



UNIVERSITY OF
LINCOLN

**Generic Teaching Space Standard Operating Procedure
Staff version**

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1.0 Purpose of this document

In response to the COVID19 pandemic, a number of safety measures will be introduced to minimise the risk to students and staff whilst engaging in teaching and learning on campus.

This document should be used to advise users of teaching spaces of the new procedures in place for the duration of the COVID19 pandemic and the measures that must be adhered to in order to ensure the safety of all.

The measures included within this document are based on the current government guidance and guidance provided by the World Health Organisation. Information may change as new instructions are issued by the Department of Education specific to Higher Education establishments.

This document is generic and should be used in conjunction with the relevant building specific risk assessment and user guide, existing teaching space risk assessments or any other local risk assessment that apply to the type of teaching taking place. Specialist teaching activities such as labs, practicals and studio delivery will have individual risk assessments and SOP which build on the information in this document.

2.0 General principles

PLEASE READ AND ADHERE TO THE FOLLOWING PROCEDURES:

- If you think you may have any of the symptoms associated with the Covid-19 infection, stay at home and follow government advice.
<https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/#symptoms>
- Access to teaching spaces is for timetabled delivery only.
- When opening/closing doors or operating light switches, always decontaminate hands immediately afterwards with hand sanitiser
- Do not spend longer in enclosed teaching spaces than you are scheduled for
- Before you leave a teaching building, wash your hands with soap and water one last time for 20 seconds
- If you require first aid support, please contact security on 01522 886062 in the first instance
- You must report any issues with these new processes or if they are not being followed by others. If processes are not working well for you then please speak to a line manager.

YOU MUST NOT ENTER THE BUILDING IF:

- You have any symptoms of coronavirus (a high temperature, a new, continuous cough or a loss or change to your sense of smell or taste)
- You've tested positive for coronavirus – this means you have coronavirus
- You live with someone who has symptoms or tested positive
- Someone in your support bubble has symptoms or tested positive
- You're told to self-isolate by NHS Test and Trace
- You arrive in the UK from a country with a high coronavirus risk – see GOV.UK: how to self-isolate when you travel to the UK

3.0 Risk assessments

- This document should be used in conjunction with existing relevant risk assessments and SOPs to the teaching space being used, and any other local risk assessments that are specific to each teaching session

4.0 Operational procedures within standard (seminar type) teaching spaces

Principles around organisation:

- Students will be organised into “teaching bubbles” as far as modular arrangements allow. Students should not move between bubbles. Most students will be in several bubbles, depending on their programme arrangements.
- Classroom type teaching spaces will be laid out so that all students are socially distanced (1.5m plus) and front facing.
- Spaces with fixed seating will be clearly signed, students should only utilise the dedicated seats and not remove signage
- Students and staff will wear visors during teaching, these will be provided. In some specialist teaching sessions this will not be possible and alternative PPE will be used as per a specialist SOP.
- Students should not share equipment, unless included in local SOP with a disinfectant protocol
- Furniture should not be moved during sessions. For small group discussions, students can turn in their chair to face others but must maintain social distancing at all times.
- Sessions are timetabled for 45 minutes to allow movement time and limit queuing

Entering and leaving the building (in addition to any building specific requirements):

- Upon entering the building, sanitise your hands at one of the sanitising points near the entrance, or visit the washroom and thoroughly wash your hands with soap and water for 20 seconds. Sanitise your hands regularly where appropriate during the day
- Upon entering the building individuals should make their way to the timetabled space. Please arrive on time to avoid queuing outside rooms. If you do have to queue, please maintain social distancing at all times.
- Follow any one way systems in place for the building
- Please avoid using the lifts in buildings unless necessary
- Where there are multiple entrances to teaching spaces follow the signage or guidance of staff members who will identify the entrance and exit points that you should use

Entering the classroom/teaching space (NB Additional requirements as per specialist teaching SOPs).

- Use disinfectant wipes from sanitisation station to wipe down desk, chair, any shared equipment (such as keyboard)
- Sanitise hands
- Apply visor and remove face covering
- Get seated or take up position behind lectern
- Do not move furniture
- If visor has been forgotten/ lost then students should continue to wear their face covering
- Direct students/remind them of protocol as necessary

- Maintain fresh air flow during the session by keeping doors open if practical to do so
- The session lead is responsible for keeping an electronic record of student attendance at each session. Please see guidance on the new approach which will utilise an app in most situations.

At end of session, to leave the classroom/teaching space (NB Additional requirements as per specialist teaching SOPs).

- Use disinfectant wipes from sanitisation station to wipe down desk, chair, any shared equipment (such as keyboard) and visor
- Sanitise hands
- Remove visor and replace face covering
- Replace clean visor in bag
- Direct students/remind them of protocol as necessary

At the start of your first session with a new bubble (group), as the bubble lead you must discuss this protocol with your students, answering any queries and reminding them of the “Community living” charter they have signed when (re) enrolling. The group should also discuss reminding each other of these requirements, and routes of communication with each other.

5.0 Contact tracing

Please ensure that your contact details held on your University record are up to date. This will allow us to contact you if a person that you have been in close contact with during your teaching session develops symptoms.

6.0 Emergencies and First Aid

In an emergency, working within 2m is acceptable if you are comfortable with this. First aiders will be issued with full face protection PPE. Anything which is not immediately a dangerous situation is not an emergency and the usual 2m distance is required.

On hearing the fire alarm, immediately report to the designated assembly point and obey instructions from the Fire Marshall or Security Staff as necessary. On no account are persons to leave the assembly point without informing the Fire Marshall, or to re-enter the building until the Fire Co-ordinator has given such clearance.

All building exit procedures should be followed in the event of an emergency. On hearing the first alarm all occupants **MUST** ignore Covid-19 one way systems and signs that have yellow backgrounds & black lettering as well as Red ‘Do not enter’ signs that are fixed to fire escape routes and exits, and exit the building as quickly as possible, via the nearest exit.

These procedures and regulations are in place to protect us. Anyone who persistently fails to adhere to these rules, or others put in place by the University, may be excluded from teaching.

Appendix 1

Managing student behaviour in teaching spaces: further staff guidance

The University is working to ensure that all students and staff feel safe on campus. The SOP outlined in this document is one aspect of this, and in particular the compulsory use of visors (provided for personal use by the University) in all face to face teaching sessions. The only exception to this would be where a student is exempted from wearing a visor due to a health condition and cannot wear a face covering as an alternative. Students in these circumstances should either confirm this to the academic at the time using their exemption card or wear the appropriate lanyard which can be obtained from Student Support and indicates their exemption status.

(N.B. Exemption cards are obtained by completing an online application form at [government card online](#))

Where students arrive for a teaching session without their visor they should not enter the session until they have in place an appropriate, alternative, face covering. Staff can be confident that asking a student to wear an alternative face covering is in line with University expectations and Regulations.

It is suggested that students be advised they can wear a face mask or other form of face covering (scarf, bandana etc.) if they don't have their visor. If students don't have a face mask with them, they can be purchased from catering outlets across campus.

If a student is unwilling to wear an alternative form of face covering they should be asked to leave the building and advised to access the online teaching materials relevant to their module.

If a student is unwilling to leave, then the member of staff should call Security (01522 88 6062) and ask for their assistance. If Security encounter any resistance they will activate their body worn camera and seek assistance from the Police.

Where students have been unwilling to comply with university guidance about the need to wear a face covering in teaching sessions or have been abusive towards staff attempting to ensure compliance, a report should be made to Secretariat for follow up under the Student Conduct and Disciplinary Regulations.