations.

Café/eating area screens and seating

- Review café/rest area seating arrangements so as to maximise social distancing for users (2m is recommended).
- Designate tables as single use and provide DIY cleaning materials.
- Install sneeze screens on café counters where social distancing cannot be maintained.



5. Water/drink provision

Water coolers

- Disable water coolers that have not been maintained and serviced.
- If in use ensure DIY cleaning materials are made available for users. Instructions should be on a sign and include wiping taps and hands with sanitiser.



Sinks

- Ensure that cleaning materials are made available for cleaning taps after use.

Drinking vessels

- Remove shared cups and glasses unless strict cleaning regime in place. Any shared cup used should be washed in a dishwasher.
- Encourage staff to bring their own drinking water bottles that can be refilled.
- Provide disposable cups.



Bottled water

- Bottled drinking water should be provided if there is no other available water on site.



6. Lifts and stairs

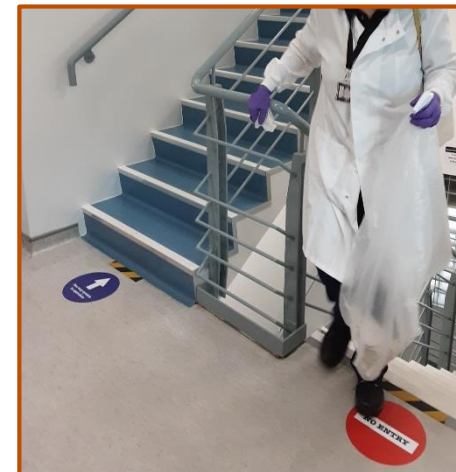
Lifts

- Lifts can be used if social distancing can be maintained. If this is not possible lifts can be used for goods only.
- If people are to use lifts, ensure that maximum numbers are displayed and that the floor is marked to indicate standing positions.
- Ensure that if lifts are used DIY cleaning is on place for the control panel or hand sanitiser is available next to the lift.
- As a precaution you may ask all lift users to wear face coverings.



Stairs

- Stairs are common passing points and are often narrow in University buildings. If social distancing cannot be maintained on stairs you may have to consider control measures to minimise risk to stair users. Options include:
 - One way systems – up and down, If 2 sets of stairs are available designate an 'up' and 'down' stairs in a one way system.
 - If only one set of stairs are available, ensure users be reminded to check stairs before entering, you can encourage this with signage asking them to look and call out to determine if the stairs are occupied. A sign designating stairs as 'both ways' will help to remind users in the initial phase.
- Face coverings must be worn where social distancing cannot be maintained.



7. Corridors

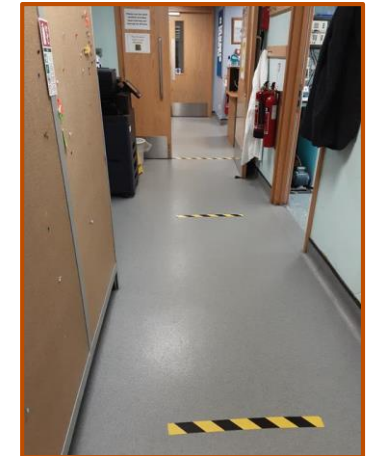
Pinch points

- Pinch points will be found in every building. These junctions are where foot traffic collides and may be areas where social distancing is not possible. Ensure that you identify pinch points and make building users aware of these areas in your guidance and with signage.
- Floor markings can be used to indicate pinch points.
- Mirrors could be installed to help people see around blind spots.



One way systems

- In narrow corridors it may be necessary to have a one way system so as to ensure social distancing can be maintained. Ensure that these are communicated to building users with either floor markings and signage and included in return to work information for staff.
- In wider corridors partitioning the corridor into one way traffic may be a useful consideration.



Social distancing floor marking/signs

- Reminders of observing social distances may be useful in busy areas. This is particularly useful if you envisage that queues may form in the area. The University recommend that 2m social distancing is maintained.

Face coverings

- As a precaution you may ask all building users to wear face coverings in communal areas. Face coverings must be worn where social distancing cannot be maintained.



8. Meeting rooms and training

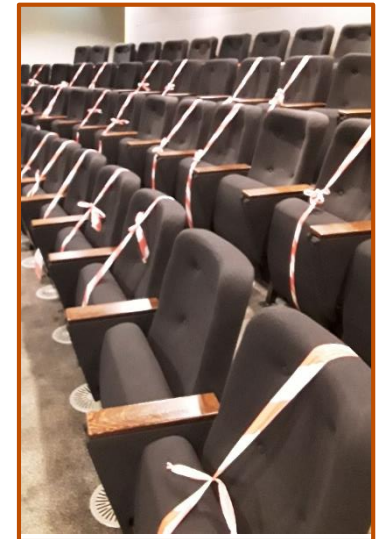
Hold meetings/training online

- Ensure that your return to work information includes the need to hold meetings online, where possible. Microsoft teams zoom etc. is the best way to minimise risk to your staff.
- Where possible move training online.



Implement control measures

- Some meetings will be necessary, to ensure that the largest meeting rooms in your building are used for this. Smaller meeting rooms can be used for breakout spaces, for single occupancy quiet work. Ensure that the maximum occupancy is displayed on the door of rooms.
- Ensure that all communal resources are minimised e.g. take away stationary.
- Ensure that DIY cleaning is in place for essential resources e.g. audio visual controls.
- Ensure a booking system is used. Make sure that the booking system for meeting/training rooms allows enough times or the users to clean the area after use.
- Ensure that hand sanitiser is available in all meeting/training rooms.
- Where seating cannot be removed, place signs or tape on seating that cannot be used.



9. Breakout areas

Seating

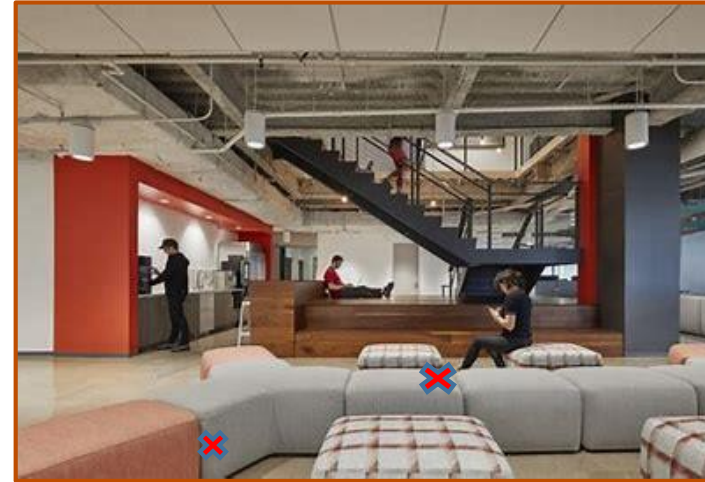
- Ensure that seating in breakout space is reviewed, so that social distancing is possible. Seating could be removed or signage put in place to communicate rules to users.

Redesignate unused space

- Where meeting rooms are not used, rooms could be redesigned as breakout space especially where this is limited in buildings. This will allow more staff to work or relax in quiet areas.

Cleaning/hand hygiene

- Ensure that breakout space is added to the cleaning schedule and that cleaning is increased depending on usage.
- Ensure that DIY cleaning materials are made available for users before and after use.
- Ensure that hand sanitiser is made available for users.



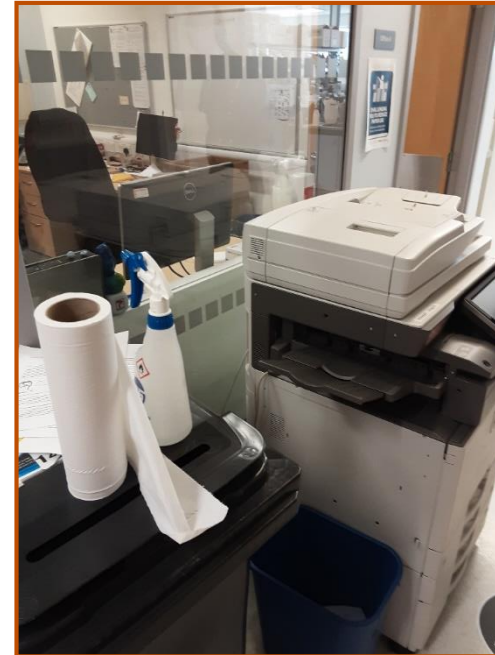
10. Shared equipment

Printers

- Ensure that in your return to work guidance you consider reduction of printing so far as possible.
- Where printers are to be used, ensure that hand hygiene signage and sanitiser is made available and DIY cleaning materials are put in place.
- Ensure that any cleaning materials are suitable for use with electronic products, e.g. disinfecting wipes rather than sprays.

Keyboards

- Ensure that users of shared keyboards are required to clean before and after use, and/or use hand sanitiser.
- Ensure that cleaning products selected are suitable for use with electronic products.
- Consider using wipeable keyboard covers to make cleaning easier for users.



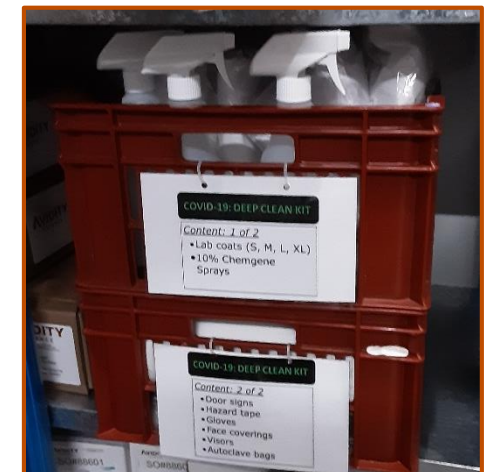
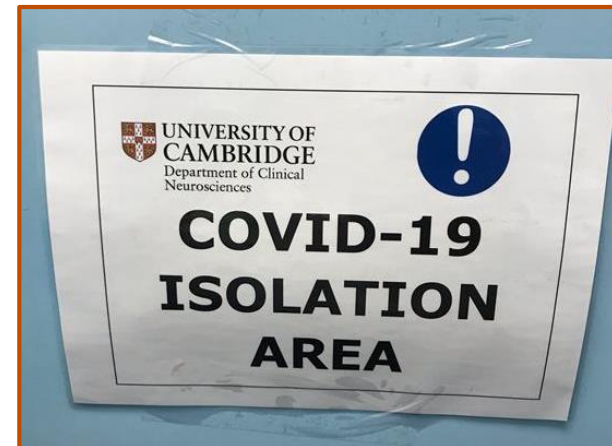
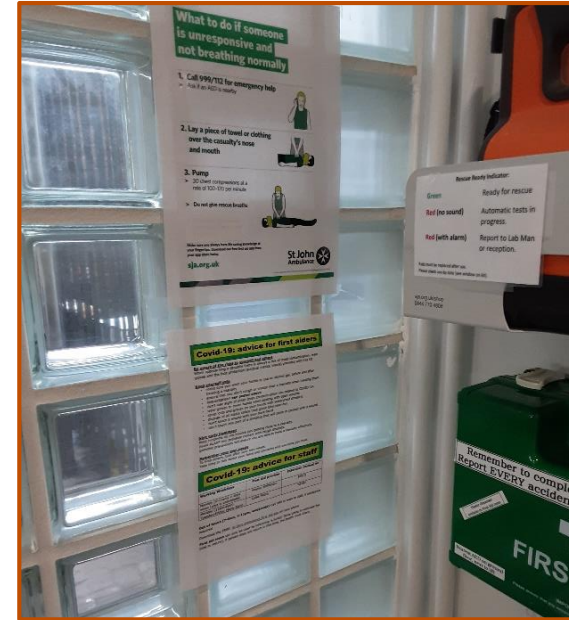
11. First aid and isolation rooms

First aiders

- Ensure that you have adequate first aid cover as some of your first aiders may still be working at home. Guidance on first aid is available in the Safety Office website: <https://www.safety.admin.cam.ac.uk/policy-guidance/emergency-first-aid/hsd205e-first-aid-cover-requirements-during-coronavirus-outbreak>.
- Ensure that you have PPE for first aiders, Gloves a face shield type IIR face coverings and disposable aprons should be issued to first aiders.
- Ensure that guidance for first aiders is displayed and communicated.

Isolation room, suspected COVID-19

- Ensure that you have a designated room for people who become ill at work with COVID-19 symptoms to isolate. This must be a separate room to a first aid room.
- If the room is occupied it will have to be cleaned using a COVID-19 cleaning kit and PPE. If cleaners are uncomfortable cleaning it immediately a second room can be designated and the room left for 72hrs before cleaning.
- Suspected COVID case guidance is available: <https://www.safety.admin.cam.ac.uk/system/files/suspected.pdf>.



12. Personal Protective Equipment (PPE)

Provision

- When PPE is required it should be provided by the employer. Ensure that you have an adequate stock of PPE on site and a distribution procedure/area.
- Make PPE available at locations where it is to be worn throughout your building.
- If visitors are required to wear PPE make this available upon entry to the building.



Face coverings

- Face coverings must be worn where social distancing is not possible. A type 11 Face covering will be sufficient in areas other than in a setting where COVID aerosol is a risk e.g. clinical setting.
- In NHS settings you will be required to wear type 11 face coverings. Ensure that clinical staff adhere to NHS clinical guidance.
- Where PPE is needed ensure that donning and doffing guidance is given/displayed.
- If staff are reassured by wearing a face covering or other PPE they should be allowed to do this.
- Provide bins for the safe disposal of PPE and ensure that cleaning staff be made aware of the risks of handling this waste, and have safe procedures for the collection and disposal of it.

