



UNIVERSITY OF  
CAMBRIDGE

Conservation Research Institute



University of Cambridge Conservation Research Institute

# RETURN TO WORK: DAVID ATTENBOROUGH BUILDING

V.4 April 2021



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**RETURN TO THE WORKPLACE**



# INTRODUCTION

Please take the time to read this document before you return to the University of Cambridge Conservation Research Institute (CRI) space within the David Attenborough Building (DAB). It provides the following essential information to ensure the safety and wellbeing of you and your colleagues. Including:

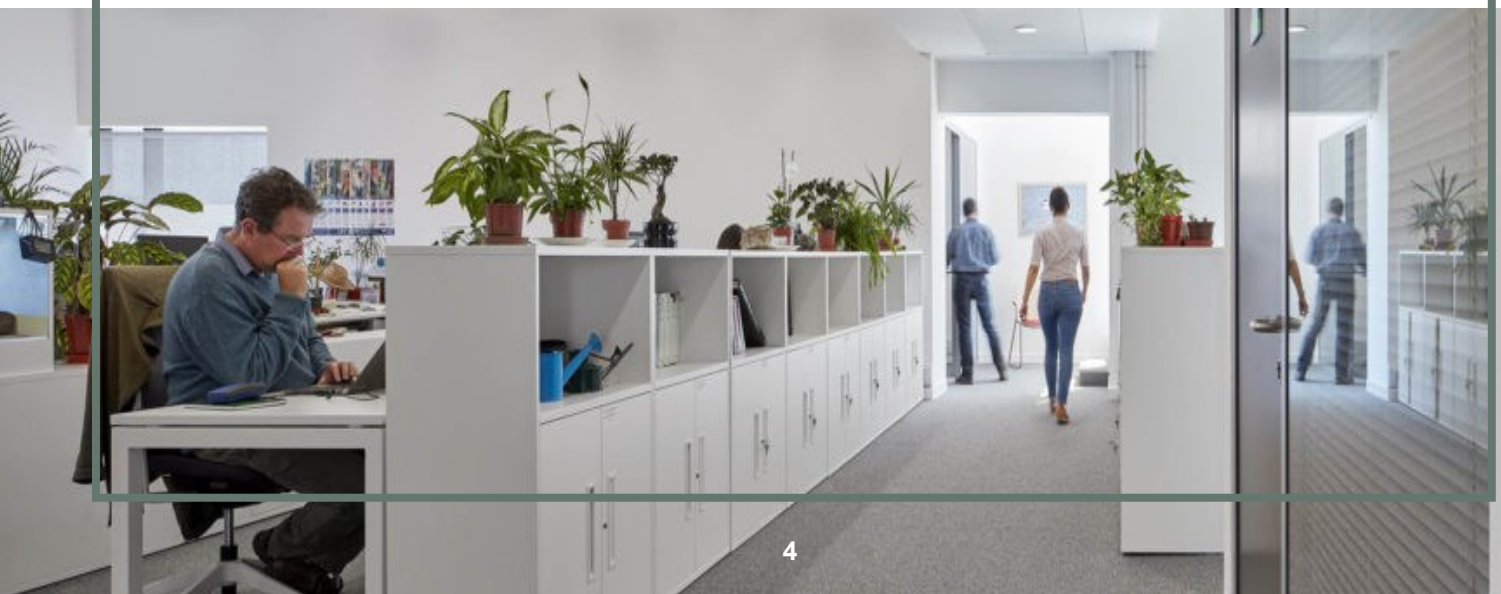
- Actions you need to take.
- Specific safety adjustments that have been made to the CRI Space.
- Specific safety adjustments that have been made to the DAB Campus.

## **The University of Cambridge**

The University's response to the pandemic has seen an enhanced use of flexible and agile working that have brought real benefits for many, however also recognises the difficulties others have faced being away from the work place. The University has considered the latest Government guidance and has worked with institutions to put measures in place to ensure that you can return to your workplace safely. The University will continue to review and respond to any revised government guidance, ensuring that local measures continue to adapt as necessary.

## **CCI Campus and David Attenborough Building**

The CCI Campus will re-open on 6th April but for limited occupancy. This means that CCI Services will provide its usual support functions, the shared areas will be accessible, and offices are able to reopen at up to 20% of usual capacity. In light of the national lockdown, revised operating measures have been implemented in the CCI Campus. The DAB will remain open with a reduced presence from CCI Services and only occupants with authorisation will have access to the building. These measures will be in place until the government announce a relaxation of the current lockdown requirements.

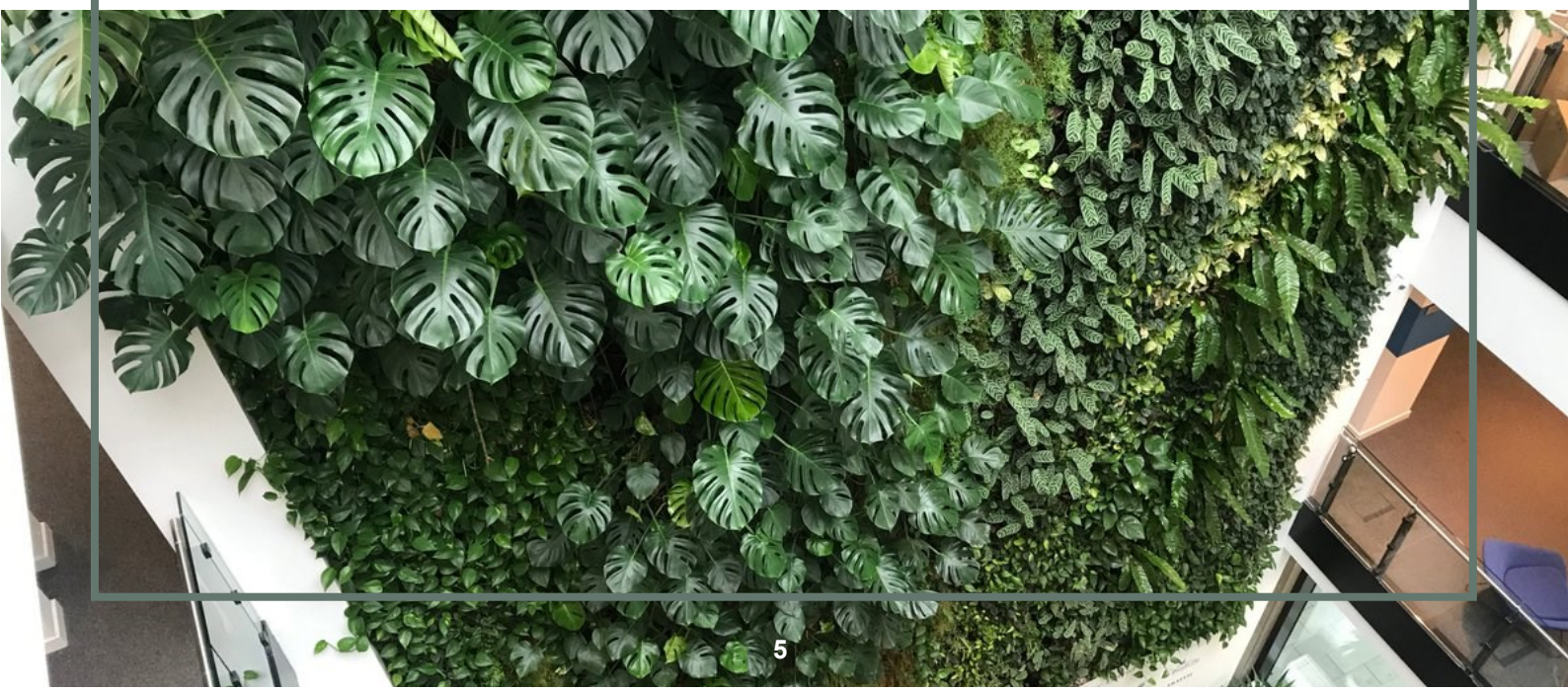


# KEY PRINCIPLES

The University of Cambridge Conservation Research Institute will consider any change to Government guidance and the impact on the Institute's business continuity plans, including the return to on-site working programme. It is recognised that Government restrictions might be tightened again in the future. The Conservation Research Institute will need to respond to any changes and continue to comply with Government and Public Health England guidance.

The following principles outline The Conservation Research Institute's key principles for Returning to Work:

- Staff currently not working on University premises should return to the workplace only after they have completed their Departmental risk assessment and had a RTW conversation with their Head of Group, who will inform the Head of Department.
- Staff must be authorised to RTW to gain card access to the DAB.
- Staff must book a place within the DAB a week in advance of coming into work.
- Social distancing is the fundamental protection mechanism used to ensure the safety of all staff.
- Masks should be worn at all times outside the CRI space when circulating around the David Attenborough Building, except when eating or drinking.
- Equity, flexibility, fairness, openness and collaboration are fundamental to the implementation of the RTW Protocol and to ensure trust is maintained with staff.
- Any member of staff who has symptoms, however mild, or is in a household where someone has symptoms, should not attend work and should inform their line manager.





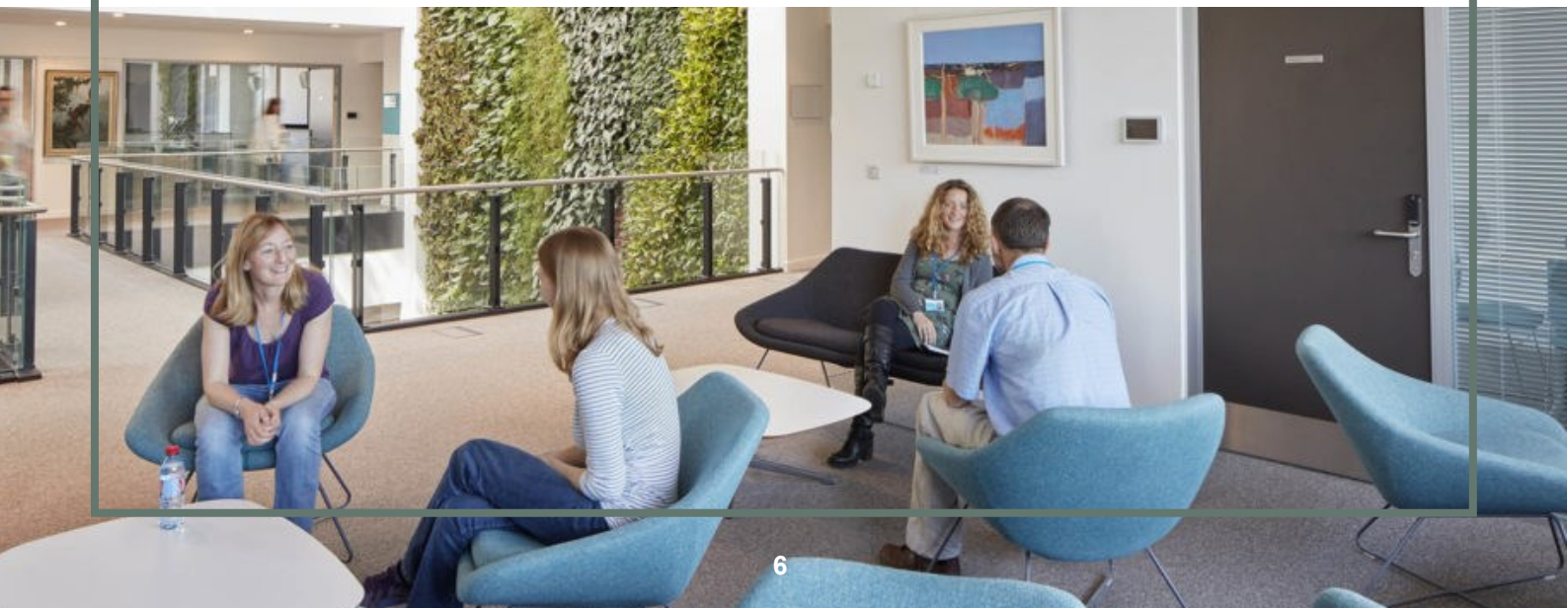
# NEW BEHAVIOUR AND CULTURE AT THE DAB

## New Behaviour and Culture

- Move around the building slowly and pay close attention to your surroundings in case you need to stop suddenly to give someone room to pass by, especially in communal areas.
- Look ahead and if another person is approaching, wait for them to pass if the area will not permit a 2-metre distance between you.
- Do not hold doors open for others as this requires closer than a 2 metre proximity.
- Before proceeding up or down a staircase, look and listen to ascertain if someone is already on the stairwell, and if so, wait a safe distance away for them to pass.
- Be willing to communicate verbally with others you encounter in communal areas so they can wait in an appropriate place for you to pass.
- Do not linger in communal areas and if you do encounter someone and have a brief (socially distanced) chat, make sure neither of you block the way for others wishing to pass.
- Knock on doors to small rooms before you enter in case the room is occupied.
- Pass another person back-to-back (but only if distancing is not possible).

## *Assessing Health Status*

- Assess your health status before coming into work and if you feel at all unwell, or have displayed any symptoms, however mild, stay at home.
- During this phase, it is better to stay at home and find later that it was a false alarm than to come into work and risk your colleagues' health.
- Do not put pressure on yourself or others to 'struggle on' if you are in any doubt about your health.







# THE CONSERVATION RESEARCH INSTITUTE SPACE

# CRI: SHARED SPACE

The Conservation Research Institute space is designed as an open plan office and requires implementation of safe working practices. These practices include physical changes within the CRI space and any new protocols for the use of desks, working areas, shared spaces, new cleaning protocols, the change of occupancy levels and updated emergency procedures that adhere to COVID-19 guidelines.

## CRI Preparation Measures

- Signage throughout the CRI space outlining occupancy, social distancing, hand washing and one-way systems.
- Cleaning materials such as antibacterial wipes and spray will be made available to staff to wipe down surfaces and additional cleaning.
- Face coverings and non-alcoholic hand sanitiser will be available to staff on request.

## Booking Procedure

- Staff must book a space in the DAB by Thursday a week in advance using the desk booking spreadsheet. Designated individuals have been appointed for each group, their details can be found below:

Pablo Salas	Land Economy	pas80@cam.ac.uk
Yi Zhang	Plant Sciences	yz506@cam.ac.uk
Kate Williot	Zoology	kw425@cam.ac.uk
Kirsten Russel	Zoology	kt346@cam.ac.uk
Carmyn de Jonge	Geography	cd716@cam.ac.uk

## General Guidelines

- Adopt a clean desk policy so that only IT equipment remains on the desk overnight.
- Please do not move any IT equipment. Any queries should be directed to the relevant department's IT support.
- Ensure high standards of personal, office (desk) and shared area hygiene.
- Do not leave items in fridges overnight – it will be disposed of.
- Do not come to the building if you are feeling unwell. Staff should keep close attention to their health for any suspected symptoms of infection.
- Keep the office ventilated (by manually opening windows).
- Minimise use of shared areas and circulation around the CRI space and DAB.
- Face coverings will need to be worn at all times unless you are seated in your own office.



# CRI: FACE COVERINGS

Government advice makes clear that while wearing a face covering will not protect you from COVID-19, there is evidence to suggest it may protect others if you are infected but not showing symptoms. The use of face coverings does not lessen the need for social distancing, effective hand-washing and good hygiene practices, and other mitigating actions for reducing both transmission and personal exposure to COVID-19.

## **Face Coverings in University Buildings and Spaces**

The University expects all staff, students and visitors to wear a face covering inside University buildings where it is not possible to maintain social distancing of at least two metres. CRI expects members of staff to wear a face covering throughout the DAB and CRI space during the course of their working day.

When would I not be expected to wear a face covering?

- Eating or drinking while socially distanced from others.
- Where social distancing can be maintained at all times.
- When working alone within an office.
- When lip-reading is required – and social distancing can be maintained.

### *Exemptions:*

- Pre-existing breathing difficulties and/or other respiratory conditions not related to suspected or confirmed COVID-19 infection.
- Mental-health conditions such as anxiety or panic disorders exacerbated by wearing a face covering.
- Non-visible disabilities that would be exacerbated by wearing a face covering.
- Visual impairments, with a restricted field of vision, particularly if any residual vision is at the lower edge of the normal field of view.
- Impairments that would make it difficult to put on or take off a face covering safely, accurately, consistently or without pain.

Please note that the University's Return to the Workplace statement makes it clear that the personal circumstances of individuals should be taken into account when considering their return to the workplace. Institutions and line managers should be open to adjusting working patterns, and offering a blend of on-site and home working for those with pre-existing health conditions, or who may find it hard to return.

# CRI: HYGIENE

Coronavirus can be spread through contact with a contaminated surface. If you touch a surface contaminated with the virus and then touch your nose, eyes or mouth, you may be infected. This means it is important to implement appropriate hygienic measures to reduce the risk of transmission of COVID-19.

## Hand Washing

You should wash your hands for at least 20 seconds using soap and water, or hand sanitiser when you do not have access to a sink and soap.



## Hand Sanitisers

Hand sanitisers will be made available throughout the CRI space, however we strongly encourage staff to bring their own.

## Cleaning

The CRI space will undergo intensive cleaning overnight each day and a cleaner will be present throughout normal office hours (09:00 – 17:00, Monday-Friday) to pay more attention to 'high touch' areas within shared spaces such as: door handles, toilets, tea-points, railings, desks, phones, taps and dividers.

## Desks

We ask that staff please keep their desks clear of clutter and personal belongings so that only the IT equipment remains. After use, please wipe down desks and counter tops. Cleaning supplies will be made available within the CRI space.

## Ventilation

Office windows will be kept open throughout the day, so staff will need to dress warmly in cold weather. If you are the first person in the office please open all windows, they will now automatically close at the end of the day. In order to minimise the spread of the virus, face coverings will need to be worn at desks at all times unless you are seated in your own office.



# CRI: PROCEDURE IF YOU DEVELOP COVID-19 SYMPTOMS

## COVID-19 Symptoms

Coronavirus symptoms include fever, cough, a change in your sense of smell/taste, or any other flu-like symptoms such as sore throat or muscle aches. Other symptoms that may affect some patients include aches and pains, nasal congestion, headache, conjunctivitis, sore throat, vomiting, diarrhoea, a rash on skin or discoloration of fingers or toes. The symptoms are usually mild and begin gradually.

### *What to do if you develop symptoms at home:*

- Stay at home.
- Inform your line manager immediately, your absence will be treated as sick leave.
- If you are a University staff member, arrange a test as soon as possible.
- Stay at home and self-isolate for at least ten days or until you receive further instructions following your test.

### *What do if you display symptoms at work:*

1. If you are taken ill at the office you must inform your Head of Group / line manager immediately.
2. Heads of Group must then email Carmyn De Jonge ([admin@conservation.cam.ac.uk](mailto:admin@conservation.cam.ac.uk)), Hawa Newell-Sydney ([hma33@cam.ac.uk](mailto:hma33@cam.ac.uk)) and David Coomes ([dac18@cam.ac.uk](mailto:dac18@cam.ac.uk)) and tell us who has become ill.
3. You must return home immediately. If you cannot do so you must isolate yourself in the Quiet Room, 3<sup>rd</sup> Floor until you are able to leave.
4. Avoid touching anything, and wash your hands regularly. If possible, use a separate bathroom from others and avoid using public transport to travel home.
5. After returning home, seek testing as soon as possible (please refer to next page for more information on COVID-19 testing available to University students and staff).
6. If you test negative you will be asked to scan your test result to your Head of Group and asked not to return until 48 hours after your symptoms have disappeared.
7. If you test positive for COVID-19 you must self-isolate for at least 10 days.
8. CRI will comply with the requirement for employers to keep a record of staff working times and provide this data to the NHS Test and Trace service on request.
9. In the event of a positive result, the DAB will temporarily close for a deep clean.
10. To reduce risk of transmission, members of staff who have returned to work will be encouraged to seek COVID-19 testing through the track and trace system.

## **COVID-19 Testing**

The University offers swab tests to College and University staff and students, who have possible symptoms of COVID-19. If you have symptoms of COVID-19 you should arrange a test immediately. Tests should now be booked [online via the web portal](#), not via the Addenbrooke's Hospital Occupational Health phone line.

When booking, you can select to take a test at one of two locations:

- S2 Testing Pods, Addenbrooke's Hospital – 8.30am to 5pm, Monday to Friday. These pods are only accessible by car, or bike while wearing a mask. If you are already on the Biomedical Campus, you can access the pods on foot while wearing a mask.
- Dyson Building, Department of Engineering, Fen Causeway entrance – 8.30am to 2.45pm, Monday to Friday. Accessible by bike or foot while wearing a mask. Access by car is possible but very limited.

Maps showing the locations of these testing pods can be found [here](#). If you develop symptoms after the closure of the Pod on Friday, or any time on Saturday or Sunday, or cannot access either of these two locations, you can arrange a test at an alternative location using the [NHS website](#).

## **Shared Households**

If you live with someone who has coronavirus symptoms, but you remain well, you must remain at home for 14 days. Your line manager will explore with you whether you can work from home during this period. If working from home in your normal role is not possible you could be given alternative duties. If you go on to develop coronavirus, follow the advice on the previous page.

## **Suspected Cases**

If you have had close contact with an individual with suspected coronavirus in a way that you consider may have put you at risk of exposure, you should return home and self-isolate for ten days or until a negative test result is confirmed for the person with whom you have had contact.

## **Track and Trace**

From 28th May, anyone who tests positive for coronavirus will be contacted by NHS Test and Trace and will be asked to share information about their recent interactions (in the previous 48 hours). This could include household members, people with whom they have been in direct contact (less than 1 metre away), or within 2 metres for more than 15 minutes.





# CCI CAMPUS

THE DAVID ATTENBOROUGH BUILDING

# CCI CAMPUS

In light of the national lockdown, revised operating measures have been implemented in the CCI Campus from Thursday 5<sup>th</sup> November 2020. This guidance has been written for all users of the Campus in order to communicate the measures that have been taken to create a new workspace with enhanced measures to ensure safe and hygienic operations.

## *Servicing and Testing*

- Working with the University to test air circulation systems, water quality, window and lift operations, and fire management systems to ensure effective and safe operations.
- Ensuring that any outstanding maintenance tasks are completed before the building reopens.
- Servicing and cleaning of dishwashers.

## *Social Distancing*

- Signage remains in place to promote social distancing at reception, tea-points, common room, toilets, lifts, and stairs.
- Removal of hot desking facilities in shared areas.
- Removal of excess furniture in shared spaces.
- Marking off parts of the cycle shelter to allow for social distancing.

## *Hygiene*

- Deep clean of the building on 30th March 2021.
- Reorganisation and clear out of tea-points.
- A temperature monitor has been installed in the reception for use by staff and visitors
- Wall mounted “touch free” hand sanitisers installed throughout the building on all floors and within tower spaces.
- Perspex face guard on reception.
- Purchase of large stocks of PPE (masks and hand sanitiser) for use by staff.
- Disposable paper towel dispensers at all tea-points (removal of tea-towels completely).

## **Risk Assessment**

A risk assessment of shared areas has been drafted and applied across the building to ensure that all reasonable steps have been taken to assess the building and ensure it is safe and hygienic for operations at 20% occupancy. The content in this document has largely been drafted based on the application of this risk assessment.



## **Access and Visitors**

### *Staff Access*

- An Excel sheet will be circulated to all partner organisations to record which staff and visitors are expected the following week and the approximate times of arrival/departure.
- Access to the building will only be granted through the CRI team. Please refer to the procedure on page 8.
- You should not visit the building unless you are approved to do so. CRI will carefully consider who needs to be in the building up to a maximum of 20% of usual occupancy.
- Please note that access cards will not be programmed to work for anyone who is not approved to come to the building.
- Visitors (anyone aside from a staff member) will not be allowed into the building unless CRI receive a notification. CRI will then notify CCI Services that a visitor is expected. If we have not been notified, the visitor will not be allowed to enter the campus.

### *CCI Services Presence*

- CCI Services will have a more limited presence and the main reception desk will close
- A member of the CCI Services facilities team will maintain a daily (M-F) presence for a few hours each day and will be based in the facilities office on the 1st floor.
- You can contact the reception and facilities teams in the usual way by email.
- Cleaning will continue as normal.

## **Masks**

- Masks should be worn at all times outside your office spaces and when circulating around the building, except when eating or drinking. Standard masks (pictured below) will be available for all users of the building, free of charge.
- Staff should comply with social distancing guidelines of two metres, or one metre with risk mitigation (e.g. masks on, waiting for others to enter or leave) at entrances/exits, on stairs or any other narrow circulation points, where 2m is not viable.
- CCI Services strongly discourage leisurely use of shared areas i.e. informal meetings between groups. Shared areas should be used for general circulation, access to toilets and tea-points and meeting spaces only. The exception is the common room which is a large enough space to allow for people to eat and drink. Social events such as Wednesday coffee and cake, happy hour and events that were traditionally open to all will not be able to take place until further notice.
- There are no proposed areas of single directional movement, but staff are kindly asked to keep to the left when using the stairs and exercise caution whenever circulating in close proximity to others.

## Cleaning Materials

If you wish to carry out additional cleaning of spaces that you use in the building, cleaning materials (disposable paper towels, cloths, disinfectant, soap) can be requested at any time from the facilities team, 1<sup>st</sup> floor.

## Additional Cleaning

More intensive cleaning will take place overnight each day and a cleaner will be present throughout normal office hours (09:00 – 17:00, Monday-Friday) to pay more attention to ‘high touch’ areas. CCI Services will monitor cleaning standards more closely and carry out regular inspections each day.

## Internal Glass Doors

All internal glass doors will be open between 8am – 6pm so that door handles do not need to be touched. CCI Services will open and close these doors. In the event of a fire, CCI Services, assisted by fire wardens, will close all internal doors once staff have evacuated their office spaces.

## Meeting Rooms

Use of meeting rooms should be prioritised for single-use video conferencing. Face-to-face meetings should be avoided wherever possible. Meeting room occupancy will be limited, as follows:

No.	Name	Max occupancy
-	Manatee	8
1.25a	Main Seminar room (left side)	4
1.25b	Main Seminar room (right side)	Closed for storage
1.36	Quercus	2
1.39	Baobab	2
1.41	Ginkgo	2
2.48	Berta Caceres	3
2.49	Weston Seminar room	8
2.50	Jane Goodall	1
2.51	Salim Ali	2
2.53	Wangari Maathai	2
2.54	Rachel Carson	1
3.40	Zappa	2
3.41	Gecko	4
3.42	Pangolin	2

In order to avoid unnecessary touching of tablets outside meeting rooms, tablets will be switched off outside meeting rooms and you will not need to check in and out until further notice. If you wish, you can also control your meeting room bookings using the [Cloudbooking App](#) on your smartphone.



## **Tea-Points and Common Room**

- Tea-points will operate a one-in-one-out system, except the Common room.
- In the Common room, there will be two coffee machines in operation and one-way movement encouraged around the kitchen area.
- Making a 'round' of drinks for the team should stop. Everyone should make their own drinks adhering to strict cleaning and hygiene practices.
- Fridges will be cleaned regularly.
- A selection of disposable cups will be made available for use who wish to use them. However, we strongly advise that you reuse your own cups.
- Dishwashers should be operated on the intensive setting at higher temperatures.

## **Toilets**

We advise the use of accessible toilets which enable effective social distancing and single use. However, the main toilets will also be open. A process will be put in place to ensure only one person uses the toilet at any one time. The external toilet doors will be propped open. The internal doors will have signage applied to indicate when in use.

## **Printing**

All printers in the building have been re-programmed to be 'touch-free' when collecting your printing. Swipe your card, as usual, and printing will be automatically released – you will not need to manually release it. After inactivity of 40 seconds, you will automatically be logged out. If you wish to logout immediately, you will have to do so using the screen. Scanning and copying will need to be carried out as before.

## **Post**

Only one individual per organisation to bring post to the post room, once each day. This room will otherwise be unavailable for use by staff, except CCI Services. Please avoid having personal items delivered to the building.

## **Library**

The library will initially be closed and but requests for services can be made to the Library Manager ([lizzie.sparrow@cciservices.co.uk](mailto:lizzie.sparrow@cciservices.co.uk)). Publications will be made available on request.

## **Showers**

Showers will be open, but access can only be granted by collecting a dedicated card at reception. Only two people will be allowed access at any one time. Additional cleaning will be provided. No personal items should be left in the shower areas after use. Checks will occasionally be made, and items will be disposed of if left overnight.

## Windows

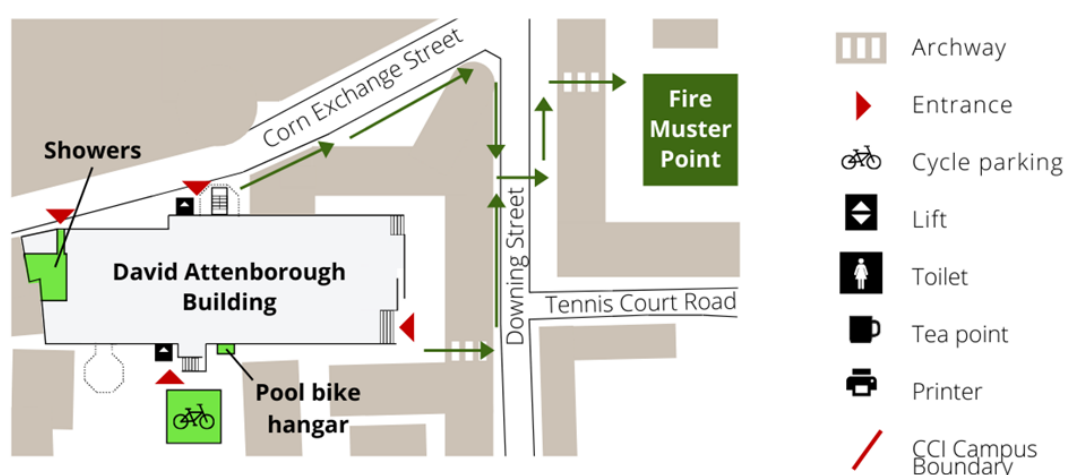
At the time of writing, efforts are being made to extend the manual override period so that the windows remain open all day (rather than shut within one hour). They can still be closed manually if desired.

## Courtyards

These will be open but with less furniture to ensure effective social distancing. As with all shared areas, masks should be worn at all times, except when eating or drinking.

## Fire Evacuation

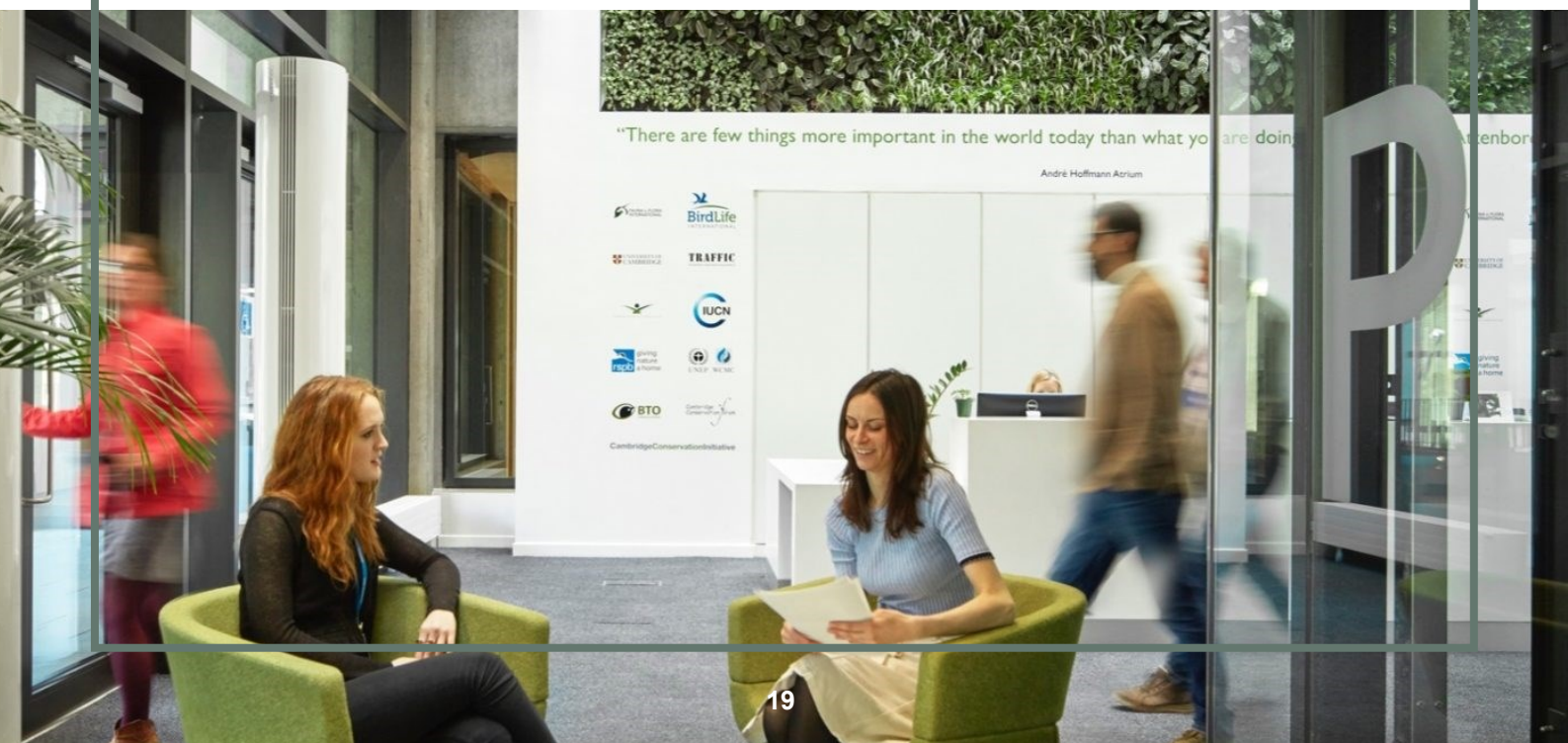
The procedures for fire alarms are unchanged. During an evacuation please ignore any one-way systems in place if necessary and use your nearest exit. During an evacuation you may also forgo the 2 metre distance rule if it is necessary to expedite evacuation. Staff should leave the building by the nearest available exit and proceed to the Fire Muster Point on the Downing Street site lawn, as indicated in the map. Once outside at the assembly point, please resume social distancing.





# COMMUNICATIONS

Contact	E-Mail
Carmyn de Jonge <i>Conservation Research Institute Administrator</i>	admin@conservation.cam.ac.uk 01223 760 559
Hawa Newell-Sydique <i>Research and Communications Manager</i>	hma33@cam.ac.uk 01223 333 389
David Coomes <i>Conservation Research Institute Director</i>	director@conservation.cam.ac.uk dac18@cam.ac.uk
<i>CCI Services Reception</i>	reception@cciservices.co.uk 01223 331299
<i>CCI Services Facilities Team</i>	facilities@cciservices.co.uk
Matt Clark	matt.clarke@cciservices.co.uk
Tim Balzotti	timothe.balzotti@cciservices.co.uk
<i>Addenbrooke's Hospital Occupational Health</i>	01223 216767 (8.30am to 4.30pm Monday to Thursday)







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