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## **ESSENTIAL SERVICES - FRONTLINE AND KEY WORKERS**

As you will be aware, most staff are **working from home** to attempt to reduce the risk of spreading the infection amongst the University and wider community. However, some of you will still be at-work, providing essential services to support our students and the wider University.

### **So, what's happening?**

The situation is now becoming clearer and we will have very few colleagues who will be working at the University. Access to academic and administrative buildings is significantly restricted and will primarily relate to animal welfare, training of NHS staff and some scientific work related to supporting the NHS and the fight against Covid-19.

For the limited number of staff who will be in work, you will now be operating a significantly reduced service. This is to reflect workload changes and, more importantly, to support efforts to socially distance in the workplace and support colleagues who may be in the 'at risk' group and more vulnerable to infection.

### **Hygiene and Cleanliness**

We have all seen and understand the advice on personal hygiene and cleanliness and will therefore all be employing good practice, both at work and in our daily lives. We must wash our hands regularly and use the alcohol gels often. It's our best form of defence against this virus.

Staff are reminded that the soap in our toilets is highly effective in killing and removing Covid-19 and that hand sanitizers are available in every building. Most of you will now also have your own stocks of Sanitiser, please use it and use it often.

If you run out of personal sanitiser or notice supplies of soap and hand gels are low in buildings, please inform PACS or your line manager.

### **What is Social Distancing in the Workplace?**

These are not normal times! You will have read about social distancing and how, during this time of concern we need to minimise our physical contact and interaction with others, including promoting the 2-metre rule.

Put simply, social distancing looks to reduce the frequency of interactions with people and, where interactions do occur, to maintain a distance between you and others. The purpose of this is that if other people are infected by Covid-19, it is unlikely that you would become infected and in turn, if you have the virus the potential for you infecting others is similarly reduced.

If you are finding this difficult, an approach to take is to theoretically think you "have the infection" and do not want to contaminate others. This will help us stick to the recommended good practice, so we look out for one another and keep ourselves and others safe.

In day-to-day life, social distancing will include avoiding public transport whenever possible and limiting or avoiding unnecessary travel and social gatherings. Every single reduction in the number of contacts with people will help reduce the spread of Covid-19.

Further information on Social Distancing from the Government and the World Health Organisation is available on the final page.

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Please note, coronavirus is said to only be airborne in droplets from sneezing and coughing. Social distancing, the 2-metre rule, therefore seeks to reduce the potential risk of transmissions, through coughs and sneezes, as well as from physical contact.

### **Workforce Splitting**

If you are in a team who undertake critical functions your Manager will have now ‘split’ you up, so that all the team are not in the workplace at any one time. Whatever shift or *in-work* patterns are employed it is critical that social distancing approaches are employed. Do not be too shy to say “please don’t come to close” if somebody is forgetful of the controls that we all need to employ.

Your Manager will work with you on what is best for your team. Once again, please note that arrangements will change, often, as the demand for services reduces and our students, who are able to, return home.

### **Working with those who are Self-Isolating**

We have a number of students who are self-isolating and a small number of you will be working to help ensure they are supported and are safe. There are plans in place to support your safety and well-being, with emphasis again on social distancing and good hygiene to reduce the risk of transmission.

We all want to support each other during this time and this desire of course encompasses our student community. However, please do talk to your manager if you have concerns.

### **Keep in touch**

We all need to stay in touch with colleagues and each other. If you are working from home or if your colleagues are working from home, please contact one another.

Some of us also need social interactions for our own well-being. Talking to one another [by Phone, Skype, Teams, etc.] can be important, not only for ourselves and our work colleagues but also our friends and family.

### **General Support**

If you find you are struggling or have any concerns, please talk to your Manager.

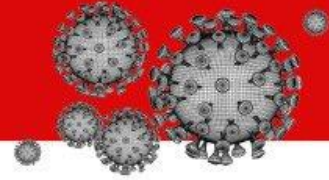
Information on well-being and health will also be provided on the Covid-19 FAQ and will be updated regularly. Please refresh the page often and seek support whenever you need it.

Finally, thank you for your help, support and professionalism. You are all a credit to the University and the community.

# Social Distancing

- Government [Guidance](#)
- World Health Organisation General Guide

## Social Distancing:

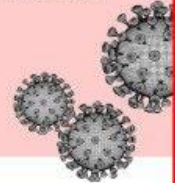


### What does it mean?

It means stay away from places where people gather, avoid mass gatherings, and whenever not possible, maintains a distance of at least one metre from each other.<sup>1</sup> Together we can help to slow the infection from spreading away.

### Red Light – Avoid / Don't Do

- All gatherings of religious, commercial, official or personal nature (e.g. market/mall, cinema, meeting/conference, wedding, party/picnic, tuition, gym/yoga, dancing etc.) involving a sizeable and flowing crowd
- Social visitors or non-essential workers in your house
- Non-essential visitors in the workplace
- Non-essential travel in public transportation



### Yellow Light – Do with Caution

- Attend private gatherings limited to a few family members or known friends
- Travelling in a private transport (public transport only if it is a NECESSITY)
- Visit a local restaurant BUT choose the open-air type, sitting with at least one metre apart whenever possible (takeaway food is a better choice)
- Buying in a grocery store or supermarkets without a crowd
- Pick up medicines from the pharmacy without a crowd
- Play sports in the open air with family or a few known friends

### Green Light – Safe to Do

- Take a walk or jog in open park or stadium
- Cycling
- Play in the home garden, or go for a fun drive with family
- Read a book or listen to music in private
- Play games or watch TV/movie at home
- Home cooking and meals at home

- Wash your hands frequently with soaps and water, or alcohol-based hand rub.
- Best to do thing online whenever possible (e.g. Video chat, e-payment, internet games, or chat over a phone).



1. " World Health Organisation, March 2020."