

Safe Teaching Guidance

Introduction

This document outlines the safety guidance to academic staff for how to teach in a COVID secure way in the following spaces:

- 1-12 seater seminar rooms
- 13-30 seater seminar rooms
- 31-50 seater small lecture theatres
- 50+ seater large lecture theatres
- STEM labs
- Computer labs
- Drama studios and performance spaces

This underpins the '**On-campus Education: Principles & Practices**' document, which has been developed in close working with academic, health & safety and TU colleagues. It provides some background for staff as to the work that has been undertaken in order to make teaching spaces on campus safe, as well as offering step-by-step guidance as to how academics should proceed when teaching on campus. Whilst every effort has gone into making this document as thorough as possible, we are aware that there will be certain scenarios that we have missed. Please do bear with us as we work our way through these uncharted times, and refer to the feedback mechanisms described within the document to let us know how we can improve.

Being 'COVID Secure'

A COVID secure working environment follows the five broad principles outlined by the Government covering all sectors and employers. The Government guidelines are designed to ensure businesses can operate during the outbreak while reducing the risk to employees from transmission of the virus. Reducing the transmission risk as far as we reasonably can makes the working environment 'COVID Secure'.

The University is preparing its spaces to meet the COVID restart requirements and ensure that all staff feel safe, supported and connected. To prepare the campus for restart the following measures are in place to provide a COVID Secure working environment with further mitigations in place for teaching spaces:

- All buildings have been assessed and approved as COVID secure and physical alterations have been made to buildings such as protection barriers, one-way systems and increased signage.
- All workplaces, common areas, study spaces, research facilities and teaching spaces have been risk assessed.
- All staff will receive training, information and local induction before returning to on-campus working to ensure they are familiar with the safety mitigations provided in the areas they will be working in as well as any new ways of working that may be required.
- All staff and students will have access to face coverings.
- All staff and students are asked to consider their health and wellbeing before coming onto campus.

- Personal digital thermometers are available to all staff and students to enable temperature checks prior to coming to campus.
- Hand sanitiser is in place at building entrances and high touch point areas including equipment such as self-serve printers.
- Rigorous cleaning programmes are in place.
- Social distancing is required, and Restart Coordinators have been appointed to control the number of people within the buildings.
- The Student Charter is being used to ensure all students are clear on the standards of compliance and engagement expected of them.
- A 'concierge' team known as 'Here to Help' will be in place to support students and staff across our Penryn, Streatham and St. Luke's campuses as an aid to promote, support and model the correct COVID Secure behaviour across all aspects of teaching and campus life.

Teaching – a blended approach

The University is supporting a blended teaching approach with synchronous and asynchronous activities (face-to-face and online). The University will operate a face-to-face teaching delivery model where 1m+ teaching spaces will be provided. This means that all students will be seated a minimum of 1m apart up to a distance of 2m. Many of the teaching spaces are set up to achieve a greater distance than 1m, but are slightly under 2m.

Teaching spaces have been designed to ensure that academic staff can always maintain a 2m distance from students. Where teaching activities require them to get closer to a student to provide support or personal help with a task they must be no less than 1m from any student and for no more than 5 minutes (15 minutes required to become a close contact) and must wear a face covering.

In all cases, teaching spaces have been prepared to the University COVID Secure specifications.

What is a close contact?

A "close contact" is someone who has been in contact with a person who has a confirmed case of COVID-19 who will need to self-isolate for 14 days, even if they do not have symptoms. The aim is to prevent virus transmission from person to person.

A 'close contact' is a person who has been close to someone who has tested positive for COVID-19 anytime from 2 days before the person was symptomatic up to 10 days from onset of symptoms (this is when they are infectious to others). For example, a contact can be:

- People who spend significant time in the same household as a person who has tested positive for COVID-19
- Sexual partners
- A person who has had face-to-face contact (within one metre), with someone who has tested positive for COVID-19
- A person who has been within 2 metres of someone who has tested positive for COVID-19 for more than 15 minutes
- A person who has travelled in a small vehicle with someone who has tested positive for COVID-19 or in a large vehicle or plane near someone who has tested positive for COVID-19

Keeping the number of close contacts to a minimum, will reduce the transmission of the virus.

How to decide when teaching is on campus or online

Information on teaching delivery methods and Teaching and Learning Norms in relation to Covid-19 are available for each college from [Project Enhance](#). These norms were written by educational leaders in departments and colleges taking account of relevant context-specific knowledge, while also reflecting the institutional [Design Principles](#) and other pedagogic advice, as well as guidance from Professional, Statutory and Regulatory Bodies (PSRB), and other external experts.

Reducing lecturer shared equipment

To ensure that academic staff share as few touchpoints as possible, each academic will be given the opportunity to collect a teaching pack containing a visor, hand sanitiser, wipe board pens and board rubber. These are individual and not to be shared.

Monitoring and support

A University team will be on hand to support students and staff with questions, explanation of COVID-19 rules and reminders on face coverings, hand hygiene and safe distancing in welcome week and beyond.

This may mean a member of staff looks into your teaching space from time to time to identify if the COVID Secure principles are being adopted routinely. This is not to inspect teaching staff but to build a picture of any early warnings across the setting that COVID Secure workplaces are changing in practice and to consider any actions needed (depending on the national /local situation).

Step by step guides: How to deliver teaching sessions in different on-campus spaces

1. 1-12 seater seminar rooms

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 that 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 Here2Help 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 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.

Emergencies

- 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.
 - 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 that they can coordinate the necessary cleaning activities.
 - 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). Academic to check the door open then to 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](#).

2. 13-30 seater seminar rooms

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 Here2Help 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 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

- 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.
- 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.

Emergencies

- 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.
 - 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 that they can coordinate the necessary cleaning activities.
 - 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, you feel there is a safety concern you can call the session to a close and should 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). Ask the first student to chock the door open then to 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](#).

3. 31-50 seater small lecture theatres

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 that 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 your hands immediately before and after touching all AV/technical equipment.
- Show slide 2 of the [COVID Behaviours](#) slides up 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 that 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 Here2Help 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 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

- 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.
- 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.
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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](#).

4. 50+ large lecture theatres

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](#).
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- 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 Here2Help 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 them 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 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.
- Ask students to front face, unless for brief exchanges with other students.
- 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.

Emergencies

- 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.
 - 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 that they can coordinate the necessary cleaning activities.
 - 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 and 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](#).

5. STEM labs

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, collect lab coats/equipment as required, then proceed to the seat furthest from the door.
- 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) or PPE facemasks if required.
- 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 Here2Help 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 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

- Where equipment must be shared, disinfectant wipes should be used to wipe over the equipment between each person's uses.
- 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.
- 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.

Emergencies

- 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.
 - 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 that they can coordinate the necessary cleaning activities.
 - 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 and 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, placing their used lab coats into the provided bins where applicable.
- 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](#).

6. Computer labs

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 your 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, 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.
- 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 Here2Help 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 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

- 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.
- 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.

Emergencies

- 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.
 - 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 that they can coordinate the necessary cleaning activities.
 - 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 and 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, placing their used lab coats into the provided bins where applicable.
- 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](#).

7. Drama studios and performance spaces

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

- 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](#).
- 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.
- 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.
- 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.

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 your 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, if applicable (fill the room from the back to the front). Otherwise advise students to place themselves as far apart as possible.
- 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 Here2Help 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 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

- 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 is 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.
- 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.
- 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 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.

Emergencies

- 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.
 - 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 that they can coordinate the necessary cleaning activities.
 - 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 and 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.
- If attendees have been working in bare feet indoors, instruct them to wash their feet when they return home.
- 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](#).