



UNIVERSITY OF
CAMBRIDGE

Conservation Research Institute



University of Cambridge Conservation Research Institute

RETURN TO THE DAVID ATTENBOROUGH BUILDING

V.1 September 2020

TABLE OF CONTENTS

Return to the Workplace	3
Introduction	4
Key Principles	5
New Behaviour and Culture at the DAB	6
The Conservation Research Institute Space.....	7
CRI: Shared Space	8
CRI: Face Coverings	9
CRI: Hygiene.....	10
CRI: Procedure if you develop COVID-19 Symptoms.....	11
CCI Campus: The David Attenborough Building	13
CCI Campus	14
Communications	20





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 3rd September (8am—6pm). The DAB will be open for Heads of Groups from the 7th September and all CRI staff from the 14th September. This means that CCI Services will provide its usual support functions, the shared areas will be accessible, and offices are able to re-open at a 20% capacity. Staff access cards will not be activated until discussions are held with managers.

Completion of Pack

Steps do be completed before returning to work:

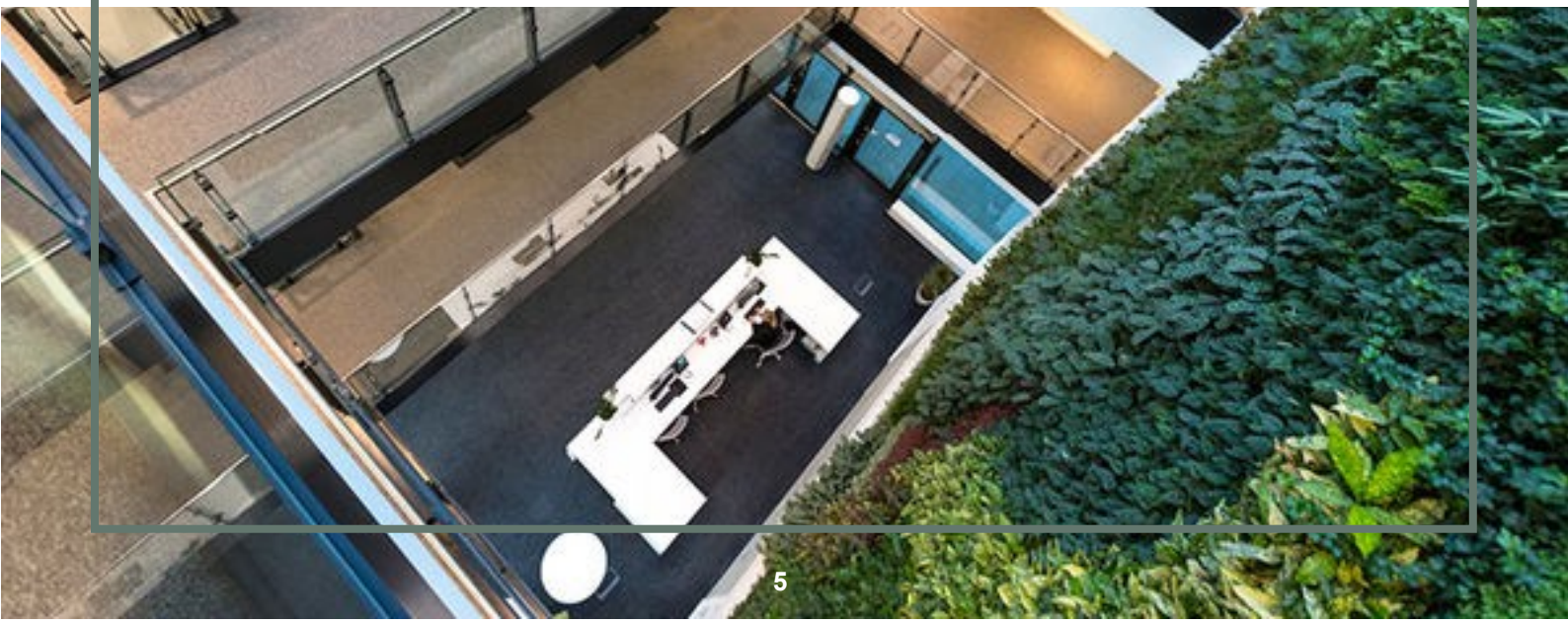
1. Read (this) *Return to DAB* booklet thoroughly.
2. Hold *Return to Work* conversation with manager
3. Complete risk assessment and return to the Head of Department—this is only for departments where this is a part of the RTW procedure.
4. Complete *Return to DAB* questionnaire—where you will agree to adhere to COVID-safety guidelines. Your card access to the DAB will be reinstated.
www.surveymonkey.co.uk/r/33XSR6L
5. Inform the designated person in your team when you would like to return to work.

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 recently relaxed 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.
- Social distancing is the fundamental protection mechanism used to ensure the safety of all staff.
- The University expects all staff, students and visitors to wear a face covering inside University spaces where it is not possible to maintain social distancing of at least two metres. These coverings protect others from the wearer.
- 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.



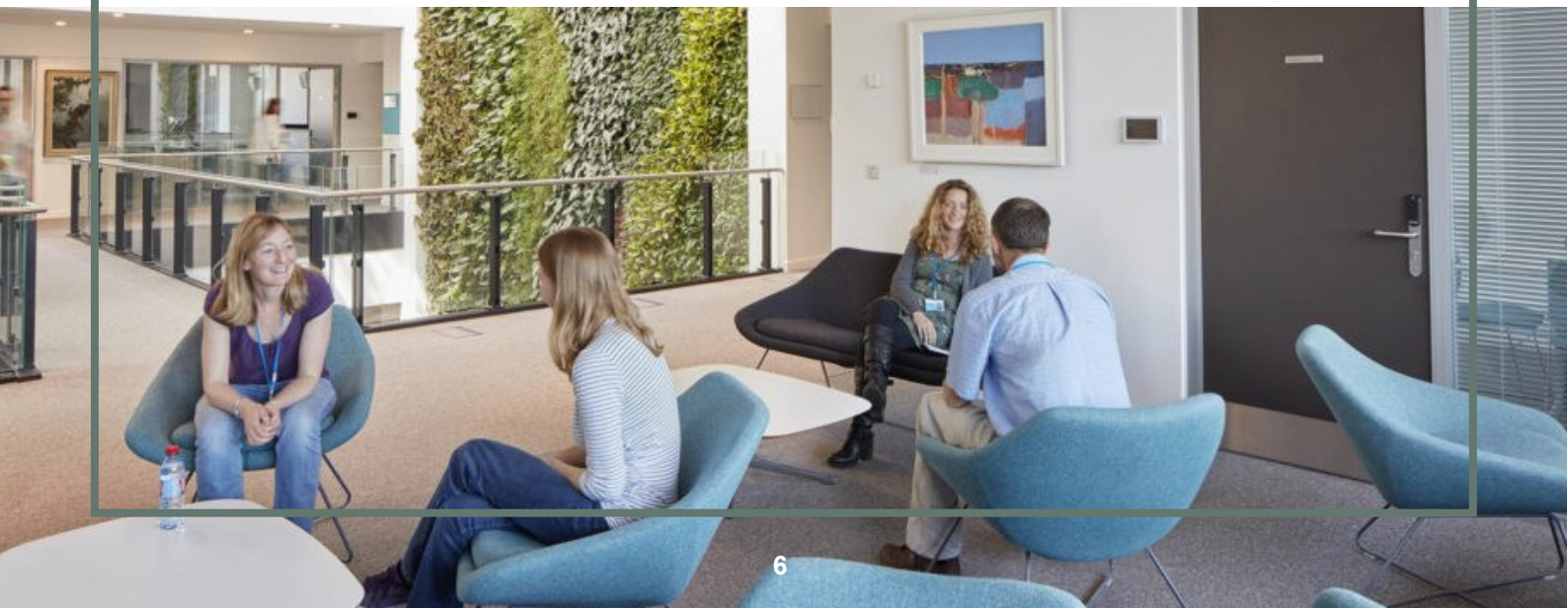
NEW BEHAVIOUR AND CULTURE AT THE DAB

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 therefore 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, facilities within the CCI Campus, new cleaning protocols, the change of occupancy levels and updated emergency procedures that adhere to new COVID-19 guidelines.

CRI Preparation Measures

- Signage throughout the CRI space outlining maximum occupancy, social distancing, hand washing and one-way systems.
- Automatic hand sanitiser placed throughout the space.
- Cleaning materials such as antibacterial wipes and spray will be made available to staff to wipe down surfaces and additional cleaning.
- Limited supply of face coverings and non-alcoholic hand sanitiser available to staff on request.
- Toilets will have sanitisation stations provided, which should be used before entering the facility and to wipe door handles and taps. Hand-washing should continue.

General Guidelines

- Adopt a clean desk policy so that only IT equipment remains on the desk overnight. Desks cannot be cleaned effectively if left cluttered.
- Consider all building users and ensure high standards of personal, office (desk) and shared area hygiene, including regular handwashing.
- Clean down desks each day after use, in addition to that provided by the cleaners (materials also available from CCI Services facilities team).
- 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 unnecessary circulation around the CRI space and building.
- 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), Hawa Newell-Sydney (hma33@cam.ac.uk) and David Coomes (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, 3rd 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

You will be offered a choice between tests at one of two locations:

- S2 Testing Pods, Addenbrooke's Hospital – 8.30am to 5pm, Monday to Thursday, and 8.30am to 1pm on 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. [Map and access information for Addenbrooke's S2 Testing Pods location \(PDF\)](#)
- Dyson Building, Department of Engineering, Fen Causeway entrance – 8.30am to 2.45pm, Monday to Thursday. Accessible by car, or bike/foot while wearing a mask. [Map and access information for Engineering's Dyson Building location \(PDF\)](#)

If you develop symptoms after 1pm on Friday, or any time between Saturday and Sunday, or cannot access either of these two locations, you can arrange a test at an alternative location using the [NHS website](#).

More information on University staff testing can be found here:

universityofcambridgecloud.sharepoint.com/sites/COVIDRecovery/SitePages/Testing-staff-for-COVID-19.aspx

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

The CCI Campus will re-open on 3rd September. 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. The guidance primarily concerns access to the building and the use of shared areas.

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.
- Redecoration of some shared areas e.g. toilets, tea-points, reception
- Servicing and cleaning of dishwashers

Social Distancing

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

Hygiene

- Deep clean of the building.
- Reorganisation and clear out of tea-points.
- 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. It will be available to download on The Hive from 3rd September 2020.

Access and Visitors

Staff Access

- Access to the building will need to be granted by CRI. You will be made aware of the individual/s who are able to grant you access.
- 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.

Visitors, Cleaners and Contractors

- Staff should only invite visitors if it is really essential to do so and all reasonable measures (video-conferencing etc.) have been first explored.
- Heads of Groups must include visitors on their weekly occupants lists and inform admin@conservation.cam.ac.uk.
- Visitors (anyone aside from a staff member) will not be allowed into the building unless CCI Services receive a notification from CRI that they are expected.
- If CCI Services have not been notified, the visitor will not be allowed to enter the campus.
- Visitors will be asked to confirm that they are feeling well / have not had coronavirus and will be expected to wear a mask at all times. There will be no visitor book at reception.
- Attention should be paid to stagger arrival/departure times and keep occupancy below 20% of usual.
- Any revisions to the list will need to be re-submitted to reception, as required.
- Note: Fire wardens should be highlighted so that CCI Services can plan appropriate evacuation procedures each day.



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.
- Only one person should use a lift at any one time.

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, e.g. entrance doors, lifts, stair rails, tea-point surfaces, toilets, taps, sinks, door handles, desks, phones, photocopiers, window operating buttons, cupboard handles, meeting room light switches, meeting room equipment, shared area tables, bins etc.

CCI Services will monitor cleaning standards more closely and carry out regular inspections each day.

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, 1st floor.

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

If you have an outstanding meeting room booking that exceeds the numbers above, it will not be possible for it to go ahead, unless it is agreed that the current proposed measures are relaxed. 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. The schedule of meeting bookings will be carefully tracked each day to ensure that regular cleaning of meeting spaces takes place. Users of meeting rooms will be asked to wipe down surfaces after use (cleaning materials will be provided in the room).

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 fewer 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 daily. Anything left overnight aside from milk will be disposed of.
- 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. Printers will be intensively cleaned each day and hand sanitiser made available in order to wipe down the screen.

Post

Only one individual per organisation to bring post to the post room, once each day, by 3pm. This room will otherwise be unavailable for use by staff, except CCI Services. Please try to 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). Publications will be made available on request.

Showers

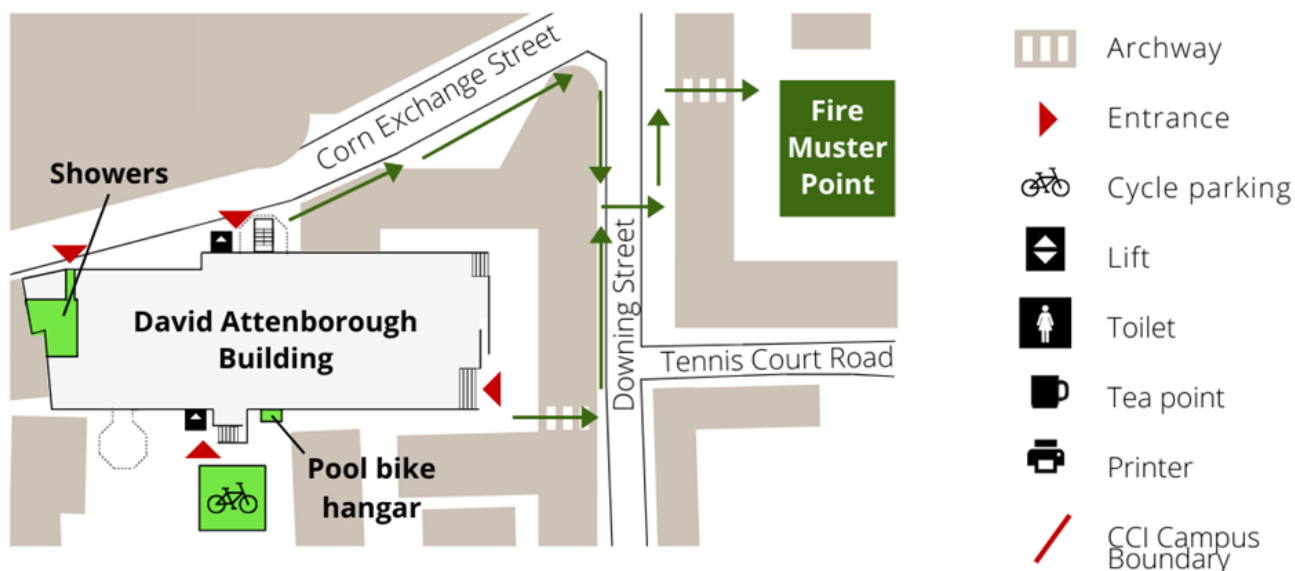
Showers will be open, but access can only be granted by collecting a dedicated card at reception. Only two people will be allowed access at any one time. Additional cleaning will be provided. No personal items should be left in the shower areas after use. Checks will occasionally be made, and items will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



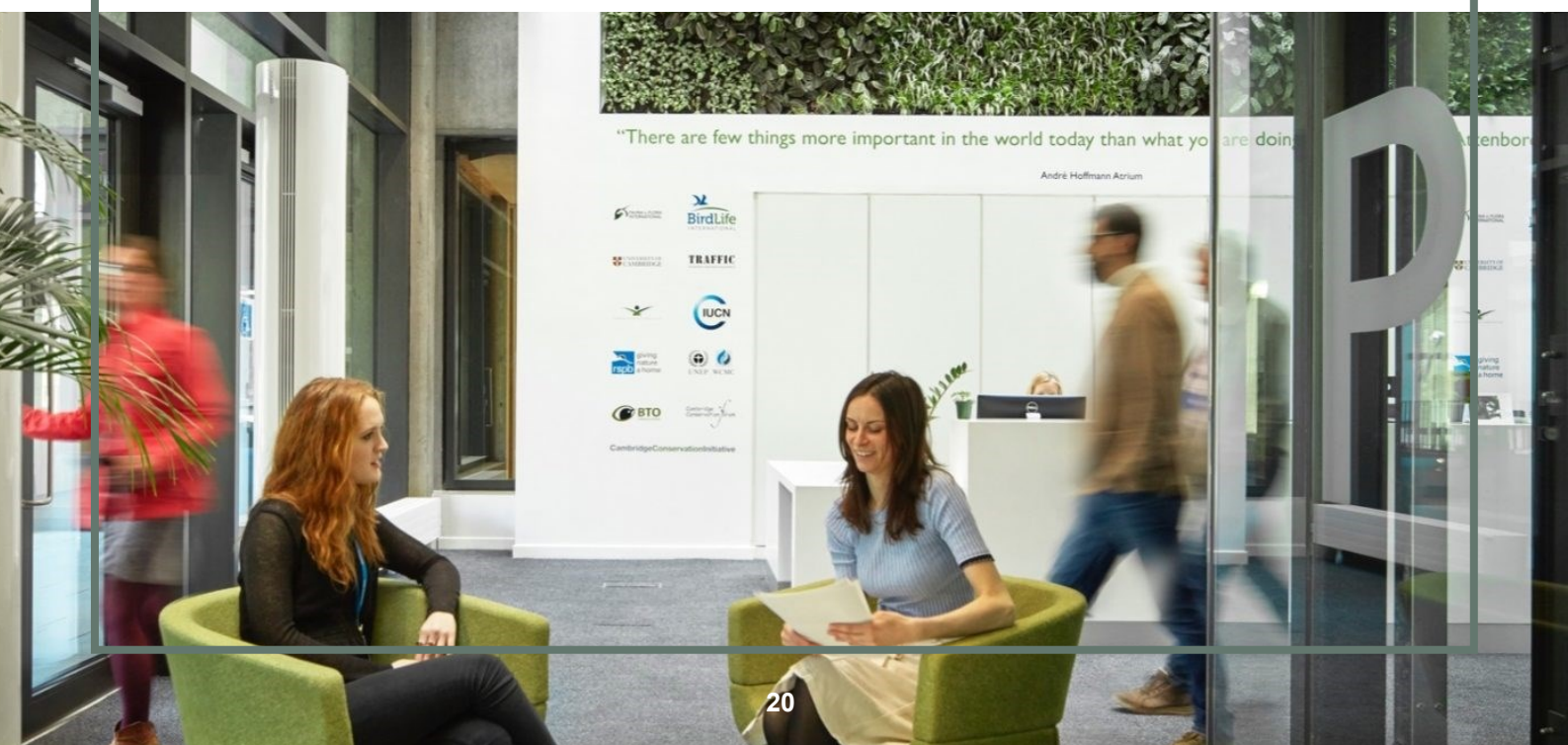
Fire Evacuation

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
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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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