



UNIVERSITY OF
LINCOLN

**Generic Teaching Space Standard Operating Procedure
Student 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. Please listen carefully to any additional instructions you are given whilst on campus.

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
- 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 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 and SOPs 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 can 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.

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.
- Remind each other of protocol as necessary.

At the start of your first session with a new group, 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 Living Charter, signed on (re) enrolment, students promise to adhere to any instructions around Covid Safety. If you have any concerns please discuss them with your personal tutor in the first instance.

5.0 Contact tracing

Please ensure that your contact details held on your University record 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. Please speak to your personal tutor if you have any questions.