# **School of Physics and Astronomy**

# **Guidance for staff returning to work post Covid-19 Lockdown**

## Before Returning to Campus

* All staff must familiarise themselves with the [Queen Mary steps to return to campus](https://www.qmul.ac.uk/coronavirus/guidance-for-staff/5-essential-steps-for-staff-returning-to-campus/)
* All staff must complete the Covid-19 Individual Risk Assessment prior to returning to work and provide their Covid-Age in the form [here](https://forms.office.com/Pages/ResponsePage.aspx?id=kfCdVhOw40CG7r2cueJYFIW6HiyOtZtFsBOqTiCOUMZUMDBJSTRZSjkwUktPMk1YRFdQT1VSU0ZRUC4u).
* Where staff are high risk or identify additional risks in their Individual Risk Assessment they will need to discuss with their line manager and will require an appointment with Occupational Health.
* Staff will also need to complete and return the [security checklist](http://qm-web.estates.qmul.ac.uk/media/estates-and-facilities-intranet/directorate-support/Return-to-Campus---Security-Checklist-2020.pdf) to mile-end-security@qmul.ac.uk

## Travel to and from Work

* Staff are advised to consider the additional Covid-19 risks when travelling to and from the campus by public transport.
* Where possible staff should use alternative methods to public transport to reach the campus. If this is not possible, then staff should try to travel outside of peak times.

## Movement around G.O. Jones

* The G.O. Jones Building will be using a one-way system. The central stair case (next to the lifts) should only be used to go upwards\*
* When staff need to go down the stairs then they should use the outer staircases. Full details of the building plans are attached to the bottom of this Guidance.
* Face coverings are required when users move from the room into the corridor and other communal spaces (toilets, lifts).
* Face coverings are optional when seated at the desk

\*The exception to this is between the Lower Ground-Ground and 6th-7th floors. Staff must ensure they adhere to social distancing measures when using the staircase between these floors.

## Kitchen Areas

* Kitchen areas will become single occupancy on any floor where they are present.
* Food and drink can be consumed in the room but users must not share food, drink or utensils with each other.
* Users must dispose of food items and utensils themselves immediately and wash up and dry them in the adjacent kitchenette. When moving to the kitchenette, users must take items within a robust box or container to prevent spillages.
* Users should not store food items in fridges wherever possible, and where food is stored in the fridge ensure it is removed at the end of the day.

## Toilets

* Where possible staff should use single occupancy toilets on their floor.
* Where there are multiple cubicles in a shared toilet area, only one person should use the toilet at a time to ensure social distancing.
* Staff must ensure they wash their hands and use hand-sanitiser when using the toilet. They should report any missing soap or sanitiser to eaf-helpdesk@qmul.ac.uk

## Single Occupancy Offices

* Those staff within single occupancy offices will must ensure that they keep to their own work spaces.
* Staff should ensure that they regularly wash their hands and use hand sanitiser. They should also wipe down their office space. Appropriate supplies can be collected from Stores.
* Staff should not spend time unnecessary time in communal areas, and should following all guidelines relating to movement around the building.
* Staff should not allow other colleagues or students into their offices unless appropriate risk assessments and social distancing measures have been confirmed with the School Manager.

## Multiple Occupancy Offices

## Those working within multiple occupancy offices will be split into groups to allow access to their work spaces for specific shifts.

## Desks and chairs are allocated and not interchanged with others, unless thoroughly cleaned via fogging and/or wipe down.

* Where Social distancing was not previously possible some furniture will have been repositioned to ensure appropriate distancing measures. This should not be moved.
* Some staff in multiple occupancy offices will be moved to a new space to ensure appropriate social distancing measures remain in place. Where this is the case staff will be contacted in advance.
* Maximum occupancy will be placed on signs on the door to each room, and staff/students will be provided with details of which group they will be in prior to their being allowed to return to campus.
* Staff must ensure adequate ventilation in multi-occupancy offices by opening windows to ensure continued air circulation.

## General Information

* Signs have been posted within the G.O. Jones Building and across campus and staff must continue to adhere to current campus social distancing rules.
* Staff must only be present in those areas where they are required to work, and must ensure the use of personal protective equipment, sanitizers and cleaning practices provided.
* Failure to adhere to these practices will mean that staff are no longer allowed on site.
* For specific research work maximum numbers of staff per room have been allocated. These can be found in the attached Room Specific Guidelines (for G.O. Jones).
* Staff should avoid using the lifts where possible. Where it is necessary to use the lifts then only one person should be in the lift at any one time.
* The G.O. Jones Museum has been designated a break-out area. Staff must ensure that only one person is sitting per table, and use the sinks and sanitisers to clean the spaces before and after use.

## Deliveries

* Deliveries should only be arranged in consultation with the Finance Manager.
* On arrival delivery drivers should telephone the Finance Manager.
* Collection of deliveries from Stores should take place using the shutter within the Stores.

## Health and Safety

* Prior to commencing any work in labs staff must undertake a socially distanced induction with the lab manager or PI.
* All Security Staff are first-aid trained, and should there be any emergency then security should be called on **020 7882 3333.**
* Due to the additional risk caused by social distancing then all staff must follow the lone working procedures outlined for their work area, and ensure they are adhering to the buddy system.
* All incidents need to be reported using the MySafety application. Guidance can be found [here](http://www.hsd.qmul.ac.uk/a-z/-mysafety---online-health-and-safety-management-system/).

## Supervision

* Where individuals are undertaking research work they must be either appropriately senior or be under the supervision of a senior member of staff.

## Sickness

* Where a member of staff feels unwell and presents any symptoms of Covid-19 they should immediately inform the School Manager and ensure they follow guidance provided by Public Health England. Staff in this situation should NOT travel to campus nor work on site.

## Additional Guidance

* All staff need to ensure that they are compliant with guidance provided in the Physics and Astronomy Risk assessment and attached documents.
* Additional guidance from Queen Mary can be found [here.](http://www.hsd.qmul.ac.uk/covid-19-secure-procedures/)

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