



UNIVERSITY OF
LINCOLN

Generic Teaching Space Standard Operating Procedure

Staff Version

Version 6.0
Dated 9 Dec 21

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1. PURPOSE OF THIS DOCUMENT

In response to the Covid-19 pandemic, a number of safety measures have been 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 procedures in place for AY 21/22 and the measures that must be adhered to in order to ensure the safety of all. Following implementation of “Plan B” by the government, and subsequent DfE guidance, this guide has been updated to reflect the changes necessary to meet the new requirements.

The measures included in this document are based on current Government and World Health Organisation guidance. Information may change as new instructions are issued by the Department of Health & Social Care and 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 must have individual risk assessments and SOPs, 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, book and take a test, inform the University Covid Test & Trace Team and follow government advice. <https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/#symptoms>
- When opening/closing doors or operating light switches, always decontaminate hands immediately afterwards with hand sanitiser.
- Before you leave a teaching building, wash your hands with soap and water or use the hand sanitiser provided as you exit.
- If you require first aid support, please follow the standard local arrangements.
- You must report any issues with these processes or if they are not being followed by others. If processes are not working well for you then please speak to your 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 feel unwell (the Delta and Omicron variants can, in addition to the COVID symptoms listed above, also produce symptoms of sneezing, headache, sore throat, runny nose, fatigue and fever).
- You've tested positive for coronavirus – this means you have coronavirus.
- [You're told to self-isolate by NHS Test and Trace or the UK Health Security Agency \(UKHSA\).](#)
- 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.](#)
- You live or attended a teaching session with someone who has symptoms or has tested positive, unless any of the following apply:

- You are fully vaccinated – this means 14 days have passed since your final dose of a COVID-19 vaccine given by the NHS (or you have been double vaccinated with a UK Government approved vaccine (see: [COVID-19 vaccines if you live abroad - GOV.UK \(www.gov.uk\)](#)).
- You are under 18 years, 6 months old.
- You are taking part or have taken part in a COVID-19 vaccine trial.
- You are not able to get vaccinated for medical reasons.

However, even close contacts who are not required to self-isolate should still:

- Take a [PCR test on GOV.UK](#) to check whether they have COVID-19.
- Follow Government advice on [how to avoid catching and spreading COVID-19](#).
- Limit contact with [people who are at higher risk from COVID-19](#).

3. 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. OPERATIONAL PROCEDURES WITHIN STANDARD (SEMINAR TYPE) TEACHING SPACES

Organisational Principles:

- Teaching rooms will be set out with standard student furniture layouts. Teaching lecterns/positions will be set out with a minimum of two metres spacing from students.
- All staff and students must wear a face covering whilst in University buildings and teaching spaces, throughout all teaching sessions. In some specialist teaching sessions alternative PPE will be used as per a specialist SOP. Limited supplies of face coverings will be available in building reception areas for those who may have forgotten to bring their own.
- Some staff and students may be exempt from wearing a face covering and in these cases a visor should be worn.
- Where there are accessibility requirements (e.g. lip-reading requirements) a visor should be worn by the tutor. Individual accessibility requirements will be assessed by Student Wellbeing or Human Resources, and a local plan developed.
- Any shared equipment should be disinfected as per the local SOP.
- Furniture can be moved during sessions but must be replaced in its original position before leaving the room.
- Sessions are timetabled for an allocated time block and session leads should allow 10 minutes at the end of the slot for cleaning and student movement.

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

- Apply your face covering before entering the building.
- 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.
- 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 you should use.

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

- Ensure face covering is in place.
- Use disinfectant wipes from sanitisation station to wipe down desk, chair, any shared equipment (such as keyboard).
- Sanitise hands.
- Exchange face covering for visor if required (tutor).
- Get seated or take up position behind lectern.
- Direct students/remind them of protocol as necessary.
- Maintain fresh air flow during the session by keeping doors and/or windows open if practical to do so.
- The session lead is responsible for keeping an electronic record of student attendance at each session. Codes will be issued as per the attendance monitoring system.

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

- Ensure furniture, if moved, is cleaned and returned to original position.
- Sanitise hands.
- Clean visor (if used) and replace in bag, replace face covering if necessary.
- Direct students/remind them of protocol as necessary.

At the start of your first session with a new group, as the group 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. CONTACT TRACING

All staff and students should ensure contact details held on University records are up to date. This will enable the University to contact individuals if Public Health implement the Outbreak Control Protocol, which *may* require individuals in the same teaching session (and/or residence) as someone who has developed symptoms or tested positive to self-isolate. The Public Health Outbreak Control Protocol will be imposed upon the University and it will not matter if an individual has been vaccinated or not – everyone shall have to comply with Public Health instructions.

6. EMERGENCIES AND FIRST AID

In an emergency, first aiders will be issued with full face protection PPE.

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. We are One Community and we must support and protect each other by adhering to these instructions.

MANAGING STUDENT BEHAVIOUR IN TEACHING SPACES: FURTHER STAFF GUIDANCE

The University is working to ensure all students and staff feel safe on campus and protect each other. The SOP outlined in this document is one aspect of this commitment, and in particular the use of face coverings by students in all face-to-face teaching sessions. As of December 2021 and the introduction of the Government's "Plan B", face coverings are now mandated in all university buildings during teaching sessions. Some students will be exempted from wearing face coverings and may not be able to wear a visor as an alternative. Students in these circumstances should be encouraged to 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 a face covering they should not enter the session and be asked to obtain one from the building reception area. Alternatives such as a scarf or bandana can also be used, so long as these fully cover the nose and mouth. Staff can be confident that asking a student to wear a face covering is in line with University expectations and Regulations.

If a student is unwilling to wear a 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 and have been rude or abusive towards staff attempting to ensure compliance, a report should be made to Secretariat for follow up under the Student Conduct and Disciplinary Regulations.

A reminder PowerPoint slide will be provided for academics to insert at the start of all sessions and a promotion campaign will be present on campus, in particular reminding the community of the need for face coverings. Heads of School will be asked to remind students of the need to follow this protocol.

WHAT TO DO IF A STUDENT DISPLAYS SYMPTOMS OF COVID-19 DURING A TEACHING SESSION

Remember that the symptoms are as per the government information: <https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/#symptoms>

If a student starts displaying one of these symptoms during a session then initially a conversation should be held, safely socially distanced, asking them to confirm the symptom. At that point they should be advised to leave the session, go back immediately to their accommodation and follow government guidance on self-isolation and booking a test. They should be reminded to use the [online form](#) to log their symptoms via the University Test and Trace team.

If a student refuses to leave the session, the member of staff should seek assistance from another member of staff or if necessary, the Security team. The situation should be handled in a sensitive and sympathetic way at all times.