

## Communication on operating measures for CCI Campus from 18<sup>th</sup> October 2021

### About this document

This document outlines the operational measures in place in the CCI Campus to ensure a safe and hygienic workspace in light of COVID-19.

Since the last version was released on 19<sup>th</sup> July 2021, the following updates have been made:

- Showers have re-opened and are available between 7am – 9am and 1pm – 3pm, to allow for thorough cleaning.
- Events will now be allowed external attendees who are not DAB users. All other current meeting room and/or shared space booking rules will apply, including the maximum capacity of rooms staying at the current level with 1m social distancing. Recommendations for such events with external attendees is for organisers to encourage attendees to take a lateral flow test in advance of attending, temperature check when entering the building, face coverings strongly encouraged, and a list of external attendees/visitors to be provided to Reception in advance of the event.
- Desks in the Library will re-open on Monday 18<sup>th</sup> October. This will be on reduced capacity with 3 desks which will be available on a first-come first-served basis. Cleaning materials will be available and everyone is asked to wipe down after use. We encourage the use of face masks. CCF hot-desk booking for the library will re-open the following week, Monday 25<sup>th</sup> October.

Here is a reminder of previous updates that are still prevalent in the building:

- Visitors are welcome but reception must be informed in advance or they will not be able to grant access. Visitors should be “managed” by the host and seen out afterwards. (see 2.2)
- There are no occupancy limits imposed in offices and partner organisations should decide how office spaces are used and who visits the building. (see 2.1)
- The use of face-coverings is strongly encouraged in shared spaces (particularly where 1m social distancing might be compromised), except where appropriate mitigating factors have been identified and agreed. (see 3.1)
- Internal fire doors should now be kept shut as an important fire safety measure. (see 3.4)
- Lifts should continue to only be used by one person at a time.

CCI Services will continue to implement measures to ensure a safe Campus. This will include:

- Ensuring adequate ventilation by keeping windows open / regular tests of ventilation system.
- Provision of hand sanitisers throughout the building,
- Continued enhanced cleaning and the employment of a full-time day cleaner,
- Screen retained on reception,
- Continued offering of lateral flow tests – collect from reception if staff or visitors wish to test themselves,
- Continued use of temperature sensor on reception.

The guidance primarily concerns access to the building and the use of shared areas. Whilst it offers best practice advice for the use of office spaces, partner organisations may wish to supplement this with additional measures adapted to their own needs.

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## **1. Risk Assessment**

The risk assessment will be reviewed regularly to ensure that the measures in place to provide a safe and hygienic workspace are suitable for increased operations, and any mitigating actions have been taken. The aim of the assessment is to ensure that risks are reduced to the lowest reasonably practicable level by taking preventative measures, in order of priority. Partner organisations will also require their own risk assessment.

## **2. Access and visitors**

### **2.1 Staff access**

- Since 19 July 2021 there have been no occupancy limits imposed and partner organisations should decide how office spaces are used and who visits the building. Please check with your organisation or work area about any internal procedures regarding the use of your office space.
- For most organisations, this has resulted in a gradual rise in visits during the summer and will likely continue during the autumn and winter months.
- Access to the building will still need to be granted by your organisation. You will be made aware of the individual/s who are able to grant you access. You should not visit the building unless you are approved to do so.

### **2.2 Visitors, cleaners, contractors**

- Visitors (anyone aside from a staff member) will not be allowed into the building unless we receive a notification from you that they are expected. This also now includes events happening in the building. If we have not been notified, we regret that we will not allow the visitor to enter the campus.
- Visitors will be expected to wear a mask, unless exempt, at all times. There will be no visitor book at reception. Visitors should be “managed” by the host and seen out afterwards.

### **2.3 Provision of Lateral Flow Tests on reception**

CCI Services have obtained a supply of Lateral Flow Tests (LFTs) for use by users of the CCI Campus to help ensure a safe and hygienic workspace. LFTs are swab tests that can be self-administered, and a result obtained in less than an hour without the need to send a test to a laboratory. LFTs are available for collection on reception. Please note that testing is voluntary and can be carried out at your own convenience. We do not have a specific testing area and it is up to you when and where you take the test. You may take tests away to use yourself at home, but please do not take extra testing kits from the building for friends or family. You are not required to take one of these tests to enter the building, but we encourage anyone using the building to take regular tests as a matter of good practice. More information about LFTs is available on the [NHS website](#).

### **2.4 Temperature sensor on reception**

A device has been installed at the bottom of the stairs (adjacent to reception) which all staff can make use of when entering the building to measure their temperature. The device will alert you if your temperature is outside the normal range.

### **3. Operation of shared areas**

The following measures will continue to be implemented in shared areas until further notice.

#### **3.1 Wear a mask in shared areas / general use of shared spaces**

- The use of face-coverings is strongly encouraged in shared spaces (particularly where 1m social distancing might be compromised), except where appropriate mitigating factors have been identified and agreed. It is up to partner organisations to agree on a policy on the wearing of masks within office spaces. Standard masks will be available for all users of the building, free of charge. In the interests of the environment, we encourage you to bring your own reusable masks.
- Staff should comply with social distancing guidelines of 1m in shared spaces – reception, circulation areas, meeting rooms, breakout areas, toilets, common room.
- There are no proposed areas of single directional movement, but staff are kindly asked to keep to the left when using the stairs and exercise caution whenever circulating in close proximity to others.
- Only one person should use a lift at any one time.

#### **3.2 Additional cleaning and cleaning checks**

More intensive cleaning will continue to take place overnight each day and a cleaner will be present throughout normal office hours (09:00 – 17:00, Monday-Friday) to pay more attention to ‘high touch’ areas, e.g. entrance doors, lifts, stair rails, tea-point surfaces, toilets, taps, sinks, door handles, desks, phones, photocopiers, window operating buttons, cupboard handles, meeting room light switches, meeting room equipment, shared area tables, bins etc. CCI Services will monitor cleaning standards more closely and carry out regular inspections each day. If you wish to report any cleaning issues, please email [facilities@cciservices.co.uk](mailto:facilities@cciservices.co.uk)

#### **3.3 Access to cleaning materials**

If you wish to carry out additional cleaning of spaces that you use in the building, cleaning materials (disposable paper towels, cloths, disinfectant, soap) can be requested at any time from the facilities team, 1<sup>st</sup> floor.

#### **3.4 Internal glass doors will no longer be wedged open**

The internal fire doors should always be shut as an important fire safety measure. In the peak of COVID, as a last resort and in recognition of the significant risks that COVID presented, a short term measure was put in place for doors to be opened by CCI Services staff during core office hours and closed by CCI Services staff at 6pm or in the event of a fire. As the COVID risks have lessened, albeit marginally, this important fire safety measure now need to be restored (from 21<sup>st</sup> June 2021) and doors should be left in the closed position at all times.

#### **3.5 Meeting rooms**

Use of every meeting room has been tested for operation within the constraints of a 1m distancing rule. Until further notice, the maximum permissible numbers that can use meeting rooms, including the Common Room, has been revised as follows:

No.	Name	Max occupancy
–	Manatee (theatre)	25
–	Manatee (boardroom)	8
–	Common Room	18
1.25	Full Seminar room (theatre)	40
1.25	Full Seminar room (boardroom)	24
1.36	Quercus	4
1.39	Baobab	4
1.41	Ginkgo	4
2.48	Berta Caceres	6
2.49	Weston Seminar room (theatre)	15
2.49	Weston Seminar room (boardroom)	8
2.50	Jane Goodall	1
2.51	Salim Ali	5
2.53	Wangari Maathai	5
2.54	Rachel Carson	1
3.40	Zappa	5
3.41	Gecko	6
3.42	Pangolin	5

Masks do not need to be worn in meeting rooms if you are the sole occupant of the room but are strongly encouraged if there are others in the room. We would be grateful if you would carefully wipe down any equipment or furniture that has been touched at the end of your meeting use (cleaning materials will be provided in the room).

**Please remember to use the tablets outside meeting rooms to check in and out when you arrive at and leave the meeting room. If you wish, you can also control your meeting room bookings using the [Cloudbooking App](#) on your smartphone.**

### 3.6 Tea-points and common room

- Please continue to follow 1m social distancing in all Tea-point stations
- Making a ‘round’ of drinks for the team should not happen. Everyone should make their own drinks adhering to strict cleaning and hygiene practices.
- Fridges will be cleaned daily. Anything left overnight aside from milk will be disposed of.
- Dishwashers should be operated on the intensive setting at higher temperatures (rather than the default Eco Wash).

#### **In the Common Room:**

- A one-way system will operate for the main tea-point area, with a maximum of two people allowed in this space at any one time.
- Social distancing of 1m should be observed at all times
- The use of face-coverings is strongly encouraged, unless eating or drinking.
- Numbers using the whole of the space should be limited to no more than 18 people at one time.
- Furniture should not be moved as it has been arranged for effective social distancing.

### **3.7 Toilets**

We advise the use of accessible toilets which enable effective social distancing and single use. There are two toilets on 1<sup>s</sup> floor, two on 2<sup>nd</sup>, and three on 3<sup>rd</sup> floor. The one-in-one-out system is no longer in use. However, we strongly recommend using a face covering where 1m social distancing is compromised.

### **3.8 Hot desking in shared areas**

Hot desking has re-opened in the Library. Re-opening hot desking in the Common Room and breakout spaces will be reviewed in time, once the re-opening of the Library spaces have become a success.

### **3.9 Printing**

All printers in the building continue to remain 'touch-free' when collecting your printing. Swipe your card, as usual, and printing will be automatically released – you will not need to manually release it. After inactivity of 30 seconds, you will automatically be logged out. If you wish to logout immediately, you will have to do so using the screen. Scanning and copying will need to be carried out as before.

### **3.10 Post**

- Only one individual per organisation to bring post to the post room, once each day, by 3pm. This room will otherwise be unavailable for use by staff, except CCI Services.
- Please try to avoid having personal items delivered to the building.

### **3.11 Library**

The library is now open to staff to browse, borrow and return collection items, and to use the desks as a quiet work space. The library doors will be unlocked 08:00-18:00 Monday-Friday, and staff will have 24/7 access with their building access card.

- Minimise the time you need to spend in the library by searching for what you need on the [library catalogue](#) before coming to the library.
- All collection items can be borrowed using the self-issue machine (on the right-hand wall as you enter the library).
- Wash your hands before and after using the library.
- Social distancing of 1m should be observed and the use of face-coverings is strongly encouraged while in the library.

Further information about finding and borrowing items in the library collections is available [on the CCI Hive](#). Please contact [lizzie.sparrow@cciservices.co.uk](mailto:lizzie.sparrow@cciservices.co.uk) if you need assistance accessing the collections.

### **3.12 Showers**

Showers have re-opened and are available between 7am – 9am and 1pm – 3pm, to allow for thorough cleaning.

### **3.13 Windows**

Windows continue to be set to only operate manually between 08:00 – 18:00. This means that once

opened, they will NOT automatically close one hour later, as before. This measure has been taken to encourage good ventilation of the building. If left open after 6pm, they will automatically close.

As the weather gets colder, it is still recommended that windows are kept open as a risk management measure. Partner organisations can take a decision on what windows are to be kept open in their own office spaces to balance the risk of cold against the risk of the spread of COVID. Planning for warm clothing in the office may be useful for building users.

### **3.14 Courtyards**

These will continue to remain open but with less furniture to ensure effective social distancing. As with all shared areas, masks should be worn at all times, except when eating or drinking.

## **4. Measures for partner spaces**

### **4.1 Partner organisations to manage their office areas**

It is up to individual organisations to decide on the measures that should be taken within office spaces. This will include:

- Completing an internal risk assessment.
- Consulting staff on who should use the office and when.
- Making any changes to workspaces e.g. encouraging back-to-back rather than side-to-side working.

### **4.2 Good practice guidelines for all staff**

- Adopt a clean desk policy so that only IT equipment remains on the desk overnight. Desks cannot be cleaned effectively if left cluttered.
- Consider all building users and ensure high standards of personal, office (desk) and shared area (tea-points, toilets, meeting rooms etc) hygiene, including regular handwashing.
- Clean down desks each day after use, in addition to that provided by the cleaners (materials available from CCI Services facilities team).
- Do not leave items in fridges overnight – it will be disposed of.
- Do not come to the building if you are feeling unwell.

## **5. Emergencies**

### **5.1 Suspected case of COVID-19 in the building**

Staff should only visit the building if they are feeling healthy. Please make use of the temperature monitor at reception. In the unfortunate case that someone becomes unwell and displays COVID-19 symptoms whilst at work, they should:

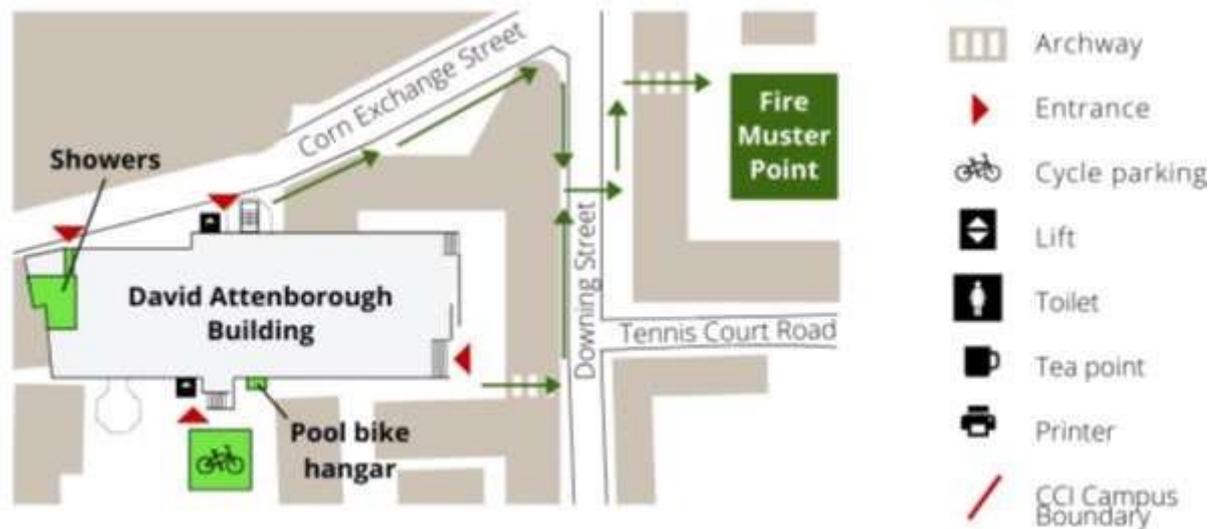
1. Return home immediately. If they cannot return home, they can isolate themselves in the **Quiet room, 3<sup>rd</sup> floor** until it is safe to leave.
2. Notify your line manager
3. Notify CCI Services Reception and Facilities teams.
4. Seek immediate testing

Anyone testing positive for COVID-19 must self-isolate for at least 10 days and must inform their

organisation and CCI Services.

## 5.2 Fire Evacuation

In the event of an evacuation, staff should leave the building by the nearest available exit and proceed to the Fire Muster Point on the Downing Street site lawn, as indicated in the map.



## 6. Communications

Communications and updates will be made via the 'all building email' and The Hive, as well as via signage throughout the building.

## 7. Revisions to guidelines

These measures will be reviewed at regular intervals, expected to be at least monthly. The review will be accompanied by the re-application of a risk assessment for the building. Any revisions will be approved collectively by the Board of Directors of CCI Services.

### Board of Directors of CCI Services

Birdlife International	Helen Bull	Chief Operating Officer, <b>Chair of CCI Services</b>
BTO	Andrew Scott	Director of Finance and Services
CCI	Mike Maunder	Executive Director
FFI	Svetlana Ignatieva	Chief Operating Officer
IUCN	Richard Jenkins	Deputy Director
RSPB	Bryan Bland	Head of Facilities Management & Logistics
TBA	Rosie Trevelyan	Director
TRAFFIC	Marcus Phipps	Senior Director – Operations
UNEP WCMC	Evgeny Dmitriev	Head of Finance, Legal & IT
University of Cambridge	Richard Griffin	Head of Property
	David Coomes	Director of UCCRI

## **8. Contacts and feedback**

Please contact Matt -01223 331292 and Tim -01223 331357, [facilities@cciservices.co.uk](mailto:facilities@cciservices.co.uk). Please try to report any issues by email or phone, rather than in person.

*V1 – CCI Services, 18<sup>th</sup> Oct 2021*