Extra Ordinary Procedures – COVID 19 Pandemic Conditions for Laboratory Work in the Department of Zoology

1. Permission to come into Departmental Buildings is granted only for the purposes of undertaking work which you cannot do from home. Each individual must have explicit permission from the Head of Department. A copy of this EOP should be signed and returned via email to Claire Chapman (admin@zoo.cam.ac.uk).

2. Without this you will not be allowed entry into the buildings. The Department will be open for research weekdays from 8am to 6pm. The Department will be open on Saturdays from 9am to 4pm for the first four weeks and this period these arrangements will be reviewed.

3. For research work, your PI must have submitted a Risk Assessment for your group working protocol in the Department during the COVID-19 pandemic.

Covid Symptoms/ First Aid

1. If you are an individual who is clinically extremely vulnerable (high risk) to COVID-19 you should continue to work from home. Details of high risk and moderate risk individuals is updated on the NHS COVID-19 website: https://www.nhs.uk/conditions/coronavirus-covid-19/people-at-higher-risk/whos-at-higher-risk-from-coronavirus/

2. If you display symptoms of COVID-19, or if a member of your household or other close contact displays symptoms of COVID-19, please follow advice about self-isolating. Do not come to the Department. Latest governmental advice - https://www.nhs.uk/conditions/coronavirus-covid-19/

3. Please inform your line manager/PI that you are unable to come into work. Testing is currently available through the University for staff - https://www.staff.admin.cam.ac.uk/general-news/coronavirus-testing-for-university-and-college-staff.

4. If you display symptoms of COVID-19 while on Department premises and you are well enough to return home then return home immediately, notify your manager/PI immediately and access the NHS Covid 111 service https://111.nhs.uk/covid-19/. If there is a medical emergency, then call 999. If you are unable to return home immediately, contact reception on 01223 336 600, stay in an isolated room or go to the designated COVID isolation room (First Floor Seminar Room) in the Main Building until the necessary arrangements can be made.

5. If you require non-COVID-related first-aid assistance, you should in the first instance contact Reception (01223 336 600), requesting a first-aider and stating the location of the incident. Reception will be aware of who the duty first-aider is and will pass on the details. The duty first-aider will attend and assist you.

Entry and Exit

1. Entry and exit to the Main Building is only from Monkey Parade.

2. If you are in the Main Building or DAB please report to Reception to sign in and out when arriving and leaving. If you are based in the OMB, Austin, Museum, CCI basement labs or Madingley please email Zoologyaccess@gmail.com to indicate both when you arrive and leave. If you do not do this then we will need to check you have left the building at the end of the day. Please give reception a mobile number where you can be reached.
3. Please adhere to lone working policies. Working out of hours is not allowed with the exception of Sunday when pre-agreed and in exceptional circumstances.

4. Use hand sanitizer or wash your hands at a sink.

5. Access your workspace, maintaining physical distance in corridors (if possible), offices and laboratories. Please observe the one way system if it applies in your building.

6. Try not to create pinch points in communal areas, especially corridors and stairs, by standing and talking to others.

7. You should carry out regular and thorough handwashing with soap for a minimum of 20 seconds on each occasion, followed by complete drying with paper hand towels, throughout the day and especially on arrival at work, before and after using kitchens and toilet areas, and before leaving for home. Hand sanitiser should be used regularly. You should avoid touching your face at all times.

8. Disinfectant spray should be used to clean surfaces in communal areas before and after use of the area. These sprays will be available in communal areas.

9. Do not use fans or fan heaters as these may create air flows that spread the virus. Artificial air systems (e.g. air conditioning) will need to be individually risk assessed for each area.

10. Where possible leave windows open. Remember to close them before you leave.

11. Adhere to maximum room occupancy as given in risk assessments and from signage on doors.

12. Only use offices where unavoidable,

13. When exiting laboratories remove lab coats, hang on separate pegs or leave in the collection area for laundering. Wash hands thoroughly at a hand wash station.

14. When leaving the building, please wash hands or use hand sanitiser.

Fire Safety

1. In the event of the fire alarm sounding in the main or DAB buildings, requiring staff to evacuate the buildings, all staircases revert to a downward direction. From the basement the main (Downing Street) and North (orange) staircases both become upward direction.

2. Evacuate calmly, maintaining 2m distance between colleagues where possible. Internal fire doors remain on a push button opening regime. External fire doors will require the “break glass“ to be used to open them. Safely cross Downing Street and gather on the McDonald Institute lawn until the fire wardens tell you it is safe to return to the building.

3. Please do not leave and return home - be sure to notify Reception or Zoologyaccess@gmail.com as we need to strictly maintain an access register at this time. Upon returning to the building, the new one way system will immediately be reinstated, so entrance will be ONLY via Monkey Parade, following the designated one way system, including staircases.

Office Working Procedures

1. Office work should be performed at home unless it is essential for you to be in the Department.

2. There must be no hot desking: do not share your computer/workstation/keyboard/desk with anyone else.

3. Where office working in multiple occupancy offices is essential, please arrange the set-up so that occupants are physically distant and facing away from one another. Consider if a shift pattern is needed.
4. In person group meetings are not permitted.

**Laboratory Working Procedures**

Normal SOPs apply with additional attention to the following:

1. Benches to be kept clean and wiped regularly (at least twice daily) with disinfectant or 70% ethanol.
2. Wear only your own lab coat – put your name and your lab room number on your lab coats so you can identify it and hang them on separate pegs. All lab coats should be left in the laundry basket and will be washed at 90 degrees. The FM team will return them to the individual pegs in the appropriate lab.
3. Wash hands with soap and water, use hand sanitiser or spray with 70% ethanol regularly between procedures.
4. Keep 2m distance from any other laboratory personnel. Where workspace or procedure makes this impossible, face masks must be worn.
5. Avoid speaking directly towards other people, face to the side if possible to avoid directing aerosols towards colleagues.
6. One person per laboratory bay. For benches where people are positioned either side (i.e. in different bays), they should be staggered to avoid any direct aerosols.
7. All work must be risk assessed with attention to physical distancing and SOPs adhered to.
8. Gloves must be used when touching/handling any shared equipment.

**Cleaning**

1. Our cleaners will be on site on weekdays from early morning and until 4pm and on Saturday morning from 8.30am to 12am.
2. The cleaners have been asked not to clean individual offices as these are not in general use and we need them to concentrate on other high-use areas. You may leave domestic bins outside doors for emptying. They will regularly clean door handles of entrances to each building, stair rails, communal door plates and handles for doors which are not propped open. They will also regularly clean the toilets, refill soap/paper towels/hand sanitiser in communal areas and empty bins in communal areas.
3. Laboratories will be cleaned as they always have been, which means that doors/door handles, light switches, handwash sinks and floors will be cleaned as usual. Other areas of laboratory surfaces/equipment will be cleaned as required by the users.
4. You should disinfect door handles, trolley handles, implements, shared surfaces/equipment, window catches, throughout the day (2—3 times a day).
5. If cleaners do not enter an area, it is the users’ responsibility to keep it clean.
6. If working in shifts to reduce worker density, you must clean all surfaces before and after leaving an area.

**PPE**

1. The Government document ([https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19](https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19)) describes the four steps to be taken to manage COVID-19 risk in the workplace. This includes staff working from home and staying 2m away from each other in the workplace where possible. COVID-19 is a different type of risk to the risks that are normally faced in a workplace, and needs to be managed through social distancing, hygiene and fixed teams or partnering, not through the use of PPE.
2. Gloves – these are not recommended for general use throughout the working day to protect from Covid-19, unless specifically identified by risk assessment due to the nature of the work activity – hand washing/sanitising is the priority.

3. Hand sanitiser/handwashing - hand washing is considered the priority for prevention of spread of Covid-19, the Department has installed hand sanitiser stations throughout the buildings. All sinks are equipped with soap dispensers. Please ensure you regularly sanitise/wash your hands whilst in the Department.

4. Respiratory Protective Equipment (RPE) and Face-coverings - it is not necessary for all University members working at this time to wear RPE. RPE is only required to be considered as a control measure where a risk has been identified. If you do not fall into this category, in order to protect yourself from infection, you must keep to social distancing and practice good hand hygiene. A face covering can be very simple and may be worn in enclosed spaces where social distancing isn’t possible. It just needs to cover the mouth and nose.

Communal and kitchen areas (where open)
1. Wash hands or use hand sanitiser on entering communal areas.
2. Only one person at a time in the kitchens/kitchen areas.
3. Maintain physical distance at all times.
4. Wipe surfaces before and after use with disinfectant or 70% ethanol
5. The Cooler Aid water facilities are not in use. Small bottles of water are available at the Monkey Parade and OMB entrances or please use taps labelled as drinking water.

Lifts
1. Do not use lifts unless moving goods.
2. Only one person in a lift at a time.

Use of Toilets
3. Please be considerate of other users and maintain physical distancing.
5. Wash hands carefully and dry with paper towels. Use of air hand dryers and roller towel has been discontinued.

_I agree to abide by the procedures described above and any subsequent modifications issued by the Department or University._

Name……………………………………………………………………

Mobile phone number………………………………………………

Signature………………………………………………………………

Date……………………………………………………………………

RTW survey completed (office use) …………………………………