



UNIVERSITY OF  
LINCOLN

# **Keeping Everyone Safe on Campus**



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## Contents

Introduction .....	2
Social Distancing on Campus .....	2
Building Access.....	3
Corridors/Staircases/Lifts .....	5
University Library .....	6
Seminar and General Teaching Rooms.....	7
Labs and workshops .....	8
Catering Outlets .....	10
Sports Facilities.....	11
Service Desks .....	12
Open plan/communal offices .....	14
Communal Kitchens .....	16
Toilets .....	18
Single/accessible facilities.....	19
Communal/multi-occupancy facilities .....	19
Face Coverings.....	20

## Introduction

This guidance has been produced to outline the steps the University is taking to minimise the risk of Covid-19 transmission, whilst enabling a return to campus for our community both in the short-term and, at larger scale, in the next academic year.

You should read this document alongside the University's High-Level Risk Assessment and the more detailed Building Handbooks that have been produced by the Estates Department. Together these documents give you a comprehensive understanding of the steps the University is taking to keep everyone safe and the steps that you must take as part of that collective effort.

This document will be updated as the University's finalises its proposals for Covid-19 security. Early versions will focus on the immediate task of reopening the campus but later versions will add more detail on the plans for extended campus operations in the new academic year. The guide is based on extant government guidance and will be updated as the Government updates its own guidance to employers and providers.

Whilst this guidance will set the framework for the risk assessments that will be needed across the University, in many cases Colleges, Schools and Professional Services will have to prepare their own risk assessments, reflecting their activities and ways of working. This guide should assist with that process by setting out some of the key decisions that the University has already taken, including the rationale for those decisions.

General advice to minimise risk associated with Covid-19 is as follows:

1. Where you can work from home you should work from home.
2. If displaying symptoms, you must self-isolate and inform your line manager.
3. Vulnerable workers should be shielded and be supported in working from home.
4. You should wash hands regularly with soap and water for a minimum of 20 seconds.
5. Coughs and sneezes should be covered with a tissue and disposed of immediately (into your elbow if no tissue) followed by the washing of hands.
6. You must maintain social distancing when greeting others, eg you should not shake hands.

## Social Distancing on Campus

This guide contains a considerable amount of advice about how the University will approach and support social distancing. The general principle is that social distancing should be observed in line with the Government's advice. This is that, wherever possible, people should observe the 2m rule ie they should stay 2m away from anyone who is not in their household. The Government recognises that there will be circumstances in which that is not possible, including in education settings.

At the University of Lincoln we expect staff and students to maintain the 2m distance wherever possible, especially when moving around campus. As this guide sets out, we have added clear markings in places of high footfall and where queuing is likely, to help people to maintain an appropriate distance. In order to be sure that risks are appropriately mitigated, the only circumstances in which a distance of less than 2m would be acceptable are set out in this guide.

## Building Access

Where possible we will implement one-way systems, including in our entrances and exits. Fire doors, however, should only be used in emergencies and must not form part of the routine entrance and exit arrangements for buildings.

At all entrance points to buildings, signs will be in place to remind people of the need for social distancing.

We expect to have to regulate entry to some buildings, eg the library, so that the premises do not become overcrowded. Likewise, some of our social learning spaces may have to be closed, or operate with restricted numbers to support the social distancing needed. These arrangements may have to be changed as the campus becomes more active and we begin to understand how staff and students will interact with each other and the campus. Of course, the Government's advice may also change, allowing us to relax some restrictions, or requiring us to tighten further.

Hand sanitisers will be made available at access points and within buildings. Staff and students are encouraged to use them where they are available.

The official NHS technique illustration is provided below (see Figure 1):

## Alcohol handrub hand hygiene technique – for visibly clean hands

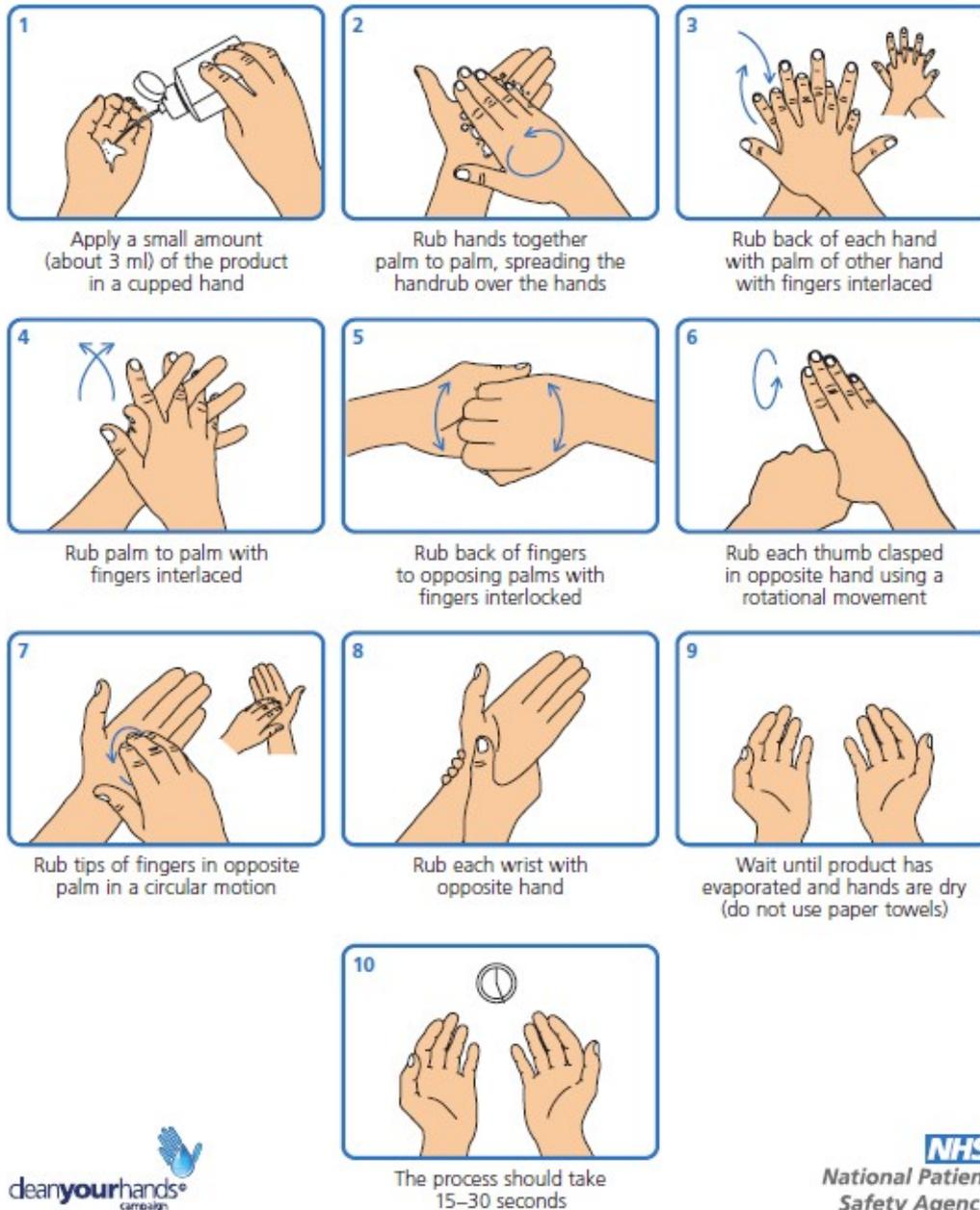


Figure 1 – NHS alcohol handrub hand hygiene technique – for visibly clean hands

## Corridors/Staircases/Lifts

Where possible, one-way systems will be designed, creating a series of loops that people should follow when moving around buildings. If corridors are sufficiently wide (i.e. exceeding 2m in width), two 'lanes' will be created, in which a one-way system should be observed (e.g. always keep left) as illustrated in Figure 2.

In sections of corridors where queues are likely to form (e.g. outside kitchen areas, toilets), corridors will be marked at 2m intervals to help ensure social distancing is maintained whilst queueing.

Wherever possible lifts should be avoided at all times and **used only by those unable to use stairs**, or for the transport of large/heavy/hazardous materials where transport on stairways would not be possible or safe. In most buildings, we have more than one stairway connecting floors and, in those circumstances, stairways will be designated as an 'up route' or a 'down route' to prevent face-to-face interaction, and to ensure distancing is maintained. Where only one stairwell to a floor is present a central marking will be placed, and a one-way system implemented (e.g. always keep left), or in some very limited circumstances, where there is clear line of sight down the stairway (eg there is no dog-leg) a visual check to ensure the route is clear will operate – signage will clearly indicate those staircases.

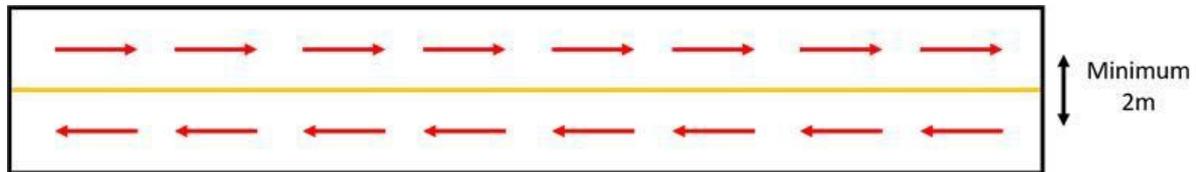


Figure 2 – Suggested one-way system to be implemented for wider corridors

## University Library

The University Library building remains closed and the service is online. When the Library building reopens, it will be operating with limited capacity to ensure social distancing can be maintained and to enable the Library staff to work safely as they restock shelves and deal with enquiries.

As with other parts of the campus, one-way systems will be introduced with clear signage to support library users. This will include using one stairway to move up through the building and one to move down. Lift access will be restricted to those unable to use the stairs and to staff who need to move piles of books through the Library.

Although there is no evidence that Covid-19 is transmitted via library books, we recognise that our understanding of the virus is still developing. The most important protection that everyone can use is to thoroughly wash their hands before, and after, using objects that have been handled by others and to avoid touching their face. We are also considering a quarantine system for books, which may reduce availability slightly at busy times.

It may also be necessary to either reduce, or temporarily stop providing some services (eg short-term laptop loans) in the Library although, wherever possible, we will try to support those services through enhanced cleaning. Staff and students are asked to remember that, where services are altered, it is to ensure their safety and restrictions will be eased as soon as it is safe so to do.

## Seminar and General Teaching Rooms

Seminar rooms will be operating at a substantially lower capacity than normal and will be arranged to facilitate social distancing. The minimum distance between staff and students in seminar and general teaching rooms will be no less than 1.5m. We recognise that this is less than the ideal minimum of 2m but it remains greater than the World Health Organisation's recommended minimum social distance of 1m and, in line with Government guidance, we have taken steps to further mitigate the risks. These include: ensuring that all desks and chairs face the same direction (no face to face layouts); shortening the length of sessions; providing wipes to enable staff and students to wipe surfaces before and after use and ensuring that room ventilation operates effectively. Accordingly, the layout of rooms must not be changed, nor should additional desks, or chairs, be moved into, or out of teaching rooms. Where possible, doors and windows should be opened to maintain the circulation of air.

The University does not believe that face coverings will be needed in seminar and general teaching rooms although we recognise that some staff and students will wish to use them. The University supports the use of face coverings but it will be important to ensure that staff and students who rely on lip reading are not disadvantaged by the use of face coverings in teaching sessions.

## Labs and Workshops

This guidance is in addition to standard Health and Safety guidance; a degree of common sense will be required when undertaking work in laboratories or workshops. For example, if a spillage of a toxic chemical in a lab resulted in the blockage of a designated exit route of a one-way system outlined in this guidance, people should not attempt to cross the spill to evacuate the area. The use of another, non-designated route would be permissible as the risk associated with the spill is likely to be higher than the brief reduction in social distancing needed to safely leave the room.

In all laboratories and/or workshops, the maximum occupancy of the room should be set at no more than 25% of the normal maximum occupancy (e.g. for a lab with 5 bays, each with 8 fume hoods, the total number of workers in the lab should not exceed 10). Work should be carried out in shifts, to allow the maximum number of workers to access a space, whilst maintaining a minimum number of persons working at any given time. Working space should be vacated upon completion of work, or where any significant period of delay is expected (e.g. a 3-hour experiment is running, and no other work can be completed during this time). During shorter periods of delay (e.g. a 30-minute experiment is running, and no other work can be completed during this time) the area should be vacated at the discretion of the worker, using common sense and consideration for other people who may require the use of the space.

In laboratory and workshop environments, floors should be marked at 2m intervals to help with the maintenance of social distancing. Where bay systems are in place, there should be no more than one person per half bay (maximum 2 people per full bay). Where there are multiple points of access to the laboratory or workshop, a one-way system should be implemented, with certain doors being designated for entry and others for exit (Figure 3). Where possible, wide footways in bay-system laboratories or workshops should be marked into two 'lanes' to allow for movement in both directions, with people always keeping to the left. Where this is not possible, a communication approach should be maintained between people in a workspace, so movement of one individual can occur in either direction whilst others remain within the bays and maintain the 2m minimum distancing. All workers in bay-system laboratories or workshops should work at least 2m from any primary footways, and work facing away from the central reservation of a bay where possible to minimise any face-to-face contact with others.

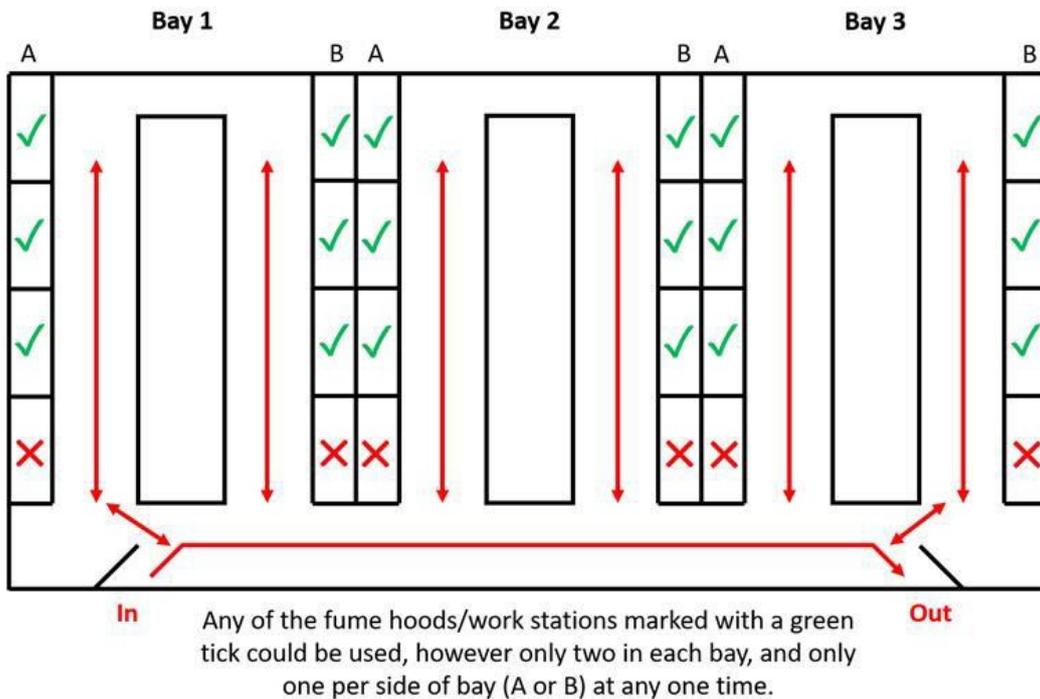


Figure 3 - Suggested one-way systems for open plan laboratories

In open plan laboratories and workshops, floor markings at 2m intervals should be made (illustrated in Figure 4), and a one-way system implemented around the room with spurs as necessary to pieces of equipment that cannot reasonably be moved, provided a 2m distance can be maintained. Where multiple points of access and egress to the laboratory or workshop are present, one-way systems should be implemented, with certain doors being designated for entry only and others for exit only (Figure 4).

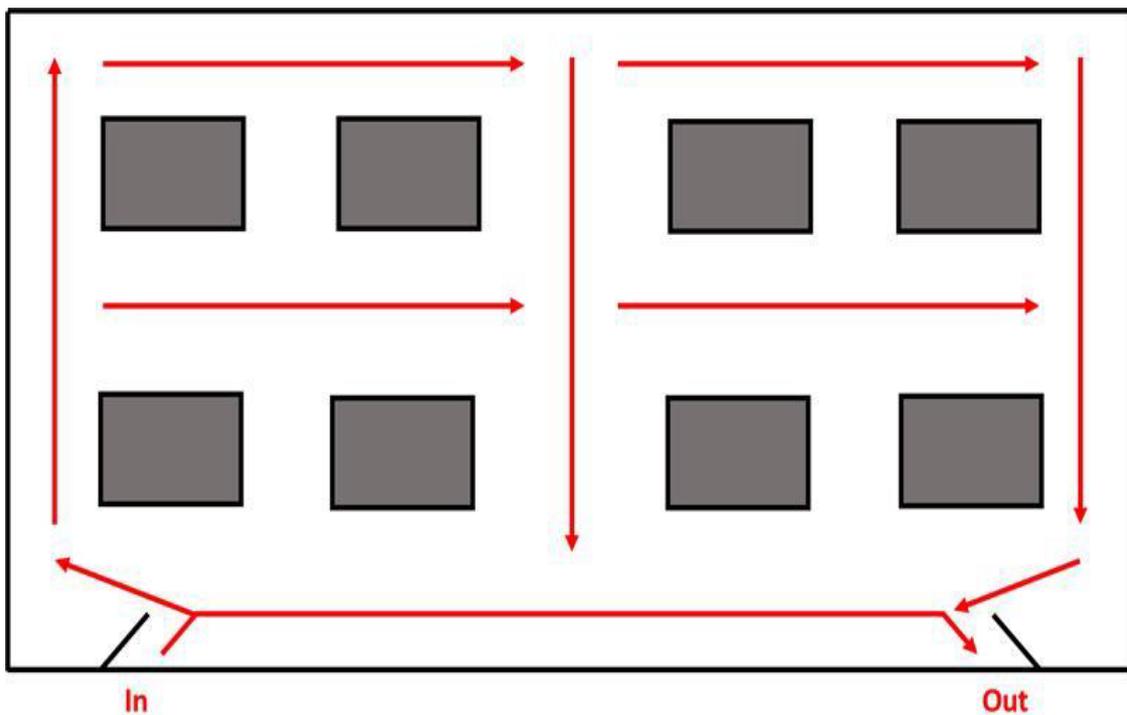


Figure 4 – Suggested one-way systems for open plan workshops

## Catering Outlets

Wherever possible campus catering outlets will be opened for a takeaway service but we will not be able to open all of the outlets, particularly those that are located in areas where socially distancing queuing would interfere with the safe operation of the building. Seating will also be limited given the need for adequate social distancing.

To support the safe operation of our catering outlets we have made a number of changes:

Hot drinks will only be served in disposable (and recyclable) cups. There will be no additional disposable cup charge whilst this restriction remains in place.

All condiments will be in single use disposable sachets.

All University outlets will be cash and contact-free so payment will be via YoYo, or contactless card.

Screens will be positioned to protect both staff and customers during face to face transactions.

Menus will be simplified to improve the flow through the outlets, reduce queuing and to make it easier to eat away from the usual restaurant facilities.

The University's mobile van and coffee carts will also be positioned in key outside spaces, where socially distanced queuing will be easier to manage. This will allow for the service of hot food and drinks. The University is also looking to provide additional outdoor catering facilities to support staff and students.

## Sports Facilities

The University Sports Centre remains closed in line with current Government restrictions on the use of gyms and indoor sports facilities. Outdoor facilities are, however, available and can be used for socially distanced exercise. The Sports Centre staff can advise on appropriate activities and they continue to provide online support for staff and students who wish to exercise and need help with their fitness regimes.

As the gym reopens, it will be operating with a reduced capacity to enable social distancing. The University is also looking at the possibility of locating some gym equipment at other locations on campus to maximise access to sport and exercise opportunities. Limited toilet facilities will be available but changing facilities will initially be closed so users will need to shower and change in their own accommodation.

It is likely that the Sports Centre and Dance Studio will be needed for teaching throughout the first semester so access to those facilities is likely to be severely restricted.

The Sports Centre staff will be focusing on supporting outdoor activity wherever possible, including providing support for socially distanced outdoor exercise and classes. In addition they will continue to provide online sessions and personal training.

## Service Desks

Many departments and teams across campus offer customer facing services e.g. admin receptions, library services, ICT etc.

Within these areas, appropriate queuing arrangements will be clearly laid out for customers. This will include, where to queue from, tape (or similar) on the floor to keep 2m social distancing as they queue and clear signage. Railing or tape will be required where longer queues are likely to form (see Figure 5).



Figure 5 – Suggested floor markings, signage and layouts for social distancing and queuing

We may also need to regulate entry so that the premises do not become overcrowded. There will be additional signage where that is needed.

To prevent customers coming too close to desks, teams should consider using a temporary barrier across the desk to better enforce social distancing (see Figure 6).

To ensure good practice, high contact surfaces such as service desks and communal computer equipment should be wiped down frequently. Frequency of cleaning should increase with increased usage but a minimum of twice daily is suggested where possible.



Figure 6 – Rope and post rails in front of desks to help customers distance themselves from staff

For those working behind the desks and therefore at higher risk given unavoidable face to face contact, the university will provide appropriate shielding (see Figure 6). Sizes and shapes will vary greatly for the various points across campus. The Estates team is coordinating requests for screens.

## Open Plan/Communal Offices

The overriding direction remains that **where people can work from home, they should work from home** so this guidance will apply to those who have been asked to return to the campus because they are doing essential work, which cannot be carried out from home.

Many staff work in open offices which make social distancing guidelines difficult to implement under normal practice.

Where the numbers of people required to attend the office are too great to support effective social distancing, a work rota may be appropriate, reducing the number of people in an area but also splitting staff into teams, limiting the number of people colleagues will encounter. In other scenarios, shift work should be considered if practical or staggered start and finish times so that unnecessary face to face contact is reduced. Scenarios across campus will differ but under normal working conditions, colleagues may need to pass others at a distance of less than 2m to get to their desks, and systems such as those suggested here aim to minimise the risk associated with Covid-19.

Figure 7 shows a typical four worker station. It would be most appropriate to limit areas such as these to one person to ensure compliance with social distancing. In these cases, the above suggestions should help your team arrange how this can be facilitated.

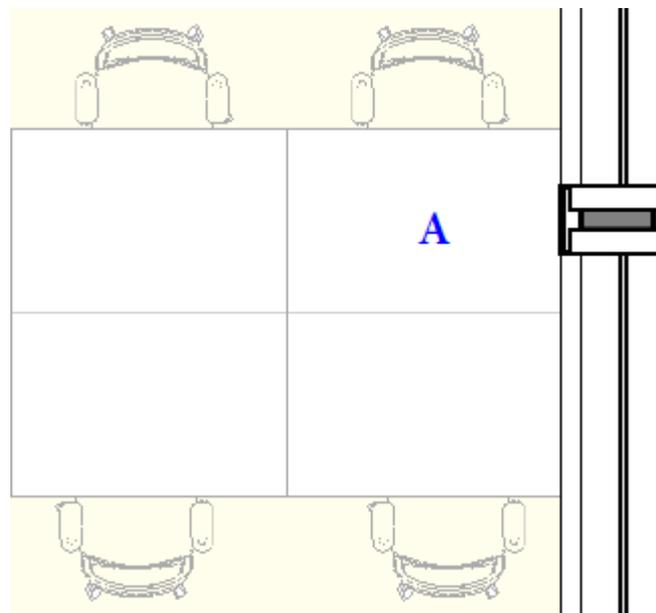


Figure 7 – Typical four worker station layout at reduced capacity

Government guidelines specifically state:

- Where it is not possible to remain 2 metres apart, staff should work side by side, or facing away from each other, rather than face to face if possible.
- Where face-to-face contact is essential, this should be kept to 15 minutes or less wherever possible.
- As much as possible, keep teams of workers together, and keep teams as small as possible.

Where larger desk areas are in place, workers should be staggered as illustrated in Figure 8. Where maintaining the recommended 2m separation during passing is not possible, the addition of a screen between desks and the removal of seats (red crosses in Figure 8) will allow for social distancing to be observed.

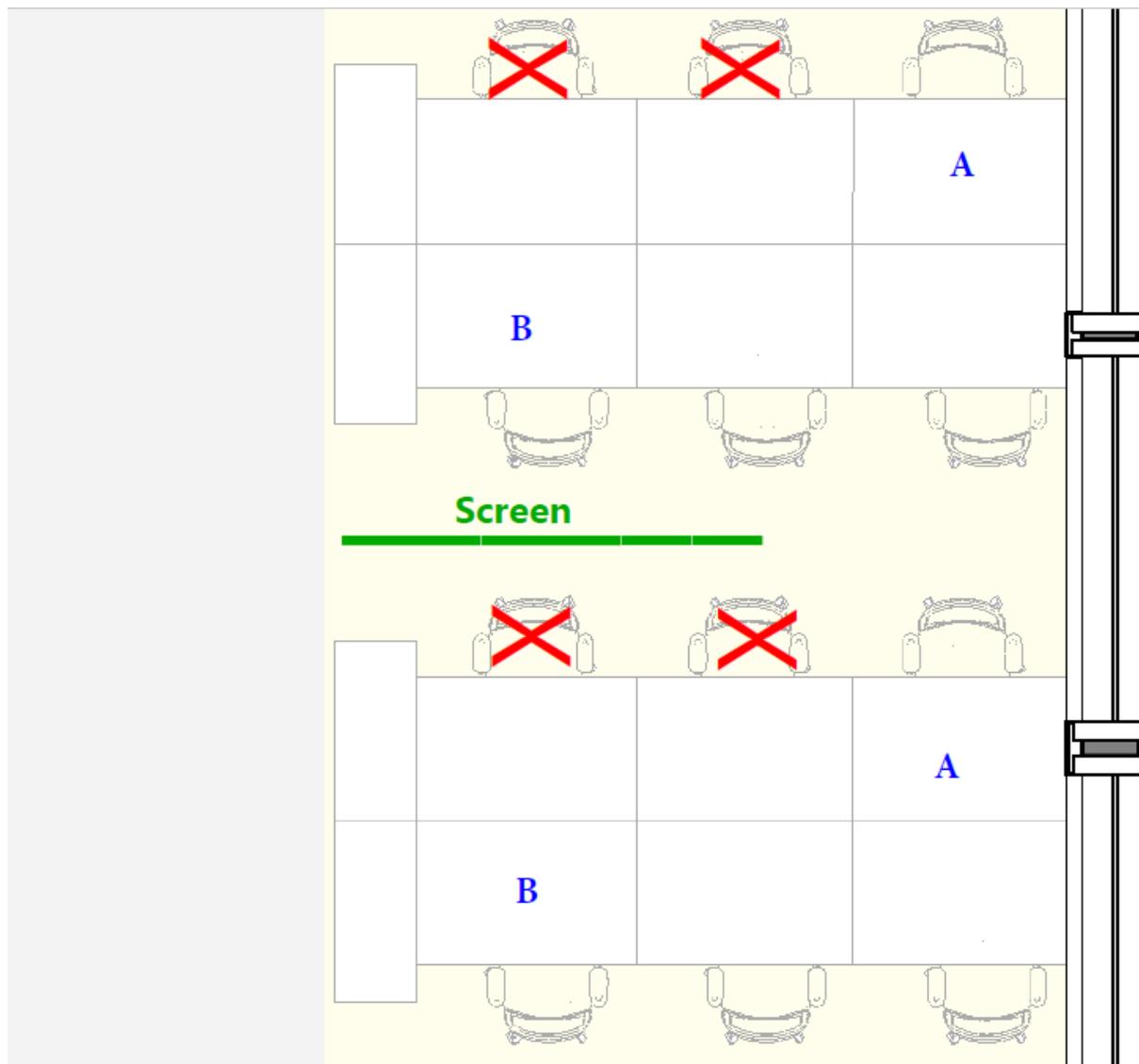


Figure 8 – Suggested staggered working position arrangement where chairs are removed to allow person A to access desk behind screen

## Communal Kitchens

Many buildings on campus have small, communal kitchen areas for use by members of staff and students. To ensure social distancing measures are adhered to, communal kitchens should employ a 'one out, one in' procedure (Figure 9), with no more than one person being in the area at any time.

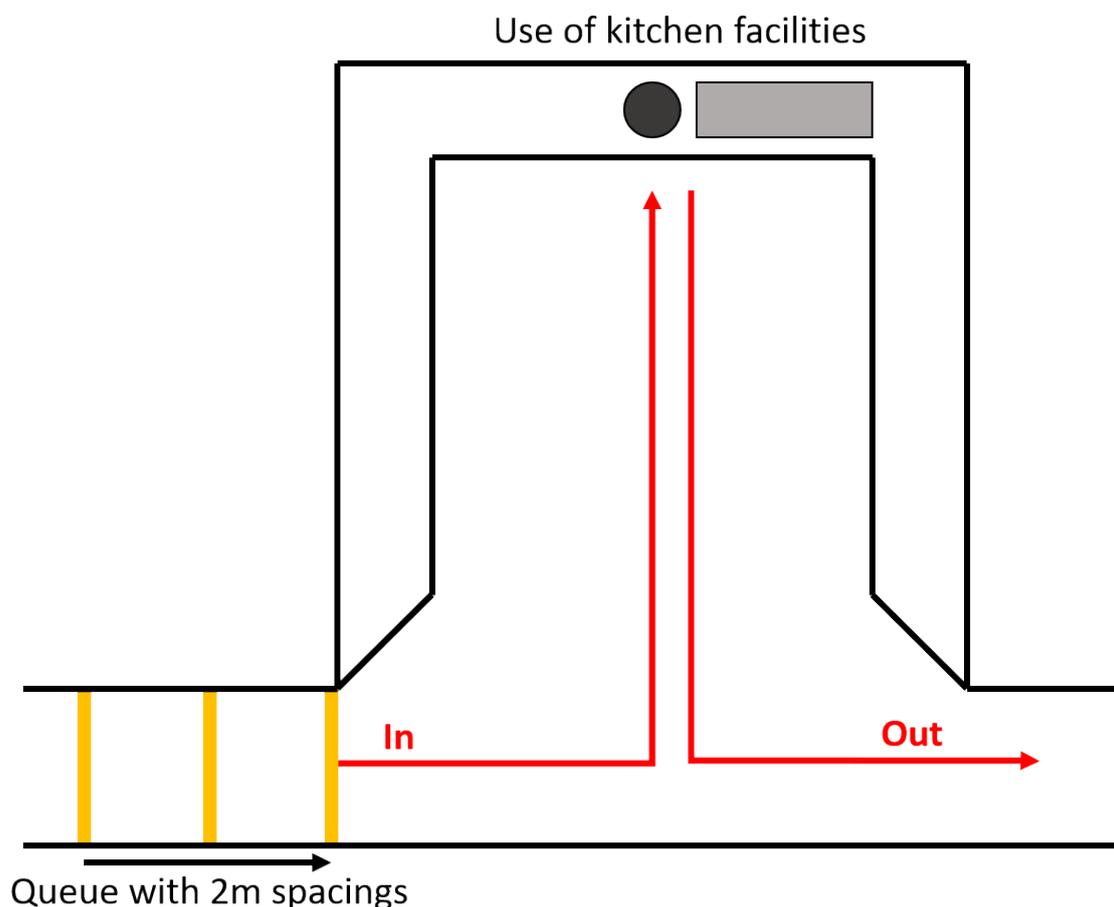


Figure 9 – Suggested 'one out, one in' procedure for smaller kitchens

In the case of much larger kitchens (plentiful, accessible, uninterrupted floor space) floor markings at 2m intervals may be employed to allow for a well-spaced queue within the kitchen area (Figure 10). Where the maximum occupancy of a kitchen area has been reached, people should form a queue in the adjoining corridor (see Figure 9), with the start of the queue being set 2m away from the entrance to the kitchen area to allow people to exit the area whilst maintaining a 2m distance from those queueing. Commonsense will be needed in these areas so that queues do not restrict access to other facilities.

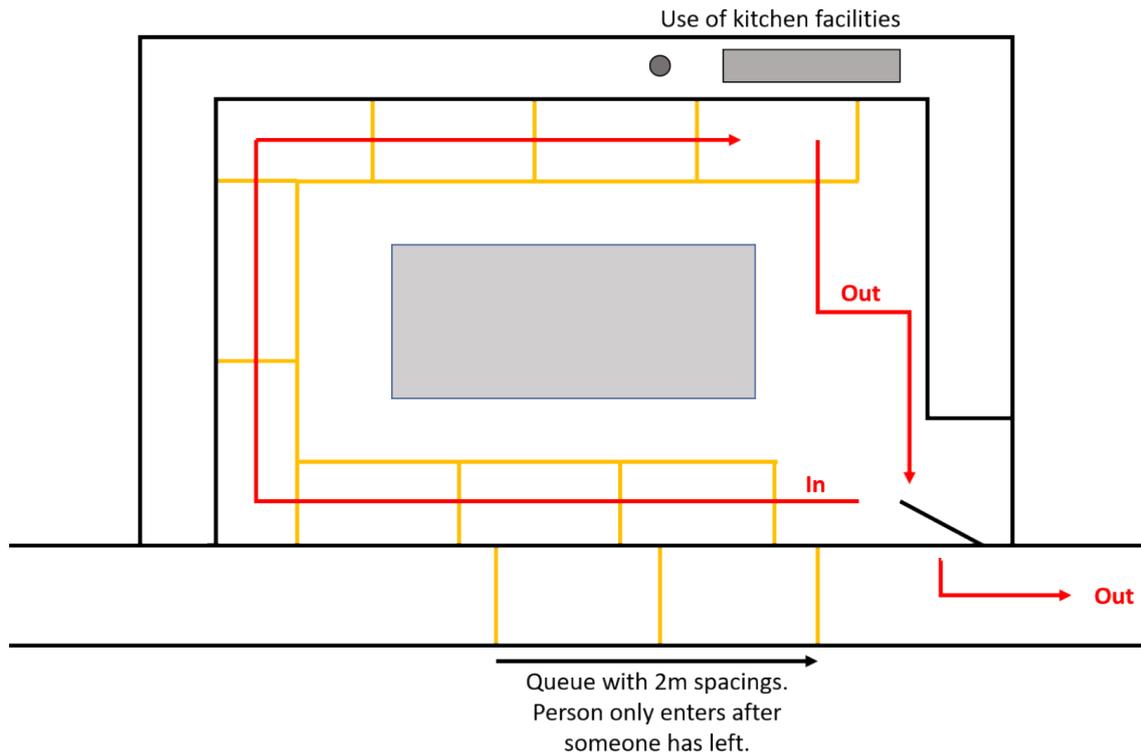


Figure 10 – Suggested one-way systems for larger kitchens

Prior to the handling of communal items in the kitchen, such as kettles and cutlery, people must wash their hands for at least 20 seconds in accordance with government guidance to prevent contamination of surfaces (<https://www.youtube.com/watch?v=pm94ChOPw50>). We strongly recommend that communal cutlery/mugs etc. should be avoided, and personal ones taken home to be washed, not left in communal areas. Where this is not possible, communal cutlery/mugs etc. should be washed thoroughly using soap and warm water, dried 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 people.

Where possible consideration should also be given to staggering mealtimes to avoid crowding.

## Toilets

Toilet facilities across campus differ greatly, ranging from single, lockable WCs to larger communal facilities.

In all cases, please respect good hygiene, making a conscious effort to wash your hands effectively. Please see the advice in this video from Loughborough University:

<https://www.youtube.com/watch?v=pm94ChOPw50>

The official NHS technique illustration is provided below (see Figure 11):

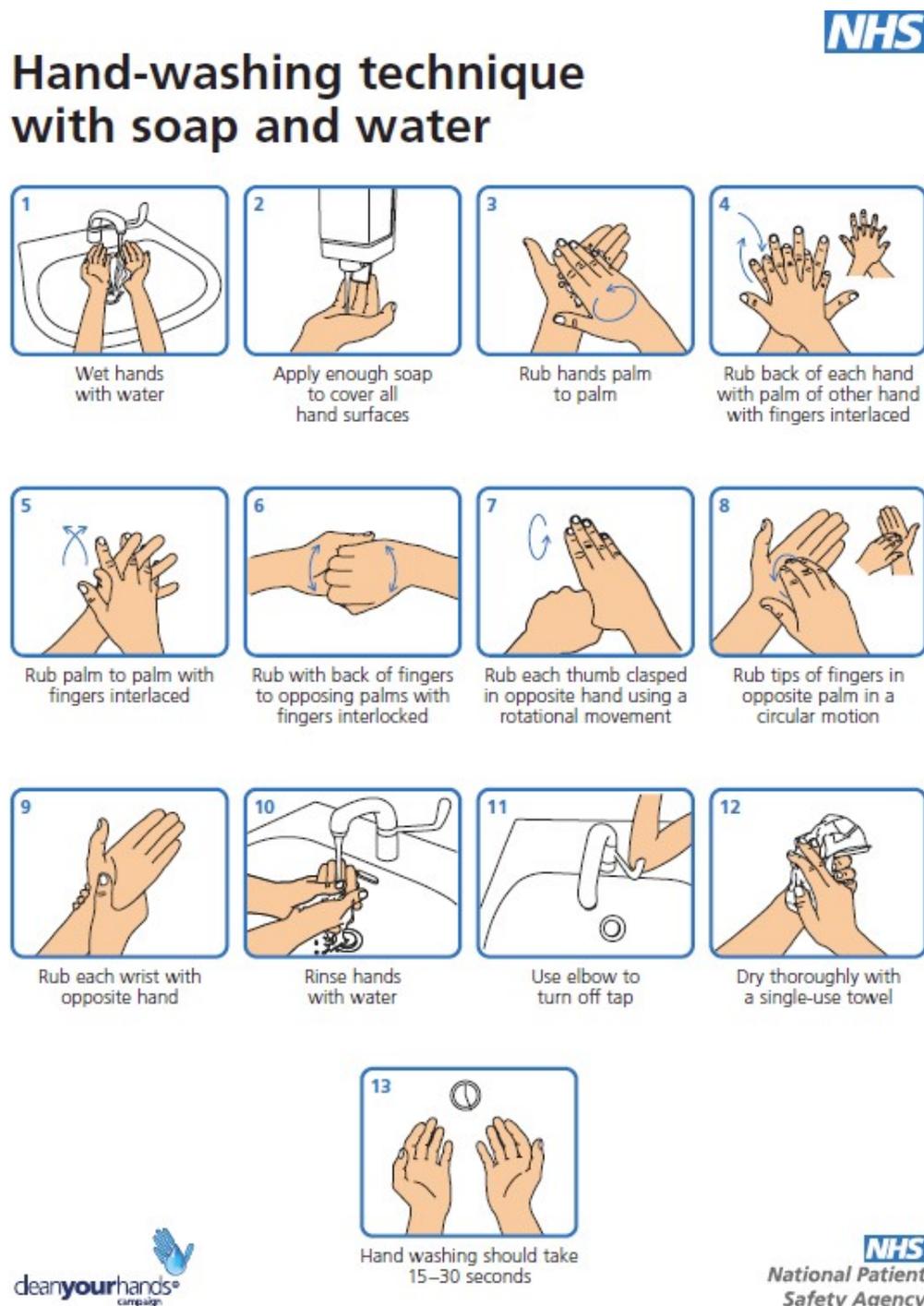


Figure 11 – NHS hand-washing technique with soap and water

## Single/accessible facilities

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 2m from the door to allow the previous occupant the appropriate space to leave without breaking social distancing guidelines.

## Communal/multi-occupancy facilities

For the majority of communal toilets on campus, social distancing will be difficult. Consequently, most communal toilets will change to a 'one out, one in' system with no more than one person being in the room at any time, and where users are asked to use a 'knock and call' system. Where this is in place, a notice will be displayed on the outside of the door (Figure 12).

In addition, a sign on the inside of the door will remind people of good hand washing practice given this will be a higher risk area with contact on the doors by all users.



*Figure 12 –Signage for multi-occupancy toilet*

## Face Coverings

The Government's advice is that, if possible, you should wear a face covering in enclosed spaces where social distancing isn't possible and where you will come into contact with people you do not normally meet. This is most relevant for short periods indoors in crowded areas, for example on public transport or in some shops *but that shouldn't be necessary on campus, where we expect staff and students to maintain appropriate social distancing.*

Homemade cloth face-coverings can help reduce the risk of transmission in some circumstances. Face-coverings are not intended to help the wearer, but to protect against inadvertent transmission of the disease to others if you have it asymptotically.

Physical distancing, hand washing and respiratory hygiene, are the most important and effective measures we can all adopt to prevent the spread of coronavirus. Therefore, the wearing of facial coverings must not be used as an alternative to any of these other precautions. If you have symptoms of COVID-19 (cough and/or high temperature) you and your household should isolate at home: wearing a face covering does not change this.

A face covering is not the same as the surgical masks or respirators used as part of personal protective equipment by healthcare and other workers; these supplies should continue to be reserved for those who need them to protect against risks in their workplace, such as health and care workers and those in industrial settings like those exposed to dust hazards. You can make face coverings at home; the key thing is it should cover your mouth and nose.

When applying or removing the covering, it is important that you wash your hands first and avoid touching your face. After each use, you must wash the face covering at 60 degrees centigrade or dispose of safely.

Cloth face coverings should:

- Fit snugly but comfortably against the side of the face;
- Be secured with ties or ear loops;
- Include multiple layers of fabric where possible;
- Allow for breathing without restriction (however face coverings should not be used by people with respiratory conditions);
- Be able to be laundered and machine dried without damage or change to shape.

The Government has published guidance on how to make your own face coverings (<https://www.gov.uk/government/publications/how-to-wear-and-make-a-cloth-face-covering/how-to-wear-and-make-a-cloth-face-covering>).

We recommend face coverings made from multiple layers of fabric. An alternative face covering with multiple layers can be made simply using a no-sew method. Diagrammatic instructions for making this covering are shown below and the Center for Disease Control and Prevention in the USA has published an instructional video that you may find helpful.

(<https://www.youtube.com/watch?v=tPx1yqvJgf4>)

Materials Needed:

- Bandana (or square cotton cloth approximately 50cm x 50cm)
- Rubber bands (or hair ties)
- Scissors (if you are cutting your own cloth)

