Although the Electrical Engineering and Nanoscience Buildings are now open for research, the need to suppress spread of the COVID-19 virus means that working practices are having to change. The Engineering Department has produced some general guidelines (see the CUED Guide to Safe COVID Working appended to the end of this document). This Guide provides additional local information.

It is important to recognise that the University has set up a range of committees and working groups to efficiently manage all aspects of recovering from COVID-19 and each of these are interconnected. It is unfortunately not possible to simply open our research facilities with social distancing rules alone. Broader considerations relating to our staff and students such as education, finance, employer-employee relations and health and safety are all part of a considered and balanced return to research. This does mean that it is taking time to get things right and that, as government guidance changes, so too will University policy. We must all expect to adapt our working practices, potentially at short notice, in the coming months.

One final point. There will be significant scrutiny on how we collectively respond to new working practices and it is therefore in all our interests to follow the rules however frustrating and different from what we might like.

Returning to Electrical Engineering and Nanoscience

You may only return to the Electrical Engineering or Nanoscience buildings if you have been given specific permission to do so from the Divisional Office.

- If you are a member of contract research staff (e.g. Research Associate or Senior Research Associate) you will need your line manager (research group head) to contact the Divisional Office (sm330@cam.ac.uk) to give their approval. Your line manager should specify which areas they are expecting you to use in the buildings.
- All other staff should discuss this with their line manager and then contact the Divisional Office directly to gain approval; the Divisional Office will then liaise with your line manager regarding details.
- Graduate students should discuss whether they need to return to the laboratories in the near future with their supervisor. Your supervisor will then contact the Divisional Office. The
specific request will then be considered against the latest criteria published by the Graduate Studies Office in making a decision on permission to return.

Deciding who returns and when, alongside the specific research activities, is entirely the responsibility of your line manager. Because of the current requirement for less than 20% building occupancy at any one time, managing access to laboratory facilities and your own work schedule will now have to be very carefully planned by your line manager. In all aspects of returning to work they should be your first point of contact. In addition to helping with formally securing permission to return, they will also have the responsibility of ensuring that you understand the specific working practices in place in your research laboratories; if you have any doubts or concerns, they should be your first point of contact.

**Opening Hours**

The buildings will initially be open from 9:30 am to 5:00 pm Mondays to Fridays (except statutory holidays). You must not be inside the buildings outside of these hours and you should only be in the building in order to effect access to laboratory facilities. Given the low occupancy, especially during the early part of re-opening, it may be necessary to limit the number of hours of access per individual through the electronic booking system to ensure equitable use of experimental facilities. The maximum 20% occupancy clearly means that individuals will be in the buildings for much less time than a normal working week. Remember that all work that you can do at home must continue to be performed at home. Your line manager has the responsibility of managing such access in the first instance and any issues should be raised with them.

**Booking Somewhere to Work**

You will only be permitted to enter a building if you have booked a space to work in. There are details of rooms that are currently open the Division’s new room and equipment booking website which you can access at [https://ppms.eu/eed/](https://ppms.eu/eed/) using Raven. This includes how many people are permitted to be in any one area and local operating rules for safe working in that space. You should discuss bookings with your line manager who may want to give you a working rota or make bookings on your behalf. You must also have permission from whoever runs the lab and have completed any risk assessments for the activity you wish to perform.

**Risk Assessment**

You must have a fully signed risk assessment for any process that you wish to run; this must have been approved before you arrive for work. Not all risk assessments created before lockdown will be suitable for working under these conditions; some risk assessments will need to be rewritten. You need to discuss what activities that you propose to do with the local safety coordinator (David Hasko dgh4@cam.ac.uk) before making a booking.
Travel to West Cambridge

Please consider carefully your transport to and from West Cambridge and remember to follow current government advice on this. The Car Park at the rear of the building will be accessible.

Entering the Buildings

You must not enter the building before your booked time starts. You may only enter the Electrical Engineering Building through the automatic door close to Reception using your University Card and the Nanoscience Building through the automatic door facing the Car Park. When inside, you must first sanitise or wash your hands and then report to reception, where someone will check that you have a space booked in which to work. You will be able to sign in using a card reader or a web app. Reception in both buildings will be manned during open hours and any problems should be referred there first.

Inside the Buildings

Once you are in the building, you must go straight to your working area and stay there. You must observe the one-way system that has been installed. You may have more than one space booked and may move between them (e.g. you might start a process in one lab and then move to another to continue it).

In some cases experiments may require intermittent access during any one day, for example where a process is set up, allowed to run unattended, and then shut down. So that the lab can be made available to others during the unattended phase, the Atrium of the EE building will be set out with single seat desks spaced out according to social distancing rules for you to sit at. There will be an alcohol gel and wipes at each desk and you will be required to wipe down your space once you have finished using it. You must also ensure that you throw away all rubbish including food waste in the bins provided. To be clear, these desks are only available to those who are waiting between bookings for labs or who are waiting for a process to finish in a lab. No other desks, such as those in office spaces, can be used in any circumstances. You may not use the Atrium before your first lab booking starts or after your last lab booking ends on any one day. If all spaces in the Atrium are occupied, then you will have to leave the building. Please try and ensure you only use the Atrium if it is really necessary to try and ensure there is sufficient capacity.

You must observe all current social distancing rules. There are no kitchen facilities and remember that the usual rules regarding food and drinks in laboratories still apply. You will have been allocated a preferred toilet to use.

Leaving the Buildings

You must leave the buildings before your booked time ends. Everyone must have left the buildings before 5:00 pm as they will be locked at that time. You should leave using the same door as you entered and sign out using the same system that you used to sign in.
One-off Access for Essential Reasons

Even if you have not been granted permission to regularly return to the Electrical Engineering and Nanoscience buildings, we will continue to be able to accommodate one-off requests for access for essential reasons. During the lockdown, these requests were made to the Departmental Silver Team, but you should now make these requests directly to the Divisional Office.

Sanctions

We all need to remember that we are in the middle of a serious health crisis. The controls we are putting in place are there to protect everyone; faculty, researchers, students and staff, recognising the urgency of wanting to get back to world beating research. We will therefore have a zero tolerance policy of anyone breaking the rules.

Feedback

If you have any comments about the operation of the Division as a consequence of COVID-19, then you will be able to provide these to the Divisional Office using an online form. A link will be circulated in the near future,

Key Contacts and Systems

<table>
<thead>
<tr>
<th>Divisional Office (Sue Murket)</th>
<th><a href="mailto:sm330@cam.ac.uk">sm330@cam.ac.uk</a></th>
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</thead>
<tbody>
<tr>
<td>Local Safety Coordinator (David Hasko)</td>
<td><a href="mailto:dgh4@cam.ac.uk">dgh4@cam.ac.uk</a></td>
</tr>
<tr>
<td>Room Booking System</td>
<td><a href="https://ppms.eu/eed/">https://ppms.eu/eed/</a></td>
</tr>
</tbody>
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1 https://forms.office.com/Pages/ResponsePage.aspx?id=RQSiSf9eUut41R7TzmG6UEA_PxbFlBlISJTpuyJ3i1UOTkyMVBQkxR0c4VDE4MEZSMUgzTDJWQi4u

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