**Return to the Workplace Pack (Sociology, 16 Mill Lane)**

April 2021

**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**

**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.

**Specific safety adjustments that have been made to your immediate place of work (Second floor, 16 Mill Lane)**

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 to the Department of Sociology at 16 Mill Lane:**

Physical changes and new protocols for the use of shared spaces and facilities:

* Hands should be sanitised upon entry and exit to the department using the hand spray affixed to the wall at the top of the stairs, on the wall next to the door to the department.
* Hand spray sanitiser has been placed in the kitchen area and close to communal facilities such as the printers and communal stationery, if use of these items is essential.
* The kitchen will only be used for the storing of labelled lunchboxes in the fridge, and for use of the kettle and microwave, both of which should be sanitised before and after each use, using the cleaning products provided. Milk will be provided in the fridge, but everything else has been removed. You should therefore carry your own crockery, cutlery and glassware, if required. Please take all items home after each use. **It is vital that you do not leave any items in the kitchen/fridge at the end of each day. These will be removed if left behind, so that cleaning can take place.**
* A new swipe card system in the reception area of the Department of Sociology at 16 Mill Lane will help us to ‘track and trace’ building users. Please always use the main door (not the door closer to 17 Mill Lane) and remember to swipe in and out each time you enter and exit, using your University ‘Cam card’.
* The use of the WC facilities is limited to one person at a time. The laminated sign on the outside of the door to the female and to the male facilities should be rotated to show ‘in use’ upon entering the bathroom and replaced to show ‘vacant’ when the bathroom is empty.
* Plexiglass will be installed at the reception desk and in the administrative area, to keep our staff as safe as possible when being approached by a visitor.
* **Masks must be worn at all times in the shared spaces in the building.**

[Please note face covering exemptions here.](https://universityofcambridgecloud.sharepoint.com/sites/COVIDRecovery/SitePages/Safe-working-practices.aspx)

* Windows will be opened in the morning by the Estates team and will be closed again at the end of the day. **These windows must remain open** **throughout the day in order to ventilate the office**. Office users should bring warm clothing and perhaps a hot water bottle, to ensure they are comfortable.

Changes to occupancy levels of workspaces:

* Many staff will remain working from home. **Desks are being provided between the hours of 8.30am and 5:00pm** for those who are unable to work from home or who find they are more productive in the department.
* All office users **must leave the premises** for **90 minutes between 12:30 and 14:00** in order for the space to be ventilated, thus ensuring a lower individual risk of infection for the rest of the day.
* The limited desks which will be used by building users have been spread throughout the department at a safe distance (please familiarise yourself with Sociology’s desk map). Sanitising stations provided close to each desk must be used to sanitise the desk area before and after each use.
* The PhD desks have been numbered (please familiarise yourself with Sociology’s desk map) and will be allocated to PhD students on a weekly basis, using an online rota system. The rota has been decided using the survey responses collected in August 2020. If you would like to request the use of an empty desk once the weekly rota has been published, please email Jolanda Aldis-Clarke (jpda2@cam.ac.uk).
* If your name appears on the rota for the coming week and you do not wish to use a desk in the department, please contact Jolanda Aldis-Clarke (jpda2@cam.ac.uk) so that she can make the desk available for someone else. The rota may change on a weekly basis, and we hope to find a working pattern which is suitable for most people.

Changes to the use of the department:

* To ensure complete cleaning can take place each day, the use of the department will be limited to between the hours of 8.30am and 5:00pm. On weekdays.
* **It is vital that no personal items are left on desks after each use.**
* Please bring your own stationery and laptop, or request a desk with a computer by emailing Jolanda Aldis-Clarke (jpda2@cam.ac.uk).
* Please do not hold Zoom meetings in the department. This part of the protocol may be adjusted in the near future, but for now, the department should be used for quiet working only.
* Please do not socialise in the department: the department should be used for quiet working only. Perhaps go for a walk with that person you haven’t seen in a long time. Or pop to a café.

**It is really important, for everyone’s safety, that we all adhere to the above protocol.**

**Thank you for your understanding and cooperation.**

 **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.

**2m**

**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.

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**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, sinks, water coolers and microwaves will be risk assessed on a site by site basis. See individual guidance above for Sociology.

**TRAVEL TO WORK**

When travelling to work, think about how and when you travel. If you need to use public transport you should follow the current [Government advice on safer travelling.](https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers)

**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, 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 administrator@sociology.cam.ac.uk and return home immediately, avoid touching anything and strictly follow handwashing and respiratory hygiene guidelines. If you test positive for COVID-19, you must then follow the guidance on self-isolation and not return to the workplace until the period of self-isolation has been completed. See here for information on testing [staff](https://universityofcambridgecloud.sharepoint.com/sites/COVIDRecovery/SitePages/Testing-staff-for-COVID-19.aspx) and [students](https://www.cam.ac.uk/coronavirus/stay-safe-cambridge-uni/get-tested#symptomatic) for COVID-19.

**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.

**FACE COVERINGS**

The University follows Government Advice for the use of face coverings and this may be subject to revision. It has been shown that their use reduces the onward transmission of the coronavirus. You are expected to wear a face-covering when moving around University buildings and when you are unable to achieve 2m social distancing. They may be removed at other times as long as 2m distancing is maintained. Further guidance can be found [here](https://universityofcambridgecloud.sharepoint.com/sites/COVIDRecovery/Buildings/Forms/AllItems.aspx?id=%2Fsites%2FCOVIDRecovery%2FBuildings%2FPPE%20and%20safe%20working%2FFace%20coverings%2Epdf&parent=%2Fsites%2FCOVIDRecovery%2FBuildings%2FPPE%20and%20safe%20working&RootFolder=%2Fsites%2FCOVIDRecovery%2FBuildings%2FPPE%20and%20safe%20working&FolderCTID=0x01200084A057EE38AC394F98EF47691CA74EE5)

**SHIELDING 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](https://www.cam.ac.uk/coronavirus/wellbeing) 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 *.* You may also wish to refer to the [Return to the Workplace Guidance for Staff](https://www.cam.ac.uk/coronavirus/staff/returning-to-the-workplace).