**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: