



Introduction to your COVID-19 Secure Workplace

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Keeping COVID-19 Secure on campus

This module is designed to ensure all returning staff have received information on:

- Requirements for returning to campus
- Considering your personal circumstances
- Employee responsibility
- What to expect from the COVID secure working environment
- Thinking about your working day
- What to do in the event of an emergency
- How to raise concerns

As a guide this training should take approximately 40 minutes to complete. There is a short quiz at the end of the training that you will be required to complete.

Staff safety and your responsibility

The University is committed to ensuring that we do everything we can to protect our whole community and we recognise our duty of care to all colleagues and students. Risk assessments and Health and Safety guidance are in place for on-campus working. It is also important that staff act together to ensure that we are all supporting each other to meet the guidance in place and keep each other safe.

We continue to follow Public Health England's guidance on self-isolation and enhanced hygiene, and we have processes in place to ensure that these are followed when working and studying on campus. The current University guidance can be found [here](#).

Any breach to the University COVID-19 guidelines will be discussed with the staff member concerned in the first instance and the relevant guidance will be highlighted and discussed to ensure that there is a clear understanding of the procedures in place. Persistent failure to follow these guidelines may result in potential disciplinary action against the employee for failure to follow a reasonable management instruction. Persistent breaches will be referred to the HR Casework team for potential investigation and ultimately a disciplinary hearing.

Examples of a breach would include continually breaking the safe social distancing rules, returning to campus without permission or refusing to adhere to hygiene guidance.

Where a staff member ignores safe working practices and puts others at risk leading to a more serious breach then the disciplinary process will be followed immediately. An example of this would be a staff member coming onto campus or a University building with a confirmed case of COVID-19 whilst in the self-isolation period.

Our COVID-19 secure principles

- Safety, health and wellbeing of all people on campus is our primary objective.
- Colleagues who are shielding or at greater risk from COVID-19 will continue to be supported in working from home.
- There must be a clear justification for any on-campus working. Where possible, employees must continue to work from home.
- The overall number of people on the campus at any one time must be safe, so as to achieve a safe distance between people. Adjustments to working patterns may be needed in order to achieve this.
- When making decisions on work arrangements, managers will work with employees to ensure that the particular circumstances of all employees, including those with protected characteristics, are fully considered.

Your personal circumstances

Whilst the University is working hard to meet the COVID Health and Safety Requirements and ensure that all staff feel safe, supported and connected, we do understand that although some staff may be looking forward to returning to on-campus working, there may be others who have concerns about returning.

If you are experiencing concerns about returning to on-campus working then you should discuss this with your manager. They will be able to provide support, offer flexibility of work times (if helpful), possibly look at alternative working arrangements and reassure you about the procedures that have been put in place to ensure your safety. You can also get further advice from Occupational Health and the University Counselling Service.

There is a University document on the COVID-19 Workplace safety website, [Returning to Campus Guide COVID - V8](#), to support colleagues in this area.

As we plan for a return to campus working, we want to ensure we can support you to feel safe when you do physically return to work.

To support this, all staff should complete a confidential online COVID-19 Individual Vulnerability Risk Assessment. This online assessment will identify a COVID-19 age based on a number of factors including your actual age, any medical conditions and additional personal information.

Where your COVID-19 age is identified as High or Very High, you will be asked to complete a separate Personal Risk Assessment with your line manager to ensure any adjustments are considered and the appropriate support is in place. You, and your line manager, can ask for advice from Occupational Health, in **confidence, if required.**

You will need to inform your line manager of your COVID-19 age before returning to campus so that any support needed can be discussed prior to your return.

You do not need to share the details of your assessment with your line manager or other colleagues - you will only need to share your COVID-19 age.

A link to complete the COVID-19 Individual Vulnerability Risk Assessment along with guidance for managers can be [found online](#).

Keeping you safe

Be smart, stay 2 meters apart. For more information please visit exeter.ac.uk/coronavirus.

If you have not already done so, please let your manager know if you have any concerns about returning to on-campus working which may include:

- Living with a person who is at additional risk including those with underlying medical conditions, have been told to 'shield' and are at increased risk of severe illness from Coronavirus (Covid-19)
- Being pregnant
- Being in an at-risk group due to age or underlying medical conditions and are not to return to work
- Specific concerns about returning to campus working. This may be because of your ethnicity, gender or another reason

Our COVID-19 general campus rules

Introduction to personal responsibilities of every employee.

All employees have responsibility for their own health and safety, and those of their colleagues and others who may be affected by their actions. It is essential that everyone commits to the measures outlined within this document, any specific local rules set by managers for the work tasks and any specific rules in the buildings. If you have concerns for your own safety or others, please speak to your manager.

Personal responsibilities of every employee

All employees are asked to take the following precautions:

- Check with your manager - Your manager will let you know if you are authorised to return to campus.
- Check your temperature - Consider your health and wellbeing status before coming onto the campus. Digital thermometers are available to enable you to take your temperature at home. The presence of a high temperature (37.8 or above) could be a symptom of COVID-19.
- Travel safely - Take steps to reduce risks arising from travelling to work (e.g. avoid public transport where possible). Wear a face covering if you can, while using public transport.

- Keep your hands clean on arrival to campus - Sanitise your hands on arrival to campus before entering the building and **wash your hands very regularly** during the day and before going home.
- Hygiene standards - Good standards of hygiene must be maintained at all times, including regular 20 second handwashing. If you cough or sneeze you should cover your nose and mouth with a tissue or sleeve of your clothing.
- If you can, wear a face covering - You are expected to wear a face covering when inside the building, if you are able to do so – these will be provided. You may prefer a clear face visor to meet your personal circumstances and these are available on request via your manager. Some people may also need to use a face covering as a result of local risk assessment and their manager will advise on this.
- Keep a safe distance - Keep a safe distance from other people at all times and remain alert – always consider other campus users.
- Follow the rules - Stringently follow the rules set out in the building, work areas and across the campus to keep yourself and others safe.
- SafeZone - We recommend you log into SafeZone to ensure your location on campus is known in case there is an emergency.
- Take it outside - Outside spaces can be used should you wish; maintain a safe distance from other people and always dispose of rubbish / tissues carefully.
- Self-isolate if necessary - Stay at home and self-isolate if you or anyone in your household has COVID-19 symptoms, or if NHS Test and Trace has requested you to do so.
Let the University know if you have symptoms, are awaiting a test, have been asked by PHE to self-isolate as a close contact or have been confirmed as having COVID-19. You can do this by emailing the Rapid Response Hub: rapidresponsehub@exeter.ac.uk, or calling at 01392 722929.
- Get tested - If you have COVID-19 symptoms do not come to campus - request a test and let your manager know you have symptoms. (visit NHS webpages). Please also inform the University by contacting the Rapid Response Hub: rapidresponsehub@exeter.ac.uk, phone number 01392 722929.

Our values

Ambition - We embrace and drive change.

In this context, our ambition is to remain a healthy and safe place to be.

What we need you to do

Understand the requirements for your work area and take all opportunities to be safe and as well as possible. This may include monitoring your health to check for your own symptoms before coming onto campus, if you can, use a face covering, or walking or cycling to campus rather than taking the bus. Look after yourself and others around you.

Challenge - We are determined to meet challenges with solutions.

It's an unprecedented time, no one has been through this before and it is a challenge we are all taking together.

What we need you to do

Speak up – if something can be done in a different or smarter way, tell your manager.

Collaboration - We work together to achieve goals.

Working in collaboration without boundaries is enabling us to work at pace, across sectors, maintaining our relationships.

What we need you to do

Work together. Some people in your team may not be able to attend campus due to their health risks – keeping the most vulnerable safe is a key priority for us all. Equally some colleagues may have caring responsibilities – we are all doing as much as we can to ensure our University can restart as soon as possible in the new normal.

Community - Everyone has a role to play and every role matters.

We are all in this together – never have we needed to pull together more to protect ourselves and the community in which we live and work.

What we need you to do

Encourage everyone you work with and interact with to follow the safety advice (e.g. safe distancing, handwashing etc). As a community we all need to take personal responsibility for these safe principles and support others to do the same.

Impact - Positive impact and outcomes drive us forward together through disruptive thinking and fresh ways of working.

Measurable impact is everything – we need to work together to avoid spreading infection.

What we need you to do

We want the work we do to always have a positive impact on people at work and in our community – by following the campus rules, you will ensure you maximise the safety of yourself and others on campus.

Rigour - We strive to reach the highest standards of scholarship and service.

Don't leave anything to chance. Being meticulous in our approach to safety – keeping safe, keeping well.

What we need you to do

Consider your health and wellbeing – take your temperature before coming onto campus, keep 2m apart, wash your hands regularly, use your face covering. Don't put others at risk – STAY AT HOME IF YOU HAVE SYMPTOMS, HOWEVER MILD.

What to expect in a COVID-19 secure building

- Hand sanitiser will be available at the approved entrances / exists and handwashing facilities with information on how to wash and care for your hands will be freely available.
- The windows in your work area may need to remain open to ensure adequate ventilation is achieved.
- A cleaning plan will be in place detailing the cleaning arrangements.
- A COVID information sign will be displayed at the entrance setting out how to use the building safely.
- Directional and instructional signage will be displayed throughout, as required.
- Safe distancing instructions including safe distancing in washrooms, kitchens and other shared spaces.
- An Equality Impact assessment working with building users / coordinators will be completed.
- All pathways and outside spaces will have been assessed and signage put in place to indicate wider routes or one way routes in place.
- There will be a plan for fire safety and first aid emergencies which will be displayed.
- A certificate indicating the COVID-19 secure considerations have been met.

Our approach to getting the workplace ready

- Every building will be risk assessed before reopening.
- Every workplace / task will be risk assessed before reopening.
- Buildings and workplaces will be certified as COVID-19 secure before employees can work on campus - this will take time but this meticulous effort will ensure we keep people safe.
- We might need to change things as time goes on to incorporate new Government guidance or stop if there are any concerns and you will be kept informed by your college or professional service.

Before you travel to work

Have you been authorised to work on campus?

All staff who are authorised to work on campus will have either been working on campus during the lockdown or will have subsequently been given official approval from their PVC, DCO or Service Director.

How do you feel today?

Take a moment to consider if you have:

- a temperature – this means you feel hot to touch on your chest or back. The University has personal digital thermometers available for everyone to take home. And/or
- a new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual) and/or

- loss or change to your sense of smell or taste – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal

These are the main symptoms of coronavirus. Use [NHS online webpages](#) to consider if you have symptoms.

Do not come onto campus if you have any symptoms, however mild. Request a test, let your manager know and email the Rapid Response Hub: rapidresponsehub@exeter.ac.uk, or call at 01392 722929. The University is required to discuss possible or confirmed cases with Public Health England / Local Public Health teams.

How do any others in your home feel today?

Do they have any of the symptoms described previously? **Do not leave your home if you or anyone in your household has any symptoms of COVID-19 however mild. Instead, contact your manager.**

As you travel to work

- Avoid using public transport where possible. Government advice is to walk, cycle, or drive.
- Think carefully about the times, routes and ways you travel as this will mean you have more space to stay safe.
- If you are in a [high risk health category](#) you should avoid using public transport.

Further details on safe ways to get to campus can be found in the next few pages.

Walking, cycling or other forms of active travel

- Walking and cycling will reduce pressure on the public transport system and the road network as well as supporting your own wellbeing.
- Local cycling schemes such as co-bikes can be used. Your local council can help you plan your journey by providing maps showing dedicated paths and routes.
- Where possible, try to maintain social distancing when you walk or cycle, for example when approaching or passing other pedestrians or waiting at crossings and traffic lights.
- Where using bikes (private, docked or dockless) wash your hands for at least 20 seconds or sanitise your hands before and after cycling and after putting your bike into the bike rack.

Using Public Transport

Wearing a face covering

If you can, follow the government advice and wear a face covering if you need to use public transport.

On your journey

Some routes may be busier than usual due to social distancing measures or changes to previous timetables or schedules.

Keep your distance from people outside your household. The key thing is to not be too close to other people for more than a short amount of time, as much as you can.

The risk of infection increases the closer you are to another person with the virus and the amount of time you spend in close contact: you are very unlikely to be infected from just walking past another person.

There may be situations where you can't keep a suitable distance from people, for example when boarding or alighting, on busier services, at busier times of day and when walking through interchanges. In these cases you should avoid physical contact, try to face away from other people, and keep the time you spend near others as short as possible.

Be aware of the surfaces you touch including those that may be used by those using accessible areas. Be careful not to touch your face. Cover your mouth and nose with a tissue or your elbow when coughing or sneezing.

Seek assistance if you need it

If you require assistance when travelling and would normally contact your transport operator ahead of time, continue to do so. If any problems arise or you feel ill during your journey, speak to a member of transport staff. In the case of an emergency, contact the emergency services as you normally would.

If you need help, maintain a short distance from members of staff, where possible. If this isn't possible, you should try to avoid physical contact and keep the time you spend near staff as short as possible.

Completing your journey

Wash your hands for at least 20 seconds or sanitise your hands as soon as possible.

Using a Taxi

- At taxi ranks try to keep your distance from people outside your household, where possible.
- Taxi and private hire vehicle (for example minicab) operators are likely to have put in place new measures to help with social distancing. When traveling in taxis or private hire vehicles follow the advice of the driver. For example, you may be asked to sit in a specific seat or part of the taxi if you're travelling alone. You may want to check with your taxi operator before travelling if they have put any additional measures in place.
- If you need to be near other people you should avoid physical contact, try to face away from other people, and keep the time you spend near other people as short as possible, you may wish to wear a face covering. Be aware of the surfaces that you or others touch regularly.
- If you can, wear a face covering in an enclosed space where social distancing isn't possible and where you will come into contact with people you do not normally meet.

- When finishing your journey, wash your hands for at least 20 seconds or sanitise your hands as soon as possible.

Private car

Plan your route, including any breaks before setting out.

If you normally share a vehicle with people from other households for essential journeys, we recommend you find a different way to travel. For example, consider walking, cycling, other forms of active travel or using your own vehicle if you can.

If you have to travel with people outside your household group:

- Try to share the transport with the same people each time and keep to small groups of people at any one time and be aware of the surfaces you or others touch
- Ensure good ventilation (keeping the car windows open)
- Facing away from each other may help to reduce the risk of transmission
- Where possible, consider seating arrangements to optimise distance between people in the vehicle
- Avoid physical contact
- Keep the time you spend close to them as short as possible

If people from different households use a vehicle (for example through a car share scheme), you should clean it between journeys using gloves and standard cleaning products. Make sure you clean door handles, steering wheel and other areas that people may touch. If people from different households use a vehicle (for example through a car share scheme), you should clean it between journeys using gloves and standard cleaning products. Make sure you clean door handles, steering wheel and other areas that people may touch.

Limit the time you spend at garages, petrol stations and motorway services. Try to keep your distance from other people and if possible pay by contactless. Wash your hands for at least 20 seconds or sanitise your hands when arriving and leaving.

If you can, wear a face covering.

If driving, you should anticipate more pedestrians and cyclists than usual, especially at peak times of day. Allow other road users to maintain social distance, where possible. For example, give cyclists space at traffic lights.

On your journey: what to take with you

- A plan for your journey
- Contactless payment card
- Phone (if needed for travel updates, tickets, contactless payments)
- Tickets
- Hand sanitiser
- Tissues
- A face covering, if required
- Essential medicines
- Work ID badge

Arriving at work

1. Obey social distancing rules and ensure you keep a safe distance from other campus users, this includes any queues that are formed at the entrance to your building.
2. Use hand sanitiser that is situated on the entrance to the building you are accessing.
3. Follow the instructions for using the building. These instructions will be displayed on the entrance(s) of each building – read these carefully as information may be different.
4. We recommend you log into Safe Zone.
5. When you get to your workplace, wash your hands thoroughly for 20+ seconds with soap and water and dry and/or use the hand sanitiser at entrances.
6. All areas that are in use on all campuses will have an increased cleaning plan in place.
7. You may be asked as part of your local working arrangements to carry out cleaning on areas that you have used. Please follow this step carefully to ensure others who are coming to work in the same workspace as you, are kept safe.

Log in to SafeZone

Due to the reduction of staff working on the campuses, there is a reduced number of first aiders and fire marshals. There is also a reduced number of people about and some people may be working alone or isolated from others.

The University has implemented a system called SafeZone to support returning staff if assistance is required or in the case of an emergency where mass communication may be required.

SafeZone allows Estate Patrol to look up buildings in the event of an emergency to know how many people are in the building, and how many people on site are trained first aiders. It also allows lone workers to get support in the event of an emergency.

SafeZone is recommended for all staff who have been asked to work on campus to ensure their safety. It can be downloaded from The App Store or Google Play. Search for SafeZone (by CriticalArc) on your phone or tablet. If you do not have a smart phone the SafeZone system will be available on your work PC or laptop.

SafeZone is a safety, security and emergency management solution operational in over thirty Universities across the UK and has been provided for you to request assistance in the case of an incident.

- SafeZone at Exeter
- SafeZone

At work

When you are working

The specific requirements for your workplace will be set out for you by your manager. You should have received a local induction briefing from your manager on how to work safely in the area, how to keep a safe distance and how to carry out tasks safely. Please follow these instructions fully to ensure your safety and the safety of others working with you.

If you need to wear PPE for your work, follow your usual procedure and observe the guidelines here. If you have any concerns on ways of working or risks that remain that you do not feel are sufficiently managed, let your manager know as soon as you can.

Meetings

All meetings should continue to take place online where possible especially where some team members are at home and some are on campus to avoid difficulties in communication. All employees should continue to meet online as the general rule.

- Zoom / Teams will continue to be used to avoid in-person meetings.
- Only absolutely necessary participants will physically attend meetings and should maintain safe distancing.

- Wash your hands before a meeting and try and avoid touching your face and maintain good respiratory hygiene, if you are able, wear a face covering.
- Avoiding transmission during meetings, for example avoiding sharing pens, documents and other objects.
- Holding meetings outdoors or in well-ventilated rooms whenever possible.

Test and Trace arrangements

Your manager may ask you to record when you have been on campus. This is to ensure there are records in place in the event of a confirmed case which will enable a quick process for alerting other staff and enabling them to monitor symptoms or take a test.

Choosing to wear a face covering

It is essential, where possible, to use face coverings inside all University buildings. Three reusable face coverings will be available to every member of staff. Further information on how to obtain your face coverings will be available shortly.

See the information below about wearing a face covering.

Wearing a face covering – general information

The evidence suggests that wearing a face covering does not protect you, but it may protect others if you are infected but have not developed symptoms.

A face covering can be very simple and may be worn in enclosed spaces where social distancing isn't possible. It just needs to cover your mouth and nose. It is not the same as a face mask, such as the surgical masks or respirators used by health and care workers. Similarly, face coverings are not the same as the PPE used to manage risks like dust and spray in an industrial context. Supplies of PPE, including face masks, must continue to be reserved for those who need them to protect against risks in their workplace, such as health and care workers, and those in industrial settings like those exposed to dust hazards. Find out about PPE below.

It is important to know that the evidence of the benefit of using a face covering to protect others is weak and the effect is likely to be small, therefore face coverings are not a replacement for the other ways of managing risk, including minimising time spent in contact, using fixed teams and partnering for close-up work, and increasing hand and surface washing. These other measures remain the best ways of managing risk in the workplace and the government would therefore not expect to see employers relying on face coverings as risk management for the purpose of their health and safety assessments.

How to wear a face covering

It is important to use face coverings properly and wash your hands before putting them on and taking them off.

If you choose to wear a face covering please be aware of these safe steps:

1. Wash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser before putting a face covering on, and after removing it
2. When wearing a face covering, avoid touching your face or face covering, as you could contaminate them with germs from your hands
3. Change your face covering if it becomes damp or if you've touched it
4. Continue to wash your hands regularly
5. Change and wash your face covering daily
6. If the material is washable, wash in line with manufacturer's instructions. If it's not washable, dispose of it carefully in your usual waste
7. Practice social distancing wherever possible
8. You can make face-coverings at home and can find guidance on how to do this and use them safely on GOV.UK. The key thing is it should cover the mouth and nose. <https://www.gov.uk/government/publications/how-to-wear-and-make-a-cloth-face-covering>

PPE

Personal Protective Equipment (PPE) protects the user against health or safety risks at work. It can include items such as safety helmets, gloves, eye protection, high-visibility clothing, safety footwear and safety harnesses. It also includes respiratory protective equipment, such as face masks.

Where you are already using PPE for your work activity to protect against non-COVID-19 risks, you should continue to do so.

Unless you are in a situation where the risk of COVID-19 transmission is very high, your risk assessment should reflect the fact that the role of PPE in providing additional protection is extremely limited. However, if your risk assessment does show that PPE is required, then the University must provide this PPE free of charge to workers who need it. Any PPE provided must fit properly.

Your manager will let you know if any PPE is required for your work, how to obtain it, how to use it and store or dispose of it.

There will be colleagues who are unable to wear face coverings for a variety of reasons. Any covering over the mouth can muffle sound and prevent lip-reading causing difficulty for people who need to hear clearly, have hearing difficulties or rely on lip-reading. Face coverings may also not be suitable for individuals with some medical conditions or disabilities.

Clear face visors are available via the COVID building coordinator, Estates Patrol, or porters lodge or via the Rapid Response Hub: rapidresponsehub@exeter.ac.uk, phone number 01392 722929. If you require an alternative please discuss your needs with your manager and the Occupational Health Service can provide further advice.

Taking breaks at work

Wash or sanitise your hands when leaving and returning to your workspace.

Social distancing should be observed in all kitchen spaces.

If using a communal kitchen ensure that you stagger your break to avoid contact with other staff.

Limit social contacts to a small and where possible constant group of people keeping a safe distance. Avoid socialising with people other than those who are working in your immediate work area.

Food should be brought from home and should not be shared. Eat alone or in small groups maintaining a safe distance, or eat outside if weather allows.

Do not share or use communal cutlery or crockery. Any kitchen equipment should be washed immediately after use.

Dishwashers should be run regularly, at high temperatures. Hands should be washed with soap before emptying the dishwashers.

Make sure all chairs are a safe distance apart, clean all utensils that you use or touch, wash and dry and put away and clean all surfaces you have had contact with before you leave. Do not leave rubbish for anyone else to clean up.

In an emergency

Advice for individuals who develop symptoms

The most significant symptoms of coronavirus (COVID-19) are recent onset of any of the following:

- A high temperature (feeling hot to the touch on your back or chest)
- A new, continuous cough (coughing a lot for more than an hour or 3 or more episodes of coughing in 24 hours)
- A loss of, or change to your sense of taste or smell (you've noticed that you cannot smell or taste anything or taste is different to normal)

If you have any of the above symptoms, however mild or are concerned that your symptoms may be coronavirus you must:

- Not come onto campus or into any University buildings
- Go home immediately if you are at work. It is advised that all staff make prior arrangements to get home should they become unwell with coronavirus symptoms when at work, especially those who travel to work by public transport

- Arrange to have a test to identify if you have COVID-19
- You should also inform the Rapid Response Hub by emailing rapidresponsehub@exeter.ac.uk

If you feel you cannot cope with your symptoms at home, your condition gets worse, or your symptoms do not get better after 7 days, use the [NHS 111 online](#) coronavirus (COVID-19) service. If you do not have internet access, call NHS 111. For a medical emergency dial 999.

There is guidance for staff and managers on what steps to take on the Health and Safety COVID webpages <http://www.exeter.ac.uk/staff/wellbeing/safety/> and this includes;

- Advice for individuals who develop symptoms
- Action required by staff who develop symptoms
- What to do when you get your test results
- Advice for managers/supervisors
- Action for close contacts of a work colleague who has developed symptoms
- Advice for staff who are defined as a close contact of a confirmed case (non-work related)
- Action for staff following a member of their household testing positive
- Advice for staff not working on campus

In the event of any symptoms, however mild request a test and stay at home.

Steps to take if you've come into contact with someone unwell while at work

If you have been in contact or helped someone who is reported to be feeling unwell including possible COVID-19 symptoms, you do not need to go home unless you have symptoms or are contacted by the NHS Test & Trace system as a “close contact” of a person who has a confirmed case of COVID-19, or if the University requests you to do so.

You should wash your hands thoroughly for 20 seconds after any contact with someone who is unwell with symptoms consistent with the COVID-19 infection.

It is not necessary to close the workplace or send any staff home, however:

We need all employees to be prepared and if there is a confirmed case in your work area or in one of your close contacts, we may ask that you remain at home. This will be managed on a case by case basis and with the input of Public Health England / local Health Protection Team.

Cleaning requirements

Your manager will let you know about the cleaning arrangements for your work area. For details about cleaning requirements in an emergency, please use the contact for your campus below:

- Exeter: facilitiesmanagement@exeter.ac.uk
- Cornwall: <https://estateshelpdesk.fxplus.ac.uk/>

Health and Safety

Fire Safety

All means of escape for use in the event of an emergency remain unchanged in every building. If you are working in a building you are unfamiliar with, please take time to understand the layout of the building and the location of the emergency exits.

In the event of an emergency, vacating the premises to ultimate safety will take priority over social distancing measures.

Restricted access/egress or one way systems in the building can be overridden in the event of an emergency.

Always ensure that escape routes from your work area are not obstructed. If you feel implementing social distancing measures has had an impact on your escape route, please let your manager know as soon as possible.

If you will require assistance in the event of any emergency, please let your manager know. Managers should contact the Fire Safety Team who can support the individual and their manager to develop a Personal Emergency Evacuation Plan. It is also important if you have changed work location and a new PEEP is needed.

Emergency contacts

- All Sites: Contact (9)999/112 or Text 80999 if hard of hearing or speech impaired, ask for the Fire Service, give details and stay on the line.
- Streatham & St Luke's: Inform Estate Patrol (internal 2222 EMERGENCY ONLY or external (9)01392 722222)
- Penryn: Inform Campus patrol (internal 4444 EMERGENCY ONLY) or external 01326-255875
- RILD and Mireille Gillings Neuroimaging Centre: Inform Security (internal 6666 EMERGENCY ONLY) or external 01392-406666
- Knowledge Spa (Truro): Inform Security (internal 4444 FIRE EMERGENCY ONLY) or external 01892-254444
- Science Park: Inform Main Reception during office hours (8.30am-5.30pm) on 01392 249 222 or Security out of hours 01392 27 6294
- Other locations (e.g. Halkin, Regus etc.): Contact the relevant persons for your building which may be:
reception or security during office hours
and/or Security only out of hours

Working in areas where there are less people around

The risk of lone working is possibly higher at this moment in time due to:

- The buildings/activities are not being carried out in the same way
- There are less people around to support you

Your manager will discuss with you the safety arrangements in place if you are working with less people around or remotely from others.

The University has a system in place called SafeZone that you are highly recommended to use.

First Aiders

First aiders can be contacted by:

- Taking note of the ones available in your building on the entrance signage
- Press 'First aider' on the SafeZone app on your phone/ PC/tablet or Laptop
- Calling Estate Patrol on an external phone or mobile ((9)01392 722222) or from an internal phone on 2222
- For Cornwall call FX Plus security Cornwall, internal 4444 or from an external or mobile number call 01326 255875 or securityservices@fxplus.ac.uk

In the event of an emergency call 999 and let Estate Patrol know (2222) or in Cornwall FX Plus security Cornwall internal 4444 or from an external or mobile number call 01326 255875.

Emergency contacts

Contact the appropriate campus as follows:

- Exeter and St Luke's: Contact the emergency line 01392 72 2222
- Penryn: Emergency/First aid landline: 01326 254444 (4444 internal phone)
- RILD & Mireille Gillings Neuroimaging Centre: Contact Security 01392 40 6666 (internal 6666)
- Knowledge Spa: Contact Security 01872 25 2999 (internal 2999)
- Science Park: Contact Buildings reception desk: 01392 249 222 (8.30am-5.30pm) or Security no: 01392 276294 (out of hours)
- Other locations: Familiarise yourself with local arrangements within the building that you are located.

Getting home safely

Please wash your hand thoroughly when you finish work for at least 20 seconds.

If you are required to change your clothes, please make sure you do and follow local instructions on taking items home for washing.

Sanitise your hands when traveling home if possible.

Wash your hands once you arrive home.

Raising Concerns

The University's commitment to health and safety

If you have any issues or concerns you can contact your manager, TU rep, Health and Safety Advisor, Occupational Health Department, Wellbeing Service, Equality, Diversity and Inclusion Department, HR Advisor or the nominated "Covid Building Coordinator" for advice and support.

If you have any building related issues please contact:

- Exeter: <https://www.exeter.ac.uk/campushelp/maintenance/>
- Cornwall: <https://estateshelpdesk.fxplus.ac.uk/>
- Streatham & St Luke's: Campus Services helpdesk 01392 724552 (ext. 4552) or Estate Patrol 01392 723999 (ext. 3999)
- Penryn: Estate Services helpdesk 01326 370400 (ext. 2704)
- RILD & Mireille Gillings: Report incidents using the Datix reporting system using an NHS computer or inform the Main hospital switchboard: 01392 411 611, Security: 01392 402381 (internal 2381)

- Knowledge Spa: Report incidents using the Datix reporting system using an NHS computer or inform the buildings reception desk 01872 25 6400 (ext.6400) who can log an incident for you
- Science Park: Report building related incidents to the buildings reception desk: 01392 249 222 during office hours (8.30am-5.30pm), or Security: 01392 276294 (out of hours)
- Other locations: Familiarise yourself with local arrangements within the building that you are located
- You may also wish to contact the Campus Services Helpdesk

Test your knowledge

Question 1:

What are the 3 main symptoms of Covid - 19?

- A temperature, a new continuous cough, a loss or change to your sense of smell.
- Sneezing, ho and cold flushes, dizziness
- Itchy eyes, sneezing, loss of voice

Question 2:

How long are you advised to wash your hands for?

- 10 seconds
- 20 seconds
- 60 seconds

Question 3:

Is it a requirement to wear a face covering when travelling on public transport?

- Yes
- No

Question 4:

What is SafeZone? Tick all that apply.

- An app that you can use if there's a building emergency or you require assistance
- A tool that the University or you can use if an emergency occurs on campus
- The app will be used to track your movement

Question 5:

Should you wear a face covering in the workplace?

- It is recommended that you should wear face coverings on campus
- It is expected that you wear a face covering on campus
- You will never be required to wear face coverings

Question 6:

If you develop symptoms of COVID-19 what must you do? Tick all that apply.

- Stay at home, get a test
- Inform your manager
- Inform the Rapid Response Hub: rapidresponsehub@exeter.ac.uk, phone number 01392 722929

Question 7:

Will the emergency fire evacuation plan have changed in the building you are working in?

- Yes
- No

Question 8:

If you are unable to wear the face covering that the University has provided due to your personal circumstances you should. Tick any that apply.

- Talk to your manager and work together to identify any alternatives or a plan that works for you
- Do nothing
- Talk to the Occupational Health Department about any alternatives available

Question 9:

If you have any concerns about returning to on-campus working you should...(Tick any that apply)

- Talk to your manager
- Do nothing
- Discuss with your TU rep, HR, Health and Safety Advisor or Occupational Health Department