

## **Yusuf Hamied Department of Chemistry: general procedures for operating**

**Revised: June 16<sup>th</sup> 2021**

Over the coming months the expectation is that more members of the Department will begin a gradual return to the workplace, subject to Government and University guidelines. Individual PIs and line managers, as relevant, will manage working practices in their own areas.

### **General principles**

1. The aim of these procedures is to create a safe environment for the return to work. These procedures and practices will be consistent with, and guided by, the current advice from the Government and the University, adapted to local needs.
2. Key to reducing the risk of infection is the maintenance of 'social distancing', the use of appropriate face coverings, the provision of effective ventilation, and the adoption of effective hygiene measures, both personal and for the building.
3. Social distancing is presently defined as maintaining a separation of 2 m.
4. PIs and line managers must carry out a risk assessment for the use of any areas under their control, in the first case using the *Ventilation Risk Assessment Tool* (click [here](#), and scroll down to Risk Assessment Tools). An area may only be used if the tool returns a 'low' risk for the intended use. The measures needed to create a low risk, other than the generic measures adopted throughout the Department, must be clearly posted e.g. maximum occupancy of a room, which seats may be used, ventilation measures needed. PIs and line managers are responsible for ensuring that these measures are adhered to.
5. Anyone who develops symptoms of COVID-19 must request a swab (PCR) test by following the instructions on the University website (click [here](#)). Those who have requested a test should inform their line manager or PI.
6. If a member of the Department receives a positive test they should immediately pass on this information to the Senior Team by emailing [covid@ch.cam.ac.uk](mailto:covid@ch.cam.ac.uk). The relevant line manager or PI should also be informed by email, text or phone, as appropriate.  
Once an email has been sent to this address you should expect an acknowledgement within 2 hours. If this is not forthcoming, then you should call James Keeler directly on 07590 503753 or, if there is no reply, Marita Walsh on 07870 295306.
7. If a member of your household has COVID symptoms, or you have been identified as a close contact by NHS Track and Trace, you should not come to work but should follow the current isolation procedures (detailed [here](#)).
8. Those working in the Department are required to comply with all local procedures and control measures.
9. These procedures and guidelines will be updated in the light of experience or changes in guidance from the Government or the University.
10. The Department will be open 08:00-23:59, 7 days per week.

### **Control measures: personal actions**

When working in the building members of the Department must:

1. – practise social distancing at all times and in all areas
2. – frequently wash or sanitize their hands in line with Government guidelines
3. – wear a face covering<sup>1</sup> in all public areas and circulation spaces e.g. foyers, corridors, staircases, toilets. The default is that face coverings are required in all shared spaces (offices

and laboratories) unless the relevant PI or line manager has determined otherwise by means of a risk assessment (e.g. for certain experimental procedures).

4. – avoid touching surfaces more than is necessary
5. – not use the lifts unless they are unable to use the stairs due to a medical condition or they are transporting equipment that needs to be transported in the lift
6. – comply with the one-way/two-way system in operation. Where someone is working on a one-way corridor and needs to move from one laboratory on that corridor against the flow they should observe ‘corridor etiquette’ (i.e. first check that the area is clear, then move quickly through)
7. - when walking along two-way corridors/stairs, keep to the left
8. – avoiding touching the handrail on staircases unless necessary for support
9. – avoid lingering in corridors and other public areas
10. – be especially mindful to behave appropriately at pinch points such as exterior doors and the entrance foyer; use the indicated doors and routes in and out of the building/reception area
11. – comply with additional rules prescribed for particular areas

### **Control measures: Departmental actions**

In order to make the work environment as safe as possible the following actions will be taken across the Department

1. Additional PPE (e.g. gloves, face coverings) will be provided to those whose work requires it (e.g. those in high traffic areas or with higher levels of face-to-face contact) or who need to use public transport. (The gloves issued for these purposes will be in different colour to the purple gloves used in research areas: the latter are not to be used outside laboratories.)
2. Hand sanitizer is available at strategic points throughout the building.
3. In common areas such as stores and reception where there is likely to be frequent face-to-face contact protective screens are installed; floor markings are used to indicate appropriate distancing.
4. There is an enhanced program of cleaning and sanitation, focused especially on public areas. It may be necessary to close some areas for certain periods during the day to allow cleaners to operate freely. Cleaners will wear full PPE at all times after 07:00.
5. Cleaning materials are provided for the use in individual laboratories and offices. Refills of hand sanitiser and anti-viral spray is available from the Cyber Café or from floor technicians. Please contact the Support Services Manager for additional supplies.

### **Services**

1. Unless otherwise noted the full range of Departmental services will operate, as far as is possible within the COVID guidelines, and each according to its own published set of procedures. The hours of operation of Departmental services will not be extended.
2. Services will be provided with the minimum of face-to-face contact subject to social distancing rules.

---

<sup>1</sup> Some people are not able to wear face coverings because of underlying medical conditions: they are exempt from this rule.

### **Research groups**

1. Each PI will establish procedures for work in their own areas. These procedures are in addition to the general Departmental procedures.
2. Each PI will be responsible for making sure that these procedures are obeyed.
3. In formulating their procedures PIs must pay close attention to the need to maintain social distancing, the additional risks of using shared equipment and air-conditioned spaces.
4. Group meetings and seminars are permitted subject to the strict adherence to social distancing guidelines i.e. maintenance of 2 m social distancing (in effect this means that such meetings will need to take place in the lecture theatres and with strictly controlled numbers).

### **Visitors**

1. Social visitors (including family members) are not permitted in the building.
2. Visitors with a bone fide scientific reason to be in the Department are permitted but PIs should keep the number of such visitors, and the duration of their visits, to an absolute minimum. Reception should be notified in advance of an expected visitor, and they should report to reception in the usual way. The visitor's host is responsible for ensuring that relevant procedures are obeyed.

### **Raising concerns**

Members of the department who have concerns over the proper implementation of these procedures are invited to raise these matters with their line manager or PI. The Head of Department and Support Services Manager are also available to listen to your concerns on a confidential basis.