



The  
University  
Of  
Sheffield.

# Return To Campus Guidance.





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# Introduction

In the face of the Covid-19 pandemic, this guidance has been produced to outline the University of Sheffield's approach in safely returning to the workplace.

This guide performs the function of an institutional risk assessment and is in line with Government guidance and best practice. In the development of this guide the University has considered the hazards, who may be harmed and has identified and implemented a range of effective measures to control and manage the associated risks.

This document sets out the responsibilities and measures being put in place to ensure staff, students and visitors can return to campus and work safely. For up to date guidance, please visit the University's Coronavirus Covid-19 webpages:

[www.sheffield.ac.uk/coronavirus](http://www.sheffield.ac.uk/coronavirus)

**In setting out this guidance, the University adheres to the following principles:**

- Staff should continue to work from home if they can perform their role remotely and have appropriate facilities.
- Permission can only be granted by the Faculty/ Department, and when a risk assessment is in place.

Comprehensive information and advice for staff is located on the University's Coronavirus Covid-19 webpages:

<https://www.sheffield.ac.uk/coronavirus>

Where staff don't have regular access to the internet, information should be verbally cascaded and made available in printed form.



# Roles and responsibilities

The University's [Health and Safety Policy](#) sets out the health and safety roles and responsibilities of the organisation.

Prior to opening, each workplace will be provided with a Covid-19 Secure certificate. To achieve this:

- Estates and Facilities Management (EFM) will ensure buildings are compliant with legislation, provide expert advice on cleaning provision, security, space arrangements and building-related safety, produce Covid-19 specific stickers/floor markings and internal signage. A risk assessment document from EFM's Engineering & Maintenance and Campus Services teams must be in place.
- Heads of Departments will need to ensure their specialist workspaces can be made compliant by following University guidance, revising local rules and risk assessments and working closely with EFM and Health & Safety colleagues on the practical implementation of measures. In practice, it is accepted that tasks will be delegated to responsible persons in each department. Heads of Department must complete the final section of the risk assessment document.
- The Health & Safety team will provide expert advice to Head of Departments as required.

**When all the criteria of a Covid-19 Secure workplace are met, the Covid-19 Secure Certificate will be issued by the Director of Infrastructure.**

## Staying COVID-19 Secure in 2020

We confirm we have complied with the government's guidance on managing the risk of COVID-19

**FIVE STEPS TO SAFER WORKING TOGETHER**

- ✓ We have carried out a **COVID-19 risk assessment** and shared the results with the people who work here
- ✓ We have **cleaning, handwashing and hygiene procedures** in line with guidance
- ✓ We have taken all reasonable steps to **help people work from home**
- ✓ We have taken all reasonable steps to **maintain a 2m distance** in the workplace
- ✓ Where people cannot be 2m apart, we have done everything practical to **manage transmission risk**

Employer \_\_\_\_\_ Date \_\_\_\_\_

Who to contact: \_\_\_\_\_ Your Health and Safety Representative  
(or the Health and Safety Executive at [www.hse.gov.uk](http://www.hse.gov.uk) or 0300 003 1647)

### Personal responsibilities of every employee:

All staff have responsibility for their own health and safety, and those of their colleagues and others who may be affected by their actions. It is essential that everyone complies with the measures outlined within this document and the local rules set by their department. They have been put in place to ensure that you and others can return to campus and work safely - a risk assessment must be in place and you must have permission from your Head of Department to return to work.

Please be vigilant and challenge, where safe and appropriate, the actions and behaviours of others. If you have concerns for your own safety or others, then please speak to your line manager.

Staff are reminded that any serious or deliberate breaches of University policies or procedures on health and safety, or conduct/behaviour likely to endanger the health and safety of others, may be considered as gross misconduct and will be dealt with accordingly.

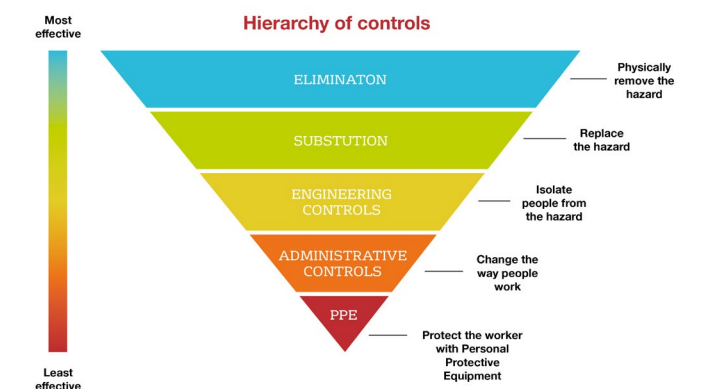
### Advice for Heads of Department and line managers:

- Work closely with colleagues in Health & Safety and EFM.
- Update risk assessments and use the hierarchy of control to eliminate or reduce risks.
- Ensure that Equality, Diversity and Inclusion considerations are taken into account, particularly for staff in vulnerable groups who may be more affected by Covid-19. Seek advice from Human Resources.

The following link has further information on social distancing in the workplace:  
[www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/offices-and-contact-centres](http://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/offices-and-contact-centres)

### General advice for staff in the workplace:

- All staff must have undertaken the return to work Covid-19 Health & Safety mandatory training before returning and any other mandatory training stipulated by their department.
- Follow all local rules and new guidelines. Check information regularly on the University's coronavirus webpages: <https://www.sheffield.ac.uk/coronavirus> Contact your line manager if you are unsure.
- Take care of personal hygiene. Wash hands regularly with soap and water for a minimum of 20 seconds. Coughs and sneezes should be covered with a tissue and disposed of immediately.
- If experiencing symptoms, you must self-isolate and inform your line manager.
- Maintain a two-metre gap between yourself and colleagues wherever that is practically possible.
- We recognise that staff in some communities have been disproportionately affected by Covid-19 and further information can be found on the [Covid-19 web pages](#).



# Our approach to Covid-19 secure workplaces

In returning to the workplace the University will follow the steps below:

- Step 1** Building recommissioning by EFM to prepare for occupation.
- Step 2** Building clean by Campus Services to meet welfare regulations and prepare for occupation. Cleaning within student accommodation will be undertaken by Accommodation and Commercial Services.
- Step 3** Ensure that Covid-19 Secure guidelines are met (both in terms of the physical estate and local rules/processes).
- Step 4** Priority research projects with initial reoccupation by minimal, but high priority, research or teaching projects. Small numbers of staff in well-defined and controlled building zones. Each group returning will work with Faculty Vice-Presidents and their teams, undertaking the required risk assessments.
- Step 5** After review of operational effectiveness and safety, more prioritised work is permitted through increased use of facilities. Numbers dictated by operational safety planning between Faculties/Departments and EFM to ensure that buildings are prepared and re-certified ahead of increased use.
- Step 6** Move towards the 'new normal'. Learning from forthcoming national guidance and instruction, and lessons learnt from prior occupation. Buildings are prepared and re-certified ahead of increased use.

**The changing of national Covid-19 alert levels may necessitate moving forwards or backwards through the steps above in response to the local and national situation.**

# Access arrangements

There will be changes to access and egress arrangements across the estate to enable safe movement. Staff must follow local rules and signage. Routes for staff with mobility impairments will be prioritised to ensure the estate remains accessible.

## What do you need to know?

- All staff must use entry and exit points as directed and sanitise hands upon entry (all main entry points will have sanitising stations).
- Staff must also adhere to the rules outlined in the mandatory return to work Health & Safety training.
- Security services and EFM colleagues will continue to carry out internal building security and safety patrols/checks.
- Internal doors within buildings may be held open by newly installed magnetic door holders. In the event of a fire alarm these doors will release the magnet holder to ensure a fire is contained. Please note, the holding open of internal doors must be risk-based and agreed during the risk assessment walk round. Some areas within our buildings (labs/stores/offices) must stay protected.
- Essential/research staff will continue to have out of hours access provided in accordance with departmental requirements and local risk assessments.

- Children should not be brought to the workplace even if schools are shut. Speak to your manager if childcare or other circumstances cause issues.
- All staff must wear their lanyard and UCard, particularly as many doors may be held open, in order to identify themselves as an employee.

## Heads of Department and line managers need to:

- Work with colleagues in EFM's Property & Business Services and the University's Health & Safety team to identify the safest entry/exit points, any one-way systems, and access levels required for staff. Routes through all teaching buildings have already been documented and will be available on the University's coronavirus webpages: <https://www.sheffield.ac.uk/coronavirus>
- Upon restart, external doors will be kept on UCard and access control provided only to staff authorised by the department. The access arrangements will be updated as we move through the various stages of re-opening the campus.

# Signage examples

**Social Distancing**  
For your safety please maintain social distancing.  
Thank you for your cooperation.

**Social Distancing**  
Only **one person** at a time in the kitchen!  
Thank you for your cooperation.

**Lift Guidelines**  
Only **one person** at a time in the lift!  
Thank you for your cooperation.

**Kitchen Hygiene**  
Please keep the kitchen clean and free from germs.  
• Wash your hands before and after using the kitchen  
• Clean surfaces before and after use  
• Wash your pots  
• Dispose of waste  
Thank you for your cooperation.

**Equipment Hygiene**  
Clean frequently touched objects, equipment and surfaces.  
Thank you for your cooperation.

**Sanitise Hands**  
Please use hand sanitiser on **entering** and **leaving** the building.  
Thank you for your cooperation.

**THIS WAY**  
Please follow the arrows

**ONE WAY SYSTEM**  
Please follow the arrows

**KEEP LEFT**  
Please keep left when passing on the corridor or stairs

**NO ENTRY**

**PLEASE WAIT HERE**  
Maintain a Social Distance

**PLEASE QUEUE HERE**  
2m

**AVAILABLE TO USE**  
Social Distancing

**PLEASE DO NOT USE**  
Social Distancing

# Catering arrangements and communal kitchens

### ACS catering arrangements

- University catering outlets will be reopened safely and gradually
- ACS will manage shared kitchens in residences.

### Communal kitchens

Staff are encouraged to bring their own lunch, pre-made and ready for eating where possible to reduce footfall in communal kitchens.

### What do you need to know?

- Bring a water bottle to work if you can.
- Arrangements for communal kitchens will be made on an individual basis dependent on size, location and accessibility.
- Communal kitchens will have occupancy limits indicated outside by signs and a 'one out, one in' policy.
- Wash hands before using communal facilities.
- Use your own mug when possible and use a dishwasher on a 60-degree setting. Where not possible, staff must wash communal cutlery/mugs etc thoroughly using soap and warm water, dry using a paper towel or towel designated for this purpose (not a hand towel), and put away immediately to reduce the risk of transfer of contamination to other persons.

### Advice for Heads of Department and line managers:

- Faculties/departments must work with building Facilities Managers to agree the suitability and arrangements required for each individual facility when kitchens are shared.
- Set an example and regularly remind staff to follow directions to allow for social distancing within the department.





# Cleaning and hygiene protocols

Hygiene is everyone's responsibility and regular handwashing is critical to managing the spread of Covid-19.

In addition to these individual responsibilities, our cleaning staff will be carrying out cleaning throughout the day.

The safety of our cleaning staff has been paramount in all planning.

## What do you need to know?

- Our cleaning staff will be on campus throughout the day.
- Touch points and heavily used areas will be prioritised for cleaning.
- Staff can expect to see toilets/kitchenettes closed for short periods during working hours to allow additional cleans to be carried out.
- Sanitising stations will be provided at the entrances of main buildings and other key areas.
- For the purposes of research returning, staff in labs are using Campus Services cloths and chemicals for keeping their lab space clean. Advice for teaching will be issued separately.
- Local rules should be updated to include guidance for staff to carry out regular hand washing and clearance of shared/communal desks at the end of each day.
- Departments should implement cleaning regimes for specialist technical areas (such as laboratories and workshops) in accordance with instructions from EFM. Advice can be provided by Facilities Managers if required.



# Corridors, staircases and lifts

Most of our major teaching and research buildings are designed for large flows of people. However, upon restart there may need to be one-way systems in place in certain areas to enable social distancing. These areas will be well sign-posted and staff should familiarise themselves with travel routes upon entering the building. All teaching buildings access and egress routes are shown in plan drawings on the University's coronavirus webpages: <https://www.sheffield.ac.uk/coronavirus>

## What do you need to know:

- Signage in buildings will be placed at strategic points by Campus Services staff, reminding people to maintain a distance of at least two metres from others.
- In corridors where queues are likely to form (e.g. outside kitchen areas, toilets etc), floors will be marked at two-metre intervals.
- Stairs may be assigned as 'up' or 'down', or 'keep left' depending on usage – staff must follow directions.
- Where practical, staff must use the stairs. Priority for using the lifts must be given to disabled people, or for the transport of large/heavy/hazardous materials where transport on stairways would not be possible or safe.
- If lifts must be used, staff are advised to use elbows to operate controls and limit occupancy to maintain social distancing.
- Staff with accessibility requirements should contact their line manager about suitable working arrangements ahead of return and discuss updating their Personal Emergency Evacuation Plan (PEEP).



# Deliveries

The delivery of mail and goods to the University is essential for many activities and systems are already in place to ensure that post and goods can continue to be processed safely and efficiently.

## What do you need to know?

- Departmental deliveries should continue to be delivered to the relevant Faculty stores facilities. These departments must ensure risk assessments and any mitigation measures that are required are in place to ensure the safety of their staff and others.
- Incoming and outgoing mail will continue to be processed by Campus Services via 5 Favell Road. Do not order personal goods for delivery to the workplace; these items will be rejected.
- There may be some delays to postal distribution both incoming and outgoing. Allow a little extra time when sending/expecting to receive post or goods.

## Advice for Heads of Departments and line managers:

- Working with Logistics Managers, review pick-up and drop-off collection points, procedures (minimising unnecessary contact, sanitising hands after handling), signage and markings.
- Encourage departmental staff to reduce frequency of deliveries, for example by ordering larger quantities less often (if safe to handle).
- Ensure the relevant Faculty/Departmental Stores staff are available to receive the delivery of large items to reduce the number of people coming into contact with the delivery.

- If tasks require more than two people to carry out, use the same 'pairs' where possible to minimise social contact. A risk assessment should be undertaken and PPE should be worn if essential work.
- The individuals responsible for placing the order must contact delivery drivers if processes/procedures change at the time of ordering.



# Emergency response (including fire and first aid arrangements)

During Covid-19 recovery, there may still be occasions where emergency situations arise and need managing. These should be considerate, where possible, of social distancing measures. With reduced numbers of staff on campus, it is important to understand that some emergency responses (for example First Aiders or Security Services) may take longer to respond than usual.

## What do you need to know?

- Facilities Assistants may be present on-site Monday to Friday, but in reduced numbers.
- Security Services continue to operate 24/7, 365 days a year. They should be contacted on ext 24085 for advice/information or ext 24444 in an emergency. This includes reporting of suspect criminal, noise complaints, incidents of a medical nature - whether it is mental health issues or physical injuries - hate crime incidents and any other suspicious incidents of security, safety or welfare nature.
- In the event of a building evacuation, occupants must use the nearest safe exit point, regardless of any Covid-19 specific signage or routes. Prompt evacuation will take priority over social distancing considerations.
- At assembly points, staff should take every care to maintain social distancing.
- Under no circumstances should fire doors be propped open.
- Should staff feel unwell with Covid-19 symptoms whilst at work, they should make their work safe; notify their line manager and/or Head of Department and then leave for home, where they should self-isolate their household in line with current government guidelines.
- Staff should also engage with the NHS track and trace system, as per HR guidelines.
- For minor injuries such as small cuts, staff should be aware of the local first aid facilities and be ready to self-administer if advised by a first aider.

## Advice for Heads of Department and line managers:

- Departments must ensure that all staff have completed their annual mandatory fire safety training upon return to work.
- The department is responsible for ensuring a first aid capability from within its own staffing where possible. Security Services will always have a first aid emergency response available to support. This can be accessed by contacting the control room emergency number on ext 24444.
- Departments must review their first aid risk assessments to determine whether adequate first aid provision is appropriate under the new working arrangements (call 24444 if adequate first aid provision cannot be provided in a location due to reduced staff numbers). Consider both the numbers of staff and the nature of the work that will be carried out:
  - The type of hazards involved and any specific hazards that may require special arrangements.
  - The associated risks.
  - The likely distribution of workers within the building
  - The pattern of working, e.g. rota/shift; small cohorts; lone working
  - The number and availability of existing qualified first aiders within your teams.
- The risk assessment should identify if there is a need to train additional first aiders and indicate the number of first aid kits available.
- Departments should check existing first aid kits to ensure items remain in date and appropriate.



# Laboratories and workshops

A generic Covid-19 Research lab/facilities risk assessment has been created. This reflects the latest government guidance as well as emerging sector good practice.

## What do you need to know?

- Each activity will be risk assessed before laboratories or workshops are opened.
- Guidelines and rules must be adhered to.

## Advice for Heads of Department and line managers:

- Heads of Departments must ensure a risk assessment is carried out prior to re-opening laboratory or workshop facilities.
- Suitable arrangements for social distancing in these areas must be made prior to re-opening. EFM Campus Services staff can provide advice, signage and social distancing tape to ensure consistency across the estate.
- Cleaning arrangements for laboratories and workshops are traditionally well-defined but to reduce the number of staff entering in labs and workshops those working in the labs will take on responsibility for clean lab floors weekly and the external face of lab doors daily. Taps, touch points and work surfaces inside the lab are also the responsibility of users. If required, specialist cleaning advice can be provided by Facilities Managers.
- Staff should be re-inducted before entering/using facilities.



# Open plan and shared offices

Whilst open plan/large shared offices are unlikely to open upon re-start there will naturally be some larger offices in our buildings that will require specific management.

Social distancing guidelines are more difficult to implement under normal practice in large office spaces. To overcome this, staff will need to communicate with their departments/teams to ensure that this can be facilitated.

## What do you need to know?

- Limit face to face meetings and maintain two metres distance from colleagues. It is your responsibility to ensure your own safety in these situations.
- Continue to use digital solutions such as Google Meet.
- One-way systems clockwise or use of different entrances/exits may be required and staff must follow local signage to adhere to the new rules, where not possible, colleagues should pass to the left in order to maintain some distance.
- It will not be possible for cleaning staff to clean shared/hot desks between uses, therefore sanitising stations will be made available. Staff are expected to take responsibility for any workstation they use including wiping down surfaces and shared equipment after use.
- Ventilation systems will be adjusted to provide suitable air changes. Windows and doors should be opened frequently to encourage ventilation where possible.

## Advice for Faculties, Heads of Department/Service and line managers:

- Where staff can work from home this must always be the first course of action.
- Government guidance has been released (specifically section 3 and 7) on Working Safely during Covid-19 in offices and contact centres - [click here to read](#).
- Contact EFM's Property & Business Services for advice on capacities of office spaces prior to opening facilities. Typically, only one or two desks in a bank of four may be suitable for use at a time. Depending on layout and the size of existing furniture, it may be necessary to have an individual assessment made, this can be arranged via Property & Business Services.
- When occupancy rates have been calculated, consider rotas or shift patterns to ensure occupancy meets guidelines.
- Keep teams together and as small as possible.
- Workstations should, where possible, be assigned to an individual and not shared. Where hot desking/spaces are required and it is not possible for sole individual use, consider issuing personal keyboards/mice/mobile phones and always use a desk pad.
- Where it is not possible for staff to remain two metres apart, there are options that include the use of screens, staff working side by side, or facing away from each other. Advice should be sought from Health & Safety prior to implementing these systems of work.

# Personal Protective Equipment (PPE)

The University's [Covid-19 webpages](#) will have up-to-date advice on day to day wearing of face coverings.

PPE (such as work boots, safety goggles, hard hats) should continue to be used where identified in risk assessments.

## What do you need to know?

- PPE will continue to be issued in accordance with risk assessments.
- Up to date advice on face coverings is located on the University's coronavirus webpages: <https://www.sheffield.ac.uk/coronavirus>

## Advice for Heads of Departments and line managers:

- Carry out a risk assessment for your activities. This will determine if additional PPE is required. If Covid-19 specific PPE is required, seek advice from Health & Safety.



# Receptions and facilities assistant lodges

Some reception/service desks (including facilities assistant lodges) may continue to be staffed. Where people-facing functions need to continue, these will be reduced to the lowest practicable level. All staff are requested to limit the number of visitors coming to site.

## What do you need to know?

- Call ahead as some reception/service desks may be operating different hours to usual.
- Standard services delivered by facilities assistants including receipt and delivery of mail to a building, simple room sets-ups and building checks will continue to be met.
- Some activities may take longer than usual, and some lodges may be vacant for periods of time whilst building-wide activities are being carried out.
- Perspex screens may be installed on reception desks where other measures are not appropriate.
- Any signage/social distancing markings must be adhered to. Face-to-face interaction should only happen at two metres or more or where there is a suitable screen in place.

## Advice for Heads of Department and line managers:

- Review where your people-facing services are (e.g. admin receptions, library services etc) and liaise where required with your Facilities Manager and EFM Space Management on appropriate queuing arrangements.
- Consider provision of remote services where possible, or structured appointment times where not. If people have to queue, use tape (or similar) on the floor to keep two metres between people as they queue and explain requirements with clear signage.
- For those working at reception points the University will provide appropriate screens if measures aren't appropriate or possible. Managers should risk assess and contact EFM Helpdesk for advice on purchase and the installation of screens.
- In all cases, where face-to-face contact is essential, this should be kept to 15 minutes or less.



# Toilets and welfare facilities

Toilet and welfare facilities differ greatly, ranging from single, lockable WCs to larger communal facilities. Arrangements will be made and clearly indicated for each facility. Staff should note that whilst some buildings are only partially occupied, some toilet facilities in vacant areas may be closed to ensure priority cleaning of those in use.

## What do you need to know?

- In the case of single, lockable facilities, please leave the facility in a respectable condition. If waiting to use such a facility, ensure you stand at least two metres from the door to allow the previous occupant the appropriate space to leave without breaking social distancing guidelines.
- For most communal toilets on campus, it is envisaged that maintaining social distancing will require more care. Consequently, some communal toilets will need to change to a 'one out, one in' system with a specified capacity in the room at any time, others may require a 'knock and call' system. Each facility will be reviewed, and appropriate signage will tell staff what to do.
- Where queuing is required, this will be indicated by signage or markings on the floor.
- Shower facilities will not be available on campus.
- Toilets along with other frequently-used facilities will be subject to multiple cleans each day. This may mean some facilities are closed for short periods during working hours.
- Wash hands thoroughly upon leaving in line with Public Health England advice.

## Advice for Heads of Department and line managers:

- EFM Campus Services will review toilet provision in each building, providing clearly defined usage signs for each facility.

# Travel and parking

We are reviewing our parking policy to reflect the requirements of staff who cannot work from home and need to be on site, as well as looking at how we can address parking permit options to enable staff who come in to utilise our spaces.

## What do you need to know?

- Staff returning to campus should follow government advice on safer travel during the coronavirus outbreak ([www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers](http://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers)).
- In general, anyone who needs to travel to work is advised to avoid using public transport where possible and try instead to walk, cycle, or drive.
- Where possible, look at the times, routes and ways you travel, to take the pressure off the transport system.
- On arrival at campus, staff should wash or sanitise their hands at the first opportunity and follow local guidance, signage etc on social distancing.
- Changing facilities will have additional cleaning carried out, but staff are requested to keep these as sanitary as possible by removing clothing each day. Shower facilities will not be available on campus. Please follow instructions on the signage that will be in place.
- EFM Campus Services will be maintaining accessible routes and introducing temporary signs in our public areas to remind people of distance requirements. One-way systems in key locations will reduce the likelihood of unnecessary congestion between University buildings and facilities.
- If travel by public transport is unavoidable, staff should plan their journeys in advance, allowing for longer travel times; avoid travelling at busy times where possible; and maintain social distancing before, during and after their journey. Government has made the wearing of face masks/coverings essential when using public transport.
- General information on travel around Sheffield during the coronavirus outbreak is available from the Sustainable travel team ([travelplan@sheffield.ac.uk](mailto:travelplan@sheffield.ac.uk)).
- Some staff may be particularly anxious about using public transport due to their individual circumstances and the disproportionate impact that Covid-19 is having on some communities. Please contact HR or your Line Manager if you have concerns.

## Advice for Heads of Department and line managers:

- Travel may take longer than normal on some routes due to reduced capacity and social distancing measures. Alternative or flexible working hours will support staff if they have to travel into the workplace.
- Further travel advice for staff will be posted as it becomes available on the Covid-19 web pages: <https://www.sheffield.ac.uk/coronavirus>



# Vehicles

## (management of fleet vehicles)

Departments which operate University fleet vehicles should follow government guidance on working safely in vehicles during Covid-19.

### What do you need to know?

- Follow local rules and any new cleaning regimes in place.
- Staff should wipe vehicle touchpoints (steering wheel, gear stick etc) and wash or sanitise their hands after every journey and after refuelling.
- Maintain social distancing wherever possible when vehicles are in use, e.g by avoiding sharing journeys; sitting apart if travelling together is unavoidable.
- Do not take passengers unless necessary. Seek advice from your manager before doing so.
- Have individual colleagues load or unload vehicles (when safe to do so).

### Advice for Heads of Department and line managers:

- Encourage staff to minimise all vehicle movements around campus, for example by consolidating deliveries or collections and planning ahead to avoid repeat journeys.
- Prior to use, departments must undertake safety checks on all fleet vehicles that have been unused for an extended period of time.
- All car and van MOTs due to expire after 30 March 2020 have been extended by six months - but you must keep your vehicle safe to drive. Further information is available on the government website.
- Carry out a review of cleaning measures to prevent surface transmission through frequent cleaning of vehicle interiors, e.g. door handles, handbrake, gear stick, instruments and keys; providing hand sanitiser and wipes in vehicles; ensuring all waste and personal belongings are removed from vehicles after each use.
- Schedule deliveries and collections to avoid busy times and places.







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[www.sheffield.ac.uk](http://www.sheffield.ac.uk)

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