



Staff & Students Face Covering Guidance

Face Coverings

Face coverings must be worn on campus by students & staff 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 health, or disability reasons that mean wearing a face cover is not possible.

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, or badge. There are a number of schemes available, listed below: -

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

- UCA will not be providing face coverings as individuals should have access to a face covering for use in shops, public transport and other enclosed public spaces.

Face Visors (Staff Only)

Face Visors should be worn by staff 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 where identified by 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.

Definition - Face Coverings

A face covering should (UK Government Spec)

- 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).
- 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.

Definition - Face Visors

- Commercially made to a standard, acts as an alternative to a Perspex screen and made of plastic.
- Intended to protect the wearer from coming into contact with droplets from others.
- A visor does not meet the same specification as a face covering.
- A visor does enable the wearer to communicate clearly which is particularly important in teaching, learning and in other front facing roles.