



UNIVERSITY OF  
CAMBRIDGE

# Return to the Workplace Pack

September 2021

## Introduction

Please take the time to read this important document before you return to your workplace. 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 occupation;
- Specific safety adjustments that have been made to your immediate place of work; and
- Actions you need to take.



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*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**

This is a 'live' document and will be reviewed every two weeks by the Management Committee. Changes to the procedures outlined in the document will be implemented as required.

Members of the Management Committee will be on call and can be contacted at any time in an emergency. Their contact details can be found in Appendix 3. The phone number for on-site Security is: 31818 (01223-331818)

**Adherence to the guidance in the document is mandatory: failure to comply with the procedures will result in disciplinary action by the Head of Department and may result in exclusion from the building.**

## **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 workplace 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. While many mandatory government restrictions are no longer in force, we do have a duty to carefully assess workplace safety measures to take account of transmissible diseases such as COVID-19. The latest University guidance document is available [here](#).

## **Specific safety adjustments that have been made to your immediate place of work**

Each institution 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. Specifically, the rules described on the following pages are in place.

### **IMPORTANT**

While occupancy levels are no longer restricted in the Department, it is important to remember that we are still in the midst of a pandemic and although vaccination levels are high and the chances of serious illness if COVID-19 is contracted are considerably reduced, everyone must continue to work in a way that is safe and respectful of others. Please endeavour to maximise the available working distance between each other, always wear a face covering and continue to employ regular hand washing/sanitisation.

## **Department of Genetics, Downing Street**

- All staff who come into the building are strongly encouraged to take lateral flow tests twice weekly since these are a valuable tool in catching asymptomatic infections.

- The revised University Ventilation Risk Assessment Tool has been applied to all multi-occupancy spaces in the Department. While all areas are assessed as low risk, some have specific ventilation requirements that must be adhered to, these are indicated by the signage on each door and on the internal COVID safety section of the [web site](#). The risk assessments were performed using the following general assumptions:
  - Face coverings worn at all times.
  - Less than 1 m distancing in rooms.
  - Regular hand washing/sanitisation and cleaning of worksurfaces.
- The majority of the Department will no longer operate with any occupancy restrictions, however, the following general conditions will apply to all work in the Department.
- Staff and students must wear face coverings in the building except when eating and drinking in a designated area. Face coverings may be removed when alone in a single-occupancy room. Disposable face coverings will be provided by the Department but everyone is encouraged to wear their own face coverings.
- While there are no longer any fixed social distancing requirements when working in the Department, individuals should be respectful of each other and maintain as much distance as possible, avoiding contact wherever possible.
- Everyone should bear in mind that some members of the Department, for a variety of reasons, are classed as vulnerable and maintaining respectful distancing helps keep everyone safe.
- Each research group will be responsible for managing the occupancy of their space, ensuring a working environment that does not become overcrowded.
- All room/zone risk assessments are available to view in the Covid section of the Health and Safety pages on the Departmental [website](#).
- Movement around the building should still be kept to a minimum as far as possible. Try to avoid pinch-points and be mindful of overcrowding in communal areas.
- Staff members can continue to work in the building after 10pm, subject to the lone working policy described in the Department Safety Manual. Please continue to avoid the evening cleaners when they are working in the building.
- External visitors (including from other University Departments) will be allowed in the Department:
  - For visits of a day or less, sign in via the visitors book at reception will be

sufficient: a designated host must take responsibility for the visitor and ensure that local rules for safe working, including the use of face coverings, are followed.

- For visits up to a week a designated host must take responsibility for the visitor and ensure that local rules for safe working, including the use of face coverings, are followed. A short visitor agreement form will be available at reception and must be completed in advance.
- Visitors proposing to come for periods longer than 1 week must complete the normal visitor request paperwork and be provided with a copy of this guidance.
- The specific ventilation and other requirements posted on each door, must be respected.
- All staff are required to complete an Individual Risk Assessment (form available at <https://www.gen.cam.ac.uk/members-area/covid-safety>). The assessment is split into two parts: Part 1 should be completed individually, Part 2 should be completed in consultation with your line manager. The assessment has been created by the University's Occupational Health Service to ensure that additional safety measures are implemented for staff with medical conditions put them at greater risk from COVID-19 infection. Once you have completed the assessment you will come under one of three categories;

**Green risk:** No underlying medical condition that puts you at greater risk. You should continue to follow all safety instructions detailed in this Return to Work Pack.

**Orange risk:** You have a medical condition that may or may not put you at a greater risk. In consultation with your line manager you should agree practical steps you can take to minimise your risk at work in addition to those listed in this Return to Work Pack. All additional safety measures should be listed in Part 2 of the assessment form. Additional safety measures could be to continue working from home where possible and attending all meetings remotely, amongst others.

**Red risk:** You have a medical condition that is defined as making you clinically extremely vulnerable. In consultation with your line manager you should agree practical steps you can take to minimise your risk at work in addition to those listed in this Return to Work Pack. All additional safety measures should be listed in Part 2 of the assessment form. Additional safety measures could be to continue working from home where possible and attending all meetings remotely, amongst others.

## Outcome

- Any member of staff who comes under the Orange category may need to complete an enhanced risk assessment, depending on your medical condition.
- Any member of staff who comes under the Red risk category will need to complete an additional risk assessment.

## Line manager responsibility

Line managers are responsible for returning all completed risk assessments to Sam Laister, HR Coordinator at [HRadm@gen.cam.ac.uk](mailto:HRadm@gen.cam.ac.uk)

If you have any questions about the assessment or need to discuss any medical concerns please contact Sam in the first instance.

**Please note:** The information gathered from the risk assessment will be kept in the strictest of confidence. If a referral to Occupational Health is deemed necessary, we will discuss this with you directly and seek your permission in advance.

- Once a week, staff must register their intention to come to work, declare that they are symptom-free and, to their knowledge, have not been exposed to COVID-19. The form is available at: <https://sitka.gen.cam.ac.uk/self-reg-form>
- Staff are strongly encouraged to complete lateral flow tests twice weekly before coming into the building. Test kits are free and can be collected from pharmacies or ordered here: <https://www.gov.uk/order-coronavirus-rapid-lateral-flow-tests> .  
IMPORTANT: lateral flow tests are only intended for identifying additional cases among asymptomatic people - not if you have potential COVID symptoms. If you have symptoms, please isolate and book a PCR test as described in Appendix 2.
- Staff are encouraged to use the NHS Covid App <https://www.covid19.nhs.uk>

## WORKING IN LABS AND OFFICES

- There will be no specified minimum working distance, but wherever possible individuals should be respectful of each other, maintain as much distance as possible and avoid any direct contact wherever possible.
- Benches and desks should, as far as possible, be allocated to named individuals.
- Shared use of desktop computers should be avoided if possible but if necessary, sanitary measures must be employed.
- The keyboards of communal equipment computers will be covered with fresh



cling film (provided) before each use.

- Each person must have a labelled lab coat which is solely for their use and wearing of lab coats in all laboratory areas is compulsory.
- Communal cryoprotective face shields must be sanitised with 70% EtOH by the user prior to and after each use.
- Users must wear disposable gloves inside cryogenic gloves.
- Meeting rooms can be booked via the Booker system:  
<https://booker.eventmapsolutions.com/Account/Login>. Please ensure the required ventilation conditions posted on the door are adhered to.

## **PHYSICAL CHANGES AND NEW PROTOCOLS FOR THE USE OF SHARED SPACES AND FACILITIES**

- A sign-in and sign-out system has been installed at each end of the building so that occupancy of the building can be tracked. All staff must touch their University card on the card reader system when entering and exiting the building. There are two entrance/exit doors: the main entrance and the one by the external tanks. All other entrances/exits will be for emergency use only.
- Individuals can check who is in the building by clicking using the following link: <https://ooh.gen.cam.ac.uk/> while connected to the departmental wired network.
- Hand sanitizer stations have been established in all areas. Report empty sanitiser stations to [amj1008@cam.ac.uk](mailto:amj1008@cam.ac.uk)
- Hand wash stations are available in all zones.
- An online booking system has been established and should be used to pre-book certain communal items of equipment including the use of microscope rooms and cell culture facilities. The booking system can be accessed at <https://booking.gen.cam.ac.uk/>
- All deliveries will be received in the reception area and logged by the receptionist who will contact floor representatives for pick-up.
- The water cooler on the Mezzanine is not operational, but mains drinking water is available on each floor from the designated taps.
- We will shortly be resuming a limited hot drinks and individually wrapped snacks service in the tea room between 10:00 - 11:00 and 15:00 - 16:00. Individuals should remain >1m apart (the seating has been laid out to accommodate this) and limit their time in the space to no more than 30 min, this will allow as many people as possible to use the room. You may remove face coverings when seated but please wear them when moving around the room. Please be

respectful of others when using this space. Outside these times the room will be free for eating lunch etc, again please be respectful of others and maintain distance wherever possible. It is important you use the ethanol spray and clean the table you have used (and the microwave if necessary).

- Please note that our current risk assessments indicate that eating and drinking are not permitted in meeting rooms while meetings are in progress. For spaces such as the 1<sup>st</sup> floor meeting room, Bateson, Ashburner and Part II class, face coverings must be used to ensure the rooms are in the low risk category.
- Toilets and urinals have returned to normal use
  - All hand driers have been disconnected; hand towels are available.
  - Disinfecting spray is available for use.
- To aid cleaning and social distancing, lab areas will be de-cluttered and additional storage areas have been identified for each floor to facilitate this.
- All staff returning to work must be prepared to act as fire-wardens following protocols outlined in **Appendix 1**.
- An inter-departmental first-aid rota is in place: it will be updated regularly and is posted in prominent areas, on the safety notice boards and the departmental website. This operates with Plant Science, Psychology and PDN.

### **CLEANING PROTOCOLS IN PLACE**

- The department's in-house cleaners will be in the building to clean between the hours of 5am – 8.30am. Our cleaners have been provided with yellow barriers to block areas where cleaning is taking place to enable them to social distance whilst working. You must not cross these barriers while they are in place.
- In addition, contract cleaners will be coming in at 10pm to clean the floors. If you are working beyond 10:00pm, please avoid the cleaners.
- Cleaners will work Monday to Friday.
- All staff will be responsible for wiping down their work areas at the beginning and end of their shift. Workstations, desks and laboratory benches should be sanitised using the cleaning products provided
- Cleaning of equipment is the responsibility of the individual using it. It is essential that all equipment is cleaned appropriately between each user.
- Communal equipment: A sign detailing the appropriate cleaning method for the equipment will be found attached to the wall next to the equipment.



## WHAT TO DO IF YOU DEVELOP SYMPTOMS

<https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/>

- If you develop symptoms of COVID19 whilst you are at work you must inform your group leader/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 (at the link above) and must not return to the workplace until the required period of self-isolation has been completed. Please complete the University's COVID monitoring form if you are experiencing symptoms and awaiting the result of a test: <https://www.cam.ac.uk/coronavirus/stay-safe-cambridge-uni/report-symptoms-and-get-a-test>
- If you exhibit symptoms at home you must not come in to work but self-isolate in accordance with the guidance above.
- If a member of your household or close contact tests positive you must isolate at home for 10 days, UNLESS you have been double vaccinated at least 14 days before the contact/positive test AND you have no symptoms. If you have been vaccinated, you may work as normal but regular lateral flow tests are strongly recommended.
- While in isolation, you should obtain a PCR test for COVID19 (**Appendix 2**). Please notify your group leader/manager and management committee of the result. If the test is positive, you must self-isolate in accordance with the guidance. Staff MUST also complete the University's COVID monitoring form if they test positive for COVID: <https://www.cam.ac.uk/coronavirus/stay-safe-cambridge-uni/report-symptoms-and-get-a-test>
- Where we are notified of a positive test by a member of the Department, those staff working in the building will be notified of the area where the infected person is working and, as far as we can determine, any close contacts.
- 'Track, trace and isolate' will be applied on a case by case basis.
- The NHS is currently offering the COVID-19 vaccine to all people in the UK aged 18 and over. The Department encourages you to arrange your vaccines as soon as possible, and to get both doses before the start of the new academic year if possible. You can book your vaccine on the [NHS website](#).

## **Returning to the workplace: discussing concerns and issues**

During this transition period we are moving towards an expectation that all staff will spend at least some of the working week in the Department. Staff should discuss working arrangements with line managers or PIs in conjunction with their personal risk assessments.

Staff may well have some anxieties and/or practical queries about returning to the workplace and there are a variety of resources and people available to help. Please look at the University's website info, <https://www.cam.ac.uk/coronavirus/wellbeing>.

In addition, please talk to someone in the department. This could be your Group Leader or supervisor, who will be able to confidentially discuss issues with individual members of staff. All the members of the department's Silver Team are also very willing to discuss issues (Silver Team: Steve Russell, David Summers, Cahir O'Kane, Christine Farr, Sara Singlehurst, Ian Clark, Simon Collier, Sammie Bloxam, Sam Laister and Casey Mein). You can also talk to one of the department's Wellbeing Advocates (Sam Laister and Marisa Segal) postgraduate student representatives (Hilde Schneeman and Matthew McCormack) or postdoc representative (Elves Duarte). Contact details for these individuals are found in **Appendix 3**.

It is important that we are all aware that we are not going back to 'normal' working practices at the present time. The working environment will be very different and will present a number of challenges to resuming a normal workload. We should all therefore bear in mind that it might take time to adjust to the new circumstances and understand that our work activity levels may be lower than before.

The risk assessments and these guidelines will be reviewed every two weeks. Items for consideration can be sent to Sammie Bloxam ([hodsec@gen.cam.ac.uk](mailto:hodsec@gen.cam.ac.uk))

### **List of Appendices**

- Appendix 1: Fire warden protocols
- Appendix 2: COVID-19 tests
- Appendix 3: Contact details
- Appendix 4: Fly Facility guidelines
- Appendix 5: Microscopy Guidelines

## 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



While there are no longer specific social distancing requirements, staff should be respectful of others and maintain as much distance as is reasonably practicable. Advise colleagues politely if you see they are not maintaining social distancing; accept feedback about your social distancing from others.



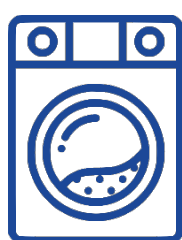
### RESPIRATORY HYGIENE

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 throw the tissue in a bin 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 after using the toilet. Hand sanitiser and soap and hot water will be provided. 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 equipment provided and note that no equipment should be shared with another member of staff. The University is providing more frequent cleaning for communal surfaces like door handles or lift buttons and communal areas like bathrooms, kitchens and tea points.



## 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/boiling water faucets and microwaves will be risk assessed on a site by site basis.



## 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.

## PPE AND FACE COVERINGS

The University's approach follows the Government advice at [www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/labs-and-research-facilities](https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/labs-and-research-facilities). 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. However, when managing the risk of COVID-19, additional PPE beyond what you usually wear is not beneficial. In respect of face coverings, there are some circumstances when wearing a face covering may be marginally beneficial as a precautionary measure. The evidence suggests that wearing a face covering does not protect you, but it may protect others if you are infected but have not developed symptoms.



The department has decided to wear face masks in the building. It is important to recognise that this measure does not stop viral transmission and must not reduce compliance with other preventative actions.

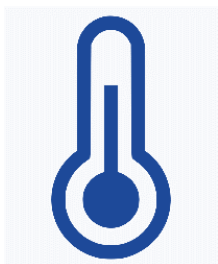


## TRAVEL TO WORK

When travelling to work, think about how and when you travel. To reduce demand on the public transport network, you should walk or cycle wherever possible. If you must 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, loss of smell and/or taste (these are currently the most common symptoms of COVID-19) however mild, 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 the period of self-isolation has





## SHIELDING AND VULNERABLE PEOPLE

Let your manager know if you, or those in your household are in an at-risk or clinically vulnerable group. If you are in this category it is imperative that you complete, in liaison with your line manager, a personal risk assessment and follow any control measures resulting from the assessment.



## SUPPORT

If you are concerned about your own wellbeing or the wellbeing of others; please speak to your manager 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 period, please do not hesitate to speak with your manager or any member of the Management Committee.

## **Appendix 1**

### **Fire Safety While Operating at Reduced Occupancy**

During these unusual times, it is most likely that there will not always be a trained fire warden in every zone of the building.

It is vital that **all staff** play their part in helping to keep themselves and their colleagues safe.

Familiarise yourself with colleagues sharing your work area.

Let a colleague know if you are retrieving consumables from one of the allocated storage areas. (Areas signed 'Authorised Personnel Only.')

Do not wedge fire doors.

Please look out for one another.

### **In the Event of a Fire/Activation of the fire Alarm**

#### **If you find a fire:**

- 1. Activate the fire alarm at your nearest call point.**
- 2. Immediately notify all personnel in your work area.**
- 3. Assist colleagues to check all rooms in your immediate work area.**
- 4. Evacuate the building by the nearest escape route.**
- 5. Do not stop to collect bags, coats, phones etc.**
- 6. Make your way to the assembly point which is the quadrangle at the front of Plant Sciences.**
- 7. Check that colleagues that share your work space are at the assembly point. If you are concerned that someone is missing, send a representative to the front of the Genetics building to inform a member of Security or the Fire Service. Do not enter the building.**
- 8. Please wait at the assembly point until the Fire Manager/Deputy Fire Manager or a member of Security tell you that it is safe to return to the building.**

#### **If the fire alarm sounds:**

**Please follow steps 2-8 above.**



## APPENDIX 2

A PCR swab test is offered to all University of Cambridge and college staff and students with symptoms of possible SARS-CoV-2 infection (COVID-19).

This test involves a simple nose and throat swab that should take less than three minutes. It will tell you whether you are infected, helping you protect yourself, your family, friends and colleagues, and the wider Cambridge community.

You can book your test online via the web portal: <https://cuhstaffportal.co.uk/testrequest/>. If you develop symptoms out of hours, please request a test using the NHS website.

Then self-isolate until you receive further instructions from the Addenbrooke's Hospital Occupational Health or Infectious Diseases teams, in accordance with Public Health England (PHE) guidance.

### **The main symptoms of possible COVID-19 requiring a test by Public Health England are:**

- High temperature - a feeling of feverishness, or a measured temperature of over 37.8oC
- New cough - a new intermittent or persistent cough, or worsening of your usual cough (if you have one)
- A loss or change in your sense of taste or smell - particularly in the absence of nasal congestion

### **If you develop any of these symptoms you must follow these steps:**

1. Self-isolate.
2. Inform your line manager.
3. Let the people you live with know they must self-isolate as well - unless they are fully vaccinated and have no symptoms, in which case they do not have to isolate, but are encouraged to take regular lateral flow tests.
4. Take a test either through the University Testing Process or an NHS-approved test.
5. Complete the University's COVID-19 monitoring form: <https://www.cam.ac.uk/coronavirus/stay-safe-cambridge-uni/report-symptoms-and-get-a-test/covid-monitoring-form> .
6. Read the support and guidance materials sent to you by the COVID-19 helpdesk.

### **Minor symptoms the University now tests:**

- Headache
- Sore throat
- Runny nose
- Muscle aches
- New hoarseness
- New shortness of breath
- A new wheeze

If you meet one or more of these criteria, you do not need to self-isolate, but can request a test at one of the University's dedicated testing pods.

### **If you receive a positive test result:**

1. Self-isolate for 10 days.

2. Tell your line manager and update your test results on the University's COVID-19 monitoring form: <https://www.cam.ac.uk/coronavirus/stay-safe-cambridge-uni/report-symptoms-and-get-a-test/covid-monitoring-form> .
3. Let the people you live with know they must self-isolate for 10 days - unless they are fully vaccinated and have no symptoms, in which case they do not have to isolate, but are encouraged to take regular lateral flow tests.
4. Provide contact details on the University's COVID-19 monitoring form in order to initiate track and tracing.
5. Read the additional support and guidance materials sent to you by the COVID-19 helpdesk.

#### **If you receive a negative test result:**

1. Stop self-isolation
2. Let your line manager know that you are able to return to work.
3. Update your test results on the University's COVID-19 monitoring form: <https://www.cam.ac.uk/coronavirus/stay-safe-cambridge-uni/report-symptoms-and-get-a-test/covid-monitoring-form> .
4. Let the people you live with know they can also stop self-isolation.

#### **Where can you get tested?**

You will be offered a choice between tests at one of two locations:

- S2 Testing Pods, Addenbrooke's Hospital – 8.30am to 5pm, Monday to Friday. These pods are only accessible by car, or bike while wearing a mask. If you are already on the Biomedical Campus, you can access the pods on foot while wearing a mask. [Map and access information for Addenbrooke's S2 Testing Pods location \(PDF\)](#)
- Dyson Building, Department of Engineering, Fen Causeway entrance (Please do not go to the main entrance via Trumpington St) – 8.30am to 2.45pm, Monday to Friday. Accessible by bike or foot while wearing a mask. Access by car is possible but very limited. [Map and access information for Engineering's Dyson Building location \(PDF\)](#)

If you develop symptoms after the closure of the Pod on Friday, or any time on Saturday or Sunday, or cannot access either of these two locations, you can arrange a test at an alternative location using the [NHS website](#).

### Appendix 3

<b>Silver Team Contact Details</b>	
Ian Clark	<a href="mailto:icc20@cam.ac.uk">icc20@cam.ac.uk</a>
Simon Collier	<a href="mailto:psc38@cam.ac.uk">psc38@cam.ac.uk</a>
Christine Farr	<a href="mailto:cjf1004@cam.ac.uk">cjf1004@cam.ac.uk</a>
Sammie Bloxam	<a href="mailto:hodsec@gen.cam.ac.uk">hodsec@gen.cam.ac.uk</a>
Sam Laister	<a href="mailto:sam.laister@admin.cam.ac.uk">sam.laister@admin.cam.ac.uk</a>
Casey Mein	<a href="mailto:genda@gen.cam.ac.uk">genda@gen.cam.ac.uk</a>
Steve Russell	<a href="mailto:s.russell@gen.cam.ac.uk">s.russell@gen.cam.ac.uk</a>
Sara Singlehurst	<a href="mailto:sjs85@cam.ac.uk">sjs85@cam.ac.uk</a>
David Summers	<a href="mailto:d.summers@gen.cam.ac.uk">d.summers@gen.cam.ac.uk</a>
Cahir O' Kane	<a href="mailto:c.okane@gen.cam.ac.uk">c.okane@gen.cam.ac.uk</a>

<b>Wellbeing Advocate Contact Details</b>	
Sam Laister	<a href="mailto:sam.laister@admin.cam.ac.uk">sam.laister@admin.cam.ac.uk</a>
Marisa Segal	<a href="mailto:m.segal@gen.cam.ac.uk">m.segal@gen.cam.ac.uk</a>

<b>Postgrad Student/Postdoc Rep Contact Details</b>	
Matthew McCormack (Postgrad)	<a href="mailto:mrm59@cam.ac.uk">mrm59@cam.ac.uk</a>
Hilde Schneeman (Postgrad)	<a href="mailto:hfhs2@cam.ac.uk">hfhs2@cam.ac.uk</a>
Elves Duarte (Postdoc)	<a href="mailto:ed556@cam.ac.uk">ed556@cam.ac.uk</a>

## Appendix 4

### Fly Facility working practices (Covid–19) - Version 2 (23<sup>rd</sup> April 2021)

**Please note:** Working procedures for the FlyLab are currently being revised in consultation with users, until then please follow the rules described below. The latest version of this document will be on the Fly Facility website (<https://www.flyfacility.gen.cam.ac.uk/>).

#### Fly lab (115) occupancy

- **Fly lab occupancy:** Maximum seated occupancy in the Fly lab is seven people. One person at each lab bench, plus up to two Fly Facility staff using the bench/computer at the back of the lab.
- **Visiting the Fly lab:** Short visits to the Fly lab (e.g. for collecting/removing flies from the CT rooms/delivering fly food/collecting used fly vials) are permitted and do not contribute to the occupancy of the lab. However, such visits should be kept to a minimum and each visit should be as brief as possible.
- **External Users:** The number of Fly lab users from outside the Department of Genetics will be kept to a minimum. They will liaise with the fly facility manager (Simon Collier) to secure use of a fly station. Future applications to work in the Fly Facility from people outside of the Department of Genetics will need to be considered by the Genetics Management Committee.

#### Reserving equipment in the Fly Facility

- **Research group fly stations (115):** Four stations in the Fly lab are now dedicated for use by a single research group. The groups are:
  - Glover
  - O’Kane
  - Russell
  - TeixeiraThe Jiggins group will continue to use their fly station(s) on the ground floor (G03). It is the responsibility of individual fly groups to ensure that they make best use of their fly station. Sharing arrangements for fly stations can be negotiated between groups if usage is uneven. Groups are encouraged to rationalize their fly work to reduce the total number of trips by group members to the Fly lab; e.g. by sharing tasks (virgin collection, flipping crosses) across the group.
- **Bookable fly station (115):** A single fly station (the imaging microscope) is available for bookings by individuals from all fly groups (including the Jiggins lab). This station is available for both imaging and for regular fly work. Booking is through the **Department of Genetics Resource Booking System** (<https://booking.gen.cam.ac.uk/>). Oversight: Simon Collier ([s.collier@gen.cam.ac.uk](mailto:s.collier@gen.cam.ac.uk)).
- **Fluorescence microscope (115A):** The fluorescent microscope in the microinjection room (115A) is bookable through the **Department of Genetics Resource Booking System** (<https://booking.gen.cam.ac.uk/>). Oversight: Simon Collier ([s.collier@gen.cam.ac.uk](mailto:s.collier@gen.cam.ac.uk)).
- **Laser needle-puller (115):** The laser needle-puller has been relocated to the back bench of the fly lab and will be available for booking through the **Department of Genetics Resource Booking System** (<https://booking.gen.cam.ac.uk/>). Use of the needle-puller will be restricted to Department of Genetics members. Oversight: Simon Williams and Alla Madich.

- **Fly cage incubator (301):** Please contact Simon Collier if you wish to use the Fly cage incubator. Contact details: Office: 33992; Mobile: 07543 264031; email: [s.collier@gen.cam.ac.uk](mailto:s.collier@gen.cam.ac.uk)

## Working in the Fly lab (115)

- **Entering the Fly lab:** The lab entrance has a double door that restricts visibility for people entering or leaving the lab. To improve visibility, the inner door will be propped open during working hours. The large window in the outer door will allow people entering or leaving the lab to assess if others want to use the door. Priority should be given to the person exiting the lab to help reduce lab occupancy.
- **Navigating the fly lab:** A facemask and gloves are required when working in the Fly lab. On arriving at the Fly lab, workers should clean their hands/gloves using the sanitizer just outside the lab. They should then minimize movement around the lab (e.g. visits to the CT rooms etc.) and should maximize distance between themselves and other workers in the lab.
- **Fly station use:** Before using the fly station, the bench should be cleaned with the spray provided, and the microscope controls cleaned with ethanol/isopropanol. Cling film should be placed over the eyepieces and body of the microscope. At the end of the session the cling film should be removed and discarded (use the autoclave bin), the microscope controls cleaned with ethanol/isopropanol and the bench cleaned with spray cleaner.
- **CT rooms:** The heavy plastic strips at the entrance of the CT rooms have been removed to eliminate the possibility of them acting as a source of virus transmission. Visits to the CT rooms should be kept to a minimum and be as brief as possible. Only one person should be in a CT room at any one time and workers should wait for their required CT room to become available before leaving their fly station.
- **Fly food:** Fly food will continue to be delivered to the cupboards at the front of the Fly lab, although some cupboards will no longer be in use due to their proximity to the fly station on the front bench. However, when fly food is taken for use, it should not be returned to the cupboards, but should be stored on the bench top adjacent to the appropriate group microscope. Users should plan to collect as much food as they will need for their work when they enter the lab and leave unused food adjacent to their group microscope when they leave. Used glass tubes and bottles should be put in the red trolleys as usual, and used plastic in the autoclave bins
- **Fly trays:** To create more space in the fly lab and assist social distancing, the steel trolleys for used trays have been removed. Instead, there are two labeled areas at the end of each bench for clean trays and used trays.
- **Fly lab computers:** If possible, visitors to the fly lab should avoid using any of the lab computers apart from the computer attached to the imaging microscope. When using a lab computer, the keyboard, monitor and mouse should be covered with cling film before use, which should be removed and discarded at the end of each session.
- **Leaving the Fly lab:** Hands/gloves should be washed when leaving the fly lab. The overhead lights should not be switched off as they are controlled by motion-sensitive timers, and so will turn off automatically. It is strongly encouraged that the last worker to leave at the end of the late shift switches off the CO2 supply at the main regulator.

## Other information

**Fly inductions:** Fly inductions will no longer be carried out in person. Individuals requiring an induction should contact Simon Collier (Office: 33992; Mobile: 07543 264031; email: [s.collier@gen.cam.ac.uk](mailto:s.collier@gen.cam.ac.uk)). They will be prompted to read several pages of the Fly Facility website covering safety, lab procedures, equipment, mites etc., as well as this document. They will need to confirm that they have read these documents and provide some additional information before they will be permitted to work in the Fly lab.

**Isolation/Quarantine:** All fly stocks coming into the Genetics building still need to undergo a two-generation quarantine. Quarantine work should still be done in the east attic (room 301). Please note: room 301 currently has a maximum occupancy of one person, but is not heavily used. If you wish to use 301 and it is already occupied, please discuss with the room user when it will be available for your use.

**Microinjection service:** There will be dedicated trays for injection samples in the Fly lab and in Genetics reception. Communication with injection staff should be primarily by email or phone.

**Fly Stock sharing:**

- **Internal:** Fly stock sharing between fly workers in the department can still be done via the fly lab collection tray, which has been moved to the front of the Fly lab (115).
- **External:** There are dedicated trays in Genetics reception for Cambridge fly workers outside of the Genetics Department to leave or collect flies. This will avoid reception or facility staff being directly involved in this exchange.

**Food delivery/collection (external):** The weekly van delivery service will recommence as soon as practical, although the day/time of deliveries is likely to be changed. In all other instances, fly food will be left in Genetics reception for external groups to collect.

**Mailing flies:** All mailing of flies from the facility will be done during the morning shift as reception services will not be available in the late shift.



## Appendix 5

### Regulations for use of Microscopes within the Department of Genetics

#### Microscope booking

**To allow ample time for room ventilation between sessions do not book within 15 minutes of another booking unless you can arrange for the person following you to remove your sample from the microscope (or vice versa).**

**To allow ample time for room ventilation between sessions do not book within 15 minutes of another booking unless you can arrange for the person following you to remove your sample from the microscope (or vice versa)**

To maximise the use of microscopes in shared rooms, we encourage the design of experiments either involving time-lapse imaging or automatic multi-position imaging wherever possible, as this will enable microscopes to be run remotely while another is being used in the same room.

The booking will be set-up such that for a given session, both a booking on the microscope (for the entire experimental session) and the room (for the active period of microscope usage). Here are a couple of examples for clarity:

You are planning a 4-hour time-lapse experiment on a microscope in a shared room that required 15 minutes of set-up time:

- Book the microscope for the full 3-hour time slot, plus the room for the initial 15 minutes. Check that the next user is happy to remove your sample. This will allow other microscopes to be used for the remaining time and allow your experiment to run through the ventilation break. If another microscope and the room have already been booked, contact the user directly to request 15 minutes at the start of the session to begin your experiment.

You have 3 hours of imaging to do in which multiple samples need to be imaged consecutively (i.e. requiring continued use).

- Book the microscope and the room for the full 3-hour timeslot.

#### General guidance for microscope management

A check by the Facility Manager (FM) will occur once a day prior to the first session and cleaned if necessary.

Training materials are now available on-line, and remote-control training is now active and available at <https://www.gen.cam.ac.uk/facilities/imaging>

**PTO**

## Standard Operating procedures

### Before entering the room

- **Put on clean lab gloves** (i.e. specific for microscope use).
- **Face masks to be worn whilst working on all microscopes**

### Start-up procedure

- Clean parts of the microscope e.g. the microscope body around the eye pieces, focus knobs, XY stage controller and any other parts of the microscope that you will come into contact with, with 70% isopropanol ready-wet wipes (if available, if not: 70% ethanol).
- **Do not spray ethanol widely onto the microscope as this can damage the optics and electronics.**
- **Clean the objective lenses as normal with lens tissue** and lens cleaning fluid before imaging.
- **Clean eye pieces with 70% ethanol and lens tissue** in a circular motion from the centre outwards.
- **Cling-film keyboard and mouse.**
- **The eye pieces and front of microscope should be covered in fresh cling film before usage.**
- The Microscope On/Off switches should be cling-filmed during use.
- Dispose of all waste in the appropriate bin (specific bin to be placed outside the microscope rooms).
- Continue normal start up procedure.

### During a session

Clean gloves with 70% Ethanol after

- touching the microscope immersion oil
- touching your phone
- touching any other unclean surfaces

### Shutdown procedure

- After a session has ended the microscope check other if other users are to follow, if not- shut down.
- Remove sample from the microscope.
- **Remove all cling film and place in the bin.**
- Clean the objective lenses as normal with lens tissue and Isopropanol if required
- Clean eye pieces with Isopropanol and lens tissue in a circular motion from the centre outwards.
- Clean parts of the microscope e.g. the microscope body around the eye pieces, focus knobs, XY stage controller and any other parts of the microscope that you have come into contact with, with 70% ethanol on a large kimwipe.
- If you have used a web camera for support, please wipe over with 70% ethanol on a large kimwipe.
- Dispose of all waste in the appropriate bin,
- **Leave room door open to allow for ventilation**

## Appendix 6

Zone	Area	Zone Leader
1	Basement/Summers Lab	David Summers
2	Basement/Washing up Area	Sara Singlehurst
3	Ground Floor Labs	Frank Jiggins
4	Ground Floor Admin Offices and Reception	Casey Mein
5	Fly Lab	Simon Collier
6	First Floor Labs	Carol Edwards
7	First Floor Computational Area	Henrik Salje
8	Second Floor – Russell/O’Kane/Teixeira Labs	Steve Russell
9	Second Floor –Steventon/Glover/Segal Labs	Steve Russell
10	Second Floor Computational Area	Richard Durbin