

CARES Safe Management Measures – to apply during Phase 2a COVID-19, from 12th October 2020

Key Contacts

Pandemic Manager – CARES Chief of Staff (Joy Haughton, joy.haughton@admin.cam.ac.uk , +6597348342)

Assistant Pandemic Manager – CARES HR Manager (Leong Xiang Ning, leong.xiang.ning@cares.cam.ac.uk , +6594232158)

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

Safe Management Officers – Hugo Schmidt hugo.schmidt@cares.cam.ac.uk +6590182051 (Lab); Sheng Yuan (Lab, in absence of Hugo) shengyuan@ntu.edu.sg +6584416409; Khatijah Yusof (Office) khatijah.yusof@cares.cam.ac.uk +6566015445. Pandemic managers or Site Controller may also take role of Safe Management Officer if necessary.

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

Safe management procedures

Each CARES-managed facility 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

- Employees are split into groups: Groups 1, 2 and 3 need to access laboratory equipment or infrastructure not available at home or have duties that cannot be done from home; Groups 4 and 5 are able to homework and are accessing under 28th Sept updated regulations. Group 6 continue to homework full-time.
- Group members to follow staggered start and end times for access to CREATE as advised on the weekly access lists.
- All Group members should use the TraceTogether app or token.
- Safe Management Officers will be present in CARES Office and Lab during operating hours (9am – 6.30pm Mon – Fri) and will conduct daily checklist of safe management measures.
- Visitors will not be allowed unless essential. All visitors must be registered at least 24 hours in advance via emergency@cares.cam.ac.uk and must be accompanied whilst in CREATE at all times. Visitors should follow all safe management measures described here.

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 and NRF Building Management Office evacuation and cleaning plan will be followed.

- If a Team member has been in close contact with a COVID-19 confirmed or suspected case or anyone on Stay-Home-Notice or Quarantine Order within past 14 days, they should stay home and not enter CREATE.
- Team members must take temperature daily before coming to CREATE and regularly whilst in CREATE. Temperature must be recorded on sign-in sheet. 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 – CARES labs and offices

- 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 weekly access 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 or Tower L5
- Access to Research wing is via Lift WP3 or 6 and basement. Access card tap will be required in all lifts at all times.
- All exiting Team members should return to L2 security to complete SafeEntry check out

Inside the CARES labs and offices

- 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 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. Meetings as default should continue to be conducted by video call.
- Safe Management Officer will sanitise door handles at end of morning and afternoon. Team members are 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

- Team members are encouraged to minimise social contact during food breaks and choose less busy times for breaks if possible. 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 and Break Room for preparing drinks and snacks, but should not congregate. Cutlery and crockery should not be shared and should be washed promptly.
- Social gatherings are not currently permitted in the workplace.