

To all undergraduate and postgraduate students in Philosophy

Welcome (back) to Cambridge and to what will undoubtedly be a year of challenges and change. We have been working hard over the last few months to ensure that we are able to offer as beneficial an experience as we can. The information below relates to the Raised Faculty Building where we hope many of you will soon be able to come in for various Library services, working in the postgraduate centre and/or having an in-person supervision.

Our colleagues in the Philosophy Library have already issued information on how to book in for 'Browse and Borrow' and how to use their 'Click and Collect' service.

The Postgraduate Secretary will be in touch with MPhil and PhD students about booking space in the Philosophy Graduate Centre and/or rooms for supervisions.

We've made a number of adjustments to the building to ensure student and staff safety and to mitigate the risk of transmission of Covid-19. We all have a responsibility to keep each other safe and so we ask that you stick to the rules detailed below. Please be aware that persistent failure to comply with our safety procedures will be reported to your College.

Please only come in if you have a pre-booked appointment or supervision. There are no general workspaces available in the building as we need to keep occupancy numbers to a manageable level.

Philosophy Faculty

If you have a pre-booked appointment in the Faculty, please enter the Faculty using the nearest door to the Faculty, which is via the South East Entrance (opposite the Little Hall).

Philosophy Library

If you have a pre-booked appointment at the Library, please use the South West Entrance (opposite the Lady Mitchell Hall).

If you feel unwell, please do not come into the building.

If you start to feel unwell while you are in the building, please let someone know as soon as possible. We will ask you to wait in our dedicated Isolation Room until you can leave the building safely.

Actions you need to take

During this transition back to using 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 and that of others.

SOCIAL DISTANCING



Stay at least 2m away from anyone else, at all times, whether in vehicles, on site, outside or inside. Advise people 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, before and after using shared equipment and after using the toilet. Soap and hot water will continue to be available in washrooms/kitchens and hand sanitiser will be provided throughout the building. Touching of the face should be avoided.

FACE COVERINGS

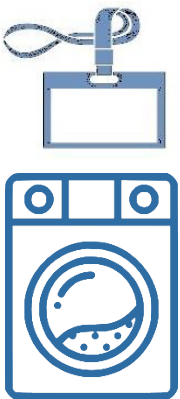


The University expects all staff, students and visitors to provide and wear a face covering inside buildings in all communal areas and where it is not possible to maintain social distancing of at least two metres.

<https://www.cam.ac.uk/coronavirus/staff/returning-to-the-workplace#face-covering>

Although it will be possible to maintain social distancing of at least two metres in most areas of the Raised Faculty Building, building users will be required to wear face coverings in all communal areas of the building. The University expects members of its community to exercise sensible and responsible judgement on when they need to wear a face covering during the course of their working day. Guidance on making a cloth face covering can be found at:

<https://www.gov.uk/government/publications/how-to-wear-and-make-a-cloth-face-covering/how-to-wear-and-make-a-cloth-face-covering>



UNIVERSITY CARD/LANYARD

Please wear your University card on a lanyard when you are in the building. If you are not wearing your card, please expect to be asked to show it.

WASH YOUR CLOTHES REGULARLY

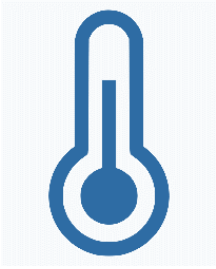
There is some evidence that the virus can stay on fabrics for a few days, although usually it is shorter, so if you are working with people outside your household wash your clothes regularly. Changing clothes in workplaces should only normally be considered where there is a high risk of infection or 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, etc. using the equipment provided. Specific guidance for sanitising shared equipment (photocopiers, kitchen facilities, shared workstations) will be provided in relevant locations along with standard or specialist cleaning equipment. The cleaning contractors are providing more frequent cleaning for communal surfaces like door handles or lift buttons and communal areas like bathrooms, kitchens and tea points.

SICKNESS



It is vital that if you are showing symptoms, i.e. onset of a new continuous cough and/or high temperature and/or a loss of taste or smell, (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 been completed.

5 October 2020