

A dark blue horizontal bar with rounded ends containing the text 'RISK CONTROL MEASURES' in white, uppercase letters. To the left of the bar is a solid orange circle.

Measures to Control Risk of Spread of SARS-Cov-2 Infection

Site: Steinmetz Building, Granta Park, Great Abington, Cambridge, UK

Revised: 18 December, 2020

Following the UK Prime Minister's announcement on 10 May, 2020, the Government published a set of eight guides aimed at helping employers work safely during the SARS-Cov-2 pandemic. One of the key requirements in these guides is the need for employers to carry out a SARS-Cov-2 risk assessment, and to publish the results of these risk assessments on their corporate website.

This document relates to the risk assessment conducted at our R&D facility in the UK and focuses on the practical steps we will be taking to minimise the risks identified.

Identified Risk

People on site may become infected with SARS-Cov-2 through contact with an infected individual

Risk Control Measures

Attendance on site

- Employees should work from home where possible. Tele- and video-conferencing facilities are available for everyone to use. Sufficient network licenses are available for everyone to access drives remotely.
- Employee attendance on site is limited to people performing laboratory activities, people supporting laboratory work, and people for whom the full extent of their responsibilities cannot be fulfilled without some attendance on site.
- A safe site occupancy limit has been assigned and numbers on site are monitored.
- Occupancies in work areas are reduced from normal and do not exceed levels which are compatible with social distancing.
- Where feasible, people in each area are split into sub-teams, with alternating attendance on site.

Employee Health

- Testing for SARS-Cov-2 is provided for employees on a weekly basis.
 - Employees who test positive for SARS-Cov-2 or have one or more symptoms of Covid-19 must not attend site until they are clear of symptoms and 10 days have passed since the positive test or onset of symptoms.
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RISK CONTROL MEASURES

- Anyone who is on site when they receive news of a positive SARS-Cov-2 test or develops symptoms must leave site immediately.
- Employees must follow Government guidelines to stay at home following contact with an individual with confirmed or suspected infection.
- Employees showing signs of any illness should not come on site.
- Temperature monitors have been installed by the site entrance for use by staff and visitors.

Hygiene

- Employees should undertake hand washing with soap and water for 20 seconds on a frequent basis.
- Alcohol-based sanitising gels are available at reception and other points in the building.
- Face masks must be worn inside the building unless seated or in laboratory areas.
- Items which have recently arrived from outside the building should be processed with the possibility of viral contamination in mind (e.g. isolating and/or cleaning items and using gloves when handling).
- Signing in/out of the building is now contactless.

Cleaning

- Cleaning is undertaken three times daily with a particular emphasis on wipe down of surfaces.
- Cleaning materials are available for employees to clean items such as computer keyboards and mice.
- Cleaning materials are provided in the kitchen and tea areas and employees are required to wipe surfaces before and after use.

Social Distancing

- Employees must maintain a 2m separation from colleagues wherever possible.
 - Employees must maintain a daily log of instances where they have been within 2m of a colleague for a total of 15 minutes over the day.
 - Face masks must be worn for exceptional circumstances where colleagues need to work with less than 2m separation.
 - Large group meetings have been suspended or shifted to remote/virtual formats.
 - Maximum occupancy limits have been assigned to individual areas.
 - Occupancy of office bays is halved from normal levels, with diagonal arrangement of seating.
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RISK CONTROL MEASURES

- Places of work and work practices have been reorganised where possible to maximise separation between co-workers.
- Perspex screens have been installed in some lab areas and at reception
- Floor mats in reception assist people with social distancing.
- Signage reminds people to be aware of the need for social distancing and not to loiter where they could obstruct others.
- Seating in communal areas has been reduced.
- Mirrors have been installed at corners in corridors to assist visibility.
- Desks of people working at home are available to those on site to assist spreading out.
- An unused room has been converted to a temporary office for additional spreading out.

Travel

- All business-related travel is suspended, except for extraordinary circumstances (to be approved by CEO).
- Any employee who has returned from overseas must complete the period of self-isolation required by UK government guidelines at that time before coming on site.

Visitors

- Visitors to site are banned except for business-critical activities (e.g. maintenance and cleaning).
 - Employers of visiting contractors take responsibility to vouch for their health and willingness to comply with these control measures.
 - People responsible for visitors or new starters on site must ensure they are aware of and comply with the Coronavirus control measures in place.
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