

# Guidance for work in Office and Low Hazard Spaces SARS-CoV-2 (Covid-19)

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## 1. Introduction

- 1.1 This document outlines the University high level policy for enabling research staff to operate in offices and other general areas following the removal of specific Covid controls justified by the reduction in covid risk due to ongoing vaccinations programs. The University's current [covid risk assessment](#) can be found on the health and safety covid resources page.
- 1.2 This document complements existing government guidelines and requirements.
- 1.3 In the event that you develop symptoms of Covid-19 or test positive it is recommended to [self isolate](#), inform you line manager and complete the [UoS Covid reporting form](#).
- 1.4 Staff should wash their hands regularly with soap and water for a minimum of 20 seconds.
- 1.5 Anyone [traveling to the UK](#) must ensure that they are following the required testing arrangements for new arrivals as determined by the covid status of their country of origin and or regions they have travelled through.
- 1.6 Individuals that have been informed by a medical professional that they are unlikely to be protected by the vaccine due to not producing relevant antibodies should contact their line manager and HR about reasonable adjustments and may require an occupational health referral.
- 1.7 It is strongly recommended that any member of the University of Sussex that is able to be vaccinated against covid-19 does so. Line managers and supervisors should be flexible where possible to enable staff to attend vaccination appointments when required.
- 1.8 Tissues used to catch a sneeze or cough should be covered with a tissue and disposed of immediately into a standard waste bin.

## 2. Testing

- 2.1 While existing stocks remain tests will continue to be available from School receptions and other areas listed [here](#)
- 2.2 LFD tests should be performed regardless of if an individual has been vaccinated. The only group that should not perform regular LFD tests are individuals that have had a confirmed case of covid within 90 days of the test.
- 2.3 PCR (polymerase chain reaction,) testing should be performed by individuals with symptoms or individuals that have requested a PCR test as a result of a positive LFD. PCR tests can be [ordered here](#)

## 3 Face coverings

- 3.1 Face coverings are not mandated in University of Sussex operated buildings. The exception is the Clinical Imaging Sciences Centre due to it being a shared NHS facility and the presence of patients.

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- 3.2 All students and staff are encouraged to wear face coverings, unless exempt, in crowded and enclosed spaces on campus including in all teaching spaces, and to follow the instructions indicated by signage. We know that some staff may be worried about how to broach instances where students are not wearing face coverings. Whilst it is not a legal requirement to wear face coverings, we are making it very clear that it is the expectation of our community. If a member of staff does have concerns following a teaching session, then please raise this with your line manager and we will find ways to support you.
- 3.3 We do not expect face coverings to be worn in office spaces where staff are comfortable – although we do advise staff to consider avoiding having meetings with multiple people in crowded spaces.

## 4 Shift Working

- 4.1 For critical services requiring work on site line managers may consider shift working to ensure that any isolations do not cause members of staff to isolate at the same time as outlined under points 1.3 and 1.4 above.

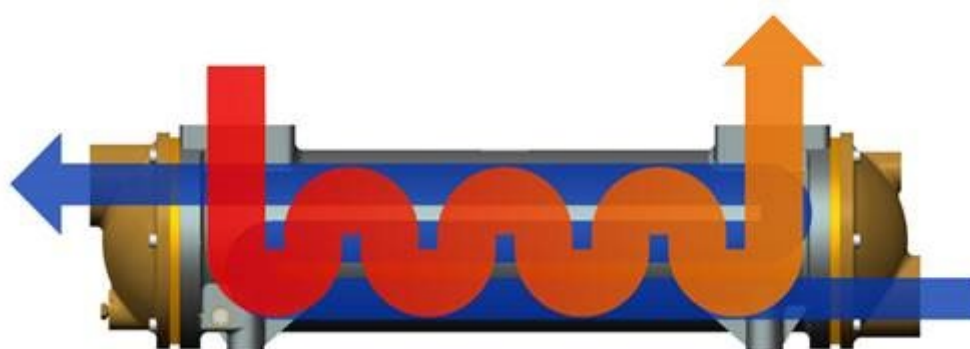
## 5. Room Selection and Ventilation

- 5.1 Ahead of return to campus an assessment has been carried out of spaces and their ventilation rate by SEF. This included an assessment of mechanical ventilation systems, identifying the room that is determined to have the lowest number of air changes (discounting cupboards, plant rooms and other less accessible areas) and then assessing the number of air changes in this space. The worst case ventilation rate for each building can be found [here](#). Occupied offices and teaching space should therefore have a rate greater than the rate specified in the [ventilation paper](#).
- 5.2 Should you have concerns about a specific room a form to query the ventilation rate within specific places is available [here](#) and should be completed by the member of staff with concerns having discussed with their line manager. This form is for spaces that have 7 or more occupants.
- 5.3 A review of the area will cause one of the following to occur
- Information will be provided on the ventilation system
  - A check may be carried out on the windows and their ability to be opened
  - The installation of a CO2 monitor to monitor the ventilation rate
  - Setting a room occupancy limit
  - The room may be removed from use

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5.4 All mechanical ventilation systems that are able to bring in outside air have been set to bring the maximum amount of external air into the building. A majority of systems perform any heat reclamation by running warm air leaving the building through pipes that run alongside cold air coming in so as to warm incoming air. This method enables the retention of heat without recycling any particles into the building and is demonstrated in figure 1 below

Figure 1



5.4 Ventilation system settings will be reviewed in November 2021. If additional heating is required it is important to note that convection heaters should not be used on the basis of fire safety. Oil filled radiators should be used in areas where additional warmth is required, an example of this is shown in figure 2 below.

Figure 2



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