

Returning to University – Staff Quick Guide – HSD208M



DO



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



Only use printers for essential printing. Please ensure you sanitise the control panel after use with the wipes provided.



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. University staff Counselling and Occupational Health are ready to help when you need them.



Report any symptoms you have to your line manager. Stay at home and self isolate for 7 days or until you have a clear test. These can be conducted at University test centres.



Familiarise yourself with your institution's risk assessments for returning to work during COVID-19, which should be available in your department. Also read your institution's return to work pack. If you require any other information, contact your Departmental Safety Officer, look on the Safety Office 'SafeSpace Team' webpage or University COVID-19 pages.



Comply with all signage and floor markings.



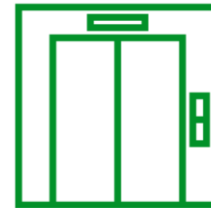
Wash your hands regularly and dry with paper towels. Especially after:-

- Using the toilet
- Eating and drinking
- Entering the workplace

DON'T



Touch your face or bite nails. If you do, wash your hands.



Share a lift with others.



Hot desk or desk share. Please ensure you only use the desk allocated to you.



Congregate in kitchenettes and break out areas. Always sanitise hand-touch points after using shared kitchen equipment.



Use meeting rooms for face to face meetings. (All meetings should continue to be held on line.)



Use desk fans as this may increase the risk of any respiratory droplets being dispersed around your workplace - unless in single occupancy space.



Share eating and drinking utensils.