

Safety on Campus (COVID-19) Guide

July 2020

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Approved by: Approval Date	<i>Approval body: MIMM Date: 15/07/20 Approval body: VCT Date: 23/07/20</i>
Review Date:	<i>When Government advice changes and every month at Return to Campus Working Group/MIMM</i>
Version:	<i>Version 1</i>
Policy/Guide Reference Number	<i>H&S G001</i>

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Purpose of guide

Regent's University London recognises its Health & Safety duty of care to employees and students, all those others who work on and visit the campus. In light of the COVID-19 pandemic, this guidance has been produced to outline the University's procedures in relation to operating safely on campus. This guide addresses how all persons can best adhere to current Government and other guidelines on maintaining social distancing measures, aimed at minimising the spread of the novel coronavirus (COVID-19) on campus.

Scope of guide

This guide applies to all persons who attend the campus, employees, other workers; students and visitors and will apply in all situations until such a time as it is safe to relax the requirements to limit the spread of the novel coronavirus.

Monitoring and review of the guide

The monitoring of this guide will be conducted on a weekly basis as part of the University's MIMM (Major Incident Management Meeting) and Return to Campus Working Group responsibilities.

General advice on minimising risk of COVID-19

General advice to minimise risk associated with COVID-19 is as follows:

1. If you are feeling/displaying symptoms, you must self-isolate and inform your line manager, and do not return to the workplace until a 7/14 day period is complete, depending upon your circumstances. Please complete [this form](#).
2. Those who are vulnerable should continue to be supported in working from home / resist being on campus.
3. Where workers can continue to work from home this should still be strongly encouraged.
4. Workers on campus should be in roles critical for business and operational continuity and in roles which cannot be performed remotely.
5. Staff who have difficulty working remotely due to home circumstances, or the unavailability of safe enabling equipment, can work on campus.
6. Regular hand washing with soap and water for a minimum of 20 seconds.
7. Coughs and sneezes should be covered with a tissue and disposed of immediately (or into your elbow if you don't have a tissue) followed by the washing of hands. If symptoms persist see (1) above.
8. All people must maintain social distancing of 1 metre when greeting others, this includes avoidance of shaking hands.
9. Government advice is to still only meet one other person from a different household outdoors, following social distancing guidelines.
10. Attendance on campus should be planned, for example staff should plan their attendance with their managers in advance to ensure they can be on campus in safety. This avoids unexpected high numbers causing congestion and ensures a safe place to work can be allocated.
11. Quarantine procedures must be complied with if you have travelled back to the UK before coming on to the campus. Please ensure you have read the [UK Government's guidance](#) on entering the UK.

Face coverings

The Government is now advising that people should, where possible, wear a face covering in enclosed spaces where social distancing isn't possible and where you will come into contact with people you do not normally meet. This is most relevant for short periods indoors in areas that are likely to get crowded, and we ask that you wear one in communal/shared areas on campus and that your *nose and mouth are covered*. It is important to remember that the evidence of the benefit

of using a face covering to protect others is still under research but a face covering can help to protect against inadvertent transmission of the disease to others if you have it asymptotically.

The effect is likely to be small, therefore face coverings are not an alternative to other ways of managing risk. Everyone should practice physical distancing, minimize time spent in contact with others, sanitise hands and/or wash hands regularly, including washing hands before putting on and taking off a face covering. If you believe that you have symptoms of COVID-19 (cough and/or high temperature, loss of taste and smell) you and your household should isolate at home: wearing a face covering does not change this.

A face covering is not the same as the surgical masks or respirators used as part of personal protective equipment (PPE) by healthcare and other workers; these supplies should continue to be reserved for those who need them to protect against the identified risks in their workplace.

We will provide you with a Regent's-branded face covering when you return, or if you prefer you can make your own face coverings: the key thing is it should cover your mouth and nose. Homemade cloth face-coverings can help reduce the risk of transmission in some circumstances.

Cloth face coverings should:

- Fit snugly but comfortably against the side of the face
- Be secured with ties or ear loops
- Allow for breathing without restriction (however face coverings should not be used by people with respiratory conditions).

Useful guides on how to make a mask:

- The UK Government has published guidance on how to make your own face coverings <https://www.gov.uk/government/publications/how-to-wear-and-make-a-cloth-facecovering/how-to-wear-and-make-a-cloth-face-covering>
- The CDC (Centre for Disease Control) has published an instructional video (<https://www.youtube.com/watch?v=tPx1yqvJgf4>)

Access to and from University buildings

Please adhere to the additional signage that has been introduced on the campus, as we now have a one-way system in place, indicating which doors are for entering and which are for exiting a building. This will help us to control the flow and maintain social distancing of persons in and out of buildings.

Estates & Facilities Management have revised cleaning regimes, placed new, additional, guidance signage, implemented a temperature-reading system, altered security access control ensuring as far as possible that there is only one entry point to campus (the back gate remains closed) and a number of other practical measure to assist safety on campus.

Fire doors all remain operational as per normal (pre COVID-19) circumstances and therefore only to be used in emergencies.

Hand sanitisers are available at various access points and all persons are encouraged to use these. A map of where these are located is [here](#).

Corridors/staircases/lifts

Maintaining social distancing whilst moving around the campus is a challenge, given the many narrow corridors and staircases on campus. For this reason all persons are encouraged to minimise non-essential trips within buildings and to other buildings on campus, for example by telephoning or making online contact with others rather than meeting unnecessarily wherever possible.

Corridors: When moving around the campus mechanisms are in place to enable people to maintain social distancing in the corridors only by wearing a face covering in these areas, which include clear signage on direction of travel and how to maintain safe distancing of at least 1m+ from others. A signposted one-way system is in place, creating the paths for access and egress of buildings, including staircases, that all people are required to adhere to in reaching certain destinations.

Only in some corridors is two-way traffic of personnel permitted. In all circumstances **always keep left** and create the widest distance possible between yourself and an oncoming person. In sections of corridors where queues are likely to form (e.g. outside Refectory, in Reception, kitchen areas, toilets), corridors are marked at 1m+ intervals to ensure social distancing is maintained whilst queueing. These situations also require the wearing of a face covering.

Staircases: In buildings where there is more than one stairway connecting floors stairways are designated as an 'up route' or a 'down route' to prevent face-to-face interaction of persons. When using staircases, social distancing of 1m+ is required, and a face covering should be worn.

Where only one stairwell to a floor is present, one of two arrangements are in place:

- On the staircase entering reception where a 2m distance between persons is possible, a central marking indicates the flow of traffic up and down (always keep left-hand side)
- Where staircases are narrow and passing would result in close proximity to another person coming in the opposite direction, a verbal alert procedure is advised before using a stairwell to ensure there is not another person already using it, if unseen, so that agreement can be reached with the another user on who should use the staircase first.

Lifts: The use of lifts in buildings is restricted and are to be only used by disabled persons, or for the transport of large/heavy/materials where transport on stairways would not be possible or safe and arranged through security. Only one person in each lift is advised. Signage will make clear the appropriate use of the lift.

Service desks

High-traffic areas such as reception or service desks will be regulated and regularly cleaned.

Many departments and teams across campus offer customer-facing services e.g. Reception, Library, Media Services, Student Hub, etc. Within these areas, appropriate queuing arrangements are laid out for customers, with signage showing where to queue from and tape on the floor or markers to keep a social distance between persons as they queue and the appropriate distance from the staff member they need to speak to.

It may be more appropriate to regulate entry so that the premises do not become overcrowded. Signage will ask customers not to enter the premises if this is the case.

To prevent customers coming too close to desks, temporary barriers are in place to better enforce social distancing.

To ensure good practice, high contact surfaces such as service desks and communal computer equipment will be wiped down frequently. Frequency of cleaning will increase with increased usage but a minimum of twice daily will be adhered to where possible.

For those working behind the desks and therefore at higher risk due to unavoidable face-to-face contact, the University provides appropriate shielding.

Classrooms for lectures, seminars and workshops

Rooms will be set up so that social distancing measures can be maintained and we ask that you please do not change the layouts.

Large-scale lectures are not planned to be happening on campus whilst social distancing measures are required. Rooms that are used should be well ventilated by open windows where possible.

Teaching and learning should be conducted online possible or in rooms where social distancing can be maintained.

Room usage for all classroom activities will be centrally planned and scheduled to allow the appropriate number of students and teaching staff to access a space.

For those staff and students using a workshop (such the facilities required by fashion and design staff and students, or studios such as those used for dance), in all workshops, the maximum occupancy of the room will be signposted. Workshop usage will also be subject to timetabled scheduling to ensure appropriate space occupancy under social distancing measures.

Working space should be vacated upon completion of work/tasks. This will require using common sense and consideration for other persons who may also require the use of the space. Workshops and studios will be laid out in accordance with social distancing requirements and will indicate the flow of traffic. Anyone present will be encouraged (via signs) to indicate when they wish to move around the workshop if this is necessary so movement of one individual can occur in either direction whilst other persons remain at their stations to enable maintaining the 1m+ minimum distancing. Face-to-face working is discouraged, and rooms should be well ventilated by open windows wherever possible.

Open plan/shared offices

Many staff work in open offices which make social distancing guidelines difficult to implement under normal practice. Managers are required to pre-agree any of their staff working on campus and liaise with Estates & Facilities on the best use of their designated work areas to ensure that when staff are in attendance they can work safely. Estates & Facilities will ensure the offices are laid out and signposted to enable safe working practices.

Staff are still strongly encouraged to work from home where possible, but where staff are in roles critical for our business and operational continuity and that cannot be performed remotely, they can work on campus. Additionally, some staff may be unable or have difficulty working remotely due to home circumstances, or the unavailability of safe enabling equipment, and these staff can work on campus. Equally, if you have staff who cannot attend the workplace because they are vulnerable, then you should encourage attendance from those staff able to do so safely.

To minimise the numbers on campus and reduce the travel risks at peak times line managers should consider:

- Staggering arrival and departure times at work to reduce crowding into and out of the workplace, taking account of the impact on those with protected characteristics
- Rotating the numbers of staff in on any given day to reduce the number of workers in an area that cannot accommodate everyone being apart at 1+ or 2 metre distance
- Ways to limit the number of different people staff need to encounter and minimising face-to-face encounters
- Staggering break times
- Exploring travel options outlined in section 16

Measures to manage occupancy in teaching spaces will be managed centrally through timetabling, but line managers may need to give consideration to some of the above measures to manage shared office space for academic staff

Government guidelines specifically state:

- Where it is not possible to remain 1+ metres apart, staff should work side by side, or facing away from each other, rather than face to face if possible
- Where face-to-face contact is essential, this should be kept to 15 minutes or less wherever possible
- As much as possible, keep teams of workers together, and keep teams as small as possible
- No hot desking is permitted.

Meetings

Large meetings are discouraged, and managers should seek to arrange larger meetings through Teams. If meetings need to take place, rooms should be booked through Room Bookings with accurate notification of number of attendees, and the room will be set up and signposted for safe use. If managers are holding meetings with one another, other members of staff, a student or a visitor, 2-metre social distancing should be observed (guidelines will be updated as circumstances change). Rooms should be well ventilated if possible.

Where site visits are required by external visitors, site guidance on social distancing and hygiene should be explained to visitors on or before arrival. Reception will issue a brief guide to all visitors to ensure the visit is safe. Meeting rooms should be pre-booked and meeting times on campus kept to a minimum.

Communal kitchens

Many buildings on campus have small communal kitchen areas for use by members of staff. To ensure social distancing measures are adhered to, communal kitchens are to employ a 'one out, one in' procedure, with no more than one person being in the area at any time.

In the case of much larger kitchens (with plentiful, accessible, uninterrupted floor space) floor markings at 1m+ intervals allow for a well-spaced queue within the kitchen area. Any persons who would fall outside the maximum occupancy of a kitchen area should form a queue in the adjoining corridor, with the start of the queue being set 1m+ away from the entrance to the kitchen area to allow persons to exit the area whilst maintaining a 1m+ distance from persons queueing.

Prior to the handling of communal items in the kitchen, such as kettles and cutlery, all persons should wash their hands for at least 20 seconds in accordance with government guidance to prevent contamination of surfaces. It is highly recommended that communal cutlery/mugs, etc. should not be used, and personal ones be taken home to be washed, not left in communal areas. Where this is not possible, communal cutlery/mugs etc. should be washed thoroughly using soap and warm water, dried using a paper towel (not a hand towel), and put away immediately to reduce the risk of transfer of contamination to other persons. In addition, consideration should also be given to staggering mealtimes to avoid crowding.

Communal facilities

Communal facilities, such as the Refectory, will have signage to enable safe access and exit to the facilities, as well as 1m+ markings to enable queuing at a safe distance. Staggered mealtimes are encouraged and those on campus will be informed of how this will operate. Tables will be sanitised before and after each use.

Toilets

Toilet facilities across campus differ greatly, ranging from single, lockable WCs to larger communal facilities. In all WCs signs have been installed reminding people of good hand washing practice given this will be a higher risk area with contact on the doors by all users.

Single/accessible facilities: In the case of single, lockable facilities, if waiting to use such a facility, signs will ask users to stand at least 1+ metres from the door to allow the previous occupant the appropriate space to leave without breaking social distance guidelines. Floor markings will indicate 1+ metre distance queuing.

Communal/multi-occupancy facilities: For the majority of communal toilets on campus, it is envisaged that maintaining social distancing will be extremely difficult. Sinks have been taped off to aid social distancing.

Outdoor space

At Regent's we are lucky to have such beautiful grounds we can all utilise and enjoy. Whilst transmission of the virus is less of a risk outdoors, this is still a possibility and all people should act responsibly in the grounds to minimise risk. These steps include:

- Maintaining a 2 metre social distance from others.

Smoking shelters will be out of use until further notice. From Monday 3 August the Quad becomes a smoke-free area. People should only smoke in **designated** smoking areas: contractors car park, outside Tate Library, Tuke lawns.

Travel

Minimising non-essential travel is encouraged by considering remote working options where possible. The use of public transport, especially at peak times when the service may be busier, is a heightened risk of transmission. TFL requires personnel to wear face coverings if using the system. Managers and all staff are encouraged to consider flexible working hours, shift patterns and the attendance of small groups of staff on any given day, subject to business need.

If staff are overly concerned about the risk of using public transport and are to attend work they can request a car parking space through Estates and Facilities in advance (this must be pre-booked). Parking spaces are limited but will be open to all on a first come first served basis during this period of restrictions. This service will be free of charge until Government advice allows the social distancing to be relaxed or may be removed at the discretion of management if the service is not viable for some justifiable reason.

Emergencies

In an emergency, for example, an accident or fire requiring evacuation, people do not have to stay 2 metres apart if it would be unsafe. During a fire evacuation the wearing of face coverings will be required. Please only use the Tuke lawns assembly point until further notice and do not use the Rose Gardens assembly point.

First aiders involved in the provision of assistance to others will be provided with PPE and should pay particular attention to sanitation measures immediately afterwards, including washing hands.