Centre for Mathematical Sciences (CMS) COVID Protocol:

Phase 4: 29th March 2021
Introduction

Please take the time to read this important document before you return to your workplace/place of study. It provides the following essential information to ensure the safety and wellbeing of you and your colleagues:

- Actions that the University has taken to prepare buildings for safe reoccupation;
- Specific safety adjustments that have been made to your immediate place of work/study; and
- Actions you need to take.

Actions that the University has taken to prepare buildings for safe reoccupation

The University has carefully considered the latest Government guidance and has worked with institutions to put robust measures in place to ensure that you can return to your work/study environment safely. The health, safety and wellbeing of all members of the University community has been and will remain at the heart of this activity throughout the coronavirus pandemic. The University will continue to review and respond to any revised government guidance, ensuring that local measures continue to adapt as necessary.

The latest guidance can be found at COVID Recovery SharePoint, the University Covid-19 webpages and University public health campaign Stay Safe Cambridge Uni webpages.

“Your skills and expertise are key to the University’s gradual return to some of our on-site operations. As we plan for that phased return, your safety is of paramount importance. Extensive work is taking place to ensure that you are able to go back to your place of work safely and confidently.

We will all need to make adjustments to fit the new working and social environment in which we find ourselves. More than ever, we will rely on your adaptability and perseverance to achieve a smooth transition back to our workplaces. Please know that your efforts are recognised and hugely appreciated.

Professor Stephen J Toope – Vice-Chancellor”
The University’s protocol is founded on the overriding principle that health and safety considerations take priority in all decisions. This means protecting yourself and protecting your colleagues.

**Phase 1 return (August/September):** working from home continues as the default for most. CMS has been partially reopened, with a significantly reduced occupancy and stringent safeguards, planning and monitoring of occupancy in place.

**Phase 2 return (From October):** Moving into the new Academic Year, higher levels of occupancy are anticipated. We do not expect at this stage to introduce further measures to manage occupancy, but this, along with protocols for those using CMS, will continue to be reviewed in the light of University policies and Government guidance. For now, the present safeguards and protocols, and monitoring of occupancy, will remain in place.

**Phase 3 return (From January 2021):** CMS will remain open, but with an expected significantly reduced occupancy. Following the latest Government advice you may only leave your home for work if you cannot reasonably work from home.

**Phase 4 return (From 29th March 2021):** CMS will remain open. Working from home remains the default position. It is important to note that while the national ‘stay at home’ rule is due to end on 29 March 2021, staff will still be required to work from home where they can. This position is expected to remain in place until the government has completed the review of social distancing and other long-term measures.

**Key Principles**

1. **This protocol is a living document which will evolve as the national and/or local situation changes taking into account Government and University advice.** An announcement will be made before Step 4 of the government’s roadmap begins, which is anticipated to be no earlier than 21 June 2021.

2. **People should continue to work from home where they can.**

3. **Where Departments have advised that staff/students can return to the workplace, the number of journeys should be minimized, avoiding travel at the busiest times and routes.**

4. **Personal Protective Equipment (PPE) will only be provided in exceptional circumstances and in line with current Government guidance.**

5. **Staff/students in at-risk groups and those with family members in at-risk groups who have been shielding are permitted to return, subject to an updated Risk Assessment. Please contact your Line Manager or Departmental Administrator should you wish to return to work.**

6. **Equity, flexibility, fairness, openness and collaboration are fundamental to the implementation of the Return to Work Protocol and to ensure trust is maintained with staff.**

7. **Anxiety and the very different experiences staff and students have had during the pandemic should be recognised.**

8. **Any staff or student who has symptoms, however mild, or is in a household where someone has symptoms, should not attend work and should inform their line manager/supervisor.**

9. **Any consideration on whether a member of the CMS should return to the workplace will take account of personal circumstances and safety.**
Specific safety adjustments that have been made to the CMS

Each Department has carefully reviewed the ways in which buildings are normally occupied and put specific measures in place to ensure the safety of all individuals, in accordance with the relevant up to date guidance. However, these rules are subject to change. Important changes to the advice in this new phase are highlighted in RED.

Specifically, the following adjustments have been made:

1. Although the government is relaxing its “stay at home rule” from 29 March, the University’s position remains that staff will still be required to work from home where they can.
   a. It is appreciated there are circumstances in which it may be necessary to work in CMS, at least for some of the work week. Reasons why your home circumstances or facilities may reasonably preclude your ability to work include, but are not limited to: the need to record lectures; inadequate internet access; a cramped environment, and a variety of wellbeing issues.
   b. Staff and PhD students who need to work in the CMS rather than at home may do so, subject to the single occupancy office guidance below. Please avoid contact with others on site where possible.
   c. Staff and PhD students who can work from home and can do so productively, should continue to work from home.
   d. On-site space capacity will be monitored and the guidance updated if needed.

2. Unless you have legitimate reasons for exemption as listed on pg 8, face coverings should be worn at ALL times within the CMS except when you are alone in your office with the door closed, recording a lecture or following the specific SOP associated with your experimental activity in the GKB Laboratory.

3. All staff/PhD students on site MUST use the online monitoring tool provided when entering and exiting the CMS https://register.maths.cam.ac.uk/. Please remember to sign out at the end of the day.

4. For Phase 4, occupancy of the building is still expected to be significantly less than normal usage. Card access has been reinstated for all staff and PhD students. Signs have been put up with information on maximum occupancy for all lecture / meeting rooms and communal spaces. (This information is also on the online room booking page for normal, 2m and 1m+ occupancy).

5. Occupancy for ALL offices and meeting rooms at the CMS is limited to one person at a time. (Exceptions include first aid situations, IT/Facilities activities). It is acceptable for one person to occupy the office in a morning, and another in the afternoon, but only if there is a 1 hour gap in between WITH VENTILATION. Please contact Hannah (damtpsec@maths.cam.ac.uk) or Vivien (dpmmssec@dpmms.cam.ac.uk) if you require more access than can be agreed with your office mates.

6. The ‘Rule of Six’ will return for outdoor gatherings from March 29. Socially distanced outside meetings are permitted, but are restricted to groups of no more than six. Please note: meetings indoors are still not permitted (Exceptions include first aid situations, IT/Facilities activities).

7. We recommend that office doors remain shut and you are encouraged when you first arrive each day/half day to open (for a period of at least 10 minutes) both the top and bottom vents in your office to increase air flow (turn on/up radiators if required).

8. Most research students should remain where they are – whether at home or in Cambridge – and should not travel unless for one of the permitted exceptional reasons. Updated guidance about travel for students over the Easter period can be found here.
9. Hand sanitiser is available throughout the Departments at each entrance and in each office, common room, meeting room and bathroom.

10. Facilities staff will remain working on site (Monday to Friday, normal working hours). Enhanced cleaning protocols have been implemented including daytime cleaning regimes for common touchpoints including door handles, toilets, common rooms.

11. Signs have been put up to remind everyone to wash their hands regularly and to practice physical distancing at all times.

12. No visitors to the Department are allowed (including family members) without express advance permission from the Head of Department.

13. For communal areas, where possible, furniture has been arranged to ensure social distancing compliance but use of these areas is discouraged in the current phase.

14. There is now a one-way system in Central Core, in and out of C, D, G & H common rooms and some of the larger lecture rooms (MRs 2, 3 & 9). Corridors have sufficient passing spaces already and those going down staircases will have right of way.

15. A First Aider and/or Appointed Person is nominated every day – please contact Reception (ext 65000).

16. If you develop any symptoms while at work, please report your symptoms to Reception or the nominated First Aider/Appointed person from your office before leaving site. Anyone who starts to feel unwell and needs to lie down before going home will be encouraged to do so in their office with support from a First Aider. The First Aid room in Pavilion F will be retained for other First Aid emergencies other than those relating to Covid-19.

17. Staff and students working in the GK Batchelor Laboratory will continue to be subject to the lab’s standard operating procedure.

18. The Betty and Gordon Moore Library remains closed but is operating a range of online services (including a click and collect service). Please see https://moore.libraries.cam.ac.uk/ for the most up to date information.

**Actions you need to take**

During this transition back to working in University buildings, it is important that we all make adjustments and adapt to new ways of working to ensure the safety of us all. You are asked to take the following actions to ensure your own health and well-being, as well as encourage colleagues to do the same:

**In Phase 4, there is some relaxation of the lockdown guidelines.** However, the Government, the University or the Departments may deem it necessary to reintroduce stricter guidelines at some point in the future. As with many aspects of life we have all experienced over the last year, everything is subject to change in response to the developing situation.

Adjustments to working practices and the buildings have had to be made in order to facilitate a return to work for those who cannot continue to work from home. The adjustments seek to minimise the risk of a further wave of infections from COVID-19 and are intended, crucially, to keep all staff and students as safe as possible while also easing the Departments back into active research.

**Colleagues who are able to work productively from home should still continue to do so.** It may be productive for those people working from home to visit occasionally in order to keep their work as effective as possible whilst still working from home for the vast majority of their time.
**General restrictions to coming into work**

The latest government guidance is that while the ‘stay at home’ rule will end on 29 March you should continue to work from home where you can.

If you fall into the categories of clinically extremely vulnerable or clinically vulnerable, the Departments strongly recommend that you continue to work from home and do not come into the workplace. If you are clinically extremely vulnerable, you should have received a letter from your GP to advise you of this. There is no formal requirement to advise your Department of this situation, although if you choose to do so this information will be treated as confidential.

**Before you leave home**

Make sure you have washed your hands for at least 20 seconds with soap and water before leaving your home. It may be wise to carry hand sanitiser with you. Remember to bring the food and drink that you will need for the day with you because catering facilities are not currently available.

Assess your health status before coming into work and if you feel at all unwell, or have displayed any symptoms, however mild, listed in the section below entitled ‘What to do if you think you are experiencing symptoms of COVID-19,’ then stay at home. During this phase, it is better to stay at home and find later that it was a false alarm than to come into work and risk your colleagues’ health. Do not put pressure on yourself or others to ‘struggle on’ if you are in any doubt about your health.

**Going home after work**

Before you leave work, take advantage of the ready supply of hand sanitiser and wipes in your office to clean your bag handles, wallet (if you used it), access card, keys, etc. If you wish to disinfect your mobile phone, check with the manufacturer for a suitable way to do this to avoid damaging it. It may be worth keeping your phone in a case with a screen protector so you can more easily decontaminate it without damaging the unit.

Consider changing your clothes when you get home, preferably put the clothes you wore at work straight into a washing machine and wash them at a high temperature (a cotton setting will work – coronaviruses are vulnerable to heat and detergent). Then wash your hands. This will minimise transferring infection to your household and to family members.

**Public transport**

Consider what method you use to get to the CMS and whether that is the safest means; you may want to consider other options to public transport. With the reduced number of occupants in the buildings, there will be plenty of available bicycle racks and car parking spaces. The CMS car park now allows free access and CMS staff are permitted to park there between the hours of 8 am and 6 pm without the need for a parking permit. The car park has been made free access during this period to encourage use of your car if this means that you can avoid public transport if you do not live close enough to cycle or walk. (See Government advice on safe travelling.1)

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**Entering the building**

If you feel at all unwell or exhibit any COVID-19 symptoms, **do not enter the building**. For more information about symptoms, refer to the section below entitled ‘What to do if you think you are experiencing symptoms of COVID-19’.

1. **Put on a face covering before entering the CMS buildings.**
2. For staff and PhD students with card access please enter the CMS ideally via the doors to your Pavilion (rather than via Reception or walking though one Pavilion and the Central Core to get to your Pavilion)
3. Upon entering the building, use the designated alcohol hand sanitiser in the Pavilion lobby/reception to disinfect your hands. Rub in for 30 seconds to allow the alcohol time to kill any virus on your hands.
4. Proceed to your office keeping at least 2 metres apart from other people.
5. Sanitise your hands again when you enter your office if you have touched any surfaces en route
6. Click in to the online monitoring tool as soon as possible once in your office [https://register.maths.cam.ac.uk/](https://register.maths.cam.ac.uk/).

**During the day**

1. **Don't forget to put on a face covering when leaving your office.**
2. Please only use bathrooms in your Pavilion.
3. Wash your hands regularly with soap and water for at least 20 seconds throughout the day. Alcohol gel is practical and convenient, but washing your hands with soap and water for 20 seconds is more effective against the virus.
4. Please wash your hands both before and after using the toilet, and dry your hands using paper towels provided. Close the lid before flushing the toilet and place any used paper hand towels in the open black bins in the toilet rather than the inset bins of the towel dispenser. Remember to sanitise your hands again after touching the bathroom door.

**Social distancing**

The current advisory is that people infected with COVID-19 may be asymptomatic for a number of days/weeks, so you should act in a way appropriate to the possibility that you, or people you have contact with, are already infected. Individuals must keep at least 2 metres between them at all times. This means that the number of people in any one area must be tightly restricted. Sufficient room should be allowed for people to walk past each other without passing closer than 2 metres.

*Socially distanced outside meetings are permitted, but are restricted to groups of no more than six.*
Face coverings are now required across the site except for the specific exceptions listed on pg 4 (point 2) or or you have legitimate reasons for not wearing face coverings (for example):

- Pre-existing breathing difficulties and/or other respiratory conditions not related to suspected or confirmed COVID-19 infection
- Mental-health conditions such as anxiety or panic disorders exacerbated by wearing a face covering
- Non-visible disabilities that would be exacerbated by wearing a face covering
- Visual impairments, with a restricted field of vision, particularly if any residual vision is at the lower edge of the normal field of view
- Impairments that would make it difficult to put on or take off a face covering safely, accurately, consistently or without pain.

If you are a member of staff or a PhD student and you are exempt from wearing a face covering but have a need to be at CMS then please contact your Departmental Administrator (Damtpsec@maths.cam.ac.uk or dpmmssec@dpmms.cam.ac.uk).

**Working hours**

For the moment, the buildings will remain open to staff and PhD students from Monday to Friday during normal working hours when Facilities staff will be on site. *Late night and weekend working is STILL discouraged.* Users of the Laboratory are permitted to work in the laboratory over the weekend subject to the operating procedure that is in place for the laboratory. The use of the buildings, their general population and hours of occupancy will continue to be monitored in the weeks and months ahead and procedures modified if necessary.

**Who can work and when?**

Working from home remains the default position for those staff/students who can do so.

It is unlikely that the main entrances to the CMS will be busy, but if that becomes a problem, consider staggering your start and finish times if possible, to reduce the number of people at pinch points at the entrances, exits and stairwells. This should also be the case for when people take breaks. Breaks should be taken either in your office or outside.

You can be assured that, based on the latest government advice, various changes to working practices have been introduced to reduce the risk of returning to work. To help you make the transition back into the workplace, in addition to having discussions with your line manager, appropriate small groups of staff can meet remotely to consider how to use the space safely and support each other to feel safe in the workplace. No one who is shielding on advice from a medical practitioner will be required to return to the workplace. See Government guidance on the definition of clinically extremely vulnerable for further information.

**Undergraduate and Part III students**

Undergraduate and Part III students are not allowed on site. Following a thorough assessment of the potential risks within both lecture rooms and the Central Core of CMS, and mindful of the incidence of COVID nationally and also (although relatively low) within the University, the provision of in-person small group and examples class teaching by the Faculty of Mathematics at the CMS has been suspended.

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2 [https://www.ourcambridge.admin.cam.ac.uk/resources/safe-space-circles-returning-work](https://www.ourcambridge.admin.cam.ac.uk/resources/safe-space-circles-returning-work)

Specifically, until further notice, all example classes in Part III and the MPhil in Computational Biology will be online, and it will not be possible to hold in-person undergraduate supervisions at the CMS. Therefore, for now, undergraduate, Part III and MPhil students should not come to CMS.

**Visitors**

Visitors are not permitted during this time until further notice without express ADVANCE permission from the Head of Department. The exception is for contractors who are required to maintain or repair equipment or the building which will be overseen by the Facilities Manager and Laboratory Manager. A brief induction for any contractor will be completed to inform them of our buildings’ protocol before they may access the building to ensure that they follow the same rules as everyone else whilst on site for example contractors will be required to wear face coverings whenever in communal areas.

**One-way systems and signage**

The majority of rooms in the CMS are single occupancy offices. In communal areas within our buildings, such as some of the common rooms and Central Core, one-way systems have been put in place and signs added to mark these out in order to help maintain social distancing. For communal areas, furniture has been arranged where possible to ensure social distancing compliance. **The tables in the Central Core should not be used in the current phase. Common rooms should only be used for food/drink preparation.** Corridors have sufficient passing spaces already and those going down staircases now have right of way. There is signage beside all lifts highlighting they are for use only when necessary and restricted to one person at any time.

**Enhanced cleaning regime**

Both University and Contract cleaners have resumed regular cleaning regimes outside of normal working hours, concentrating on communal areas, common rooms, toilets, doors and corridors. Facilities staff will regularly (at least twice a day) disinfect the following in communal areas: door handles, push plates, handrails, exit buttons, card access panels, toilet flush handles, toilet locks, vending machines, microwaves, lift buttons etc.

There are hand sanitizer and hygiene posters deployed at entrances and circulation areas as well as stand-alone gel dispensers deployed at all main entrances and in the Central Core. Hand wipes and hand gel provided for all offices and meeting rooms. Additional bins have been provided for each toilet for paper towels to reduce possible contamination of the hand towels in the dispenser. Offices will not be entered by cleaners; cleaning materials (and hand gel) will be provided for all offices and bins should be left outside the door at the end of the working day as and when they need emptying.

**New behaviour and culture**

The new procedures will mean that some behaviour and culture will have to alter temporarily during this phase.

1. Move around the building slowly and pay close attention to your surroundings in case you need to stop suddenly to give someone room to pass by, especially in communal areas.

2. Look ahead and if another person is approaching, wait for them to pass if the area will not permit a 2-metre distance between you. It may sometimes be necessary to move into an alcove to the side of a corridor to allow someone to pass you so as to preserve the 2 metre rule.

3. Do not hold doors open for others because this requires closer than a 2 metre proximity (don’t worry about being thought rude, they will have read this too!). Keep a good distance between you and the person in front to discourage door holding.
4. Before proceeding up or down a staircase, look and listen to ascertain if someone is already on the stairwell, and if so, wait a safe distance away for them to pass.

5. Be willing to verbally communicate with others you encounter in communal areas so they can wait in an appropriate place for you to pass (e.g. if you’re heading for a room on the right, they’ll know to wait out of the way on the left and not directly in your path).

6. Do not linger in communal areas and if you do encounter someone and have a brief (socially distanced) chat, make sure neither of you block the way for others wishing to pass.

7. Pass another person back-to-back if distancing is not possible.

8. Please do not use the CMS for personal deliveries, all post received at CMS will be quarantined for 72 hours before distribution (except for deliveries to the Laboratory who have their own process in place).

**Hand washing and sanitising stations**

Wash your hands more regularly than you normally would, definitely upon arrival at work and before departure, and both before and after you visit the bathroom or eat or drink anything. Hand sanitiser stations have been created at strategic points around the buildings. Please use these freely and frequently when you move around the building. The sanitisers will be re-filled by the CMS Facilities Team. After returning to your office use the hand sanitiser that has been provided at your desk space.

**Respiratory hygiene**

Use a tissue to cover your mouth and nose when you cough or sneeze then dispose of the tissue immediately and wash your hands. If a tissue is not available, cough or sneeze into the crook of your elbow. If you suffer from a respiratory conditions such as hayfever or asthma, please remember to take your medication. Remember to wash or replace your face covering (as appropriate) regularly.

**Eating and drinking**

Meals and break times should preferably be taken in offices or outside of the building. All cups, cutlery and mugs have been removed from the common rooms and put into storage. Colleagues are encouraged to bring their own mugs, cutlery, plates etc from home and some disposable items will be made available. You must stay 2 metres away from other people during break times and you should wash your hands before and after you eat or drink anything. Specific notices and cleaning products are located in common rooms for tap water, use of fridges, microwaves and hot water dispensers. Signage in common rooms will indicate the maximum occupancy. All bottled water dispensers have been removed from the site.

**Showers**

Shower facilities will be unavailable.

**Fire**

In the event of a fire alarm evacuation follow the usual procedures. It is very important to exit the building as promptly as possible and any one-way systems in operation can be ignored under these circumstances. The risk from fire is much higher than the risk of infection and exit from the building is paramount by your nearest exit route.

Fire managers and fire wardens will be available to perform their duties as usual. If it is possible to do so, please make every effort once you have arrived at the assembly point to recommence social distancing.
First Aid

First aiders will be provided with suitable PPE to allow them to treat people if the 2 metres distance rule cannot be maintained. Mouth-to-mouth resuscitation is no longer a requirement for first aid at work and only chest compressions are recommended. PPE provided to first aiders will include two face masks and face shields (one for the patient and one for the first aider), disposable gloves and eye protection. First aiders are reminded that patients who are struggling to breathe should not be made to wear a mask over their mouth or nose in case this restricts breathing further.

It is unlikely that a patient will present with breathing difficulties at the work place due to COVID-19 since the breathing difficulties symptom tends to develop in the later stages of the disease.

First aiders/appointed person can be contacted via Reception (65000 or 01223 765000) Monday to Friday 9am-5pm. Outside of these hours please contact the emergency services.

Catering

There will be no catering facilities beyond the vending machines, fridges, microwaves and drinking water taps. Seating to eat or drink in the common rooms has been removed or limited to ensure social distancing. In addition there will be limited socially distanced seating outdoors. Breaks may also be taken by yourself in your office which is the preferred option.
What to do if you think you are experiencing symptoms of COVID-19

The latest University guidance can be found here:
Actions you need to take

During this transition back to working in University buildings, it is important that we all make adjustments and adapt to new ways of working to ensure the safety of us all. You are asked to take the following actions to ensure your own health and well-being, as well as encourage colleagues to do the same:

**SOCIAL DISTANCING**

Stay at least 2m away from anyone else, at all times, whether in vehicles, on site, outside or inside. Advise colleagues politely if you see they are not maintaining social distancing; accept feedback about your social distancing from others.

**RESPIRATORY HYGIENE**

If you cough or sneeze, cover your mouth and nose with a tissue, or your sleeves (not your hands) if you do not have a tissue, and dispose of the tissue in a bin or flush down the toilet immediately. Then wash your hands or use a sanitising gel.

**HAND WASHING**

Wash your hands more often than usual, using soap and hot water for at least 20 seconds, or use a hand sanitiser - when you get home or into work, and during the day, when you eat or handle food, before eating and both before and after using the toilet. Hand sanitiser, soap and hot water will be provided. Please place used paper hand towels in the open black bins in the toilet rather than the inset bins of the towel dispenser. Touching of the face should be avoided.

**WASH YOUR CLOTHES REGULARLY**

There is some evidence that the virus can stay on fabrics for a few days, although usually it is shorter, so if you are working with people outside your household wash your clothes regularly. Changing clothes in workplaces should only normally be considered where there is a high risk of infection or there are highly vulnerable people.

**EQUIPMENT**

Evidence suggests that the virus can exist for up to 72 hours on surfaces. Please ensure you clean/wipe your own workstation surfaces regularly, such as keyboards, mice, telephones, photocopiers etc. using the cleaning materials provided and note that no equipment should be shared with another member of staff. The Departments are providing more frequent cleaning for communal surfaces like door handles or lift buttons and communal areas like bathrooms and common rooms.
FOOD AND DRINK

You should bring your own food, drink and utensils from home and take them home to clean at the end of each day. The use of kettles, microwaves, fridges and taps is allowed provided users wash hands before and after use.

ADJUSTMENTS TO WORKING ARRANGEMENTS

Please comply with changes in working arrangements such as changes to working hours, seating and workstation arrangements. These are being put in place for everyone’s safety to reduce the risks of transmission in the workplace by limiting the number of people that any given individual comes into contact with regularly. All meetings should be held remotely if practical.

PPE AND FACE COVERINGS

The University has provided information about the use of PPE and face coverings5. This follows Government advice, which is continually being updated. In summary, where you are already using PPE in your work activity to protect against non-COVID-19 risks, you should continue to do so. There is evidence that ‘Face Coverings’ help reduce the onward transmission of the coronavirus that causes Covid-19. Please make sure that your face covering is replaced/washed regularly.

TRAVEL TO WORK

When travelling to work, think about how and when you travel. To reduce demand on the public transport network, you should, walk or cycle or travel by car wherever possible. If you have to use public transport, you should try and avoid peak times and wear a face covering.

SICKNESS

It is vital that if you are showing symptoms, i.e. onset of a new continuous cough, and/or high temperature, and/or loss of taste and/or smell (these are currently the most common symptoms of COVID-19) however mild, you should not come to work and must continue to self-isolate at home, as now, and that the household quarantine rules continue to apply. If you develop these symptoms whilst you are at work you should inform your manager and return home immediately, avoid touching anything and strictly follow handwashing and respiratory hygiene guidelines. You must then follow the guidance on self-isolation and not return to the workplace until completion of the period of self-isolation. You must seek permission to return to work.

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5 https://universityofcambridgecloud.sharepoint.com/sites/COVIDRecovery/Buildings/Forms/AllItems.aspx?FolderCTID=0x01200084A057EE38AC394F98EF47691CA74EE5&id%2Fsites%2FCOVIDRecovery%2FBuildings%2FPPE%20and%20safe%20working%2FFac e%20coverings%2Epdf&parent=%2Fsites%2FCOVIDRecovery%2FBuildings%2FPPE%20and%20safe%20working
SHIELDING AND VULNERABLE PEOPLE

If you, or those in your household are in an at-risk or clinically vulnerable group current government guidelines indicates that those shielding will be permitted to return, subject to an updated Risk Assessment. Please contact your Line Manager or Departmental Administrator should you wish to return to work.

SUPPORT

If you are concerned about your own wellbeing or the wellbeing of others; please speak to your manager or Departmental Administrator immediately. Please also feel free to make use of the wellbeing and mental health provisions of the University whenever you wish.

If you have any questions

If you have any questions or concerns about any of the information in this document, or at any point during this phase 3 period, please do not hesitate to speak with your manager or your Departmental Administrator Hannah Fox (DAMTP, damtsec@maths.cam.ac.uk) or Vivien Gruar (DPMMS, dpmmssec@dpmms.cam.ac.uk).