SEMINAR ROOMS SEATING 1-12 PEOPLE

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 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. • 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). 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](#)