

# RETURNING TO CAMPUS

## A GUIDE FOR STAFF



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.

Below you can find some useful advice to help ensure that we all do as much as we can to support everyone's safety and wellbeing as much as possible.

### DO



Keep your desk clear. This will mean that proper cleaning and sanitising can take place.



Wash your hands regularly, especially on starting and finishing work, after trips to the toilet and when returning to your desk from other locations.



Ensure you follow social distancing guidelines at all times. Politely asking people to conform with social distancing when they are not doing so is ok.



Talk to your line manager if you are struggling. There is a lot of [support available](#).



Report any symptoms you may have to your line manager, remain at home and self-isolate for 7 days. If you live with someone who has symptoms, then you should work from home for 14 days in line with current advice and guidance.



Comply with any signage and any floor markings in place.



Only use printers for essential printing. Please ensure you sanitise the control pad before and after use with the wipes that will be provided.



Familiarise yourself with the risk assessment from your School/Directorate/Centre/Institute. This is available from your line manager.

# DON'T



Don't touch your face or bite your nails.



Don't use meeting rooms for face to face meetings (all meetings should continue to be held online, where possible).



Don't congregate in kitchens or in communal/breakout areas.



Don't hot desk or desk share, where possible. Try to only use the desk allocated to you.



Don't share a lift with others.



Don't use desk fans as this may increase the risk of any respiratory droplets to be dispersed around your workspace.

This guide has been issued by University Safety Service

Level 1, Administration Building, Belfast, BT7 1NN

Email: [safety@qub.ac.uk](mailto:safety@qub.ac.uk)



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