**Staff Briefing Sheet - Return to Campus Checklist**

**To complete before you return to campus**

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| --- | --- |
| I have discussed my return to campus and [individual health assessment](https://www.ucl.ac.uk/human-resources/health-wellbeing/workplace-health/what-we-do/covid-19-individual-health-assessment-tool-managers) with my line manager. | [ ]  |
| I am aware that I should work from home if possible. | [ ]  |
| I have completed the [Return to UCL](https://www.ucl.ac.uk/staff-training/enroll.php?code=HSRTNUCLINDUC) induction training.To access training courses outside of the UCL network, you must use either [Desktop@UCL](https://my.desktop.ucl.ac.uk/) or the [secure VPN](https://www.ucl.ac.uk/isd/services/computers/remote-access). | [ ]  |
| I have completed the [fire safety training](https://www.ucl.ac.uk/staff-training/enroll.php?code=FS1), including the Fire Marshall Training.To access training courses outside of the UCL network, you must use either [Desktop@UCL](https://my.desktop.ucl.ac.uk/) or the [secure VPN](https://www.ucl.ac.uk/isd/services/computers/remote-access). Enrol via MyLearning in MyHR.Any problems in accessing the Fire Marshall Training, I will contact my departmental representative. | [ ]  |
| I am aware of the [symptoms](https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/) of COVID-19 and [how to report sickness](https://www.ucl.ac.uk/human-resources/covid-19-support/coronavirus-hr-policies-and-guidance/leave-and-absences-related-coronavirus) | [ ]  |
| I am aware of the Government’s [Test and Trace](https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works) programme. | [ ]  |
| I am aware of UCL’s [Connect to Protect](https://uclnews.org.uk/UAA-71RZ0-II6HCG-476Q84-1/c.aspx) online reporting tool. | [ ]  |
| I am aware that all staff, students and visitors are expected to wear face coverings, if they can, when on campus, both inside buildings and when moving around UCL’s outdoor spaces. I have read the [face coverings guidance](https://www.ucl.ac.uk/coronavirus/keeping-safe-campus/wearing-face-coverings-campus). | [ ]  |
| I am aware that [public transport](https://www.ucl.ac.uk/coronavirus/keeping-safe-campus/returning-campus#Getting%20to%20campus) should be avoided if possible. | [ ]  |
| I am aware of [Care First](https://www.ucl.ac.uk/students/support-and-wellbeing/evening-and-weekend-support) (UCL’s employee assistance programme) and other sources of support. Care First can be called for free on 0800 197 4510. | [ ]  |
| I am aware that all meetings continue to take place on [Microsoft Teams](https://www.ucl.ac.uk/isd/services/communicate-collaborate/microsoft-teams)  | [ ]  |
| I am aware that UCL has suspended [AGILE working](https://www.ucl.ac.uk/professional-services/agile-working). If I cannot work remotely, I am aware that I can book desk space at St Martins Le Grand and Bidborough House, levels 2 (east), 5 & 6. I am aware that desks at Bidborough House will be prioritised for colleagues who need to be near campus.Desk space can be booked [here](https://ucl-isd.libcal.com/) up to 7 days in advance. | [ ]  |
| I am aware of, and will comply with, the one-way systems in place. | [ ]  |
| I am aware that in an emergency on campus I should call the UCL Security Office on 020 7679 2222 (or ext 222 on an internal phone), before dialling 999, to help direct the emergency services to the correct location.I have added the phone number to my mobile contacts. | [ ]  |
| I am aware the we operate a clear desk policy and that I should clear my desk at the end of the day. | [ ]  |
| I am aware that desks / equipment / chair arms / telephone must be cleaned before and after use, using the antibacterial wipes provided. | [ ]  |
| I am aware that I must bring my own utensils and take them home to clean, as shared crockery and cutlery cannot be used. | [ ]  |
| I am aware that the maximum occupancy of shared spaces has been considered and reduced, to ensure social distancing. | [ ]  |
| I am aware that if I use a meeting room, I should clean before and after use, with the wipes provided, and wash my hands. The rooms are cleaned overnight. | [ ]  |
| I am aware of the UCL [Coronavirus Update](https://www.ucl.ac.uk/staff/life-ucl/coronavirus-covid-19-daily-update-emails?utm_source=UCL%20%28Internal%20Communications%29&utm_medium=email&utm_campaign=11591210_Covid-19%20All%20Staff%20Email%3A%205%20June&utm_content=UCL%20Staff%20Intranet) email | [ ]  |
| I am aware that I should not have personal deliveries sent to work. | [ ]  |
| I am aware that items in storage may have moved over the weeks so may fall if moved on shelves, or if cupboards are opened. I will exercise caution in order to minimise the risk of injury to myself and future users. | [ ]  |
| I am aware that pest activity, such as mice or insect presence, may have increased during the shutdown. Where any evidence of pests is observed, I will clean the surrounding area thoroughly and contact the customer helpdesk for pest control if necessary. | [ ]  |
| I am aware of how to access break areas and that break times should be staggered to reduce pressure on break areas. | [ ]  |
| I am aware that incidents or hazards may have arisen over the shutdown period, and if discovered should be reported on riskNET. How to [report an incident](https://ucl.oshens.com/AIR2/Incbook/incbook_tab_begin.aspx?First=1) on riskNET. | [ ]  |

Signed by staff member:

Signed by manager:

Date: