



UNIVERSITY OF
CAMBRIDGE

Extra-ordinary Operating Procedures for access to University of Cambridge buildings

For Covid-19 pandemic period

Valid from 12 May 2020 onwards. Subject to review.

Person responsible of Building – **NAME/EMAIL/PHONE**

in coordination with OTHER **NAMES WHO ARE AWARE AND RESPONSIBLE FOR ACCESS**

During the Covid-19 pandemic, these Extra-ordinary Operating Procedures apply and accompany, with immediate effect, the risk-assessments for the activities in the building you are wishing to access.

These procedures are intended to address (a) the reduced number of first aiders you can expect on site; (b) performing your work whilst satisfying Government social distancing requirements in case you are an unknown positive; (c) minimising the chance of infection from other unknown positives; (d) that all persons are competent and responsible for their own and others' health and safety.

Please note: The Risk Assessments for the activities you wish to undertake in your buildings will have to be updated to reflect these Extra-Ordinary Operating Procedures.

These extra-ordinary operating procedures apply to all staff and students, including the following categories of personnel:

- those attending buildings for maintenance, including University contractors
- those attending buildings for research purposes, including non-biological Covid-19 national research efforts
- those conducting biological Covid-19 research/hospital support in University labs (and in some cases overlapping with clinical areas)
- those who are performing duties such as collection and delivery from/to buildings that are categorised as essential during the Covid-19 pandemic (see point 3)

1. **Signed operating procedure.** All categories of personnel attending a building must have on their person a signed a copy of this document to indicate they have read and understood the instructions. The person should also add the contact details of a nominated buddy (see point 6) as would be required if working out of hours and or alone, as buildings will not be fully occupied, unless it is only for delivery or collection.
2. **Prior approval by HoD.** The work you are intending do, whatever category it comes under must have been approved by the Head of Department (HoD) (and thereby the VC during the Pandemic). If it has not, or you are unsure, then you must not try to gain access to a building.
3. **Collections/deliveries.** For those collecting/delivering only, they should use alcohol based hand sanitiser regularly throughout their/collections deliveries and if necessary, wear gloves. The items should be taken to reception and a safe distance maintained from others during pick up/drop offs.
4. **Risk Assessments.** No work can be done until a separate and appropriate risk assessment of all health and safety aspects has been conducted and approved by the HoD. Failure to comply will result in the closure of the activity and the suspension from the building access.

5. **Out of hours requirements.** These must be adapted for each building permitted to be open and to be suitable during the Covid-19 building lockdown. These must be followed by everyone at all times. The signing in system must be used by anyone entering a building for any reason, unless it is for delivery /collection only.
6. **Buddy name register.** Buildings should create a new buddy name register at the entrance to a building/room. This should list the time of start, expected end, name of the person working, the buddy (who should be in the building, be someone able to access your working area freely and aware of contact numbers and emergency procedures), and a contact number for both.
7. **Maintain social distance.** At least 2m at all times, ideally spread out more. Specific local rules should be considered in small rooms (e.g. maximum number of people in room), to be posted on the doors. Recommendation: Plan your work ahead and communicate with other users so that you can operate working slots that allow for temporal or spatial distancing of workers.
8. **Hygiene measures.** Wash hands (including gloved hands) regularly for 20s with soap. Cough/sneeze in tissue or elbow, and wash hands. Do not touch face/mouth/eyes with bare or gloved hands. Consider all surfaces, door handles etc as potentially contaminated. Stay home if you have symptoms, and follow NHS advice for the appropriate quarantine period.
9. **Specific measures of PPE:**
 - i. Based on Government guidance issued on 11 May 2020, the wearing of disposable gloves is not mandatory before entering the building or throughout a place of work. If, however, gloves are required for the specific work that is being done, then gloves should still be worn. Indeed, anyone who wishes to wear gloves is permitted to do so. Don't forget, gloved hands can be washed, this will reduce the risk of cross-contamination, or self-contamination when removing gloves. When ready to dispose, gloves should be removed inside out and placed in a bin for disposal. Gloved hands should never be brought to face.
 - ii. If other PPE equipment, such as lab coats, would normally be used for the work, these must be labelled with the workers name; they must not be shared, should be kept near the workstation of the user and be changed weekly/monthly depending on use and activity. Lab coats that are contaminated or due to be washed, should be collected in autoclave bags to be autoclaved prior to being sent to laundry services.

Please note, these rules are subject to change. These operating procedures apply during the current Covid-19 shutdown of the University.

I have read, understood and will abide by these Extra-ordinary Operating Procedures

FULL NAME

SIGNATURE & DATE