Return to the Workplace Pack for The Gurdon Institute

V3 - August 2020
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.

"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"
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 University has asked Departments to plan for reduced occupancy.

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.

Specifically, the following adjustments have been made for the Gurdon Institute:

Broad principles

1) Staff with Covid-19 symptoms must not come to work. They must notify their group leader or line manager and the Institute Administration and Operations Manager (Bruce Daniels) by emailing: adminops@gurdon.cam.ac.uk and follow government guidance to self-isolate.

2) Staff health and safety is paramount. To reduce risk, the Institute will operate at reduced occupancy and staff should maintain a social distance of at least 2 meters whenever possible.

3) Given the reduced occupancy, the Institute will still expect people to work for a portion of their week.

4) Those coming back to work on site will first need to complete a “Return to work” safety induction.

5) Staff must wear face mask/covering while in the Institute. They are required when moving around the building as well as in bench areas and shared office spaces. The exceptions are:
   - when working for extended periods in lab-specific single person rooms (where the lab’s own policy applies); or
   - when eating in designated areas; or
   - when individuals are completely alone in the lab or office, however a mask must be put on when someone enters that space; or
   - when individuals are shielded by a Perspex screen.

Masks must always be worn in TC rooms and in rooms with no outside ventilation, such as cold rooms or other temperature controlled rooms. Masks must be worn in the tea-room EXCEPT WHEN EATING. The Institute can provide staff with a supply of washable face coverings or surgical masks if preferred. Staff may also use their own mask or face coverings.
6) Core hours are 8:30am - 5pm Monday – Friday, and reception will be staffed during this period as usual. Senior members of staff will also be available on-site during core hours, contactable through reception. Staff may work outside core hours following these and the out of hours working policies.

7) Staff are required to undertake enhanced hand hygiene and cleaning processes.

8) There are sanctions for individuals / groups not adhering to the new guidelines (e.g. removal of building access).

9) Staff in at-risk groups should follow government guidelines. Similarly, staff prevented from coming to work through personal circumstances are encouraged to discuss these with their line manager and/or Bruce Daniels, the Administration and Operations Manager.

10) Staff returning to work from abroad need to follow government guidelines regarding quarantining before coming into the Institute.

11) Whilst we encourage staff to return to work, no staff will be forced to return. Those who feel unable to return to work for any reason are not required to do so and should discuss this with their line manager and/or Bruce Daniels, the Administration and Operations Manager.

These guidelines will be updated to reflect changes in governmental and University guidance and working pattern adjustments as the situation evolves.

**Social distancing**

1) Staff must comply with the social distancing guidelines set out by the government, keeping 2 meters apart wherever possible. If necessary, pass people back-to-back.

2) It is up to individual group leaders how their group will achieve working at reduced density. The group leader or a deputy can also work in the GL office and help establish safety procedures, supervise staff, and optimise the utilisation of space. Each GL should provide a written plan to the Covid management group outlining how they will organise their group to work at the stipulated occupancy. It is anticipated that in most cases this will be best achieved through a shift pattern. A gap of 30 minutes between shifts and/or staff members departing and arriving should be included to avoid overlap.

3) Schedules and reduced working density of core teams will be determined by core team leaders in consultation with the Covid management group.

4) Maximum occupancy and control measures will be posted on the door of communal rooms and must be strictly observed.

5) Most meetings / seminars should remain digital until further notice. Meeting rooms can be used for essential internal meetings only and if attendees are already on site and social distancing must be maintained. Staff and students should not come on site solely to attend meetings. Face-to-face meetings with outside researchers (collaborators / job candidates) are not permitted.

6) Contractors and engineers should only be allowed on site where necessary. Sales reps are not allowed on site.

**Cleaning**

1) Lab benches, desks, and shared work areas must be cleaned thoroughly before and after use by each individual researcher (with 70% ethanol).

2) Instructions for cleaning shared equipment (centrifuges, printers etc) and specialised equipment (e.g, microscopes) have been issued and must be followed.

3) Major cleaning will take place in early mornings as usual. Cleaning of toilets and contact points including door handles and plates, lift buttons, taps, exit buttons and stair rails across the entire building will occur from mid-morning to mid-afternoon.
Building control

1) A no-touch sign-in and sign-out procedure to record and monitor staff or contractor presence in the building is in operation. All staff and students are required to swipe in and out.

2) The tea room can be used but social distances must be respected. Priority should be given to those having coffee breaks or lunch. Given the limited sitting availability, people are asked to be considerate to other members of the Institute. Tables must be disinfected before and after eating.

3) The use of the 24-hour kitchen should be minimised. Instructions have been issued.

4) Toilets - Limit of 2 people at a time.

5) Lifts - Maximum of 1 person per lift.

6) When using the stairs, people walking downstairs must wait on the landings to let people walking upstairs pass.

7) Make way for people when walking down corridors, by for example stepping into empty spaces. Similarly make way and observe social distancing at entrances and exits.

8) Personal fans are prohibited.

9) The showers are closed.

Out of hours working

1) Working out-of-hours is classified as: before 8.30am or after 5pm; weekends; bank holidays.

2) Staff are permitted to work out of hours subject to completing a risk assessment, and they must have a specified buddy when they are on site. The buddy, who could be someone on or off site, should be informed when individuals arrive and leave, and should inform emergency contacts if no leaving message is received and there is concern that the worker cannot be contacted.

Hygiene

1) Staff must wash their hands regularly and thoroughly with soap for a minimum of 20 seconds on each occasion, followed by complete drying, throughout the day and especially on arrival at work; after blowing nose, coughing or sneezing; before and after touching a face mask/covering; after using shared equipment; before eating, drinking or smoking; before and after using kitchens and toilet areas; and before leaving for home.

2) Hand sanitizer stations are provided at the entrance and throughout the building and need to be used where soap and water are not readily accessible.

3) Staff must avoid touching their face with bare or gloved hands. If unavoidable, they must wash their hands before and after touching their face.

4) Cough/sneeze in tissue or elbow and wash hands afterwards.

5) Lab coats must be labelled with the user’s name and must not be shared.

6) Only 2 people at a time in the toilets. Close the lid before flushing. Operate the tap with a paper towel. Disinfect all contact surfaces after use.

Shared equipment and work areas

1) Multiuser rooms (TC, microscopy, etc) and additional shared rooms/equipment will have a booking system. Operating Procedures have been put in place for each room and must be followed.

2) Cold rooms will operate on a ‘one in, one out’ basis unless two people are absolutely required.
Core services

1) The following are brief descriptions of how core services are operating. More detailed information is available on the Institute website at https://www.gurdon.cam.ac.uk/staffonly/COVID/reopening/

2) The Computing Team is supporting all Institute IT services from home and is operating an on-call system for circumstances that require on-site presence. Please address all support enquiries to computing@gurdon.cam.ac.uk.

3) Stores are staffed from 8:00am to 4:00pm Monday–Friday. It is closed at all other times and staff are not permitted to enter stores at any time.

4) Orders should be placed by emailing requisition forms to purchasing@gurdon.cam.ac.uk. As usual, orders over £1000 require three quotes or dispensation if quotes have not been sourced.

5) The media team has resumed all services, however with lower staff numbers the service may not be as prompt as usual. Media staff collect dirty items from the bottom shelf of the lab glassware trolley and leave clean items on the top – trollies must be left at the entrance to the labs; media staff will not enter labs. Researchers are not allowed in the media facility at any time. A paperless system of recording media taken from the shelves is in place. All requests and communication should go to mediarequests@gurdon.cam.ac.uk.

6) All tissue culture rooms are open, and all communal rooms are on a booking system. Maximum occupancy of TC rooms is posted on the door.

7) Core microscopy - Alex Sossick is on site daily to perform maintenance of core microscopes as required. He also offers onsite or remote support for any problems. Nicola Lawrence and Richard Butler are mainly providing support from home. Members of the microscopy team can be contacted via email. General queries can be addressed to imaging@gurdon.cam.ac.uk.

8) Nanoscopy - Super-resolution microscopes are available for use. George (PM shift) and Ed (AM shift) will be on site as necessary and they also provide remote support. Contact them directly via super-resolution@gurdon.cam.ac.uk to coordinate microscope use or with any questions.

9) Sequencing: Kay Harnish is doing in-house sequencing as usual. To arrange sequencing in-house or at CI please email sequencing@gurdon.cam.ac.uk.

10) Flow Cytometry – both Level 1 and Level 3 Sony Cell Sorters are available, support is available from CellSorting@gurdon.cam.ac.uk

11) The maintenance team is limited to Reggie and John who will respond as quickly as they can. Continue to send any requests or building faults to services@gurdon.cam.ac.uk and not to personal email addresses. Staff are not permitted to visit the maintenance office. In case of emergency, phone reception (ext 34088) who will contact the maintenance team via walkie talkie.

12) Members of the Admin team responsible for finance (finance-manager@gurdon.cam.ac.uk), HR and grants (grantshr@gurdon.cam.ac.uk) continue to mainly work from home. They can be contacted by email. Members responsible for building and safety are on site. Reception is open from 8.30 to 5pm. Reception will not receive personal deliveries. Do not order personal packages for delivery at the Institute.
Managing staff with Covid-19 symptoms

1) Staff with Covid-19 symptoms must not come to work. They must notify their group leader or line manager and the Administration and Operations Manager Bruce Daniels and follow government guidance to self-isolate.

2) If a member of staff develops symptoms whilst in the building they must go home immediately or if too unwell or it is unsafe to do so, they may isolate in Level 1 meeting room until they are able to go home. They must immediately notify their line manager and the Institute Administration and Operations Manager Bruce Daniels by email (adminops@gurdon.cam.ac.uk), and they must follow government guidance to self-isolate.

3) Line managers should identify staff and students who have been exposed to COVID-19 as “close contacts” of a staff member tested positive and ask them to work from home for 14 days. Where working from home is not possible, staff members should not return to the workplace for 14 days.

4) Staff with Covid-19 symptoms should seek a test for Covid-19 and feedback the result to their Group Leader and the Administration and Operations Manager Bruce Daniels. Staff with symptoms can book a test at the University facility by calling 01223 216767, 08:30 to 16:30 Mon-Thurs. On other days or if preferred, a test can be booked using the NHS website. Fuller details are available on the Institute website.

5) The Institute will follow University and governmental guidance regarding the deep clean of relevant areas.

6) Anybody who has been in close contact with an infected person must self-isolate for 14 days. Close contact is defined as spending at least 15 minutes at less than 2 meters distance with the infected person from 48 hours before the onset of symptoms to 10 days after the onset of symptoms, or direct contact with the infected person, such as household members or people with whom you have had face-to-face conversations at a distance of less than 1m. The contact must have taken place between two days before and up to seven days after symptoms appeared.

Non-Compliance

Compliance with this guidance is taken very seriously. The institute strongly encourages an open culture where individuals feel able to politely highlight non-compliance when they see it and courteously request adherence to the guidelines. Individual working practices will also be monitored by regular walk-rounds.

Where an informal approach does not result in changed behaviour, please let your line manager or Bruce Daniels know. They will treat any information as confidential but will take appropriate action including discussion with the individual and their group leader. If inappropriate behaviour continues, the matter will be escalated to the Institute Director and senior team and may result in disciplinary action including withdrawal of access to the Institute. See behavioural procedure on the website.

As with all Institute property, protective equipment such as gloves, masks and sanitizer are for official use, as described in this guidance only. Any misuse or appropriation may result in disciplinary action.

Raising Concerns

Staff are encouraged to bring forward general concerns or suggestions to adminops@gurdon.cam.ac.uk.

Any specific issues, including concerns about returning to work, safety, or contractual queries can be raised with your Group Leader and with the Administration and Operations Manager Bruce Daniels (adminops@gurdon.cam.ac.uk).
Actions you need to take

During this transition back to working in University buildings, it is important that we all 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**

Stay at least 2m away from anyone else, at all times, whether in vehicles, on site, outside or inside. Advise colleagues politely if you see they are not maintaining social distancing; accept feedback about your social distancing from others.

**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 immediately. Then wash your hands or use a sanitising gel.

**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 University is providing more frequent cleaning for communal surfaces like door handles or lift buttons and communal areas like bathrooms, kitchens and tea points.
FOOD AND DRINK
You should 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/boiling water faucets 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.

PPE AND FACE COVERINGS
The University’s approach follows the Government advice at www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/labs-and-research-facilities. In summary, where you are already using PPE in your work activity to protect against non-COVID-19 risks, you should continue to do so. However, when managing the risk of COVID-19, additional PPE beyond what you usually wear is not beneficial. In respect of face coverings, there are some circumstances when wearing a face covering may be marginally beneficial as a precautionary measure. The evidence suggests that wearing a face covering does not protect you, but it may protect others if you are infected but have not developed symptoms.

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 and wear a face covering.

SICKNESS
It is vital that if you are showing symptoms, i.e. onset of a new continuous cough and/or high temperature, (these are currently the most common symptoms of COVID-19) however mild, should not come to work and must continue to self-isolate at home, as now, and that the household quarantine rules continue to apply. If you develop these symptoms whilst you are at work you should inform your manager and return home immediately, avoid touching anything and strictly follow handwashing and respiratory hygiene guidelines. You must then follow the guidance on self-isolation and not return to the workplace until the period of self-isolation has been completed.
**SHELDERING AND VULNERABLE PEOPLE**

Let your manager know if you, or those in your household are in an at-risk or clinically vulnerable group, which means that you should continue to follow current government guidelines around shielding and should not come into work.

**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](mailto:welbeing_and_mental_health_provisions) of the University whenever you wish.

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**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 Group Leader, line manager, or with the Administration and Operations Manager (Bruce Daniels [adminops@gurdon.cam.ac.uk](mailto:adminops@gurdon.cam.ac.uk)), Safety and Compliance Manager (Sylviane Moss, [s.moss@gurdon.cam.ac.uk](mailto:s.moss@gurdon.cam.ac.uk)) or Deputy Administration and Operations Manager (Di Foster, [d.foster@gurdon.cam.ac.uk](mailto:d.foster@gurdon.cam.ac.uk)).