

# Teaching Spaces Operational Protocols 2020/21

## Related Documents:

These protocols should be reviewed alongside:

1. University [Covid-19 Secure Policy](#)
2. University H&S induction
3. [Central Teaching Spaces Risk Assessment and Risk Mitigation Matrix](#)
4. Local guidance for spaces
5. Latest Government guidance that may result in changes to these protocols.

### DO NOT ATTEND CAMPUS/TEACHING IF:

- You experience Covid-like symptoms or feel unwell due to unexpected symptoms, no matter how mild.
- Someone in your flat or house is displaying symptoms or tested positive.
- You have received a positive Covid-19 test result.
- You have been contact traced and told to self-isolate.
- You have been instructed to self-isolate following travel into the country.

STAY HOME, SELF-ISOLATE, [NOTIFY US](#), REQUEST A TEST.

## 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.
  - o Where face to face seating configurations are required at below 2m, protective screens will be installed.
- Desk signage will be used to close off seating 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 and maintained in an open position 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.
- Where the number of attendees is clearly below the revised room capacity, individuals should be asked to spread out as much as possible to maximise social distancing.
- 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 Secure 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 adhered to:

- Only designated workstations must 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 (GSA)**

1. GSA and Ivy arts reception desk will be fitted with a screen as a physical barrier.
2. GSA Studios and theatres have been assessed for the maximum number of people who can work safely and maintain social distancing with consideration to the activities being conducted in each studio. The maximum occupancy in each studio/theatre is stated on the door. Do not have more people working than that number at any time.
3. When proceeding through a doorway to a theatre or studio, open the door slowly to ensure no-one is standing by the door. If there is someone exiting, stand back and allow them to exit.
4. GSA studios are marked on the floor to indicate student positions ensuring 2m social distancing. Students to stay within the box during acting and dancing and maintain social distancing of 2m, teaching will be managed to allow synchronized movements.
5. Student to sit/stand in the centre of the box during singing.
6. Staff to wipe clean the floor after each class using the V500 spray and blue roll.
7. Where possible, stand away from the entrance to the studio.
8. Alcohol wipes will be provided in all studios and tutorial rooms and must not be removed from its location.
9. Ballet barres and pianos must be wipe cleaned after each use by the user.
10. Students to wear face covering even inside the studios and only removed where necessary for activities (e.g., dancing, singing and voice work).

11. Sheet music to be prohibited, all music to be emailed to Dropbox and iPads to be used in class for sight reading and accompaniment. iPad must be wipe cleaned using alcohol wipes before and after use by the user.
12. In tutorial rooms, screens must be placed between the pianist and the second person in the room. The screens must be wipe cleaned after each session by the user.
13. All shared tools/ equipment/props must be sanitised after each use by the user either using alcohol wipes or disinfectant spray (only at touch points).
14. Band – All musicians should be spaced at 2m distance, where not feasible they may adopt 1.3m distancing standing side by side or back to back. Face covering must be replaced by a face mask (Type IIR) when at 1.3m social distance by the musicians involved in non-vocal work.
15. Regular (every 3-7 days) asymptomatic testing provided to all GSA students and staff coming on to campus.
16. **Good practice:** A staff member to carry out checks around all GSA spaces twice a day to ensure compliance to the mitigations.
17. **Rehearsals, productions, other specialist activities:** These activities are subject to individual risk assessment which are held within the school and distributed to relevant teams.

### Department of Music and Media (DMM)

1. All shared musical instruments must be wipe cleaned using disinfectant wipes before and after each use by the user.
2. All shared tool/ equipment must be sanitised after each use by the user using alcohol wipes.
3. All Edit rooms, Practice rooms and recording studios have been assessed for the maximum number of people who can work safely and maintain social distancing with consideration to the activities being conducted in each studio. The maximum occupancy in each space is stated on the door. Do not have more people working than that number at any time. Alcohol wipes will be placed in all edit rooms, practice rooms, recording studios and must be used to sanitise the tools/equipment after each use by the user. The person using the facility must wipe down the work area before and after use.
4. Pop shields and Pop filters must be used when using vocal microphones.
5. Given the complexity and variation of cleaning protocols required for different pieces of equipment, additional cleaning guidelines will be issued by PATS Stores to all DMM students and staff via the equipment booking system.
6. Studio recordings of more than one performer must use appropriate social distancing measures or utilise the acoustic screens provided in PATS Studio 1 and 2 to separate players, as directed by Institute of Sound Recording staff.
7. Tonmeister Course students must take a driving test with the technicians or any designated person as per our insurer's requirement and used by students for location recordings. At all times no more than 2 people are allowed in the vehicle to allow maximum social distancing. Staff and students must always adhere to all the safety measures listed in Covid-19 Secure Statement on Surrey University Vehicle Use such as Staff and students to maintain frequent hand washing throughout the day and especially before first use of a vehicle. Drivers should follow basic hygiene measures in wiping down all frequent touch surfaces like door handles, gear stick, steering wheel, handbrake, fuel cap, control switches with sanitizer spray or antiviral wipes. This should be done when using the vehicle for first time that day, after last use and or before allowing anyone else to use the vehicle. Staff and students will be supplied hand sanitizer for use within the vehicles. Staff and students advised to improve ventilation by having the vehicle windows down while using the vehicle. Any vehicle ventilation and or heating systems should only be used when drawing in fresh air from outside and do not use any air recirculating features. Staff and students to ensure that their tools or equipment are not left in the vehicle and it is cleaned after use. Staff and students are advised to wear a face covering when within the work vehicle on their own and must wear a face covering if sharing a work vehicle with

another person, unless one of the exceptional circumstances in the Covid-19 Secure Policy applies. Where such exceptional circumstances apply, staff/students should also discuss this with their line manager/tutor, Face covering are not mandatory for drivers when wearing glasses to prevent risk of glasses steaming up while driving, The driver and passenger should be paired workers, wherever possible, Shared vehicle use will only be allowed for short durations, Where reasonably practicably, one person should load and unload a vehicle at one time, Seating in vehicles should be side to side or sat behind thus, avoiding any face to face seating. On handover of a vehicle to a different user, the staff and students should ensure the vehicle is left to 'air out' for a few minutes between uses, leave doors or windows open to improve ventilation when safe to do so.

8. Production activities
  - When booking equipment/room, only one production at a time are allowed in the space.
  - Schedule session to be a normal working day or minimise where possible.
  - Schedule regular breaks where everyone leaves the room during sessions.
  - Any equipment and touch points must be wiped down using the wipes provided before and after use.
  - A through risk assessment must be undertaken for each production.
9. Band – All musicians should be spaced at 2m distance, where not feasible they may adopt 1.3m distancing standing side by side or back to back. Face covering must be replaced by a face mask (Type IIR) when at 1.3m social distance by the musicians involved in non-vocal work.

#### **Department of Music and Media and Guildford School of Acting - equipment/instruments collection and drop off in store**

Staff and students must always maintain 2m social distancing when facing each other. Staff to place the equipment /tools on the table/crate and step back for the student to collect. Staff and students to use hand sanitiser/gloves when handing over the equipment. Face coverings must always be worn when using shared internal spaces. Cleaning supplies must be provided in stores for students and staff to clean the equipment prior to drop off.

#### **School of Hospitality and Tourism Management – Lakeside coffeeshop and kitchen**

1. Some parts of the kitchen are one-way route, please look out for signs.
2. Lakeside coffee shop has a one-way entry and one-way exit.
3. A Perspex screen must be used in between the chef and the students whenever a face to face demonstration is required. Social distancing rules will also be complied with when using the screens.
4. All touch points must be wipe cleaned by the user before and after use, using the D10 cleaning solution.
5. There will be no seating in the coffee shop and the space will be used for queuing to order food/drinks.
6. All coffee shop users must sanitise their hands using the hand sanitiser provided at the entry of the shop.
7. Pastries and other food items will be pre-packed to minimise contact with food.
8. Reusable cups will be accepted with no contact. Guest must place the cup on counter, barista pours coffee into jug and then straight into cup on counter with milk.
9. Coffee shop and Restaurant are cashless, only contactless payment accepted to minimise contact and cross contamination.
10. All staff and students must use face masks (Type IIR) in the restaurants when serving food to the customers.

### **School of Hospitality and Tourism Management – Digital Lab**

1. A screen must be used in between the researcher and the participant to allow communication during the process.
2. All devices such as virtual reality headsets, camera, wearable eye tracking system, skin response sensors, wrist bands must be wipe cleaned using alcohol wipes before and after use by the user.
3. Use of keyboard covers on the participants computer.
4. User to wipe down the workstation (mice, keyboard covers, desk and any touch points) before and after use.
5. Use of disposable face masks (Type IIR) when using virtual reality headset.

### **School of Literature and Language**

1. All wall mounted consoles and headsets must be wipe cleaned before and after use by the person using the device. Alcohol wipes will be provided in all Language labs with these devices.
2. When using shared headsets with mics, user must wear disposable face masks and use disposable foam covers on the mics. These will be provided by the school.
3. Where possible, online tools like voice box or alike should be used to minimise the use of headset with mics.

### **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. Specifically, Type IIR surgical masks are to be worn in Health Sciences' Sim suite, Veterinary clinical skills, pathology teaching laboratory and VSM teaching laboratories and Biosciences teaching laboratories.
- 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](#).

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, Chief Student Officer  
 Matt Purcell, Director of Health and Safety

10/02/2021  
 Version 3