



UNIVERSITY OF
LINCOLN

**Generic Teaching Space Standard Operating Procedure
Student 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 by users of teaching spaces to advise you 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. Please listen carefully to any additional instructions you are given whilst on campus.

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 to the teaching space being used, and any other local risk assessments and SOPs 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 (for example swapping groups will not be possible). Most students will be in several bubbles, depending on their programme arrangements.
- If you have a problem attending a session because of timing, please speak to your personal tutor in the first instance
- 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
- Do not move furniture

- If visor has been forgotten/ lost then students should continue to wear their face covering
- Students to remind each other of the protocol as necessary, and listen for additional instruction
- 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

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
- Students to remind each other of protocol as necessary

At the start of your first session with a new bubble (teaching group), the bubble lead (the tutor leading the session) will discuss this protocol with you and ensure you can ask any questions. Students are reminded that through the Community Charter, signed on (re) enrolment, students promise to adhere to any instructions around Covid Safety.

Students who are exempt from wearing a face covering and/or visor in these circumstances should either confirm this to their tutor at the time using their exemption card or wear the appropriate lanyard which can be obtained from Student Support and indicates their exemption status. Students may wish to contact their tutor prior to the session.

(N.B. Exemption cards can be downloaded and completed via the [government website](#))

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.