Safe Teaching Guidance Summary

KEY PRINCIPLES

BEFORE A SESSION

- Once it has been determined that an activity has to be carried out on campus, use the general risk assessment form which you can find at https://www.exeter.ac.uk/staff/wellbeing/safety/formssignsandtemplates/ (Scroll down the page to find 'General risk assessment') to reflect on the teaching space "type", configuration, risks and mitigation alongside the planned activity. If different or additional mitigations are required an equipment catalogue and ordering form are available here.
- Make sure you pack your teaching pack materials as required (face covering and visor especially).
- Read the details of the room online via the Campus Planner SharePoint to ensure you are familiar with the space.
- Make careful note of the timings. Timings are strict and staff and students will be encouraged not to arrive on campus too far ahead of teaching start times in order to minimise numbers on site. Where possible, students will be instructed to wait in pre-arranged dwell spaces, observing 2m distancing, until asked to move to the teaching space. Where possible the 'Here to Help' team will assist with this, to help minimise queuing and bunching in any space. If a Here to Help team member is not available, please try to ensure that students observe these behaviours.

STARTING A SESSION

- Use hand sanitiser stations before entering the room. At Exeter, you can replenish sanitiser or cleaning wipes by emailing facilitiesmanagement@exeter.ac.uk, or phoning Here to Help on ext. 3333 so they can contact the FM team. At Penryn, contact hygienemanagement@fxplus.ac.uk or phone 01326 255994.
- Arrive first and leave last to enable 2m social distancing where the lectern is away from the access points. If the lectern is near to the access point, enter first and ensure you remain in the 2-metre teaching zone.
- Wipe the door and any handles using the wipes available at the cleaning station.
- 'Chock' open the door if not already open, to allow for minimal touch frequency on the door and handle.
- Wipe down your lectern/and any other touchpoints you will use.
- Ensure the windows are open. In rooms with non-mechanical ventilation (signified by instructions on the windows), please keep windows open to at least 15cm. Where this is not possible, please open windows to their maximum capacity.
- Distribute any teaching materials onto desks as appropriate, having ensured your hands are sanitised.
- Plug in laptop as required, sanitising hands immediately before and after touching all AV/technical equipment.
- Show slide 2 of the COVID Behaviours slides on screen, which outline the actions for students to take when entering the room (if slides are being used), and reinforce social distancing and face covering requirements.
- Keeping 2 metres distance (by remaining within your 2-metre cordoned off zone if required), instruct students to enter the room (via the correct entrance if more than one option exists).
- If there is sufficient space in room, please ask students to spread out as much as possible (more than 2 metres if viable) to maximise social distancing.
- Ask students to take a wipe from the tube, then proceed to the seat furthest from the door (fill the room from the back to the front).

- Ask students with impairments to make themselves known so their seating position can be selected more deliberately if necessary.
- Remind students to wear face coverings (unless exempt).
- Instruct students to wipe their desks and seating area, including all touchpoints, and to leave their wipe on the desk before disposing of it at the end of the session.
- If a student arrives in class and is obviously, or reports to be, feeling unwell, however mild, speak to them away from others, ask them to return home immediately, self-isolate and arrange a test.
- Close and wipe the door at touchpoints. Instruct any student who arrives late to do the same.
- Instruct students to scan the QR code on their desk with their phone (not using the NHS app), so this information can be used for contact tracing if necessary. If they don't have their phone, and are in Exeter, they can complete the location logging process by visiting www.exeter.ac.uk/protect. Otherwise, ask them to make a note of their location in the room.
- Ask students to confirm they are timetabled to be in this session. Any students who are not must be instructed to leave. Student numbers should not exceed the maximum occupancy of the room, which will be clearly stated in or outside of the room. If this is the case, contact a Here to Help team member for assistance either in person, or (in Exeter) on extension 3333.
- Take students through slides 3 and 4 of the COVID Behaviours slides, reminding students of the Student Charter. These slides also show the COVID-19 symptoms with instructions for what to do if they feel unwell and how to arrange a test.
- Ask students to not to eat or drink, except from water bottles.
- Take students through any risk assessment that has been completed regarding touching of materials and what safety mechanisms are in place.
- Start teaching.

DURING A SESSION

- Face coverings do not need to be worn by academic staff if you remain within the 2-metre teaching zone. If you step outside of your teaching zone, you must wear your face covering. Some students may rely on lip reading, facial expressions and clear sound when being spoken to. In this instance, and if outside of your 2-metre teaching zone, you may wish to wear your transparent face visor.
- If you wish to support students from a closer distance you must be no less than 1m from any student, and for no more than 5 minutes. A face covering must be worn when doing so.
- If a student flags a concern about their personal vulnerability to Covid, remind them to contact the Accessibility Team.
- If a student is not observing COVID secure behaviours (such as not wearing a face covering without an exemption card or badge), and after politely asking the student to conform they are not prepared to do so, ask them to leave the class and let a nearby 'Here to Help' team member know – either in person or (at Exeter) by phoning extension 3333. If the student refuses, call Estate Patrol to manage the situation and ensure they leave.

WHAT TO DO IN AN EMERGENCY

- If a student reports being unwell during a session, instruct them to collect their belongings and request they return immediately to their accommodation. They should be advised to stay home, self-isolate, and request a test by contacting the Rapid Response Hub. Place a 'Please do not sit here' sign on the desk where the student was sitting.
    o At *Exeter* campuses, please contact the Here to Help team via phone (01392 72 3333) to let them know that a person has reported to be unwell and has left the session, so they can coordinate the necessary cleaning activities.

- o   At *Penryn*, please contact the Facilities Management team to organise cleaning. The number is displayed in every campus teaching room.
- Emergency arrangements have not changed through our COVID-19 arrangements. First aiders have been provided with additional equipment to reduce the risk if close proximity first aid is required. Fire evacuation to take place as normal.
- If you feel your health or safety is at risk, you should leave the session and instruct students to do the same in the manner described below. At any time, if you feel there is a safety concern you can call the session to a close. Let the Here to Help Team know.

FINISHING A SESSION

- You must release your class 10 minutes before the next session e.g. if the lecture started at 9:30, it must finish by 10:20 with all students having exited by 10:25. 10 minutes should be held in between lectures to enable incoming and exiting lecturers to prepare for the students arriving or exiting.
- Thank students for observing the COVID secure behaviours and ask them to leave the building as quickly and as safely as possible.
- Ask students to leave in small numbers, closest to the allocated exit (if different from entrance). Chock the door open then wipe down the door.
- Report any non-compliance to the Here2Help team or any issues that you have encountered, so that adjustments can be made.
- Provide any feedback on your teaching space via the feedback form.

Seminar Rooms	Key Principles + those specific to room sizes
1-12	Key principles above
13-30	- Key principles above + - Think, pair, share methods can be used by encouraging students to create space around them by moving to ends of desks and allowing everyone to spread out away from the desks. Help guide students to create this movement. This will reduce the risk of face to face discussion moving from side to side seating.
31-50	- Key principles above + - Think, pair, share methods can be used by encouraging students to create space around them by moving to ends of desks and allowing everyone to spread out away from the desks. Guide students to create this movement. This will reduce the risk of face to face discussion moving from side to side seating.
50+	- Key principles above + - Ask students to front face, unless for brief exchanges with other students.
STEM Lab	- Key principles above + - Remind students to wear face coverings (unless exempt) or to wear PPE facemasks if required. - Where equipment must be shared, disinfectant wipes should be used to wipe over the equipment between each person's use. - Where equipment is in shared areas i.e. on benches, consider moving to areas with low levels of footfall (not on main walkways) ideally 2m away

	from the nearest workspace. Only one user at a time and user to wipe the equipment and any bench area they may need before use. • Specialist equipment in laboratories and workshops may be located in small side rooms; where this is the case, restrict access to one out, one in.
Computer Labs	• Key principles above + **STARTING A SESSION** • Instruct students to wipe their desks, seating area and all IT equipment, including all touchpoints, and to leave their wipe on the desk before disposing of it at the end of the session. • Any personal support to be offered to students can be done by screen sharing, where appropriate. Close personal support can be given by maintaining the 1m distance for a maximum of 5 minutes per person, and when wearing face coverings. Ensure no skin-to-skin contact and no sharing of touchpoints.
Drama Studios/ Performance Spaces	• Key principles as above **KEY INFORMATION** • Practical studio spaces have work areas marked out on the floor showing minimum 2m distancing. • Seminar-style studio layouts use a fixed furniture layout, backed up by marks on the floor in case furniture is moved. • Spaces have been cleared of all unnecessary furniture/equipment. **BEFORE A SESSION** • Tasks in the teaching session that incur touch points (e.g. shared use of equipment/props) must be risk assessed and safe ways of carrying out the tasks must be set. • Ensure students are aware that they must arrive dressed for practical work, as changing facilities will not be available. Students should also be asked to bring their own named, refillable water bottles. • Do not call students for long rehearsal sessions if they are only required for a short period. • Consider using outdoor spaces, weather permitting. Shoes must be worn outside. • Plan to minimise use of props or other items such as balls or sticks that are shared between students. **DURING A SESSION** • Use (and maintain) sub-groups for tasks each day to reduce chance of transmission between the entire module group. • Avoid high-energy warm-ups/exercises/games. • Avoid any running/movement games as they will prevent social distancing from being maintained. • Musical wind instruments can now be used, but social distancing must be maintained. They must be sanitised before use, and quarantined for 72 hours after each use. • No in-person audiences (except assessing staff) for indoor assessed performances in term 1 (to be reviewed after term 1) to maintain agreed occupancy figures. Invite remote audiences to book to attend live-streamed events at key moments. Session leaders should use a microphone to avoid the need for loud speech.

	• Loud music not to be used in sessions to prevent the need for loud voices/shouting. Listening to loud music is permitted as long as students or staff are not required to talk over it. • Plastic or wooden theatrical masks worn by students must be sanitised before and after every use. • Do not share costumes. • Sessions over an hour may have a short break halfway – students must not gather in the corridors, but may leave through nearest exit, and then return in the same way that they entered (observing cleaning processes etc). • Maintain a 2m safe distance, which will be marked around the front of the class for seminar layout classes. Practical classes will have more space for you to move around the edge of groups, but don't cross through student areas. • Ensure no skin-to-skin contact and no sharing of touchpoints. • Actors addressing each other should be at least 2m distanced, and should be 'cheated' by directing the voice past each other so that risks of aerosol transmission between them are reduced. • Where equipment must be shared, alcohol or disinfectant wipes should be used to wipe over the equipment between each person's uses. If possible, increase the number of pieces of equipment available. • Avoid lying on the floor during practical exercises. • Shared gym mats or yoga mats should be wiped down before and after use. Advise students to buy their own yoga mats if they are required frequently. • No shared scripts/documents to be used during class. Use either individual (named) scripts, or a digital solution. • Turn on extraction/ventilation equipment at all times. • Use digital solutions to enable remote learners to take part in seminar and practical sessions. • If attendees have been working in bare feet indoors, instruct them to wash their feet when they return home.