

## **Face coverings guidance**

### **Staff FAQs**

#### **1. In what situations do I need to wear a face covering?**

Face coverings **must** be worn on campus when:

- Moving around campus indoors
- In teaching and learning spaces, where 2m distancing cannot be maintained
- In offices, where 2m distancing cannot be maintained
- By all users / visitors in all refectory/café areas unless in the process of eating and drinking
- By all users / visitors in all library buildings, art shops and galleries; and
- When using welfare & toilet facilities.

Face coverings are **not required** in the following circumstances:

- When in the process of eating & drinking in the refectory/café areas
- In outdoor campus areas where distancing is possible
- If wearing a face covering impedes other personal protective equipment you need to wear
- If you are working alone; and
- If you have a physical or mental health, or disability reason that means wearing a face cover is not possible.

#### **2. What if I can't wear a face covering for personal or health reasons?**

If you have a physical or mental health, or disability reason that means wearing a face covering is not possible, you are not required to do so. Should you choose to signal to others that you are exempt, there are several exemption schemes. The [Government exemption card & badge](#) scheme has a range of downloadable materials. There are several other initiatives, including:

- [The Sunflower Lanyard](#)
- [Wirenews exemption cards](#)
- [Asthma UK exemption card](#)
- [Mask exemption Card package](#)

(Please see appendix 1 for further details)

### **3. What face coverings are suitable?**

The UK Government specification for a face covering states it should:

- Cover your nose and mouth while allowing you to breathe comfortably
- Fit comfortably but securely against the side of the face
- Be secured to the head with ties or ear loops
- Be made of a material that you find to be comfortable and breathable, such as cotton
- Ideally include at least two layers of fabric (the World Health Organisation recommends three depending on the fabric used); and
- Unless disposable, it should be able to be washed with other items of laundry according to fabric washing instructions and dried without causing the face covering to be damaged.

### **4. Will the University provide face coverings?**

The University will not be providing staff or students with face coverings. However, where it has been identified through a risk assessment that a face visor is required, these will be supplied. Where face masks are required for safe working, this PPE will be provided, as usual.

### **5. Can I wear a visor instead?**

Face visors are not a suitable alternative to a face covering. However, there are some circumstances where a face visor can be used. Face visors may be worn on campus when:

- Staff are in front facing roles such as teaching and learning, student services, accommodation, café and refectory services and in other scenarios and roles identified through a local risk assessment.
- Face visors must be replaced with a face covering when staff are no longer delivering their student facing role and are in other areas or moving around the Campus.
- A face visor will be provided for each member of staff as required.

### **6. Do I need to wear a face covering in the office?**

Where 2m social distancing cannot be maintained in offices, face coverings will need to be worn. But, for example, should you be working alone in an office or should 2m social distancing be possible, face coverings aren't compulsory.

### **7. Will I need to wear a face covering whilst teaching?**

Staff in student-facing roles will be issued with a face visor. These face visors must be replaced with a face covering when staff are no longer delivering their student facing role and are in other areas or moving around campus.

### **8. Will students have to wear face coverings throughout classes and seminars?**

Where 2m social distancing cannot be maintained in a teaching spaces, face coverings will need to be worn. But, for example, should small numbers of students attend a seminar and, therefore, 2m social distancing be possible, face coverings aren't compulsory.

### **9. Will there be screens installed on our campuses?**

We have not opted to install screens on campus, but we have used other safety measures in place of screens.

Staff who are in front facing roles such as teaching and learning, student services, accommodation, and café and refectory services will be provided with a face visor, to enable them to communicate and engage more easily.

## APPENDIX 1

### FACE-COVERING EXEMPTION SCHEME

#### Background and context

Government guidance on face coverings currently acknowledges that people with some disabilities or long-term health conditions are exempt from wearing face coverings.

The guidance states that:

In settings where face coverings are required in England, there are some circumstances where people may not be able to wear a face-covering -people who cannot put on, wear or remove a face covering because of a physical or mental illness or impairment, or disability, or where putting on, wearing or removing a face covering will cause you severe distress.

The guidance also states that:

Those who have an age, health or disability reason for not wearing a face-covering **should not be routinely asked to give any written evidence of this, this includes exemption cards**. No person needs to seek advice or request a letter from a medical professional about their reason for not wearing a face covering. Some people may feel more comfortable showing something that says they do not have to wear a face covering. This could be in the form of an exemption card, badge or even a home-made sign. **This is a personal choice and is not necessary in law.**

#### Recommendations

1. UCA recognises the voluntary nature of exemption cards and operates on a basis of trust, that is students or staff **will not** be required to provide proof of exemption.
2. We use Government templates for exemption cards (see notes below) but will also acknowledge that student may choose to use another scheme such as the sunflower badge or wearing the UCA SU invisible disability badge.
3. The Disability team will identify students who may fall into the exemption category and email those individuals directly with details of the exemption card scheme and links to the templates in addition to details of other schemes they may choose to use (e.g. sunflower badges or SU invisible disability scheme).
4. The Disability team will ensure some printed copies are available at Gateway services desks, should the student be unable to access the links or have difficulty printing the templates.

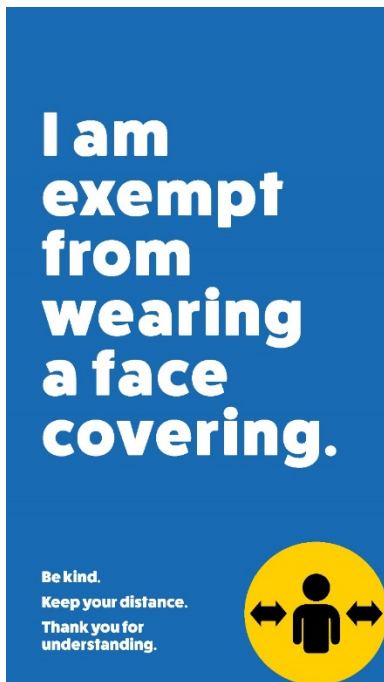
## Exemption Card templates

The Government have produced simple templates that can be printed off and used as required by individuals who choose to use them.

See examples below.

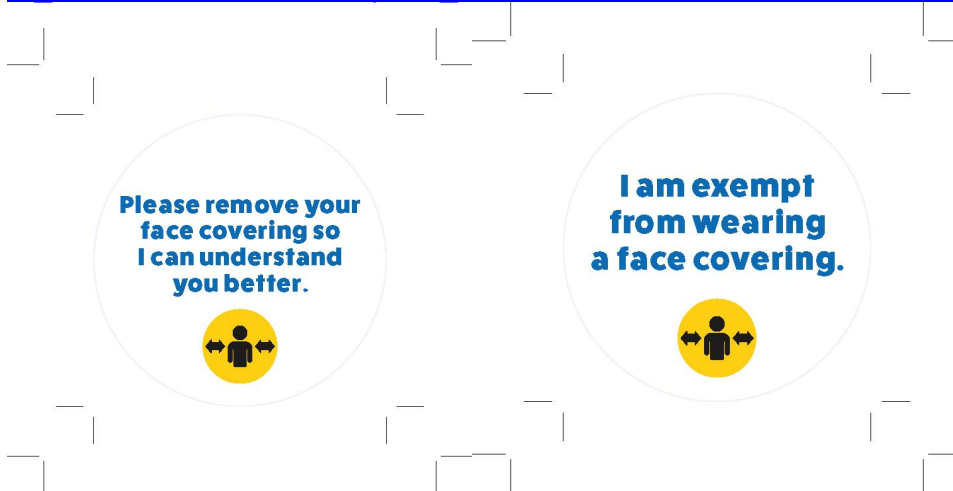
1. Exemption from face covering badge (for mobile phone)

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/903452/Exemption\\_from\\_face\\_covering\\_badge\\_for\\_mobile\\_phone.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/903452/Exemption_from_face_covering_badge_for_mobile_phone.pdf)



2. Exemption from face covering badge (to print)

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/903453/Exemption\\_from\\_face\\_covering\\_badge\\_to\\_print.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/903453/Exemption_from_face_covering_badge_to_print.pdf)



- Exemption from face covering card (to print)

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/903454/Exemption\\_from\\_face\\_covering\\_card\\_to\\_print.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/903454/Exemption_from_face_covering_card_to_print.pdf)

# Print version

## Step 1

Print this A5 page.

## Step 2

Cut along the long dashed line.

## Step 3

Fold along the short dotted line.

## Step 4

Take with you when you are going anywhere.

Fold here

Cut along here



Be kind.  
Keep your distance.  
Thank you for  
understanding.

I am exempt  
from wearing  
a face  
covering.

