

Guidance on safe use of CAS & CSAS Libraries (3rd Floor ARB) - September 2021

The University has been working with the Department for Education, Public Health England and the local council and has drafted guidance on the safe conduct of University activities in Michaelmas Term 2021. This document outlines measures taken by the Faculty to ensure its buildings can be used safely in accordance with that guidance. We in the Libraries, in close collaboration with colleagues in the Facilities Team, have been working hard to ensure that we have measures in place that will allow staff and students to feel as safe as possible as we move into a new phase of the pandemic.

Please be aware that it is impossible for us to mitigate to a degree where the risk of transmission of the Covid virus is nil and we must all work together to ensure that we keep each other safe. Please ensure that at all times you behave in a courteous and collaborative manner. This guidance will remain under review by Library Staff and Facilities Team colleagues.

Please be aware that guidance may need to be changed at short notice. Measures taken by the Libraries:

- We have undertaken risk assessments of shared spaces and conducted additional ventilation risk assessments.
- We have placed signage throughout the building strongly recommending the use of face coverings, particularly whilst moving around the building and in shared spaces.
- We have made sure there are cleaning materials available in the Libraries and that there is hand sanitiser available throughout.
- High-touch surfaces, kitchens and toilets will be cleaned daily by professional cleaning staff.
- We have reviewed the maximum occupancy levels in our Libraries and these will be based on 1m+ social distancing due to the nature of our building and the efficacy of natural ventilation.
- We have turned hand dryers back on in toilets.

What we need you to do:

- Read this guidance carefully and send any questions or suggestions to Rachel Rowe, rnr29@cam.ac.uk and Jenni Skinner js454@cam.ac.uk
- Make sure you follow government guidelines on when to isolate and when to get a PCR test. If you test positive for Covid, please contact the University's Covid helpdesk to report.
- We strongly recommend that you are vaccinated against Covid and that you conduct regular lateral flow tests, even if you do not have Covid symptoms.

Face coverings

- Please wear a face covering when moving around the building and working in our libraries.
- We will make sure there are spare face coverings at the main entrance to the building in case you need one.
- We would like you to know that the University is strongly recommending the use of face coverings in all multi-occupancy buildings.

- Without this measure the Libraries would need to close as they would be considered 'high-risk' spaces.

Using our shared spaces

- Please observe the maximum occupancy levels in shared spaces such as common rooms and in toilets. These will be clearly signposted.
- Please use the cleaning materials placed around the building and make sure that you wipe down equipment, such as printers, photocopiers, keyboards, and other shared equipment after use.
- Please endeavour to leave a safe space between you and others as much as you can.
- Please wash your hands regularly, for at least 20 seconds, singing to yourself if you find this helpful.
- If you use the Libraries, please consider keeping windows open to aid natural ventilation. Wrap up warm if you need to!

Additional information

Fire evacuation procedures

If you hear the fire alarms, please leave the building via your nearest signposted fire exit and wait at the Fire Assembly Point. (RFB: Raised Faculty Building). Fire wardens will sweep the building to ensure that you evacuate. Please be aware that whilst we have increased the number of trained fire wardens working in our buildings, we cannot guarantee that they are all on site as we continue to have some staff working full or part time from home.

First aid

Please be aware that there may be a limited number of trained first aiders in the building or elsewhere on site. The list of first aiders is displayed on notice boards throughout the building. If you need first aid between 8.30am and 5.30pm Monday to Friday and there is no one available in the building, please contact the Facilities Team on **35013**. A number of the Facilities staff working on the Sidgwick Site are first aid trained and the team have radios to contact each other.