



**Return to Campus Covid-19  
Health and Safety Guidance  
Version 5  
September 2020**

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# 1. INTRODUCTION

This document summarises UCA's approach on the implementation of a 'Covid-safe' environment for students and staff on our campuses.

Our approach has been formed in line with the UK government guidance and in close collaboration with local public health and health protection teams including how we will work with track and trace systems. This is an unprecedented year for our students, staff and the wider community. We are very committed in our efforts to help ensure good public health and safety, both on and off our campuses.

This guidance covers the University's four main campuses and Maidstone studios. Students and staff at other locations should be aware of and follow advice issued locally. As new guidance is issued by the Government and health officials we are continually reviewing & developing our approach to keep UCA and the wider local community safe. This document will be regularly reviewed following any changes to both the external guidance and internal circumstances.

This guidance was produced taking into consideration advice from:

- [UK Government](#)
- [Public Health England](#)
- [Health and Safety Executive](#)
- [Department of Education](#)
- [ACAS](#)
- [UCEA and the HE Trade Unions – Joint Statement](#)
- [Universities UK – Principles and Considerations: Emerging from Lockdown](#)
- [RMP Risk Control COVID-19-1919 – UCA Insurers](#)
- [Advance HE Creates Socially Distanced Campuses and Education \(SDCE\)](#)

## **Educational Guidance:**

**Universities UK have issued guidance (June 2020) “Principles and considerations: emerging from lockdown.” UCA’s approach is aligned to the 9 principles outlined in the UUK Guidance.**

### **2. PRINCIPLES FOR EMERGING FROM LOCKDOWN**

- The health, safety and wellbeing of students, staff, visitors, and the wider community will be the priority in decisions relating to the easing of COVID-19 restrictions in universities.
- Universities will make appropriate changes to university layout and infrastructure in accordance – at minimum – with public health advice, including guidelines on social distancing.
- Universities will review their teaching, learning and assessment to ensure that there is the required flexibility in place to deliver a high-quality experience and support students to achieve their learning outcomes in a safe manner.
- Universities will regularly review the welfare and mental health needs of students and staff and take steps to ensure preventative measures and appropriate support are in place and well communicated as restrictions are eased.
- Universities will develop effective processes to welcome and support international students and staff, including throughout any self-isolation period.
- Universities will regularly review their hygiene and cleaning protocols in all university spaces and adapt them in response to changing public health advice and risk levels, to ensure students, staff and visitors have confidence in their safety.
- Following appropriate risk assessment, universities will introduce measures to enable research to be conducted in a safe and responsible manner, following government guidance specifically designed to protect researchers in laboratories and other research facilities and spaces.
- Universities will engage with students and staff, including consultation with recognised trade unions, to ensure the transition from lockdown both protects the wellbeing of staff and students and enables the safe resumption of university activities.
- Universities will work with civic or local partners wherever appropriate including councils, local resilience forums (in England) and community groups.



### **3. UCA'S APPROACH**

Universities UK have set out a clear framework which outlines nine principles and areas for universities to consider as they to emerge from lockdown. UCA has followed this framework and has identified 16 key areas which aligns our response to the COVID-19 pandemic.

- 1. Preparing the Estate**
- 2. Occupying the Estate**
- 3. Hygiene**
- 4. PPE and Face Coverings**
- 5. Security and Controlling Access**
- 6. Academic Delivery**
- 7. Safety and Wellbeing of Staff and Students**
- 8. Maintaining Campus Operations**
- 9. Public Access**
- 10. Social and Student Union**
- 11. Communication and Consultation**
- 12. COVID19 – Outbreaks on Campus**
- 13. Equality, Diversity, and Inclusivity**
- 14. External Factors**
- 15. Behaviours**
- 16. Emergencies**

The UCA Leadership Team established the COVID-19 Steering Group which sets out risk controls to meet these aims. This includes UCA policies and processes applicable to all students, staff, visitors, and contractors.

#### 4. STEERING GROUP AND IMPLEMENTATION - SUCCESS CRITERIA

- Set of agreed social distancing and hygiene standards produced.
- Set of clear guidelines produced for working safely on campus.
- Completed risk assessments for the operation of activities delivered in a 'Covid safe' environment where a series of H&S measures have been established to support social distancing and good hygiene practices.
- Successful engagement with staff, students, and other stakeholders in the planning process.
- The Campuses will reopen with key safety measures in place and the risk of transmission reduced.
- Successful phased return of staff and students to campuses.
- Minimise impact on the student experience.
- Successful engagement with relevant stakeholders, including the Students Union and Trade Unions, as plans are developed and implemented.
- Flexible, agile, and adaptable plans in place to respond to changing circumstances.
- Clear guidance and successful implementation for continued remote working or a return to lockdown.
- Regular communication to staff and students on the return to campus planning.
- Workstream groups work successfully and in harmony with each other

Under this top-level guidance, each workstream of the return to campus project, has detailed plans and risk assessments to ensure that these principles are met in their area. This involves a range of measures, including staggering start times, implementation of Health & Safety measures to support social distancing and good hygiene practices, implementing one-way systems, and reconfiguring offices. Workstream risk assessments have been developed using generic approved templates and have been approved by the Head of Schools or Director of Department. Reasonable adjustments are being made for staff, students and visitors with disabilities or temporary impairments.

<b>Group</b>	<b>Responsibility</b>
UCA Leadership Team	Decisions and Governance Sets overall principles and overarching controls.
Steering Group	Sets the general direction of the project and makes operational decisions where necessary.
Workstream	Prepares detailed plans and identifies health and safety challenges in local contexts and outlines solutions
Department /School	Apply principles and controls as required. Reviews reasonable adjustments for staff and students with disabilities or temporary impairments.
Individual	Comply with UCA Policies and Guidance.

The remainder of this document provides information to assist Departments and Schools in implementing their aspects of returning to campus.

## 5. COVID-19 SPECIFIC CONTROLS – ON CAMPUS

This section provides examples of controls that have been implemented to reduce the risk of the transmission of Covid-19.

Controls are split into those that are required and those that can be implemented depending on the specific situation in each department or school. In all cases risk assessments have been approved by Head of Schools or Director / Head of Department.

### CAMPUS

Topic	Controls Measures
<p><b>Preparing the Estate</b></p>	<p><b>Required controls:</b></p> <ul style="list-style-type: none"> <li>• Statutory requirements have been completed by the Estates &amp; Facilities Department prior to occupation.</li> <li>• Air conditioning units are being reviewed by the Estates &amp; Facilities Department in liaison with air conditioning contractors to establish if they can be safely used. Each unit will be clearly marked with a sticker (green dot = approved for use, red dot = not suitable for use) details of which will be found on the Area Risk Assessment (displayed on the front door to room entrance)</li> <li>• In the event where air-conditioning can't be used, alternative ventilation strategies will be considered, or the space will be removed from use.</li> <li>• COVID-19 Health &amp; Safety Executive posters signed by the VC are displayed at every entrance to UCA buildings.</li> <li>• Social distancing tape in corridors and walkways.</li> <li>• One-way systems developed for the campus where possible.</li> </ul>
<p><b>Occupying the Estate</b></p>	<p><b>Required controls:</b></p> <ul style="list-style-type: none"> <li>• UCA has aligned our approach with Government guidelines so far as reasonably practicable to protect staff, students, visitors, and contractors.</li> <li>• Where mandated social distancing is not possible, risk assessments will be completed identifying proportionate control measures.</li> <li>• The current mandated social distancing guidelines have been applied to room occupancy levels for timetabling. Room Risk Assessments have been conducted by a competent person and approved by the Department Head and maximum occupancy levels confirmed to the Timetabling Team.</li> </ul>



	<ul style="list-style-type: none"> <li>• Where identified by Risk Assessment, screens/barriers have been installed as appropriate.</li> <li>• The Fire evacuation procedures are in accordance with existing University policy.</li> <li>• Lifts remain operational under normal circumstances and have been marked as available for use only when necessary. Single person use at all times only. Hand sanitiser dispensers are installed near to the lift lobbies</li> <li>• Refectories and cafes re-opened in the middle of September with a reduced service (take away food pots and pre-packed sandwiches) In addition, cashless vending machines are available.</li> </ul>
<p><b>Enhanced Cleaning and PPE</b></p>	<p><b>Required controls:</b></p> <ul style="list-style-type: none"> <li>• For details on our enhanced cleaning, please refer to <b>Appendix 1 - Covid-19 Enhanced Cleaning Regime, PPE, and other Safety measures</b></li> <li>• When returned from loan, equipment will be checked in by staff wearing appropriate PPE, then quarantined as appropriate to reduce risk of contagion. Where this is not possible, equipment will be wiped/cleaned with approved antibacterial products. High risk items e.g. cameras or microphones held to face will require deeper cleaning or UV sanitising.</li> </ul>
<p><b>Face Coverings</b></p>	<p><b>Required controls:</b></p> <p><b>Face coverings are mandatory at UCA and must be worn on campus when:</b></p> <ul style="list-style-type: none"> <li>▪ Moving around campus indoors</li> <li>▪ In teaching and learning spaces, where 2m distancing cannot be maintained</li> <li>▪ In offices, where 2m distancing cannot be maintained</li> <li>▪ By all users / visitors in all refectory/café areas unless in the process of eating and drinking</li> <li>▪ By all users / visitors in all library buildings, art shops and galleries; and</li> <li>▪ When using welfare &amp; toilet facilities.</li> </ul> <p><b>Face coverings are not required in the following circumstances:</b></p> <ul style="list-style-type: none"> <li>▪ When in the process of eating &amp; drinking in the refectory/café or other areas identified for food consumption.</li> <li>▪ In outdoor campus areas where distancing is possible</li> <li>▪ If wearing a face covering impedes other personal protective equipment you need to wear</li> </ul>

	<ul style="list-style-type: none"> <li>▪ If a specific process or activity is hindered by the use of a face covering and alternative control measures have been identified on the Risk Assessment. (e.g. beauty services)</li> <li>▪ If you are working alone; and</li> <li>▪ If you have health, or disability reasons that mean wearing a face cover is not possible.</li> <li>▪ If people are unable to wear a face covering, there are many exemption schemes available. Please see list below: <ul style="list-style-type: none"> <li>-</li> <li>❖ The Sunflower Lanyard</li> <li>❖ Government exemption card &amp; badge</li> <li>❖ Wirenews exemption cards</li> <li>❖ Asthma UK exemption card</li> <li>❖ Mask exemption Card package</li> </ul> </li> <li>▪ UCA will not provide face coverings as the expectation is that individuals will arrive on campus with their own. Campus reception will hold a few spares if an individual forgets, loses theirs or if it gets damaged.</li> </ul> <p><b>Face Visors are provided to all staff and should be worn on campus when:</b></p> <ul style="list-style-type: none"> <li>▪ Staff are in front facing roles such as teaching and learning, student services, accommodation, café, and refectory services and in other scenarios and roles where identified by local risk assessment.</li> <li>▪ Face visors must be replaced with a face covering if social distancing of 2m cannot be maintained, and/or when staff are no longer delivering their student facing role and are in other areas or moving around the Campus.</li> </ul>
<p><b>Security and Controlling Access</b></p>	<p><b>Required controls:</b></p> <ul style="list-style-type: none"> <li>• Only visitors with a 'pre-booked appointment' via reception will be permitted access to the campus.</li> <li>• Information must be provided to contractors on our policy for social distancing and confirmation sought of the controls they will implement via Risk assessment and method statement.</li> </ul>

<b>Academic Delivery</b>	<p><b>Required controls:</b></p> <ul style="list-style-type: none"> <li>• The use of teaching spaces, including lecture theatres, is undertaken in accordance with space guidance taking account of social distancing.</li> <li>• Breaks are timetabled between sessions. Start and finish times are staggered to reduce mixing of groups.</li> <li>• Wednesday afternoons are available for timetabling to spread out taught sessions.</li> <li>• A risk assessment and protocol has been developed for occupying teaching spaces and displayed on the doors</li> <li>• Gallery spaces and lecture theatres can be used as large socially distanced spaces.</li> </ul>
<b>Safety and Wellbeing of Staff &amp; Students</b>	<p><b>Required controls:</b></p> <ul style="list-style-type: none"> <li>• Working from home is supported where appropriate. DSE self-assessments should be conducted by the member of staff and all appropriate equipment made available including arrangements for staff to collect equipment from offices.</li> <li>• Hot desking should be avoided, but where it is necessary that desks are shared, they should be cleaned before and after use.</li> <li>• Meetings can be held where there is an identified need to meet face to face, but only if safety measures are in place including; ensuring attendees are all well, keeping to the minimum number required, social distancing and good hygiene protocols.</li> <li>• Any wellbeing concerns should be discussed with the staff member's line manager or through the "Time to Talk" mailbox.</li> <li>• The details of the UCA Employee Assistance Program, wellbeing and HR support opportunities are provided to staff via the staff portal.</li> </ul>
<b>Maintaining Campus Operations</b>	<p><b>Required controls:</b></p> <ul style="list-style-type: none"> <li>• In liaison with the Health, Safety &amp; Wellbeing team, the Head of Campus assess the number of staff available to facilitate safe evacuation. During the re-occupation process, there is a campus rota in operation which outlines all the First Aiders, Fire Wardens and Health &amp; Safety Duty Manager's on campus.</li> <li>• Head of Campus in liaison the Health, Safety &amp; Wellbeing team, will advise on number of First Aid persons required.</li> <li>• First Aid staff have been provided with guidance on identifying symptoms &amp; appropriate PPE.</li> <li>• Governance of Health, Safety &amp; Wellbeing procedures will continue through the established committees and processes.</li> </ul>

	<ul style="list-style-type: none"> <li>• The Health &amp; Safety Duty Manager continues to be the point of contact and escalation for Health &amp; Safety issues on campus.</li> <li>• The preparation and update of PEEPS will continue as term starts and students come back.</li> <li>• Quiet rooms continue as normal practice.</li> <li>• Any used cleaning materials are disposed of in accordance with relevant guidance.</li> </ul>
<b>Public Access</b>	<p><b>Required controls:</b></p> <ul style="list-style-type: none"> <li>• Any visitors (for approved purposes) will be authorised in advance and will be signed in by the relevant UCA contact.</li> <li>• Public access to most UCA buildings will be cancelled until the end of 2020 for exhibitions or other events. Exemptions are the Brewery Tap and the Craft Study centre.</li> <li>• Public access to libraries to be cancelled until further notice.</li> <li>• Craft Study Centre has developed separate reopening protocols, and public access will not be until October at the earliest.</li> <li>• Art shops re-opened on the 14<sup>th</sup> September.</li> </ul>
<b>Social &amp; Student Union</b>	<p><b>Required controls:</b></p> <ul style="list-style-type: none"> <li>• There will be a blended approach to social events, with a mixture of face to face events and online social events. All events will be subject to a Covid-19 Risk Assessment.</li> </ul>
<b>Communication &amp; Consultation</b>	<p><b>Required controls:</b></p> <ul style="list-style-type: none"> <li>• The health and safety of students and staff is our highest priority and there are regular communications addressing the actions we are taking &amp; the safety measures that have been implemented.</li> </ul>
<b>COVID-19 Outbreaks on Campus</b>	<p><b>Required controls:</b></p> <ul style="list-style-type: none"> <li>• The University is using the NHS test and trace app for use in venues around the campuses e.g. in refectories/cafes and the libraries.</li> <li>• A procedure which outlines the actions to be taken in the event of a suspected or confirmed case has been developed and will be implemented on return to Campus.</li> <li>• If someone becomes unwell whilst on campus with a new, continuous cough or a high temperature, or have a loss of, or change in their normal sense of taste or smell – <b>they should leave the campus immediately and go home, avoiding public transport.</b></li> <li>• They will need to self-isolate as per NHS guidance.</li> </ul>

	<ul style="list-style-type: none"> <li>There are arrangements in place for reporting any suspected or confirmed cases, using the Covid Case Management (Line managers for staff) and SITS (Campus registry will complete for students)</li> </ul>
<b>Equality &amp; Diversity</b>	<p><b>Required controls:</b></p> <ul style="list-style-type: none"> <li>Equality, Diversity &amp; Inclusion will be considered by all the various workstreams and monitored by the Equality, Diversity &amp; Inclusion Manager.</li> </ul>
<b>External - Coming to Campus</b>	<p><b>Required controls:</b></p> <ul style="list-style-type: none"> <li>Those staff, students, contractors, and visitors with COVID-19 symptoms must not come to campus.</li> <li>Those who have been told to remain at home by the NHS must not come to campus</li> <li>Staff and students will travel in accordance with Government guidance.</li> <li>Employees must not return to campus unless authorised by the Head of Department /Head of School.</li> <li>COVID-19 specific health and safety information will be provided via the staff portal and our website. All staff who return to work need to complete the 'working safely on campus' e-learning module. All students will need to read the Covid-19 Student Induction powerpoint.</li> </ul>
<b>Behaviours</b>	<p><b>Required controls:</b></p> <ul style="list-style-type: none"> <li>All members of staff and all students must adhere to existing policies and the staff and student code of conduct.</li> </ul>
<b>General Working – applicable to all</b>	<p><b>Required controls:</b></p> <ul style="list-style-type: none"> <li>Wash or sanitise your hands on entering the building and regularly throughout the day. You should bring your own personal supply of hand sanitiser each day.</li> <li>Basic hygiene procedures to be followed as per Government guidance.</li> <li>Maintain social distancing.</li> <li>If using shared kitchen areas, staff are to provide their own plates, cups, saucers, and cutlery.</li> </ul>
<b>Emergencies</b>	<p><b>Additional controls:</b></p> <ul style="list-style-type: none"> <li>First Aid and Fire Safety will be managed in accordance with existing UCA policy.</li> </ul>

## 6. EMPLOYEE ASSISTANCE PROGRAMME DETAILS

EAP can be contacted as below:

**Telephone:** 0800 111 6387

See UCA Staff portal – Health and Wellbeing

Online: [www.my-eap.com](http://www.my-eap.com) password: UCAwell

## 7. COVID SPECIFIC CONTROLS - ACCOMMODATION

Topic	Controls Measures
<p><b>Preparing Accommodation</b></p>	<p><b>Required controls:</b></p> <ul style="list-style-type: none"> <li>• Statutory requirements will be completed prior to occupation. All statutory requirements (compliance) have been carried out during lockdown and will continue prior to and during occupation (e.g. fire safety / water hygiene / Fixed electrical testing, portable electrical testing, emergency lighting).</li> <li>• COVID-19 hygiene posters to be displayed in every hall of residence.</li> <li>• All areas will be cleaned and restocked prior to occupation.</li> <li>• Allocation has taken place as per the Allocation policy with those living the furthest in order of medical need and distance but also make reasonable endeavours to group courses together so there is a consistent 'accommodation and course bubble'. This is not guaranteed.</li> </ul>
<p><b>Occupation of Accommodation</b></p>	<p><b>Required controls:</b></p> <ul style="list-style-type: none"> <li>• There is no prohibition on moving home and anyone in England who wishes to move home can do so, including forming new permanent or semi-permanent households by moving into shared student accommodation and houses in multiple occupation. New households will be formed when residents move in.</li> <li>• There will be a staggered arrivals period over a week to ensure social distancing rules are adhered to.</li> <li>• A booking system will be operational to ensure that not all residents turn up at the same time to pick up keys.</li> <li>• The Fire evacuation procedures will be in accordance with existing University policy. New muster points will be provided by Estates and Facilities for any households that are self-isolating.</li> <li>• Lifts will remain operational under normal circumstances and will be marked as available for use only when necessary. Single person uses at all times only.</li> <li>• Clear internal and external signage.</li> <li>• Overnight guests will not be permitted. This will be reviewed after the first term.</li> </ul>

	<ul style="list-style-type: none"> <li>• No room moves permitted in order to establish households and limit cross contamination. This will be reviewed after the first term.</li> <li>• Face coverings are not necessary as residents will be living in newly formed households. Any mixing between households will require face coverings.</li> </ul>
<b>Hygiene</b>	<p><b>Required controls:</b></p> <ul style="list-style-type: none"> <li>• Enhanced cleaning and disinfecting of high touch areas (entrance doors / lifts / light switches / stairs).</li> <li>• Enhanced cleaning in communal areas (kitchens / bathrooms) - increased from once a week to twice a week</li> <li>• All entrances to halls of residence will have a fixed hand sanitiser station.</li> <li>• Residents will be advised to carry their own personal alcohol-based hand sanitiser.</li> <li>• Residents should not share crockery or eating utensils.</li> <li>• Visual reminders to clean down frequently touched surfaces (worksurfaces, sinks, kitchen tables) to be displayed.</li> <li>• Signage in halls reminding residents how effective handwashing is to prevent the spread of Covid-19.</li> </ul>
<b>International Students &amp; government required self-isolation period</b>	<p><b>Required controls:</b></p> <ul style="list-style-type: none"> <li>• Any residents that are required to self-isolate according to current government guidelines will be permitted to move into halls of residence 2 weeks prior to the start of their tenancy. If they are unable to move in early, they can move in when they are able.</li> <li>• Self-isolating students will have the option to pre-order bedding and kitchen equipment prior to their arrival.</li> <li>• International students required to self-isolate for 2 weeks will be given information on how to arrange deliveries of food.</li> <li>• Accommodation Office will work with SU and International Services to ensure those self-isolating have some form of social engagement and entertainment organised.</li> </ul>
<b>PPE &amp; Face Coverings</b>	<p><b>Required controls:</b></p> <ul style="list-style-type: none"> <li>• Residents are not required to wear face coverings in the household where they live.</li> <li>• All visitors including contractors will be required to follow the requirement for use of face coverings.</li> <li>• Staff and students will still be expected to follow University guidance on the wearing of face coverings whilst on campus even if they are with members of their household.</li> </ul>
<b>Security and Controlling Access</b>	<p><b>Required controls:</b></p> <ul style="list-style-type: none"> <li>• During office hours the Accommodation Office will deal with any resident enquiries. Out of office hours, Security will be</li> </ul>

	<p>the point of contact for residents. All contact information is detailed on posters in every kitchen.</p> <ul style="list-style-type: none"> <li>• There will be no unauthorised access by contractors to halls of residence without the express permission of the Accommodation Office. Where work is essential residents will be given notice.</li> <li>• Risk Assessments and Method Statements (RAMS) will be put in place with UCA's maintenance contractor and managed by Estates and Facilities. Any external maintenance contractor and/or sub-contractor) must provide full risk assessments and method statements.</li> <li>• RAMS are in place with the UCA cleaning contractor and managed by Estates and Facilities.</li> <li>• RAMS are in place with UCAs current Security providers and managed by Estates and Facilities.</li> </ul>
<p><b>Safety and Wellbeing of Residents</b></p>	<p><b>Required controls:</b></p> <ul style="list-style-type: none"> <li>• Publicise Gateway Support Services within halls of residence</li> <li>• Publicise SU events within halls of residence.</li> <li>• Promote new online wellbeing service 'altogether' and new app 'uniwellbeing' to all residents.</li> <li>• Any under 18s will be monitored with regular checks in by Accommodation Staff.</li> <li>• Regular liaison between Accommodation Officers and the Health and Wellbeing Support Manager regarding any residents that are a cause for concern.</li> <li>• The preparation and update of PEEPS will continue in accordance with normal practice.</li> </ul>
<p><b>Maintaining Accommodation Operations</b></p>	<p><b>Required controls:</b></p> <ul style="list-style-type: none"> <li>• Weekly Health and Safety checks in each flat / house will continue unless there is a suspected case of Covid-19. H&amp;S checks will then be suspended until the flat / house is out of isolation. This is to avoid cross contamination between flats/houses.</li> <li>• All maintenance requests to be logged with the local Accommodation Office as per normal practice. Requests can be emailed in as well as reported in person. If a flat is self-isolating maintenance will only be carried out if it is an emergency. The Accommodation Office will RAG rate the maintenance requests. Out of office hours, Security will assess the urgency of the request and escalate accordingly.</li> <li>• Cleaners will continue to clean flats / houses as per the weekly rota (displayed on kitchen posters).</li> <li>• Cleaning in communal areas that experience high use will be cleaned twice a week until further notice.</li> <li>• Statutory requirements (compliance) in accommodation will be met and residents will be given notice when contractors</li> </ul>



	will carry out any such work. PPE will always be worn by contractors and risk assessments will have been submitted prior to work.
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<b>Public Access</b>	<p><b>Required controls:</b></p> <ul style="list-style-type: none"> <li>• No overnight visitors permitted until further notice.</li> <li>• One friend / member of family is permitted to help the resident move in. They <u>must</u> wear a face covering.</li> <li>• Government guidelines regarding social gatherings must be adhered to and any restrictions must be observed.</li> </ul>
<b>Social &amp; Student Union</b>	<p><b>Required controls:</b></p> <ul style="list-style-type: none"> <li>• Social events are still under review with the SU.</li> <li>• All SU events will be supported and promoted by the Accommodation Office.</li> </ul>
<b>COVID-19 Outbreaks in halls</b>	<p><b>Required controls:</b></p> <ul style="list-style-type: none"> <li>• If a resident develops symptoms of Covid-19 they will be asked to follow the Accommodation Protocol for a suspected case of Covid-19.</li> <li>• If anyone in the flat develops symptoms the entire household will be instructed to self-isolate for 14 days.</li> <li>• The resident displaying symptoms will be advised to avoid contact with their household as much as possible, in order to reduce the risk of transmitting coronavirus.</li> <li>• Any resident who develops symptoms will be asked to apply for a test.</li> <li>• If their test for coronavirus is positive they will be asked to share their contacts with the <a href="#">NHS test and trace service</a>.</li> <li>• If during the self-isolation period another resident develops symptoms, they will need to self-isolate for a further 10 days.</li> </ul>
<b>Behaviours</b>	<p><b>Required controls:</b></p> <ul style="list-style-type: none"> <li>• All members of staff and all students to adhere to existing policies and guidance.</li> <li>• Terms and Conditions of Residence state that residents agree to abide by Public Health Guidelines applicable with England as amended from time to time.</li> <li>• Residents are expected to respect government guidelines and adhere to any social distancing restrictions imposed by the Accommodation Office.</li> </ul>
<b>General living in halls – applicable to all</b>	<p><b>Required controls:</b></p> <ul style="list-style-type: none"> <li>• Residents are advised to avoid close contact and remain socially distant from anyone they do not live with or who is not in their household.</li> <li>• Residents are not allowed house parties or overnight stays.</li> <li>• Residents are advised to reduce the risk of spreading infection by washing hands regularly for 20 seconds using soap and water or use hand sanitiser and cover coughs and sneezes.</li> </ul>

	<ul style="list-style-type: none"> <li>• Residents advised not to share crockery or eating utensils.</li> <li>• Residents advised to clean down the kitchen and shared bathrooms after every use to reduce the risk of passing on any infection to others.</li> </ul>
<b>Emergencies</b>	<p><b>Additional controls:</b></p> <ul style="list-style-type: none"> <li>• First aid and fire safety will be managed in accordance with existing UCA policy.</li> <li>• Out of hours, Security are first responder and trained first aiders. In an emergency, households should call 999.</li> <li>• In the event of a fire alarm activation any households self-isolating should go to a separate muster point and try to avoid contact with others.</li> </ul>

## APPENDIX 1:

### COVID-19 ENHANCED CLEANING REGIME, PPE, AND OTHER SAFETY MEASURES

\* This guidance is under constant review and will be updated in accordance with Government advice and product availability.

Cleaning in Staff Offices / Meeting Rooms / Kitchenettes	
<p><b>Products used:</b></p> <p><b>Micro Kill Sprayer</b></p> <p><a href="http://www.craftexcleaningsystems.co.uk/consumables-c1/carpet-upholstery-deodorisers-sanitisers-and-perfumes-c93/craftex-micro-kill-5ltr-p56">http://www.craftexcleaningsystems.co.uk/consumables-c1/carpet-upholstery-deodorisers-sanitisers-and-perfumes-c93/craftex-micro-kill-5ltr-p56</a></p>	<ul style="list-style-type: none"><li>• Offices are cleaned once a week by the cleaners. This covers all furniture and fittings including desks (where work surfaces are completely free from debris, etc.). Carpeted rooms are vacuumed once a week, hard floors twice a week. Bins are emptied daily.</li><li>• Staff kitchenettes are cleaned every morning by the cleaners and anti-bacterial spray and blue roll will be available for staff to clean the surfaces throughout the day if required. Department created tea points will not be covered by Estates and it is the responsibility of departments to clean as required.</li></ul>
Cleaning in IT Studios	
<p><b>Products used:</b></p> <p><b>Sanitising Disinfectant Wipes</b></p> <p><a href="https://www.seton.co.uk/clinell-wipes-pack-100.html">https://www.seton.co.uk/clinell-wipes-pack-100.html</a></p>	<ul style="list-style-type: none"><li>• IT Studios are cleaned once a week by the cleaners. This covers all furniture and fittings including desks (where work surfaces are completely free from debris), etc. Carpeted rooms are hoovered once a week, hard floors twice a week. Bins are emptied daily.</li></ul>

<p><b>Micro Kill Sprayer</b></p> <p><a href="http://www.craftexcleaningsystems.co.uk/consumables-c1/carpet-upholstery-deodorisers-sanitisers-and-perfumes-c93/craftex-micro-kill-5ltr-p56">http://www.craftexcleaningsystems.co.uk/consumables-c1/carpet-upholstery-deodorisers-sanitisers-and-perfumes-c93/craftex-micro-kill-5ltr-p56</a></p>	<ul style="list-style-type: none"> <li>• Anti-bacterial wipes are provided in IT studios for individual users to wipe &amp; clean computers and surfaces before and after each use.</li> </ul>
<p><b>Cleaning in Teaching Spaces</b></p>	
<p><b>Products used:</b></p> <p><b>Dettol Surface Cleanser 750ml Ref PC-00259</b></p> <p><a href="https://www.pattersons.co.uk/dettol-surface-cleanser-750ml.html#">https://www.pattersons.co.uk/dettol-surface-cleanser-750ml.html#</a></p> <p><b>Micro Kill Sprayer</b></p> <p><a href="http://www.craftexcleaningsystems.co.uk/consumables-c1/carpet-upholstery-deodorisers-sanitisers-and-perfumes-c93/craftex-micro-kill-5ltr-p56">http://www.craftexcleaningsystems.co.uk/consumables-c1/carpet-upholstery-deodorisers-sanitisers-and-perfumes-c93/craftex-micro-kill-5ltr-p56</a></p>	<ul style="list-style-type: none"> <li>• Teaching spaces vary subject to process, discipline, and environment. Typically, the majority of rooms are cleaned once a week by the cleaners. This covers all furniture and fittings including desks (where work surfaces are completely free from debris), etc. Carpeted rooms are hoovered once a week, hard floors twice a week. Bins are emptied daily.</li> <li>• Anti-bacterial spray and blue roll is available for students and staff to clean the surfaces throughout the day if required.</li> </ul>
<p><b>Cleaning in Workshops/Studios</b></p>	

<p><b>Products used:</b></p> <p><b>Universal Disinfectant Wipes</b>  <a href="http://medi9.com/wipes-universal/#content">http://medi9.com/wipes-universal/#content</a></p> <p><b>Dettol Surface Cleanser 750ml Ref PC-00259</b>  <a href="https://www.pattersons.co.uk/dettol-surface-cleanser-750ml.html#">https://www.pattersons.co.uk/dettol-surface-cleanser-750ml.html#</a></p> <p><b>Micro Kill Sprayer</b>  <a href="http://www.craftexcleaningsystems.co.uk/consumables-c1/carpet-upholstery-deodorisers-sanitisers-and-perfumes-c93/craftex-micro-kill-5ltr-p56">http://www.craftexcleaningsystems.co.uk/consumables-c1/carpet-upholstery-deodorisers-sanitisers-and-perfumes-c93/craftex-micro-kill-5ltr-p56</a></p> <p><b>Hand Sanitiser/ Hand Gel/Foam</b></p> <p>Alcohol based gel/foam in fixed/mobile hand sanitising dispensers:  <a href="http://www.craftexcleaningsystems.co.uk/downloads/15973969111596528164SDS1660_Hand_Gel_-_7025.pdf">http://www.craftexcleaningsystems.co.uk/downloads/15973969111596528164SDS1660_Hand_Gel_-_7025.pdf</a></p> <p>Alcohol free foam:  <a href="https://docs.rs-online.com/0824/0900766b8165d987.pdf">https://docs.rs-online.com/0824/0900766b8165d987.pdf</a></p> <p>Alcohol based foam:  <a href="https://www.arco.co.uk/103/content/factsheets/2769054%20-%20DEB%20INSTANTFOAM%20HAND%20SANITISER.PDF">https://www.arco.co.uk/103/content/factsheets/2769054%20-%20DEB%20INSTANTFOAM%20HAND%20SANITISER.PDF</a></p>	<ul style="list-style-type: none"> <li>• Workshop spaces vary subject to process, discipline, and environment. Technicians maintain clean and tidy environments. Floors are swept and mopped daily by cleaning teams. Bins are emptied daily.</li> <li>• Hand sanitisers &amp; disposable gloves &amp; aprons will be available for specific areas.</li> <li>• Alcohol based gel in fixed hand sanitising dispensers in high traffic entrance / exits to workshops.</li> <li>• Equipment will be wiped down before and after use and all staff and students will be required to sanitise and wash their hands before and after use.</li> </ul>
<p><b>Portable Equipment</b></p>	
<p><b>Products used:</b></p>	<ul style="list-style-type: none"> <li>• Portable cabinet for sanitising electrical, photographic and media loan items.</li> </ul>

<p><b>Uvisan - Portable UV Sanitisation unit</b></p>	<p>There will be one on each campus and located within the Equipment Hire Department.</p>
<p><b>Cleaning in Toilets</b></p>	
<p><b>Products used:</b></p> <p><b>Micro Kill Sprayer</b></p> <p><a href="http://www.craftexcleaningsystems.co.uk/consumables-c1/carpet-upholstery-deodorisers-sanitisers-and-perfumes-c93/craftex-micro-kill-5ltr-p56">http://www.craftexcleaningsystems.co.uk/consumables-c1/carpet-upholstery-deodorisers-sanitisers-and-perfumes-c93/craftex-micro-kill-5ltr-p56</a></p>	<ul style="list-style-type: none"> <li>• All toilets will be cleaned, and supplies checked every hour throughout the day. An electronic audit system has been installed to monitor the frequency and standard of cleaning.</li> <li>• Roller towels have been removed and replaced with hand driers.</li> </ul>
<p><b>Cleaning in Communal Areas</b></p>	
<p><b>Products used:</b></p> <p><b>Micro Kill Sprayer</b></p> <p><a href="http://www.craftexcleaningsystems.co.uk/consumables-c1/carpet-upholstery-deodorisers-sanitisers-and-perfumes-c93/craftex-micro-kill-5ltr-p56">http://www.craftexcleaningsystems.co.uk/consumables-c1/carpet-upholstery-deodorisers-sanitisers-and-perfumes-c93/craftex-micro-kill-5ltr-p56</a></p> <p><b>Hand Sanitiser in fixed locations – Entrances/Exits</b></p> <p>Alcohol based gel/foam in fixed/mobile hand sanitising dispensers:</p> <p><a href="http://www.craftexcleaningsystems.co.uk/downloads/15973969111596528164SDS1660_Hand_Gel_-_7025.pdf">http://www.craftexcleaningsystems.co.uk/downloads/15973969111596528164SDS1660_Hand_Gel_-_7025.pdf</a></p>	<ul style="list-style-type: none"> <li>• Additional cleaners are present on all campuses completing hourly cleaning of high contact points such as handrails, light switches, door handles and re-filling of hand gel/foam units.</li> <li>• Hand sanitisers are in close proximity to MFDs, enabling staff to sanitise hands before and after use.</li> <li>• From 5<sup>th</sup> October water dispensers will be available for use and will be cleaned regularly throughout the day as part of the communal cleaning regime (bottled drinking water is available from reception in the meantime).</li> </ul>

<p>Alcohol free foam:  <a href="https://docs.rs-online.com/0824/0900766b8165d987.pdf">https://docs.rs-online.com/0824/0900766b8165d987.pdf</a></p> <p>Alcohol based foam:  <a href="https://www.arco.co.uk/103/content/factsheets/2769054%20-%20DEB%20INSTANTFOAM%20HAND%20SANITISER.PDF">https://www.arco.co.uk/103/content/factsheets/2769054%20-%20DEB%20INSTANTFOAM%20HAND%20SANITISER.PDF</a></p>	
<b>Cleaning in Accommodation</b>	
<p><b>Products used:</b></p> <p><b>Micro Kill Sprayer</b>  <a href="http://www.craftexcleaningsystems.co.uk/consumables-c1/carpet-upholstery-deodorisers-sanitisers-and-perfumes-c93/craftex-micro-kill-5ltr-p56">http://www.craftexcleaningsystems.co.uk/consumables-c1/carpet-upholstery-deodorisers-sanitisers-and-perfumes-c93/craftex-micro-kill-5ltr-p56</a></p> <p><b>Hand Sanitiser in fixed locations – Entrances/Exits</b>          Alcohol based gel/foam in fixed/mobile hand sanitising dispensers:  <a href="http://www.craftexcleaningsystems.co.uk/downloads/15973969111596528164SDS1660%20Hand%20Gel%20-%207025.pdf">http://www.craftexcleaningsystems.co.uk/downloads/15973969111596528164SDS1660 Hand Gel - 7025.pdf</a></p> <p>Alcohol free foam:  <a href="https://docs.rs-online.com/0824/0900766b8165d987.pdf">https://docs.rs-online.com/0824/0900766b8165d987.pdf</a></p> <p>Alcohol based foam:  <a href="https://www.arco.co.uk/103/content/factsheets/2769054%20-%20DEB%20INSTANTFOAM%20HAND%20SANITISER.PDF">https://www.arco.co.uk/103/content/factsheets/2769054%20-%20DEB%20INSTANTFOAM%20HAND%20SANITISER.PDF</a></p>	<ul style="list-style-type: none"> <li>Enhanced cleaning in communal and shared areas is undertaken twice a week by cleaning teams, including frequent touch points. Students with ensuite facilities will clean their own bathrooms.</li> </ul>



## Cleaning in Libraries

### Products used:

#### Universal Disinfectant Wipes

<http://medi9.com/wipes-universal/#content>

#### Dettol Surface Cleanser 750ml Ref PC-00259

<https://www.pattersons.co.uk/dettol-surface-cleanser-750ml.html#>

#### Micro Kill Sprayer

<http://www.craftexcleaningsystems.co.uk/consumables-c1/carpet-upholstery-deodorisers-sanitisers-and-perfumes-c93/craftex-micro-kill-5ltr-p56>

#### Gloves

Standard nitrile gloves, for example:

<https://www.officedepot.com/a/products/8504421/ProGuard-General-purpose-Disposable-Nitrile-Gloves/>

#### Hand Sanitiser in fixed locations – Entrances/Exits

Alcohol based gel/foam in fixed/mobile hand sanitising dispensers:

[http://www.craftexcleaningsystems.co.uk/downloads/15973969111596528164SDS1660\\_Hand\\_Gel\\_-\\_7025.pdf](http://www.craftexcleaningsystems.co.uk/downloads/15973969111596528164SDS1660_Hand_Gel_-_7025.pdf)

Alcohol free foam:

- Libraries are cleaned daily by the cleaners. This covers all furniture and fittings including desks (where work surfaces are completely free from debris, etc.).
- Fixed/mobile hand gel/foam dispensers have been provided at the entrances of the libraries and internal spaces.
- Gloves are available for staff who request them for specific tasks.
- Face visors are available for staff that wish to wear them.

<https://docs.rs-online.com/0824/0900766b8165d987.pdf>

Alcohol based foam:

<https://www.arco.co.uk/103/content/factsheets/2769054%20-%20DEB%20INSTANTFOAM%20HAND%20SANITISER.PDF>

### Cleaning in Refectories

**Products used:**

**Catering cleaning products:**

<http://diverseysolutions.com/ProductDocuments/691a13943daf43d1a756a36516421159.pdf>

<https://www.nisbets.co.uk/innuscience-one-flip-h%26h-103c-cleaner-and-sanitiser-super-concentrate-1ltr-6-pack/fc852>

<https://innuscience.com/gb/product-detail/nu-grip-plus-gb/>

[http://innuscience.com/wp-content/uploads/2016/09/SDS\\_Nu-Grip-Plus-Concentrate\\_ISEU-014-01\\_ISEU-014-05\\_23082016\\_EN.pdf](http://innuscience.com/wp-content/uploads/2016/09/SDS_Nu-Grip-Plus-Concentrate_ISEU-014-01_ISEU-014-05_23082016_EN.pdf)

<https://innuscience.com/gb/product-detail/nu-kleen-all-gb/>

**Micro Kill Sprayer**

- Refectories/cafes are cleaned daily. In addition, catering staff continue regular cleaning throughout the day, wiping down tables, vending machines and spraying all surfaces.

<a href="http://www.craftexcleaningsystems.co.uk/consumables-c1/carpet-upholstery-deodorisers-sanitisers-and-perfumes-c93/craftex-micro-kill-5ltr-p56">http://www.craftexcleaningsystems.co.uk/consumables-c1/carpet-upholstery-deodorisers-sanitisers-and-perfumes-c93/craftex-micro-kill-5ltr-p56</a>	
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PPE	
<b>Face Visors</b> <a href="https://staysafevisor.co.uk/product/staysafe/">https://staysafevisor.co.uk/product/staysafe/</a>	All members of staff are eligible to receive a face visor. These can be collected from campus reception, except in Farnham where they are stored at Gateway Services.
<b>Perspex Screens</b>	Perspex screens have been installed in key areas where front line services are provided e.g. refectories, art shops, accommodation office, reception, Student Union, Gateway services, technical services, etc.
<b>Fluid-repellent face masks</b> <a href="https://www.ardenwinch.com/products/kw/wlm2002/WLM2002_3-Ply-Surgical-Face-Mask-[50-Box]">https://www.ardenwinch.com/products/kw/wlm2002/WLM2002_3-Ply-Surgical-Face-Mask-[50-Box]</a>	Disposable face masks are available for staff, students, and visitors by exception for people who have lost, forgotten or damaged their own.
<b>Gloves</b> Standard nitrile gloves, for example: <a href="https://www.officedepot.com/a/products/8504421/ProGuard-General-purpose-Disposable-Nitrile-Gloves/">https://www.officedepot.com/a/products/8504421/ProGuard-General-purpose-Disposable-Nitrile-Gloves/</a>	If required for specific activities identified by risk assessment (such as skin to skin contact, administering first aid, processes with risk of cross contamination), then gloves will be provided. Wearing gloves will not necessarily protect from COVID-19 and may still lead to the spread of germs, so the recommendation is to ensure good hand hygiene (hand washing and using hand sanitiser).
<b>Disposable Aprons</b>	If required for specific activities, aprons will be provided.

<p><a href="https://www.nisbets.co.uk/disposable-polythene-bib-aprons-white/a310">https://www.nisbets.co.uk/disposable-polythene-bib-aprons-white/a310</a></p>	
<p><b>Hand Sanitiser in fixed / mobile locations – Entrances / Exits</b></p> <p>Alcohol based gel/foam in fixed/mobile hand sanitising dispensers:</p> <p><a href="http://www.craftexcleaningsystems.co.uk/downloads/15973969111596528164SDS1660_Hand_Gel_-_7025.pdf">http://www.craftexcleaningsystems.co.uk/downloads/15973969111596528164SDS1660_Hand_Gel_-_7025.pdf</a></p> <p>Alcohol free foam:</p> <p><a href="https://docs.rs-online.com/0824/0900766b8165d987.pdf">https://docs.rs-online.com/0824/0900766b8165d987.pdf</a></p> <p>Alcohol based foam:</p> <p><a href="https://www.arco.co.uk/103/content/factsheets/2769054%20-%20DEB%20INSTANTFOAM%20HAND%20SANITISER.PDF">https://www.arco.co.uk/103/content/factsheets/2769054%20-%20DEB%20INSTANTFOAM%20HAND%20SANITISER.PDF</a></p>	<p>Hand sanitiser units are in place throughout the campus buildings including at all main entrances to buildings.</p>
<p><b>PPE for First Aiders (products listed above)</b></p>	<p>First Aiders can collect PPE from campus reception, except in Farnham where these can be collected from Gateway in the Library. Disposable gloves and other First Aid supplies can be replenished using the campus supplies, held in the First Aid rooms, including</p> <ul style="list-style-type: none"> <li>• Fluid repellent face mask</li> <li>• Face Visor – used for eye protection</li> <li>• Disposable apron</li> <li>• Disposable gloves</li> <li>• Hand sanitiser</li> </ul>
<p><b>Ventilation</b></p> <p>The HSE stipulate <i>‘Where possible, consider ways to maintain and increase the supply of fresh air, for example, by opening windows and doors (unless fire doors). Also consider if you can improve the circulation of outside air and prevent</i></p>	<ul style="list-style-type: none"> <li>• All of the air conditioning &amp; ventilation systems have been checked by the Planned Preventative Maintenance Contractor and each unit will be labelled clearly (green dot = approved for use, red dot = not suitable for use) to identify if the system can be used.</li> </ul> <p>Where air conditioning or ventilation is assessed as unfit for use, alternative</p>

*pockets of stagnant air in occupied spaces. You can do this by using ceiling fans or desk fans for example, provided good ventilation is maintained. The risk of transmission through the use of ceiling and desk fans is extremely low providing there is good ventilation in the area it is being used, preferably provided by fresh air' (2020).*

approaches will be investigated. Where a room/space is identified as having insufficient ventilation, it will be closed off or used only for single occupancy and marked accordingly.

### **Covid 19 Safety Measures**

- Completed Risk Assessments across all of our rooms and resources
- Introduced an enhanced cleaning regime on campus and accommodation with a process of regular auditing and monitoring
- Allocated new occupancies for our spaces to enable distancing
- Removed chairs and workstations where possible to create space and allow for social distancing
- Developed a guidance for face coverings on campus
- Installed hand sanitisation points in all entrances and throughout campuses.
- Installed Perspex screens in key areas
- Social Distanced reminders displayed in corridors and communal areas
- Declared the campus as **Covid-19 Secure** as per the UK Government Guidance
- Developed plans for dealing with suspected or confirmed cases, contact tracing and outbreaks
- In the event that the supply of specialist cleaning supplies and wipes exceed demand, additional will be purchased. If there are availability issues or lead times the default position will be to revert to Dettol Surface Cleanser and blue roll
- Full suite of information online, including FAQs, code of conducts, Quick guides, H&S Guidance, policies, risk assessments, first aid guidance, posters that can be downloaded, printed and displayed, and much more: available:  
<https://staff.ucreative.ac.uk/coronavirus-updates/return-to-campus-guidance-for-staff/>