

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. In particular it explains the measures put in place to ensure social distancing and good hygiene that will reduce the spread of Covid-19. **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:

- Deep cleaning our buildings before re-occupancy
- Plexiglass screens installed at receptions
- Stand back and wait protocol for movement in confined areas (e.g. stairwells, kitchens)
- Meeting room capacities have been reduced, with cleaning stations in meeting rooms
- Hand sanitiser at all entrances and at key points throughout the buildings
- Cleaning stations provided throughout the buildings for general use
- Hand dryers disconnected, with paper towels provided
- Water coolers have been sanitised, with supplies made available for cleaning after use
- Signage provided throughout communal areas about social distancing, face coverings, and hand hygiene
- A first aider will be 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. The front door will remain locked at all times and should only be used to allow students to enter at the time of their lectures or supervisions. Everyone else should enter via the back door of the Department, or the garden gate to Seminar Room 1 (when it is not in use) or the Lodge, or the Library entrance in the Storey's Gate archway. Your swipe card can open these doors during opening hours. Out of hours access is reserved for staff only and requires a key.

Students coming to the building for lectures and classes are asked to wait outside the front door of the building on Free School Lane until their lecture or class is about to start (when they will be let in). Students should leave the building immediately after their 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.

Access to the Library and Museum for all staff and students will be by appointment only for the time being (further details on booking procedures will be circulated). The Museum will be re-opening to the public on a limited basis from late October. Access will be by pre-booked tickets only and members of the public will be arriving and leaving by a dedicated rear entrance to avoid contact with staff and students.

Once in the building we will be leaving corridor doors and windows open to facilitate ventilation. You may want to wear layers to accommodate variations in temperatures as the seasons change.

Look for signs and notices dotted around the building telling you what to do. These help with physical distancing and sanitisation. Please keep left in all corridors and wait until another person has left before you enter a narrow or dead-end corridor or stairwell, or move one at a time in a corridor or room so that you stay 2m away from the other person. 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. Don't stand chatting in corridors.

When opening doors, where possible use elbows (to lever) and/or hips, bottoms, feet to push open doors in the direction of travel, OR use the tissues and paper towels provided to turn door handles and/or pull doors open. Dispose of any used towels/tissues in the bins provided.

Do not use lifts (elevators) except for transporting bulky or heavy items. Normal procedure is to send equipment in a lift and meet it at the other floor. If you have a mobility issue that prevents you from using the stairs, or stops you leaving within 2 minutes, you must contact the Department's Safety Officer (th10001@cam.ac.uk) before you come in so a Personal Emergency Evacuation Plan (PEEP) can be drawn up for you.

3. What to do if you have symptoms or come into contact with a person with suspected coronavirus

If you start to feel unwell when you are in the Department, LEAVE IMMEDIATELY, go home and contact your Course Manager or Line Manager as soon as possible to let them know. If you are too ill to leave by your own arrangements, stay where you are and contact reception (01223 334500) and we will arrange for you to be taken home or to the hospital as appropriate. If you have symptoms of any type of illness when you are outside the Department, DO NOT come onto University premises but do tell your manager/supervisor.

If you have symptoms of coronavirus you must self-isolate for at least 10 days. You should also arrange for a test. You should notify your college/Department as soon as you have the test results. If you have been in contact with a person with suspected coronavirus you should isolate at home for 14 days or until you have received a negative test result. Updated policy:

1. Only one negative swab result will be required to exclude COVID-19.
2. There is a revised list of symptoms which you should act on to request a test for COVID-19. These now ONLY include one or more of the following:
 - High temperature - this means a feeling of feverishness, or a temperature higher than 37.8C
 - New intermittent or persistent cough or worsening of your usual cough if you have one
 - Loss or change in your sense of taste or smell - particularly in the absence of nasal congestion

Should you or one of your household develop any of these symptoms, please isolate immediately and contact CUH Occupational Health to arrange a test on 01223 216767. Tests will be available at the pods outside the Department of Engineering and the Addenbrooke's site. Due to high demand, Swab tests are only available to students, University and college staff, and certain defined affiliates, but NOT household contacts of staff and students.

4. Clean your hands, don't touch your face!

Clean your hands on entering the building and regularly thereafter, as well as the surfaces you touch, by using the sanitiser dispensers at entrances, soap and water, sanitizing spray and wipes which are available throughout the Department. Never touch your face with your hands, unless you have just washed them for that purpose.

If you notice significant skin irritation that is likely to have been caused by sanitising products, inform your manager/supervisor and we can consider alternative protection.

If you need to cough or sneeze, do it into your elbow or a tissue and then wash or sanitise your hands immediately. When you arrive home, wash clothes you sneezed on, or wash all clothes and

have a shower. This is particularly relevant if you live with someone who is Clinically Extremely Vulnerable.

Sanitise mobile phones regularly and try to avoid constantly picking-up and checking your phone as you move about.

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

Update: 15/10/20: The University's COVID Gold team agreed at its latest meeting to update the advice on the use of face coverings. We are now recommending that for indoor meetings or teaching sessions longer than 15 minutes, face coverings should be worn even if observing an appropriate social distance (2m) is possible. The updated advice can be found on the University's Stay Safe Cambridge Uni campaign pages:

<https://www.cam.ac.uk/coronavirus/stay-safe-cambridge-uni/wear-a-face-covering>

Face coverings should also be worn by everyone (except those with an exemption) while moving around the Department (e.g. in stairwells, kitchens, corridors and toilets). Please bring your own mask. If you have lost or forgotten it a replacement can be obtained from Reception.

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

6. Lectures

Some lectures will be live streamed (on either Teams or Zoom) at the time scheduled and the recording will be made available on Moodle shortly afterwards (usually within about 24hrs). Other lectures will be recorded in advance and will be available on Moodle no later than the time scheduled. All lectures will be recorded and will be available on Moodle. Information on format of delivery of lectures is available on the information for each lecture course on Moodle. Lectures will remain on Moodle for the duration of the 2020-21 academic year.

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 some face-to-face supervisions that take place in either colleges or the Department, normally in groups of 1, 2 or maximum 3 (if space allows). Some supervisions will also take place online on Teams or Zoom. When planning supervisions, if 2m distance cannot be maintained in the supervisor's office then it may be possible to book a larger

room (e.g. SR1, SR2, the Board Room or even the Courtyard).

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 people will prefer to use spaces larger than their office when supervising in order to observe social distancing rules. 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 their colleges.

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 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:

- Leave a minimum of a 15 minutes gap between start and finish times of each session taking place in the space they are using to enable the safe turnover of students and supervisors.
- Adhere strictly to the scheduled times, so as to allow people to enter and leave the building without mixing.
- Wipe down areas that have been touched (or are likely to be touched) with the sanitising spray provided at the start and finish of each supervision.
- Block booking is not allowed and supervisions should take place during normal opening hours.

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

9. Seminars, Workshops and Reading Groups

These will take place on-line on either Teams or Zoom. Group leaders will make sure participants know how, where and when to log-on to participate. We will review this in the New Year to see if it is possible to have more of these activities take place in-person. The Group leader will advise participants on whether the activity will be recorded in order to provide the opportunity to opt out.

10. Assessment

More information on assessment will be made available during the course of the year. However, it is very likely that assessment for HPS undergraduate exams during Easter term 2021 will be carried out online and will replace the usual sit-down 3-hr exams. Online assessments are expected to take place over an extended time window of 24 hours to allow for:

- students living in different time zones
- students who are permitted extra time and/or rest breaks due to disability
- any technical difficulties that students may encounter

It is anticipated that word limits will be set for examination answers.

11. Toilets

Only use the toilet you have been assigned. The toilet by the back door of the Department has been assigned to students and visitors. Only one person at a time is allowed in any toilet cubicle. Before entering, check to see if they are free. If you need to wait then stay 2m 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.

Staff spending whole days working in the Department may use the kitchen they have been assigned. Only one person at a time is allowed in the kitchen. If someone is already there you may need to queue 2m apart or come back later. Sanitise the surfaces and touchpoints on equipment you will use for hot/cold drinks before and after use with the spray and wipes provided.

13. Room Use

Sanitise your hands once you reach your work area and, if you have a shared working space, sanitise any surfaces you will touch before you start work. Don't assume someone else has cleaned the area effectively. Check whether delicate equipment or items would be damaged by a particular sanitiser before using sanitiser on it. If you share a workspace with other people you will need to work out a rotation system with them. Do not turn up "on spec" the first time, without first agreeing arrangements. 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). Don't wander round inside buildings. Do go for a walk outside.

General Occupancy of the Department will be kept at below 30% and we have prioritized return to work in the building as follows:

- a) those whose jobs require them to be present in the workplace (cleaning, reception, library and museum services);
- b) those who, for whatever reason (including wellbeing), cannot carry out their role effectively while working from home;
- c) those with a strong preference to return to the workplace (noting that this is capacity dependent).
- d) those who need to be present in the department for short periods to for in-person small group teaching.

Where colleagues are able to work productively from home and are happy to continue doing so, and where their line managers are happy for them to continue to do so, they will continue to work predominantly from home.

14. Meetings and socialising

We would like to encourage people to socialise online by setting up meetings preferably on platforms provided by the Department/University (e.g. Teams or Zoom). In exceptional circumstances, small group meetings may be allowed where it is possible to do this under social distancing guidelines.

For the time-being, other in-person socialising, get-togethers and other such activities must take place outside of the building and should adhere to government guidelines.

15. 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). We will be keeping a record of usage.

16. Fire alarms and First Aid

Fire wardens will be present in each building area and the fire evacuation process should be followed as normal, if the fire alarms go off. 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.

17. People at higher risk

See: <https://www.nhs.uk/conditions/coronavirus-covid-19/people-at-higher-risk-from-coronavirus/whos-at-higher-riskfrom-coronavirus/>

If you pick up the virus, how it may affect you will depend on your age, fitness, other health conditions and personal factors. Some people may have no symptoms while others may become seriously ill. Read the NHS guidance above for risk factors and what to do.

If you are “Clinically Extremely Vulnerable”, you will have received a letter from your GP and must not return to the Department. If you are “Clinically Vulnerable” or living with someone who is “Clinically Extremely Vulnerable”, discuss your return in detail with your manager – you need to have an individual risk assessment and determine if extra precautions are needed for your safety. Follow NHS guidance and consult the Department Safety Officer (Tamara Hug).

18. How to sanitise hands and surfaces

Wash your hands with soap and water for 20 seconds – This is very effective in (i) mechanically removing contamination from your hands and (ii) killing the virus. Follow the NHS handwashing posters in toilet areas. Lather the taps with soapy hands at the beginning and rinse the taps when you rinse your hands – this means you touch clean taps to turn them off. Dry hands well with paper towels. Do not use air dryer or fabric towel.

Using Hand Gel - (if washing hands is not possible)

- a. Make sure your hands are dry and free from dirt.
- b. Squirt a half teaspoon of sanitiser on your palm. Rub hands together, interlock fingers and rub hands in and out to draw into corners of the fingers
- c. Moisturise your hands if skin feels tight, dry or itchy – contact DSO if this persists

Sanitising ‘Touchpoints’ (surfaces touched by others)

- a. Set spray bottle to mist setting.
- b. Spray area to be cleaned to cover area required.
- c. Leave for a minute.
- d. Wipe up excess with tissue paper.

Note: If spray will damage electronics etc. spray onto tissue and wipe instead.

19. How to wear a face covering

A face covering should:

- cover your nose and mouth while allowing you to breathe comfortably
- fit comfortably but securely against the side of the face
- be secured to the head with ties or ear loops
- be made of a material that you find to be comfortable and breathable, such as cotton
- ideally include at least two layers of fabric (the World Health Organisation recommends three depending on the fabric used)
- unless disposable, it should be able to be washed with other items of laundry according to fabric washing instructions and dried without causing the face covering to be damaged

When wearing a face covering you should:

- wash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser before putting a face covering on
- avoid wearing on your neck or forehead
- avoid touching the part of the face covering in contact with your mouth and nose, as it could be contaminated with the virus
- change the face covering if it becomes damp or if you've touched it
- avoid taking it off and putting it back on a lot in quick succession (for example, when leaving and entering shops on a high street)

When removing a face covering:

- wash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser before removing
- only handle the straps, ties or clips
- do not give it to someone else to use
- if single-use, dispose of it carefully in a residual waste bin and do not recycle
- if reusable, wash it in line with manufacturer's instructions at the highest temperature appropriate for the fabric
- wash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser once removed

20. 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 are having problems, your first port of call in the Department should be your course manager or PhD supervisor if you are a student and your line manager if you are staff. We advise you to seek help at an early stage and not leave things to brew.

The HPS website also has a welfare page which is a one-stop-shop if you are seeking 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>