



UNIVERSITY OF  
**LINCOLN**

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

**Version 7.0 Date 22-02-22  
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## 1.0 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 from the end of February 2022, following the announcement of the Government's plan for Living with COVID-19. The measures included within this document are based on the current Government guidance. Information may change as new instructions are issued by the United Kingdom Health Security Agency (UKHSA).

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 may 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 ADVICE:

- 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: [COVID-19: people with COVID-19 and their contacts - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/urls/covid-19-people-with-covid-19-and-their-contacts)
- Practice good hand hygiene throughout the day – see [www.germdefence.org](https://www.germdefence.org)
- 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 a line manager.
- Whilst face coverings are no longer advised in Government guidance, as members of One Community we should respect each other's views and wear a face covering if requested to do so by others.
- Up to date advice should be read at: [COVID-19: people with COVID-19 and their contacts - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/urls/covid-19-people-with-covid-19-and-their-contacts)
- Vaccinations underpin the Government's current strategy around "living with Covid". The University recommends all staff and students ensure they are up to date with vaccine protocols.
- Whilst legal requirements around testing and isolation are now lifted, the Government still recommends staying at home if unwell and taking a test if you have Covid 19 symptoms, isolating if the test is positive and following the release instructions at: [COVID-19: people with COVID-19 and their contacts - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/urls/covid-19-people-with-covid-19-and-their-contacts).

**Remember others in deciding the appropriate course of action to take if you are unwell and contact your line manager or personal tutor if unsure.**

### 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

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.
- Whilst face coverings are no longer advised in Government guidance, as members of One Community we should respect each other's views and wear a face covering if requested to do so by others.
- 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 not be able to wear a face covering for medical reasons and if necessary in these cases a visor may be worn.
- Where there are accessibility requirements (e.g. lip-reading requirements) a visor may 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.

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

- If you wish to wear a face covering please apply it 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.

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

- Ensure face covering is in place if required.
- 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 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.

## **5.0 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.

## **6.0 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 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.**

## **Appendix 1**

### *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. Since the lifting of Plan B restrictions and reaffirmed in the Government’s Living With COVID-19 Plan published 21 Feb 22 and updated 23 Feb 22, the Government no longer advises the use of face coverings. However, as members of One Community we should respect each other’s views and wear a face covering if requested to do so by others.

We understand people have different views about the current restrictions. As we are all members of One Community we ask for respect and kindness when working and studying alongside each other. Should any difficulties arise a discussion should be held with a line manager.

*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: [COVID-19: people with COVID-19 and their contacts - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/urls/covid-19-people-with-covid-19-and-their-contacts)

If a student starts displaying one of these symptoms during a session then a conversation should be held, safely socially distanced, asking them to confirm the symptom. If the symptoms are confirmed 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.