

Corpus Christi College

Covid 19 Secure – Returning to Work

Things you need to know and what you must do

Introduction

Many things will have changed since we last all came to work – this includes how we will be doing things when you do come back into College to commence work. This document is designed to inform you of those changes and tell you how they will work and **what you must do**. Complying with this document (including in spirit as well as with the written word) is mandatory. Deliberate breaches of what it says will put the health of you and others at risk. Hence, depending on the seriousness of any breaches they may be considered disciplinary offences and be treated as such. Therefore, please read this carefully before returning to work and be prepared to comply with everything in here. This will make Corpus Christi College a safe place to work for you and everyone else. Thank you for helping everybody remain well and safe at work.

This document complies with the existing Government advice but may be changed as circumstance of the Coronavirus crisis develop.

This document is for general work patterns only. Specific guidance will be given to you by your manager as to specific needs of your work environment.

Pre-Return Medical questionnaire

You are required to complete the questionnaire at the back of this document concerning your health in relation to Covid 19 before returning to work. Your signature on that form also confirms that you have read, understood and will abide by any measures put in place to protect the College community from Covid 19. This includes but is not limited to the paragraphs below.

Wash / Sanitise your Hands

Frequently and regularly in accordance with Government guidelines.

Travelling to and From Work

Government advice is currently to avoid using public transport such as buses and trains wherever possible. This may not be possible for all of you – however if you can walk or cycle to work this is much safer for you at this time – if you travel from inside the ring road please use this as the way of getting to work if you can. If you drive or can be dropped off by a family member then this also reduces the exposure to other people on buses and trains. You may elect to park at one of the City Park and Ride (P&R) sites and walk or cycle from there. If you want to use the P&R sites then College will be prepared to loan you the money (interest free) to purchase a quarterly or annual parking season ticket to these sites which will keep parking costs down to £25 per month (slightly more for the quarterly ticket). It may be possible for a limited number of staff to use our properties at Banbury Road and Iffley road to park at and then walk or cycle from there - for this option please consult the Domestic Bursar in advance as there are a very small number of spaces.

College is currently examining a loan scheme (in addition to the one above for P&R permits) to allow you to purchase a bike (including electric bikes) to commute to work on. This would include the costs of purchasing lights, cycle helmet and hi-viz vest as part of the package. This could include folding bikes for those using the P&R sites from above. More details will be published as soon as they are known.

You may be asked to arrive at work at slightly different times to reduce the number of people entering college at the same time. This change will also be reflected in your finish time so as to balance out.

Arriving at College

When you arrive at College all staff will enter through the Porters Lodge. This also applies to students, visitors, contractors etc. You may need to queue to get in – please don't worry about being late at this point since queues are likely to form and only one person will be permitted into the lodge at a time. A socially distanced queue will form back through the main gate and up towards the Fellows Car Park.

On arrival at the lodge the staff there will record your arrival so that we know who is on site. You may also have your temperature recorded to ascertain that we aren't permitting unwell people onto site. Anyone with a temperature above 38°C will be asked to leave College, return home and self-isolate in line with government guidance. Assuming that your temperature is below 38°C then you may enter College and proceed to work. Please note that a one-way system of moving around College has been introduced and is illustrated on the [map](#) at the back of this document.

Please keep to social distancing rules whenever possible. To that end the following are our principles

One Way System

The one-way system on the back of this document adopts the principle of "keep right" you will see arrows around the place and no-entry signs indicating which way you have to travel so that people don't have to pass within 2m of each other. The pathway around front quad is between the drain and the cobbles. Please stick to this route so that people emerging from doors don't bump into you. If you need to stop at any point step away from the path (e.g. towards the Pelican sundial from front quad) by at least 2m until you are ready to move again and then move into a 2m gap.

Visitors

If you can't manage a meeting by remote means (Zoom, Teams or telephone etc) and you have visitors physically on site then they will be asked to wait to be collected in the centre of front quad (benches are provided). Please collect them promptly as there is limited space for people to wait in this area. It is then your responsibility to brief the visitors on our Covid 19 precautions (from a safe distance) and to ensure that they adhere to the rules.

Doors procedure

Where possible office doors (when occupied) are to be propped open (please do not use Fire Extinguishers for this task)– this increases ventilation and allows people to see if the room is occupied. Typically, visitors to an office / workspace should stop at the threshold and have any discussion from there without entering the office. This may be adapted by providing a marked route / standing space for people to come into offices. External and corridor doors should be approached by adopting the "knock and wait" principle. If you can't see through a door then knock on it. Wait – if there is a response from the other side then retreat to allow the other person out before entering. If no response is heard then open the door and perform a visual check before proceeding.

Some doors – such as changing rooms may have Occupied / Free signs on them. If these signs indicate "occupied" then do not enter and wait in an area where the person in the room can leave safely. If the sign indicates "free" then use the knock and wait rule as above. On entering and leaving these rooms then please change the sign so that others know what is happening.

Passing on Stairs and in corridors

Where it is impossible to avoid passing another person on stairs or in corridors by keeping 2m away then both parties should face the wall (opposite walls) and proceed sideways and back to back to minimise any possible exposure.

Lift

College only has one passenger lift in Lampl Building. Its use should be minimised and then only by one person at a time. In the event that a second person is required to use the lift at the same time then both passengers should face opposite walls to minimise potential exposure. Two people in the lift should be a last resort - If In doubt take the stairs.

Catering

Staff should be aware that catering is currently closed. In the event that kitchens re-open then it is likely that lunch will be a self-service and pre-packaged offering. Queue in the normal location but at 2m intervals – the queue should

extend back though into main Quad and along the Wall toward Morelli. Please only touch items you pick up and take for lunch - do not examine and put back. There will be no plates, cutlery or glasses offered. All packaging should be disposed of in the normal bins. Once you have collected your lunch return to a safe place / your office/ workspace to consume it. No seating areas are open.

Communicating with Colleagues

Wherever possible please do not visit others' offices Use the remote working tools of Microsoft Teams or the telephone or E mail wherever possible. Make as few visits to other areas as you can.

Sharing Items

Wherever possible do not share items such as stationery, keys, screwdrivers or other equipment. In the event that you need to share tools etc then they need to be cleaned both before and after use on every occasion. This includes pens. Do not use others' desks or computers – hot desking is also to be minimised in this manner and the cleaning protocols adhered to.

Cleaning

You may be asked to leave your desk / office / workspace so that the Scout can clean when you are not present. Take some personal responsibility for your own workspace – empty your bins yourself, clean areas you are going to touch such as desks, keyboards and mice etc.

Mugs, cups etc

Scouts will no longer be permitted to do the washing up of cups for others. You will need to look after your own mug, crockery and cutlery – including keeping it clean and out of reach to others.

Workspaces

If you feel that your workspace has not been sufficiently adjusted or changed to make it Covid Secure then please contact your line manager who will have it assessed and any remedial measures taken. It is important that you feel safe at work and we want to make sure that you are. We cannot get around every space and check all angles. Hence please discuss any concerns you have with your manager.

Toilets

When you use toilets and wash your hands please wipe down every surface you have touched before leaving. This keeps the surfaces clean for the next user.

Personal Protective Equipment

While Government advice is that you shouldn't need Personal Protective Equipment (PPE) for general work there may be specific tasks which do require this. Where required you will be instructed by your manager and the PPE will be provided. You may choose to wear a face covering at all times – this is a personal choice and these will not be provided by College. If you do choose to wear one of these then please launder or replace it in line with government guidelines.

First Aid Provision

First aid, if required will be provided as normal. First aiders may wear additional PPE depending on the circumstances and may ask you to self-administer first aid if you are capable of doing so (i.e for minor injuries).

Procedures while working

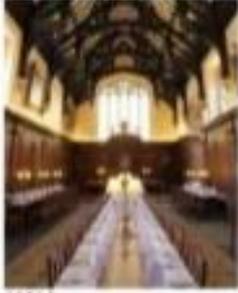
Your Head of Department (HoD) is responsible for any alterations to the way you work within the Department – the above is general guidance for all. Your HoD will be required to brief you on any changes and record that the briefing has happened. Similarly, having done so, you will be required to abide by those changes.



CLOISTERS



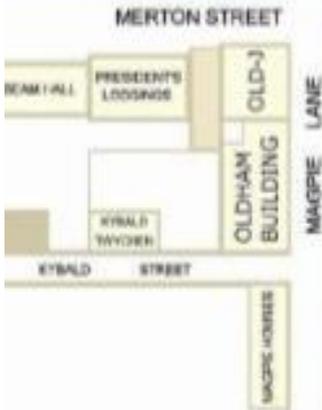
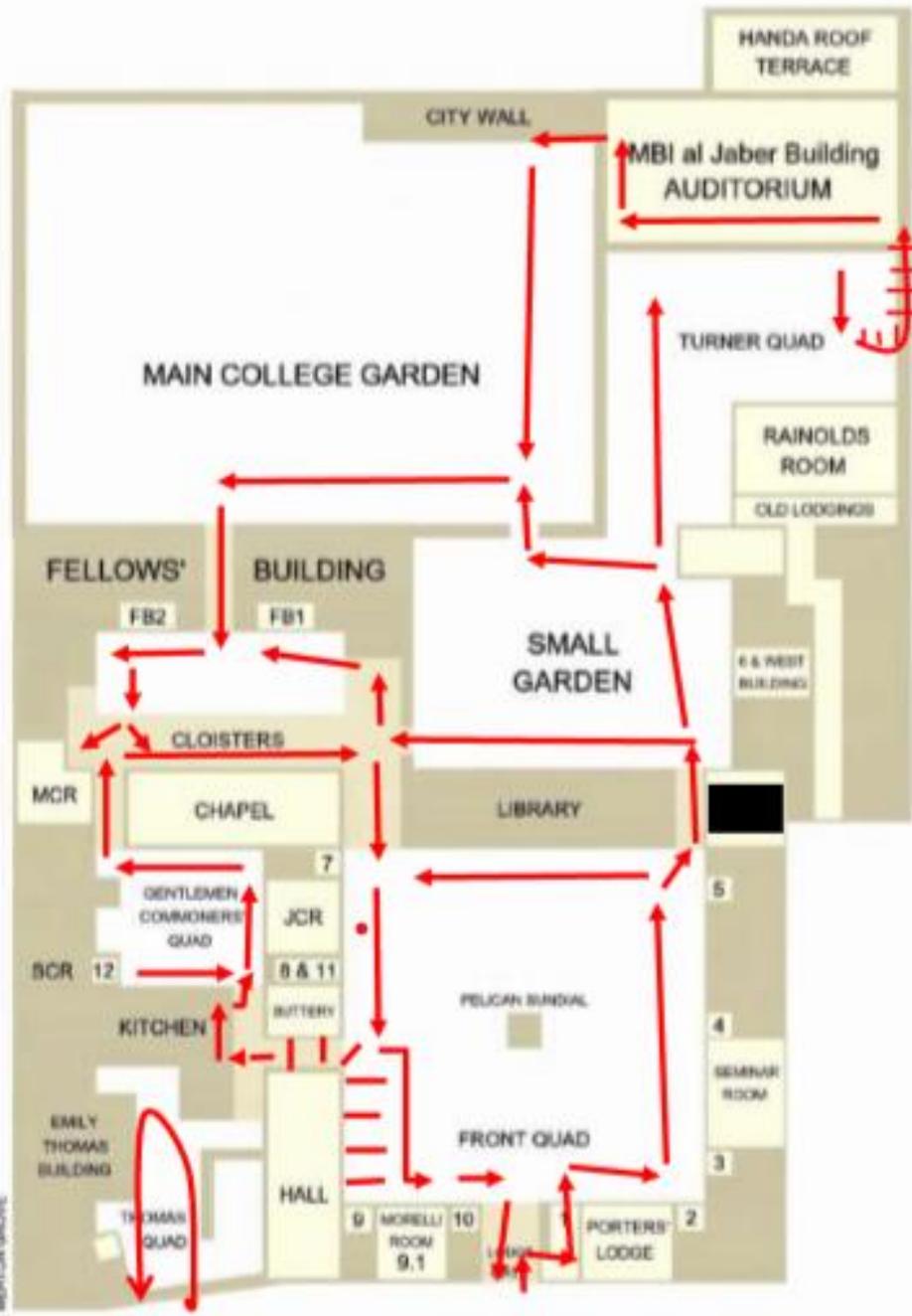
CHAPEL



HALL



FRONT QUAD



Corpus Christi
College Oxford



Covid-19 Pre-Return to Work Declaration for Employees

Please use your own pen when completing this questionnaire. Employees must complete this questionnaire at least on the day prior to returning to work and hand it to the lodge on arrival for your first day's work.

Employee Details	
Name:	
Work area:	
Mobile No:	
Email:	
Date:	

Questionnaire	Yes	No
Do you currently have, or have you ever been diagnosed as having, Covid-19?		
Have you travelled abroad in the last 14 days?		
If yes please state where.		
Have you displayed any symptoms of Covid-19 in the last 14 days, namely fever, high temperature, persistent coughing, breathing difficulties / shortness of breath, and. or loss of taste or smell?		
If yes, which symptom(s) have you displayed		
Do you live in the same household as someone, or have been in close contact with someone, who has displayed symptoms of Covid-19 in the last 14 days or who has a confirmed case of Covid-19?		
If yes, please provide details:		
If you answered Yes to any of the foregoing questions, have you consulted a Doctor or other medical practitioner?		
Have you been advised by a doctor to self-isolate at this time?		
Do you travel alone to your place of work?		

NOTE: When on site, please ensure you follow company policy in respect of Covid-19, to include our on-site standard procedures regarding infection control (e.g. hand washing/hand sanitising, general coughing/sneezing etiquette, etc.). Information supplied in this questionnaire by our employees may be shared with our direct business contacts where you are attending their site for the provision of our services, or where they come into contact with you whilst you are performing your work duties.

I confirm that the above information is accurate to the best of my knowledge:

I also confirm that I have read, understood and will abide by the Return To work document above this form.

Print name: _____

Signature: _____

Date: _____

