

Department of History and Philosophy of Science: Covid-19 Safety Protocol

1. Overview

This document gives guidance to staff, students and visitors on how to operate safely when you are in the Department of History and Philosophy of Science, including the Whipple Museum and Library. **It is the responsibility of those entering the building to read the information provided and abide by the procedures put in place.**

What we have done to make things safe:

- Plexiglass screens installed at receptions
- Stand back and wait protocol for movement in confined areas (e.g. stairwells, kitchens)
- Meeting room capacities have been assessed using the latest University ventilation tool
- Hand sanitiser at all entrances and at key points throughout the buildings, cleaning materials are available in all meeting rooms
- Water coolers have been sanitised, with supplies made available for cleaning after use
- A first aider is on site daily
- Removal of fans and/or disablement of air-conditioning units in shared spaces
- Enhanced cleaning protocols in shared areas

2. Coming and going

The Department will be open from 9am until 5pm.

Students coming into the building for lectures and classes are asked to wait outside the front door until their lecture or class is about to start, rather than gather inside the building. Students should leave the building immediately after teaching ends.

Students coming to the building for supervisions (to receive or give them) may enter via the back door of the Department using their ID cards to swipe in.

Internal doors and windows should remain open to facilitate ventilation. You may want to wear layers to accommodate variations in temperature as the seasons change.

Be sensible when walking through the building: wait until other people have left before you enter a narrow or dead-end corridor or stairwell. Where possible, circulate clockwise in a room to avoid repeatedly passing others. Be patient if there is a queue for entering the building, walking up and down stairs, through the corridor or using facilities.

3. What to do if you develop Covid-19 symptoms

If you start to feel unwell when you are in the Department, please leave immediately, go home and contact your Course Manager or Line Manager as soon as possible. If you feel very unwell, stay where you are and contact reception (01223 334500) who will make suitable arrangements. If you have symptoms of any type of illness, please do not come to the Department, but do tell your manager/supervisor.

Information on what you should do if you have symptoms of Covid-19, or have tested positive, can be found here: [Self-isolation | University of Cambridge](#)

4. Clean your hands!

Clean your hands on entering and exiting the building and sanitise any desk space you have been using when you have finished with it. Sanitise mobile phones regularly and try to avoid constantly picking-up and checking your phone as you move about.

Please note that sanitiser sprays contain highly flammable liquid and vapour and should not be left on sunny windowsills or on/by equipment that gets hot.

5. Face coverings

In line with University guidance (updated 29th November 2021), the Department requires staff, students and visitors (except those with an exemption) to wear masks inside Department buildings at all times, other than in single occupancy offices.

Please bring your own mask. If you have lost or forgotten it a replacement can be obtained from Reception.

Please note: Masks must be worn **at all times** in the Whipple Library, and in the Whipple Museum during public opening hours.

6. Lectures

Depending on cohort size, most lectures will go ahead in person, although some may have to be presented remotely.

The lecturer concerned owns the intellectual property rights of their lecture and re-distribution of their lecture material is not permitted without first obtaining the lecturer's consent to do so in writing. All those attending online lectures should follow the Department's Online Code of Conduct (available on Moodle).

7. Consent for recordings

Where teaching is to be recorded, students taking part in the session, whether in person or online, have the right to opt out of being recorded. Students who do not wish to be recorded should turn off their camera and mute their microphone. If they want to ask a question during the session, they should use the chat function to ask for the recording to be paused. As an alternative, they will have the opportunity to ask questions outside of the session, e.g. sending the lecturer a message via email or teams or during a supervision.

8. Supervisions

Details of how, when and where supervisions will take place should be worked out on an individual basis between students and supervisors. There will be face-to-face supervisions in either colleges or the Department, normally in groups of 1, 2 or maximum 3 (if space allows). Some supervisions may take place online if appropriate.

We are expecting an increase in demand for supervision space this year as there will be a greater number of smaller group meetings and because some people will feel more comfortable in larger spaces. We will therefore be prioritising supervision space for MPhil, Part III and Part II in-person supervisions, as these are organised by the Department. IB supervisors should try to book space in college.

Supervisors who are not staff will be treated as 'visitors' to the building/University and will be covered by a Duty of Care, rather than the full aspects of health and safety that exist between employer and employee.

Supervisors and students must abide by the Covid-secure safety measures and expectations put in place for the building when they visit.

Supervisors should contact Toby Bryant tlb29@cam.ac.uk for access to the booking system.

9. Seminars, Workshops and Reading Groups

Depending on the number of participants these will take place either in person or on-line. The relevant co-ordinator will advise.

10. Assessment

Plans are being made for undergraduate assessment to take place online, via a 5hr open book format. Further details will be made available closer to the time.

11. Toilets

Only one person at a time is allowed in any toilet cubicle. If the cubicle is engaged stand away from the door to make space for the person to come out. Always put the lid down on the toilet before flushing to prevent the spray of particles up into the air. Surfaces should be wiped down or sprayed before and after use with the sanitising spray provided. Wash hands with soap and water for at least 20 seconds and dry with paper towels provided. Upon return to your work area sanitise hands again. Do not use your phone or any other device in the toilet area.

12. Refreshments

If you think you might need to eat or drink while you are in the Department then bring in your own supplies and keep crockery and utensils separate for your own use. The water coolers will be on and you will need to wipe down the levers/handles with sanitising spray before and after use. If eating indoors, sanitise the surface you use (e.g. desk/table) before and after use. Sanitise your hands when you return to your workspace.

Only one person at a time is allowed in the kitchen. If someone is already there wait at a distance or come back later. Sanitise the surfaces and touchpoints on equipment before and after use with the spray and wipes provided.

13. Room Use

Sanitise your hands and work area on arriving and leaving. Do not use desk or floor fans but do open the windows where possible – please make sure you close them before you leave.

Keep within the maximum number of people permitted in meeting and seminar rooms (numbers are posted on notices near all meeting room doors).

14. Replenishing communal stocks

If you notice that stocks of hand sanitiser gel, sanitising spray, soap, paper towels or other supplies are running low in Seminar rooms, supervision rooms, offices, corridors or toilets, please let reception know what is needed and where (give room name or number).

15. Fire alarms and First Aid

Fire wardens will be present in each area of the building and if the fire alarm is sounded the evacuation process should be followed as normal. Leave by the nearest fire exit and gather at the assembly point in the Free School Lane archway and wait to be told it is safe to come back into the building.

If you have any problem (other than Covid-19 symptoms) that would require first aid (e.g. trip or fall), then call reception on 01223 334500. First aiders will come to help in a way that protects you and themselves.

16. Wellbeing resources

Staff: <https://universityofcambridgecloud.sharepoint.com/sites/COVIDRecovery/SitePages/Wellbeing.aspx>

Students: <https://www.cam.ac.uk/coronavirus/stay-safe-cambridge-uni/help-and-support>

If you need help with a problem, speak to your course manager or PhD supervisor if you are a student and your line manager if you are staff. It's much better if you seek help at an early stage; be assured, we have seen it all before.

The HPS website has a one-stop-shop welfare page for information on how to deal with harassment, sexual misconduct, wellbeing, equality and diversity, dignity at work, and how to obtain help, support and advice <https://www.hps.cam.ac.uk/about/admin/welfare>

JC, updated Nov 2021