



UNIVERSITY OF  
CAMBRIDGE

# Return to the Workplace Pack

Department of Pathology

January 2022

## Introduction

Please take the time to read this important document before you return to your workplace. It provides the following essential information to ensure the safety and wellbeing of you and your colleagues:

- Actions that the University has taken to prepare buildings for safe reoccupation;
- Specific safety adjustments that have been made to your immediate place of work; and
- Actions you need to take.



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*Your skills and expertise are key to the University's gradual return to some of our on-site operations. As we plan for that phased return, your safety is of paramount importance. Extensive work is taking place to ensure that you are able to go back to your place of work safely and confidently.*

*We will all need to make adjustments to fit the new working and social environment in which we find ourselves. More than ever, we will rely on your adaptability and perseverance to achieve a smooth transition back to our workplaces. Please know that your efforts are recognised and hugely appreciated.*

**Professor Stephen J Toope – Vice-Chancellor**

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The Department of Pathology will update this document periodically as the situation evolves. You are asked to review the document when prompted. All changes will be listed below.

## Change Record

Date	Changes Made	Page	By
Document Version 5.0			
27/01/2022	Specific safety adjustments that have been made to your immediate place of work: <b>Main Building</b> <ul style="list-style-type: none"> <li>• Face coverings</li> <li>• Canteen occupancy</li> </ul> <b>Molteno, Micro &amp; Addenbrooke's</b> <ul style="list-style-type: none"> <li>• Face coverings</li> <li>• Break room occupancies</li> </ul>	3,4,5,6	Dept, University
	Meeting rooms <ul style="list-style-type: none"> <li>• Tea room occupancies</li> <li>• Face coverings</li> </ul>	7	Dept/University
	Actions you need to take: <ul style="list-style-type: none"> <li>• Social Distancing</li> <li>• PPE and Face Coverings</li> </ul>	10 12	University/Dept

## Actions that the University has taken to prepare buildings for safe reoccupation

The University has carefully considered the latest Government guidance and has worked with institutions to put robust measures in place to ensure that you can return to your workplace safely. The health, safety and wellbeing of all members of the University community has been and will remain at the heart of this activity throughout the coronavirus pandemic. The University will continue to review and respond to any revised government guidance, ensuring that local measures continue to adapt as necessary. The Department continues to operate with reduced occupancy in the workplace. The current position is that those who can work from home are now no longer required to do so and they can discuss with their line manager about a potential return to the workplace.

## Specific safety adjustments that have been made to your immediate place of work

Each institution has carefully reviewed the ways in which buildings are normally occupied and put specific measures in place to ensure the safety of all individuals, in accordance with the relevant up to date guidance. **This document replaces the separate documents prepared for the Divisions of Virology and CMP which were previously in circulation.**

Specifically, the following adjustments have been made:

### 1. Main Building, Tennis Court Road

- Access to the main building by front and rear doors.
- Staircases can be used for ascending and descending travel but keep to the left and at least one metre plus (1m+) distancing where possible. Winding stairway on second floor to be used by one person at a time. If stairs occupied, wait outside marked areas and give way.
- Floor marking at 2m intervals for social distancing
- Corridors are two way but **keep left** and **give way** to help maintain 1m+ distance where possible. No congregating on corridors. Wearing of face coverings **is encouraged** in all areas except closed, single-occupancy rooms and when eating or drinking (27/01/2022).
- Toilets have been returned to multiple occupancy, but individuals are asked to use their own judgement when one or more persons are already using the facilities.

- Lift is limited to occupancy of 2 (27/01/2022).
- Visitors or contractors **must** be met at the entrance to the building and briefed on the Safe Space measures in place.
- Hand sanitiser and face masks provided at entrance to each building. Further sanitiser bottles provided throughout the building.
- Canteen – Access to and from the canteen is through the canteen double doors. The exit route through the Lecture Theatre is no longer in use, except in emergencies. The area immediately outside the canteen is strictly a no-waiting zone to help avoid build-up of traffic. Unless eating or drinking, any person using the canteen as a tearoom must wear a face covering at all times. **Maximum seating occupancy is 30.** The canteen is not to be used as a space for meetings or tutorial groups at any time. Sign-in and sign-out sheet on door to show usage (27/01/2022).
- Shower – As with all communal equipment, users of the shower are requested to clean the common surfaces after themselves using the materials provided, and sign the record sheet to say they have done so. Please leave the door open when vacating the room to allow for ventilation.

## 2. Microbiology building

- Access via the front door and rear doors.
- Stairway and corridors are two-way but **keep left** and **give way** to help maintain 1m+ distance where possible. **Wearing of face coverings is encouraged in all areas except closed, single-occupancy rooms and when eating or drinking (27/01/2022).**
- Toilets have been returned to multiple occupancy, but individuals are asked to use their own judgement when one or more persons are already using the facilities.
- Ground floor tearoom **single occupancy** (Room 002).
- Sign-in and sign-out sheet on tearoom doors to show tearoom usage.
- Sanitiser kits in tearoom and communal areas. All individuals responsible for cleaning areas / facilities after use.
- Visitors or contractors **must** be met at the entrance to the building and briefed on the Safe Space measures in place.
- Hand sanitiser and face masks provided at entrance to building. Further sanitising bottles provided throughout the building.

## 3. Molteno building

- Access by the front door and rear doors.
- Stairway and corridors are two-way but **keep left** and **give way** to help maintain 1m+

distance where possible. **Wearing of face coverings is encouraged** in all areas except closed, single-occupancy rooms and when eating or drinking (27/01/2022).

- Floor markings at 2m intervals for social distancing.
- Toilets have been returned to multiple occupancy, but individuals are asked to use their own judgement when one or more persons are already using the facilities.
- **Green Room - Maximum occupancy of 6.** Room to be used as breakout area for Molteno users only. Sign-in and sign-out sheet on door to show usage (27/01/2022).
- **Room 007 to be used as tearoom for Molteno users only. Maximum occupancy of 4.** Sign-in and sign-out sheet on door to show usage (27/01/2022).
- Sanitiser kits in tearoom and communal areas. All individuals responsible for cleaning areas/facilities after use.
- Visitors or contractors **must** be met at the entrance to the building and briefed on the Safe Space measures in place.
- Hand sanitiser and face masks provided at entrance to building. Further sanitising bottles provided throughout the building.

#### 4. Levels 3 and 5 Addenbrooke's

- On Level 5, all laboratory doors (with the exception of the CL2 laboratory) will remain open to allow air circulation and limit the frequency of using door handles. A rota is in place to ensure regular disinfection of door handles and surfaces.
- On Level 3 laboratory doors are not held open however a rota is in place to ensure regular disinfection of door handles and surfaces.
- **Hand sanitiser and face coverings provided at main entrance to divisions. Wearing of face coverings encouraged** in all areas except closed, single-occupancy rooms and when eating or drinking (27/01/2022).
- Floor markings at 2m intervals for social distancing.
- The occupancies for laboratory bays has been increased, which may remove the requirement for a shift system. Please speak to your supervisor to see if you are able to work without this requirement.
- The room limit for laboratory bays is four people. Communal research areas have the room limit marked on the door (equipment rooms [3], hot and cold rooms [1], tissue culture area [1 per suite], CL2 laboratory [5]). If you need to enter a fully-occupied laboratory or communal area for a short-term purpose (e.g. obtaining reagents, using a piece of equipment), ask permission to enter and ensure that all individuals are masked. The CL2\* area is single-occupancy but may be dual occupancy on specific occasions when training is necessary.
- Laboratory coats must be worn when at the bench and stored on individuals' laboratory chairs when not in use. Each researcher must have two additional laboratory coats, one of which may be at the laundry at any one time.

- Stairway and corridors are two-way but **keep left** and **give way** to help maintain 1m+ distance where possible. No congregating on corridors.
- Level 5 - Two rest areas have been set up for breaks, these are the Tea room (9 persons, maximum 8 seated with 2 per table and 1 standing) and the Principal Investigator (PI) office (two persons). If you are in there for more than 15 mins, you must sign in using the sign-in sheets provided. Occupancy limits are clearly signposted on tearooms. At busy periods, it may be necessary to change your break time or use other areas of the Trust, particularly outdoor areas well away from A&E. At quiet times, it is permitted to use these rooms for short, online meetings (Zoom/Teams) but priority is given to those requiring a rest break. (27/01/2022)
- Level 3 – The Bioinformatics room is available as a break area in addition to the normal break out room (capacity 5 persons seated and 1 standing). The meeting room is also available (capacity 6 persons) (27/01/2022).
- Regular cleaning and disinfection must take place at the start of each day and in the shift change-over period. In individual bays, this will be carried out by the researchers in the bay. Communal areas will be cleaned by individual users after use. Appropriate sprays and tissues are present near commonly used equipment and post-use cleaning mandated. In addition, all staff are responsible for cleaning/wiping down after they have used a shared facility. This includes all rest room areas. Cleaning packs are provided for individuals to wipe down areas and appliances. External visitors are permitted only for essential purposes and by appointment only. These include Estates and equipment maintenance. Visitors are to wait in the corridor outside the entrance and be collected from there.
- All laboratory members will contribute to assisting support staff. A rota listing all active researchers has been drawn up and each week, the nominated individuals will assist support staff with essential duties. This may include dispensing of communal reagents, preparation of media, agar plates, emptying bins in rest rooms, etc. These duties are typically of modest duration (a few hours per week) and early shift workers may remain in the shift overlap period (1-2 pm) to complete tasks. All Divisional members are expected to help with any general tasks that may arise (tip box filling etc.). Individual research groups are responsible for proper disposal of laboratory waste according to permitted routes and in consultation with the Laboratory Manger or Deputy.
- For communal spaces outside of the divisions, including toilets, all NHS Trust measures must be followed.

## Rooms needed for teaching, recording, supervisions or meetings

- The procedures for room bookings has now changed as outlined below:
  - All bookable rooms, including the practical classroom are subject to the 1m+ distancing guidance. Users are requested to use their judgement when entering a meeting room and only book when there is sufficient seating for the required attendees. The occupancy levels are as follows):
    - Dixon Room – 8
    - Greaves Room – 10
    - Seminar Room – 12
    - Lecture Theatre – 54
    - Practical classroom – 82
    - Recording room (room 223) – 1
    - Cambridge Africa 224 & 225 – 4 each (27/01/2022)
  - Rooms must be booked in advance whether for teaching or meeting purposes. Outside of scheduled meetings the rooms will be locked. A full list of attendees must be given at the time of booking for track and trace purposes (or for sign-up supervisions, when they are known before the session). If a room has reached maximum occupancy at the time of booking you will be notified by email. Bookings are made through the following email addresses:
    - [classroom@path.cam.ac.uk](mailto:classroom@path.cam.ac.uk) – for practical classroom bookings
    - [teachingrooms@path.cam.ac.uk](mailto:teachingrooms@path.cam.ac.uk) – for teaching, supervisions and recording bookings
    - [admin@path.cam.ac.uk](mailto:admin@path.cam.ac.uk) – for meeting bookings
- Rooms must be ventilated so the windows will remain open throughout meetings and teaching.
- For indoor meetings or teaching sessions, face coverings are **encouraged** even if observing an appropriate social distance (1m+) is possible (27/01/2022).
- Rooms will be available to book as above to keep occupancy at required. Those coming from Addenbrooke's will be able to store items securely in lockers, which will be located at the front entrance of the main building – keys available from the Facilities Office.
- All users to sanitise meeting rooms after each scheduled use, using the cleaning materials provided.
- If you wish to use a room at short notice, without pre-booking, and it is available, you will need to go to the Department Facilities and Safety Office. You will be asked to provide the names of everyone attending. The room will then be unlocked. You will need to ensure that you sanitise the room, using the cleaning kit in the room, after your meeting has ended.
- Rooms can no longer be booked after 5pm. Exceptions will be made on the occasions where it is a requirement to deliver a University teaching session in the Lecture Theatre.



## Lab occupancy

Laboratory occupancy is organised on a monthly basis by group leaders and checked by Heads of Division. To ensure that occupancy remains at a level that does not adversely affect safe footfall levels in the Department, these occupancy levels are regularly monitored and reviewed. This includes visitors and contractors.

All persons must make every effort to maintain 1m+ distancing at all times.

New requests for access must be directed to the Head of Division. All lab members (including visitors and pg students) must fall within the lab occupancy figures of the relevant Group Leader.

## Return to the workplace risk assessment

As part of the Department's responsibilities to the safety and welfare of its members, the University has requested that all staff be offered a *return to the workplace* risk assessment. To enable this, all PIs and Managers will be asked to speak with group/team members to complete the appropriate risk assessment form if they believe they meet any of the 'at-risk' criteria listed. If any individual does not wish to have a risk assessment they will need to formally decline with their response forwarded to the Department's safety office. If you have any queries please get in touch with [safety@path.cam.ac.uk](mailto:safety@path.cam.ac.uk).

In addition to this, a questionnaire will be circulated to all staff members returning to and already working in the department to identify any factors that may pose an additional risk to individuals from SARS-CoV-2, such as when individuals will be working on site and vaccination status. Results of these questionnaires will be kept confidential as necessary.

## Isolation Rooms

Designated isolation rooms are in place for any person presenting symptoms of COVID-19 in the workplace who is unable to return home immediately. The rooms are as follows:

- Main Building – Room 011 (Departmental Secretary for Academic Services Office) - Ground Floor North Corridor
- Molteno/Microbiology – Use Main Building isolation room
- Addenbrooke's Levels 3 and 5 – Room to be nominated when needed

## Training

- Departmental safety inductions will continue to be delivered monthly to anyone new to the Department, online via Teams or Zoom (dependent on numbers) by the departmental Safety Co-ordinator. Invitations and joining instructions will be sent by email.
- Lab inductions for specific lab techniques will be completed within research groups and be delivered by the PI or member of the group deemed competent to do so by the PI.
- Face-to-face training may be available in Flow Cytometry, Microscopy and Genomics where one-metre social distancing can be maintained with mitigating measures: wearing of face masks at all times, working side by side rather than face to face, limiting length of sessions to as short as possible and keeping the room ventilated throughout the session (opening

doors/windows where possible). These changes will be subject to the prior approval of the department Facilities and Safety Office. Some training may also be available online. Please contact the manager of specific facilities for advice.

## Actions you need to take

During this transition back to working in University buildings, it is important that we all continue to make adjustments and adapt to new ways of working to ensure the safety of us all. You are asked to take the following actions to ensure your own health and well-being, as well as encourage colleagues to do the same:

### SOCIAL DISTANCING



All members of the department working on site must adhere to the 1m+ social distancing rule as far as is reasonably practicable, while also implementing the following mitigation measures: working side by side rather than face to face, limiting length of close working to as short as possible and keeping rooms well ventilated throughout periods of use (opening doors/windows where possible). **Where it is not possible to maintain this distance, it is recommended to keep this close contact to as short a time as absolutely necessary. The wearing of face coverings in communal areas is encouraged**, with the exception of when sitting to eat or drink in break rooms (27/01/2022).

It is still possible to operate shift patterns to spread out access to equipment or facilities (such as tissue culture, for instance) to reduce staff density and maintain one-metre plus distancing. This also includes coffee and lunch breaks. If adequate distancing is not achievable when sitting directly opposite one another at a table, please try to sit diagonally opposite, to increase the distancing.

### CONTACT TRACING



In the event that an individual in the department is either symptomatic for COVID-19, or has been in close contact with someone from outside who has tested positive, it is vital that the Department is able to effectively track who this individual has been in close contact with, and where they have been. For this purpose, it is essential that everybody completes the contract tracing forms recording your presence in different parts of the Department. The importance of doing this cannot be over-stated.

### RESPIRATORY HYGIENE



If you cough or sneeze, cover your mouth and nose with a tissue, or your sleeves (not your hands) if you do not have a tissue, and throw the tissue in a bin.

### HAND WASHING



Wash your hands more often than usual, using soap and hot water for at least 20 seconds, or use a hand sanitiser - when you get home or into work, and during the day, when you eat or handle food, before eating and after using the toilet. Hand sanitiser and soap and hot water will be provided. Touching of the face should be avoided.



## WASH YOUR CLOTHES REGULARLY

There is some evidence that the virus can stay on fabrics for a few days, although usually it is shorter, so if you are working with people outside your household wash your clothes regularly. Changing clothes in workplaces should only normally be considered where there is a high risk of infection or there are highly vulnerable people.



## EQUIPMENT

Evidence suggests that the virus can exist for up to 72 hours on surfaces. Please ensure you clean/wipe your own workstation surfaces regularly, such as keyboards, mice, telephones, photocopiers etc. using the equipment provided and note that no equipment should be shared with another member of staff. The Department is providing more frequent cleaning for communal surfaces like door handles or lift buttons and communal areas like bathrooms, kitchens and tea points. Rotas are in place for research groups to undertake cleaning in their own areas.



## FOOD AND DRINK

The canteen in the Main Building has now re-opened for a limited service of hot drinks and pre-packaged sandwiches and snacks. The hot drink and snack vending machines are also available. Otherwise, you should continue to bring your own food, drink and utensils from home and take them home to clean at the end of each day. The use of kettles and microwaves will be risk assessed on a site by site basis.



## ADJUSTMENTS TO WORKING ARRANGEMENTS

Please comply with changes in working arrangements such as changes to working hours, seating and workstation arrangements. These are being put in place for everyone's safety to reduce the risks of transmission in the workplace by limiting the number of people that any given individual comes into contact with regularly. Occupancy will be reviewed by the department on a regular basis.

With a reduced level of occupancy in effect, all persons in the department must ensure to abide by the Departmental Lone Working and Out of Hours policy as set out in the Department Safety Manual.

## PPE AND FACE COVERINGS



The University and Colleges encourages face coverings to be worn by students, staff and all visitors to the University in all indoor shared spaces (including labs, libraries, classrooms and shared offices) and when moving through corridors and across communal rooms. The only exceptions are work in single-occupancy rooms with closed doors, when eating or drinking, or if you have a medical exemption. Persons should carry a face covering at all times.

This guidance applies to all department buildings.

Please bring a face covering with you, but if you do not have one, face masks are available in each building (27/01/2022).



## TRAVEL TO WORK

When travelling to work, think about how and when you travel. To reduce demand on the public transport network, you should walk or cycle wherever possible. If you have to use public transport, you should try and avoid peak times if possible and you must wear a face covering.

## SICKNESS

It is vital that if you are showing symptoms, however mild, you should not come to work and must self-isolate at home. Onset of a new continuous cough, high temperature and/or loss or change to sense of taste or smell are currently the most common symptoms of COVID-19.



If you develop these symptoms whilst you are at work you must inform your manager and return home immediately, avoid touching anything and strictly follow handwashing and respiratory hygiene guidelines. Isolation rooms are available if you are unable to return home immediately for any reason. You must then follow the guidance on self-isolation and not return to the workplace until the period of self-isolation has been completed. **These procedures are set out each week in the departmental newsletter.**

Anyone who develops symptoms – even mild ones, such as a sore throat or runny nose – should seek a test from the [University symptomatic testing service](#).

## SHIELDING AND VULNERABLE PEOPLE



Inform your line manager/supervisor if you are in an at-risk or clinically vulnerable group.

A COVID-19 individual risk assessment has been made available for all members of the department. Completion of this risk assessment is voluntary, however all members of the department must either return a completed risk assessment or confirm they wish to decline a risk assessment in an email to [safety@path.cam.ac.uk](mailto:safety@path.cam.ac.uk).



## SUPPORT

If you are concerned about your own wellbeing or the wellbeing of others; please speak to your manager immediately. Please also feel free to make use of the [wellbeing and mental health provisions](#) of the University whenever you wish.

## If you have any questions

If you have any questions or concerns about any of the information in this document, or at any point during this phase period, **please do not hesitate to speak with your manager/supervisor/wellbeing advocate in the first instance.**