

CARES Safe Management Measures

Key Contacts

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Site Controller – CARES Director (Markus Kraft, mk306@cam.ac.uk , +6596336709 or +447427640635)

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General contact: emergency@cares.cam.ac.uk

Safe management procedures – to apply during Phase 2 COVID-19

Each Team has a Safe Management Officer, who will oversee safe practice on the ground. CARES Director and Pandemic Manager will provide management level oversight.

Team members should follow instructions from the Safe Management Officer and do all possible to support compliance with the guidelines. If any individual team members creates a concern on non-compliance, access of that individual will be suspended immediately pending investigation by CARES Director.

Work practices

- Only programme members who require access to specialist equipment will be allowed to enter CREATE. Access lists will be submitted to Building Management on Friday for following week.
- Lab members will be split into Team A and Team B. Each team will be in the lab for one week and homeworking for one week on a fortnightly rotation. The office Team will be in daily, but will operate as an extension of Team B and therefore will not interact with Team A.
- Team members to follow staggered start and end times as advised.
- Team members required not to interact face-to-face with members of the other Team.
- Teams will access CREATE Monday to Friday 9am – 6pm (staggered). Lab and office will be closed at the weekend to reduce risk of cross-infection.
- Visitors will not be allowed unless in a case of extreme importance. All visitors will require prior written approval by CARES Director and must be registered with Pandemic Manager by Friday morning preceding the visit.

Health monitoring

- Team members advised to monitor their health closely. If any symptoms of cough, fever or disruptions to sense of smell develop, Team member should:
 - Stay home and not enter CREATE
 - If at CREATE when symptoms develop, Team member should inform Safe Management Officer (who will update Pandemic Manager) and then leave immediately to seek medical help
 - Contact a doctor and follow medical instructions

- Update emergency@cares.cam.ac.uk on health status and any instructions/SHN given by doctor
- In case of COVID-19 suspected, Pandemic Manager will inform Rafi Osman (CREATE) immediately
- Team members must take temperature daily before coming to CREATE and morning and afternoon whilst in CREATE. Morning temperatures should be recorded on sign-in sheet by 11am and afternoon temperatures by 3pm. Any temperature over 37.5 C should be rechecked after 5 mins and if still raised, leave CREATE and seek medical help.
- Any pregnant employees or those with underlying health conditions should not enter CREATE, but should contact Assistant Pandemic Manager for advice.

Access to CREATE and CARES labs

- All Team members will enter via CREATE Tower L2 during allocated time slot using their own access card
- Entry will only be permitted for those on the approved list (see above)
- Entry will only be permitted for those wearing a face mask
- All Team members must complete CREATE SafeEntry at L2 Tower and then CARES SafeEntry at Research L7
- Access to Research wing is via Lift WP3 or 6 and basement. Access card tap will be required in all lifts at all times.
- At exit Team members should return to L2 security to complete SafeEntry check out

Inside the CARES labs

- Team members should wear face masks at all times and should sanitise or wash hands very regularly through the day.
- Team members should maintain a 1m distance from one another at all times.
- If there is any difficulty maintaining 1m distance, Team member should report to Team Leader/Safe Management Officer. If problem cannot be solved, Safe Management Officer will contact Pandemic Manager.
- Team members should limit activities to essential on-site items only. Lab write up activities should be done at home and any meetings should be conducted by video call.
- Team Leader/Safe Management Officer will sanitise door handles at end of morning and afternoon. Team members required to wipe down surfaces with alcohol sanitiser at end of each day and before moving away from a workspace or piece of equipment.

Breaks

- Food areas in U-Town will be open. Team members are encouraged to minimise social contact during food breaks. Team members should not travel around NUS campus to obtain food, but should use outlets in U-Town.
- Team members may use seating areas in U-Town, sky gardens in CREATE Tower and seating areas in Research Wing lobbies to eat and should follow all seating instructions to maintain distance.
- Team members may continue to use Pantry, but only one person may be in the Pantry at a time. Do not congregate in the Pantry.