



RETURNING TO WORK ON CAMPUS



HEALTH & SAFETY PRECAUTIONS AGAINST
COVID-19

CONTENTS

Coronavirus and how it is spread	2	Workplace arrangements	5
Returning to work on campus	3	Reducing the risk	7

Over the past number of months we have all had to adapt to a new way of working. The University is now planning for a phased return to the campus over what is likely to be a prolonged period. Our guiding principle in planning a return is to safeguard the health and wellbeing of our staff and students.

The University recognises that some staff may be anxious about returning to work on campus. However, a number of protective measures have been put in place to ensure the health and safety of everyone at Queen's in line with [Public Health guidance](#) on physical distancing, hand hygiene, and controlling the potential spread of COVID-19. These measures have been agreed by Operational Recovery Groups for each School and Directorate in conjunction with the University's comprehensive [Risk Assessment](#) for returning to work on campus.

This guide outlines the steps taken by the University to manage your return to work, and explains the important role staff must play in helping to maintain a safe working environment.



CORONAVIRUS AND HOW IT IS SPREAD

Coronaviruses are a large family of viruses which may cause illness in animals or humans. People can catch COVID-19 from others who have the virus.

The disease spreads primarily from person to person through small droplets from the nose or mouth, which are expelled when a person with COVID-19 coughs, sneezes or speaks.

These droplets are relatively heavy, do not travel far and quickly sink to the ground.

People can catch COVID-19 if they breathe in these droplets from a person infected with the virus or through transfer from a contaminated surface to the mouth, nose or eyes.





RETURNING TO WORK ON CAMPUS: SAFETY GUIDANCE

When will I return to work on campus?

The University is implementing a phased return to work on campus for all staff, which will be carefully managed according to nature of work and ability to work from home.

You should only return to work on campus, following a discussion with your line manager, if you are well and if you or a member of your household have not been advised to self-isolate.

For up-to-date and detailed information on the conditions in which staff may return to campus, please see the University's [COVID-19 FAQs](#), based on current [Public Health Agency](#) guidelines.

Lateral Flow Device Tests

All staff and students returning to Campus to undertake duties must ensure that they have undertaken a Lateral Flow Test, with a negative result, before undertaking these duties. If staff are attending the work place regularly, they should arrange to undertake regular LFD testing (3-7 days apart).

For activities which will require staff working together in close proximity (less than 2m physical distance), a LFD test may be requested as part of the risk assessment for all participants beforehand. Individuals are strongly encouraged to undertake testing in these circumstances. Alternative arrangements should be made if individuals are unable to take the LFD test.

You should not return to work on campus if you:

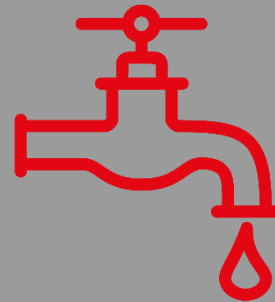
- Are suffering from a temperature – this means you feel hot to touch on your chest or back (you do not need to measure your temperature).
- Have a new, continuous cough – this means coughing frequently for more than an hour, or if you experience three or more coughing episodes in 24 hours. If you have a pre-existing persistent cough, it may be worse than usual.
- Experience Anosmia: the loss of or a change in your normal sense of smell (it can also affect your sense of taste).
- Have experienced any of these symptoms in the previous seven days.
- Have been diagnosed with COVID-19 (until you are advised it is safe to return to work).
- Are awaiting COVID-19 test results.
- Have been advised to self-isolate.



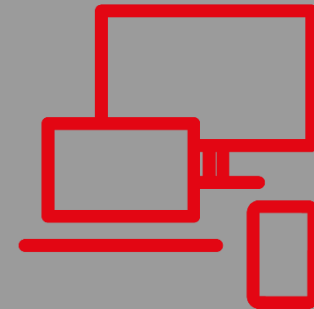
Do not come to work if you or someone you live with has symptoms



Maintain distancing measures



Wash your hands regularly and well



Sanitise your workstation

WORKPLACE ARRANGEMENTS



Upon your return to work on campus, you will notice a number of changes to your workplace. The University has installed a range of protective measures to ensure that the campus remains a safe and welcoming place to work and study.

Distancing Measures

Your Line Manager will brief you on the distancing measures that have been put in place in your workplace. These may include: separated workstations, perspex screens, one-way circulation systems, designated up/down stairs, passing places, and in/out doors. Due to the confined nature of lifts and some toilets, these facilities are restricted to single occupancy to ensure distancing can be maintained. Where physical distancing cannot be maintained, additional control measures will be introduced.

Cleaning and Sanitising

Hand sanitising stations have been placed on access and egress routes. These may be supplemented by stand-alone sanitising stations where applicable. The workplace will be cleaned and sanitised on a regular basis, particularly frequent contact surfaces such as door handles and bannisters. Waste will be collected and bins will be emptied on a regular basis.

Rota and Team Working

In order to maintain distancing in the workplace you may be asked to work a rota pattern. This could involve varied start and finish times. You may also be asked to work within a particular team to restrict the number of fellow staff members you come into contact with during the working day. Due to the possibility of reduced numbers of staff on site, no high risk lone working is permitted. The University's Lone Working Policy can be consulted at www.qub.ac.uk/safety.

Some areas of work on campus, such as Security, Childcare and Research, require staff to work in close proximity to others. In this case your line manager will explain the safety measures and protocols that need to be followed.

Personal Protective Equipment and Face Coverings

The University will provide all staff and students with face coverings. Staff will be asked to wear a face covering as necessary in accordance with [relevant health guidelines](#) that may be in place at the time. Personal protective equipment such as respirators, face shields, and gloves are not required unless they are normally worn and are stated in the risk assessment. Where you already use PPE as part of your work, you should continue to do so.

First Aid

During the pandemic, First Aid will be delivered by Security and other nominated First Aiders. Specific guidance and appropriate protective equipment will be provided to First Aiders to ensure their safety and to minimise the opportunity for the spread of COVID-19.

Fire Evacuation

Fire evacuation will continue to be a critical area of safety that will be maintained. Premises Fire Officers and Estates have put measures in place to ensure evacuations can be achieved as safely as possible.

In the event of an emergency, it is not compulsory to maintain distancing measures. One-way systems may also be disregarded if necessary to evacuate safely. All fire escape routes and exits will operate as normal. When evacuating University premises, avoid touching any unnecessary surfaces. Once at the Fire Assembly point physical distancing should be adhered to, even among staff who share a workplace.

Continue this distancing until you are back in your workplace. If suitable distancing measures cannot be maintained at certain fire assembly points, a crowd dispersal procedure can be implemented by the evacuation team.

Detailed information concerning fire evacuation procedures can be found on [Safety Service's dedicated COVID-19 page](#).

REDUCING THE RISK OF SPREADING CORONAVIRUS

The success of the University's protective arrangements also relies on effective teamwork and co-operation from all staff and students.

Good Hand Hygiene

Staff should wash their hands for 20 seconds before and after work and on a regular basis throughout the day. It is also important to dry your hands properly, and any cuts on the skin should be covered. Gel sanitisers should be used in any area where washing facilities are not readily available.

In the Workplace

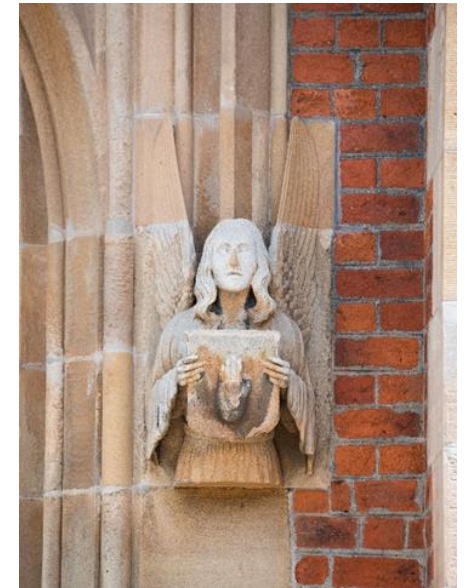
Distancing measures should be respected at all times. Consider bringing your own lunch to work to avoid the need to visit shops or food outlets and, if possible, eat at your desk. Hot-desking is to be avoided where possible. Telephones, keyboards, iPads, and other similar items should not be shared. Clean your workspace as you go – wipe down your desk frequently during each working day. Other commonly touched surfaces such as equipment controls, printers, keypads, and handles should be cleaned regularly.

Transport

Avoid travelling by Public Transport if possible. If this is unavoidable, please follow the [current guidance](#) on face coverings and protection. Use of University car parks is permissible as long as space is available during the initial phases of returning to work.

Structuring Your Day

To minimise your contact with others during the day, use remote meeting tools instead of face-to-face meetings, do not invite visitors onto campus for meetings, and consider deferring tasks that require you to come into close contact with others. Stay in touch with colleagues who share your working space and discuss access arrangements with them regularly in order to minimise direct contact. Minimise your geographical footprint to as small an area as possible: ideally you should avoid moving between buildings for coffee breaks, meetings, or lunch. Distancing should also be maintained in break-out areas and social spaces.





To help safeguard the health of everyone at Queen's:

- Adhere to distancing and hygiene advice
- Adapt working patterns where necessary
- Maintain a clean workspace
- Stay at home if you experience COVID-19 symptoms or have been advised to self-isolate

Additional Support and Information

Any queries should be directed in the first instance to your Line Manager. Additional information can be found on the University's dedicated [Coronavirus \(COVID-19\) website](#) and the [Public Health Agency's COVID-19 guidance](#).

For more guidance and advice on returning to work, please visit our [interactive supplementary Health & Safety guide](#).