

# COVID-19 GUIDANCE: SAFETY MEASURES FOR TEACHING

## Introduction

This guidance aims to assist teaching staff to understand the safety measures which have been implemented for the protection of both staff and students. This information supplements existing information on the Coronavirus website:

<https://coronavirus.leeds.ac.uk/requirements-for-staff-who-need-to-come-onto-campus-to-work/>

<https://coronavirus.leeds.ac.uk/working-together-to-stay-safe/>

## Social distancing in teaching areas (lecture, seminar and flat floor teaching)



Photo 1 – Socially distant seating in a lecture theatre. The blue spots denote seats in use.

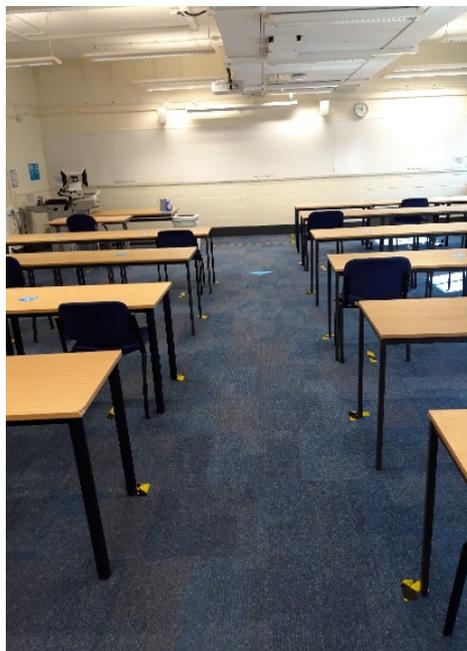


Photo 2 – Socially distant seating in flat floor teaching. Note the specific chair positions.

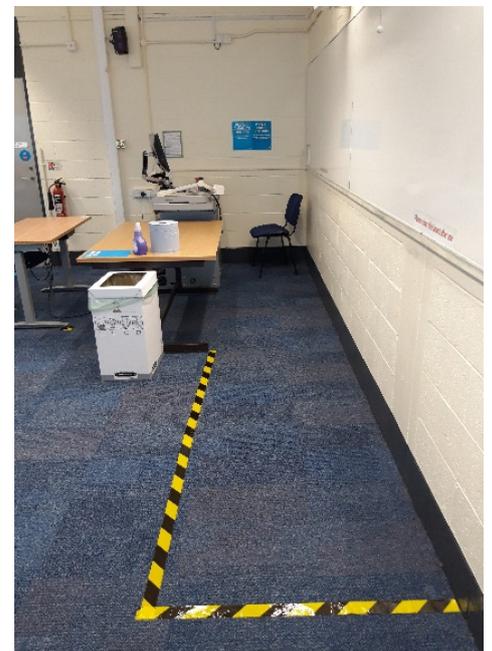


Photo 3 – Area for academic to remain socially distant from class while teaching.

The teaching areas in use this semester have been rearranged significantly to provide a covid-secure environment.

There is a greatly reduced student capacity, as well as arrangements to keep students distanced from each other and to provide academics with a safe area for teaching.

Please don't move any of the room furniture. For your information:

- Lecture theatre seating is marked to show which seats are to be used (the rest are not to be used).
- Flat floored room desks have been set out to allow students to sit with 2m distance from other students and the academic.
- Dedicated entry and exit routes where more than one option is available.



- Excess furniture has been removed where possible.
- Socially distanced area provided at front of room for the academic leading sessions.
- Students need to sit apart and at the designated points even if they are within a bubble/household.
- Hand sanitiser dispensers have been placed at regular intervals on the way to teaching areas to facilitate hands being kept clean.
- Cleaning supplies at front for the academic to use on the computer, monitor or other touch surfaces.

Note that specialised teaching areas such as performance spaces, studios and workshops have different arrangements for social distancing.

## **Setting up for teaching**

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When you arrive to teach a session there are some simple tasks which reduce the risk of exposure to covid-19. Please:

- Clean surfaces around the academic's position (including keyboards, mice and other touch surfaces) with the cleaning supplies provided. These should have been done by the previous user but please repeat this.
- Note that the use of physical learning materials (e.g. handouts) is strongly discouraged. However, if physical learning materials are absolutely required, you should where possible, place these on the student tables before the session starts. This will reduce both contact between group members and the number of people touching physical objects.
- Familiarise yourself with positions for students to sit and the order the room should be filled (e.g. from the front) to ensure those sitting down do not interfere with the flow of others arriving.
- Wipe down lapel mic before fitting; aim to position it tucked under your chin away from the trajectory of droplets produced as you talk.
- If there is a blue sticker on the window saying 'This window must be open when this room is in use', then open the window at the start of the session and close it at the end.
- Don't change the ventilation settings, as they may be set higher than usual.

## **When students are filling the room**

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As students arrive, please actively encourage them to fill seats as advised by the signage in the room. This will ensure those already seated do not interfere with the flow of the remaining students into the room.

Students should wear their face covering until seated. There is no requirement to wear a face covering in the room as the seats have been set out at 2m. However it is acceptable for any students who wish to do so to continue wearing their face coverings during the session.

Hand sanitiser points have been provided at regular intervals on entrance and exit routes used to access teaching spaces. Teaching rooms will be provided with enough cleaning products to allow students to clean down their desk area before and after the session.

At the start of the session please declare any technology you will use (including the availability of recordings), and invite students with any issues to let you know.

## **Social distancing during teaching session**

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The academic position at the front of the room has been marked out to allow you to remain at a safe distance from students.

- You do not need to wear a face covering (or face shield) when teaching from the front of the class (unless you wish to).
- If possible, aim to teach from the front of the classroom to remain a safe distance from students in your class.
- If you need to circulate the room when teaching and will be within 2m of students then you must wear a face shield (also sometimes called a face visor).

- There will be a small supply of face shields maintained in each teaching space just in case they are needed and teaching staff do not have their own available. If these are used they must be taken away for future use by the individual.
- If you need a face covering or face shield then they can be collected from points across campus – for a list of these locations see <https://coronavirus.leeds.ac.uk/staff-advice/face-coverings/> or contact [safety@leeds.ac.uk](mailto:safety@leeds.ac.uk) for bulk supplies.

### When students are exiting the room

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When your session is finished it will assist with social distancing if you consider the following points:

- Briefly look and listen to traffic in the corridor immediately outside, before you dismiss your group. Consider holding your class back if the area is already busy.
- Remind students to wear their face covering when they leave their desk.
- Ask students to take all notes, handouts or other items with them to keep the room as clear as possible.
- Ask students to wipe their desks down using the cleaning supplies available and dispose of them in the bins provided (they must maintain social distancing when they do this).
- Point students to the correct exit point from the room.
- Remind students to remain at a safe distance from each other as they file out of the room.

### Before leaving the room

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We are asking staff leading teaching sessions to assist with keeping the teaching space clean after every session. Please:

- Clean down the academic computer using the cleaning supplies provided.
- Ensure all handouts have been taken.
- Report any IT problems to IT helpdesk - [https://it.leeds.ac.uk/it?id=sc\\_home](https://it.leeds.ac.uk/it?id=sc_home)
- Report any concerns about social distancing arrangements or any issues with the building fabric or lack of cleaning supplies to FD Helpdesk – on **0113 34 35555** or [eshelp@leeds.ac.uk](mailto:eshelp@leeds.ac.uk) or <https://facilitiesdirectoratel.leeds.ac.uk/helpdesk/>

### Use of Face Coverings

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This section supplements the University guidance on face coverings - <https://coronavirus.leeds.ac.uk/staff-advice/face-coverings/>

A face covering used in a teaching area could include **a face covering over the mouth and nose** or a **clear face shield (also sometimes called a visor) over the whole face**.

- A face covering must be worn when inside building communal spaces and when entering teaching rooms.
- Please be aware however that not everyone is required to wear a face covering. There are exemptions for people who have a legitimate reason, and it's important to be kind and respectful of this, remembering that the reason may not always be visible to others.
- Face coverings may be removed when students are seated at a socially distanced position in the room.
- Academics teaching from the socially distant area at the front of the room do not need a face covering/shield.
- Face shields are likely to be necessary when an academic is circulating the room i.e. if you are within 2m of a student. If, for effective teaching, you need to be within 2m or closer to provide feedback to students as they work (e.g. for music fine composition), the staff member must wear a face shield and (where not exempt) the student a face covering.
- Students should be reminded to put their face coverings on leaving the room.

Face coverings and face shields for those delivering face to face teaching, can be obtained from key points across campus. – for a list see <https://coronavirus.leeds.ac.uk/staff-advice/face-coverings/>.

## Cleaning in teaching space

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Cleaning Services have committed to providing an enhanced level of service on a routine basis. Teaching spaces will be cleaned and checked regularly.

Cleaning supplies for teaching staff (e.g. for use on the computer keyboard) and those for students to wipe down desk areas will be checked and restocked on a regular basis.

## First aid

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First Aiders are being issued with guidance about delivering first aid in a covid-secure manner. Individuals who have come onto campus with symptoms, or start experiencing symptoms whilst on campus, are likely to be able to take themselves home and will probably not require first aid.

If you believe an individual is exhibiting covid-19 symptoms, or they tell you that they have symptoms then tell them to go home immediately and self-isolate and book a coronavirus test online - <https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/get-a-test-to-check-if-you-have-coronavirus/> - or by calling **119**.

In case of someone requiring first aid in a teaching session, call a local first aider or (because of reduced staff numbers on campus) call University Security on **0113 343 3222**.

If an individual appears to require an ambulance then dial **999** directly and ask someone else to also call University Security on **0113 343 3222** so they can direct the ambulance through campus.

## Fire evacuation

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**In an emergency** (e.g. fire alarm), leave the building immediately by the nearest exit. As you leave, social distancing rules and one way systems do not apply. When you reach the assembly point please observe social distancing and wear your face covering (unless exempt). The usual fire wardens may not be around but other fire safety systems are in place.

Security will respond to an alarm activation and will investigate the situation and silence the alarm. It may be necessary for academics leading sessions to liaise with the Security Officer attending to confirm that the building is safe for occupation once the fire alarm is silenced.