

Student and staff face covering guidance

March 2021

Those on campus must wear a face covering at all times when indoors, unless exempt, in which case they must wear a visor. Any individual who is unwilling to follow this policy may be denied access to campus buildings.

General Exemptions

Students, staff and visitors are exempt from wearing a face covering indoors in the following circumstances:

- When in the process of eating and drinking in the refectory/café or other areas identified for food consumption.
- If wearing a face covering impedes other personal protective equipment you need to wear.
- If the individual is working alone.
- When a risk assessment says it is safe to remove a face covering.
- If the individual has a legitimate reason that means wearing a face covering is not possible. Government guidance considers a legitimate reason as a circumstance where an individual cannot put on, wear or remove a face covering because of a physical or mental illness or impairment, or disability. Refer to the exemptions below for details of what further actions are required where this is the case.

Staff Exemptions

Staff are exempt from wearing a face covering in the following circumstances:

- Delivering teaching to groups or providing pastoral support where 2-meter social distancing is in place. In these circumstances a visor must be worn as an additional measure.
- When behind a screen that separates the member of staff from others.
- In ventilated offices where 2-metre social distancing can be maintained.

Staff who cannot wear a face covering for a legitimate reason must notify their line manager and work with them to reduce the risk of transmission or decide if it is appropriate for the member of staff to attend site. Those with a legitimate reason for not wearing a face covering must identify by wearing a Sunflower Lanyard. This is to avoid challenges from others. In line with the general face covering policy staff who are unable to wear a face covering will be required to wear a visor.

Student Exemptions

Students who cannot wear a face covering for a legitimate reason must notify their Programme Director, year lead or alternative member of academic staff and work with them to reduce the risk of transmission or decide if it is appropriate for the student to attend site. Those with a legitimate reason for not wearing a face covering must identify by wearing a Sunflower Lanyard. This is to avoid challenges from others. In line with the general face covering policy students will be required to wear a face visor.

Visitor Exemptions

Those hosting visitors who cannot wear a face covering for a legitimate reason should discuss the university arrangements with the visitor and decide if it is appropriate for the visitor to attend site. Where they attend site, the host should ensure they identify by wearing a Sunflower Lanyard. This is to avoid challenges from others. In line with the general face covering policy the host should ensure the visitor wears a visor.

Visors (sometimes referred to as face shields)

Visors are not an alternative to wearing face coverings or maintaining 2-metre social distancing. Visors are required as an additional measure where a face covering cannot be worn or where a risk assessment says it is necessary.

Certain staff are provided with visors, including academic staff. Students and visitors are required to provide their own visors.

If individuals cannot wear a face covering or a visor, they may not be able to access campus buildings.