

## Teaching Spaces Semester 1 2020/21 - Operational Protocols

### Related Documents:

These protocols should be reviewed alongside:

1. University Health and Safety Policy for Covid-19
2. University H&S induction
3. Teaching rooms and risk mitigations spreadsheet
4. Local guidance for spaces
5. Latest Government guidance that may result in changes to these protocols

### Principles

We have followed government guidance in managing the use of our central teaching spaces.

Learning and teaching spaces have been risk assessed by the University with input from both Central and Faculty Health and Safety Teams, other colleagues in Faculties, Estates, Facilities and Commercial Services (EFCS) and Academic Registry.

Within the learning spaces and meeting spaces, capacities and layouts have been assessed to meet social distancing guidelines of 2 metres (2m) or 1 metre plus (1m+) with added risk mitigation measures where 2m is not viable due to the space limitations. The 1m+ uses a minimum of 1.3 metres from centre of seats to account for movement from centre of seat.

The following mitigations will be in place for most teaching spaces to meet the 1m+ social distancing and maximise the use of space to ensure viability.

### General mitigations

#### **Signage**

- Signage will be in place both outside and inside all teaching spaces with general and specific information on the use of the space.

#### **Layouts**

- Risk assessed room capacity number will be stated on the door. This must not be exceeded (exceptions below)
- Seats may face the same direction (i.e. facing forwards) or be back to back.
- Protective screens may be used to separate people from each other.
- Furniture will be positioned and maintained in a pre-defined configuration and must not be re-arranged.
- Lecture theatres will be required to be honeycomb in layout, the pattern of the honeycomb varies per room to ensure as many seats as possible are used.
- In computer labs:
  - o for any workstations that cannot be used (to maintain social distancing), keyboards and mice will be removed along with the chair, IT monitors will be reversed, as well as desk signage installed.
  - o A checkerboard arrangement will be used where possible to maintain social distancing.

- where face to face seating configurations are required at below 2m, protective screens will be installed
- Desk signage will be used to close off sitting areas at desks by advising individuals not to sit at that location : ‘do not sit here’

### **Ventilation**

- In line with government guidance:
- The mechanical ventilation system will be used to circulate fresh air at a faster than usual rate (at the maximum system capacity) .
- Where there is no mechanical ventilation, windows will be opened to provide natural ventilation within the room.

### **Access-Timetabled Use**

- Students will be informed to arrive only a short time before lecture and to queue to left of door (or as indicated) along corridor if unable to enter room.
- Students will queue to the left as they wait to enter a room. Where this is not possible we will mark out where they should queue
- Seats in each row must be filled furthest from the door first to prevent unnecessary passing at close proximity. Every available seat must be used. Reverse in place for exiting a room
- Doors to teaching spaces kept open except when teaching is in progress. Closed and opened by lecturer during teaching session. Kick plates to be used where present to assist opening doors
- Lecture theatres will have one-way entrances and exits where possible, with directional signage (except access for those with disabilities)
- “Keep moving” and “no gathering” signage to corridors – especially those that have particularly heavy use/footfall e.g. TB, AC and DK
- Personnel exiting rooms must check for others passing in corridor and wait for them to pass before exiting. Personnel already in corridors have priority
- Face coverings will be required to be worn (except for legitimate reasons as outlined within Covid 19 H&S Policy)

### **Access-Ad-Hoc Use**

Some teaching spaces e.g. computer labs are available for student use outside of timetabled sessions. For such ad-hoc use, the following protocols must be observed.

- Only designated workstations should be used.
- Furniture must not be re-arranged or additional furniture added to rooms
- Social distancing must be observed
- Students must wipe down hard surfaces and computer peripherals with provided cleaning materials when they arrive and when they have finished their session.
- Keyboards in use will have silicone covers, to facilitate cleaning.
- Students must leave areas in a clean and tidy condition
- Any concerns/discrepancies/lack of cleaning materials should be reported to MySurrey Hive.

### **Cleaning**

- On entry students and staff will take a disinfectant wipe or spray and tissue (provided) and clean their desk/workstation – bins will be provided for used wipes. Time will not be added to a

lecture for cleaning. It must be done within the allotted lecture period and before any teaching commences

- Good personal hygiene promoted (e.g. cleaning hands frequently)
- In computer labs:
  - o students to wipe down hard surfaces and computer peripherals with provided disinfectant/anti-microbial wipe/spray onto towel when they arrive
  - o Keyboards in use to be provided with silicone covers, to facilitate cleaning.

### FASS specialist space

Government guidance on activities such as singing and dancing is still under development, and Lakeside provision is also being monitored as the hospitality sector gradually returns.

### **Guildford School of Acting**

- Ballet barres to be cleaned with disinfectant wipes or spray and tissue (provided) before and after each use by the user
- Keyboard /Piano to be cleaned with disinfectant wipes or spray and tissue (provided) before and after each use by the user
- Perspex screen to be placed between the Keyboard/Piano player and the other person in the tutorial rooms. Screens must be cleaned with disinfectant wipes or spray and tissue (provided) before and after each use by the user
- GSA Scenic studio: Provision of disinfectant wipes or spray and tissue in work areas to wipe clean tools/equipment at touch points before and after each use by the person
- GSA Scenic studio: Allow time after each day to carry out a clean of all touch points in the studio disinfectant wipes or spray and tissue
- Public productions will not start until 2021 and staggered starts for some programmes have been put in place to allow the curriculum to be adapted for this

### **School of Hospitality and Tourism Management (Lakeside kitchen and restaurant)**

- Provision of disinfectant wipes or spray and tissue in work areas to wipe clean tools/equipment at touch points before and after each use by the person
- Restaurant service is yet to be confirmed. Waiting for government guidance nearer the time.
- Kitchen: One-way route to minimise the number of pinch points.

### **Department of Music and Media (studios and practice rooms)**

- All shared musical instruments must be cleaned by the user before and after each use with the cleaning product specified for each instrument (TBC)
- Provision of disinfectant wipes or spray and tissue in all practice rooms to wipe clean tools/equipment before and after each use by the person

### **School of Literature and Language (language labs)**

- Students will be asked to bring their own headsets where possible. Where this is not possible, headsets will be cleaned using disinfectant wipes or spray and tissue (provided) before and after each use by the user
- For other labs a combination of disinfectant wipes or spray and tissue (provided) and disposable foam covers will be used

### FEPS specialist space

The Covid-19 requirements described below are additional to the normal laboratory rules which must be adhered to at all times. There may be some variations in certain laboratories that require personnel working in those areas to receive a specific local induction.

- Laboratories have been assessed for the maximum number of people who can work safely. An additional person may briefly enter the laboratory to collect materials being used in another lab
- Students will be asked to make space for demonstrators if they need to look at experimental materials or results or any laboratory equipment at their assigned work station
- Laboratory demonstrators must attend a Covid-19 induction to fully understand the application of the CoP to the teaching facilities they are demonstrating in. They will also have an advisory role to ensure students maintain social distancing where possible.
- Lab doors must be opened slowly to ensure no-one is preparing to exit. The exiting person has priority
- Anyone entering a lab must check how many people are in the room before entering: a "wait line" may be marked on the lab floor
- Anyone entering a lab must wash/sanitise hands and put on PPE (e.g. gloves, lab coats) in accordance with the standard lab protocols. Additional PPE may be required for specific protocols (e.g. donning a clean pair of gloves to use shared equipment, control keyboard etc). Ensure any facially worn PPE (e.g. safety glasses, goggles) is put on or taken off with clean hands/clean gloves
- If an extra person enters the lab, those in the room already will ask that person what they are going to be doing
- Where possible, work will take place away from the entrance to the lab
- Demarcation areas are set up to ensure social distancing.
- People must work facing away from other people working in the lab
- A workstation must be cleaned by the user before and after each use with disinfectant wipes or spray and tissue.
- Used tissues should be disposed in a laboratory clinical or chemical waste bin. If in a dry lab, disposed into a domestic waste bin
- Before starting work, users must switch on any equipment and collect the materials required for the work session
- Where possible and practical, minimise moving around the lab when others are working in the room
- Where pinch-points are indicated in the lab, ensure that social distancing can be maintained before going through these spots. Users to communicate clearly with others before entering the pinch-point
- Where access is limited, ask the person in the spot when they can allow you to pass. If asked, only state when it is safe for the person to pass when work is safe and the user can move safely.
- Book in advance any shared equipment required. Use disinfectant wipes or spray and tissue touch points on shared equipment before and after use (microbiological safety cabinets (MSCs), fume cupboards (FCs), centrifuges, microscopes, flow cytometers, powerpacks, etc.).
- Where possible, try to minimise the duration in MSCs or FCs
- Where MSCs or FCs are adjacent to each other, markings indicate which ones can be used at concurrently to maintain at least 1 metre separation. If adjacent fume cupboards are being used for longer duration experiments and one is being accessed by another user within a 1 metre separation, only approach the face when the adjacent person has finished and moved away.

- If gloves for specific tasks are required, e.g. heat, cold or cut protection, put on a fresh pair of disposable gloves before donning the specific protection gloves
- If moving between laboratories with samples and local rules allow for lab coats to be worn in the corridor, remove gloves and replace with a fresh pair before exiting the laboratory
- When finishing working in the laboratory, take off gloves ensuring the outer surfaces do not contaminate your skin. Remove lab coat and place it in the provided locker or on the assigned hook. Ensure it is folded or placed so that outer surfaces do not contaminate the inner surfaces of any coats
- FEPS Lab coats will be laundered once a week. All lab coats for laundering should be named. Ensure the lab coat pockets are completely empty and given to local technical support. Contact the Faculty Technical Support Manager if further information is required
- Wash hands with soap and water, remove eye protection (if worn) and exit the laboratory.
- When leaving the laboratory, check it is safe to exit whilst maintaining social distancing

### FHMS specialist space

The Covid-19 requirements described below are additional to the normal laboratory and H&S rules which must be adhered to at all times. There may be some variations in certain areas that require personnel working in those areas to receive a specific local induction.

- Risk assessment of all teaching activities including Covid-19 requirements in labs and animal handling activities will be undertaken. This will be either done by assessment of teaching space or, if necessary, assessment of specific practicals
- Required use of PPE (to be provided by the Faculty) will be implemented for activity/procedures where 2m distancing is not possible on basis of risk assessment and dependent on activity
- Specific laboratory layouts (e.g. all students facing in one way) may be implemented on basis of risk assessment, potentially including one-way systems for moving around teaching laboratories.
- Students may be asked to work individually where possible
- Students may be asked to work in set groups when closer working is required
- Student movement will be minimised and assigned to specific shared lab equipment as necessary
- Lab equipment and facilities (handwash sinks, benching, fume hoods, etc) to be decontaminated in between classes at turnaround times using laboratory disinfectant or 70% alcohol (depending on specific equipment, facility, other laboratory activities and any fire hazards present) applied by spray then wiped off
- Lab equipment and fume cupboards assigned to a set group of students, to minimise number sharing these items
- Lab rotas may be in place to reduce close contact activity
- Students will be asked to make space for demonstrators if they need to look at experimental materials or results or any laboratory equipment at their assigned work station.
- A Covid-19 Code of Practice (CoP) has been developed to outline key mitigations for laboratory spaces
- Laboratory demonstrators must attend a Covid-19 induction to fully understand the application of the CoP to the teaching facilities they are demonstrating in. They will also have an advisory role to ensure students maintain social distancing where possible
- There will be an Increased use of mannequins and Sim Centre camera system to reduce close contact activity in Surrey Clinical Skills Centre
- Greater numbers of animal handling practical in the Veterinary School will be performed either in external spaces or in high natural ventilation areas

### Responsibilities and management of protocols

The responsibility and management of these protocols will be for all staff and students to follow the University's Covid-19 Secure Policy [LINK to be added].

Staff and students will be encouraged to work as a supportive community, and will not be expected to routinely report on, observe others, or police behaviour.

The University community will be signposted to report concerns through the "Report and Support" portal, where any "hotspots" may be identified for action by local bronze teams. This may initiate a change in planning, signage for that area, or other appropriate response.

In the cases of individual non-compliance, education will be the initial response, undertaken by the line manager or for students, their programme leader. Those who contravene the requirements and/or guidelines on a serial or serious basis will be managed through the existing disciplinary process, taking into consideration the aim of preventing re-occurrence.

Lucy Evans, CSO. On behalf of the Silver Recovery Group on Learning and Teaching Spaces

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