

COVID-19: 10 POINTS TO REMEMBER IN A TEACHING SPACE

1. Remember to wash your hands with soap and water (or use sanitiser) regularly.
2. Face coverings:
 - a. Students - wear them unless exempt.
 - b. Academics – you must wear a face covering in teaching space (unless exempt). If you feel a face covering will impact on learning/ teaching, you may use a face shield.
 - c. Be kind and respectful of people with a legitimate reason not to wear one.
3. Maintain a social distance from others wherever possible.
4. Don't move the furniture. Please advise students to sit only in the spaces allocated.
5. Remember to wipe down your own area at the start of each session and advise students to do the same.
6. Open windows where the signage on the windows requires you to do so.
7. If you have covid-19 symptoms, go home immediately, self-isolate, book a coronavirus test, and follow Government and University guidance.
8. Fire alarm – leave the building immediately by the nearest exit - social distancing and one way systems do not apply in this circumstance. At the assembly point you should follow social distancing and wear your face covering (unless exempt).
9. First aid – call a local first aider or University Security on **0113 343 32222**. For an ambulance call **999** then call University Security on **0113 343 32222** to direct it to you.
10. Leaving the room – ensure the session finishes on time, clean your own area and advise students to clean theirs, wear face coverings and follow social distancing.

Key contacts/ advice:

- For information on face coverings/ shields (including locations/ exemptions) - see <https://coronavirus.leeds.ac.uk/staff-advice/face-coverings/>
- To report concerns about social distancing arrangements, any issues with the building fabric or lack of cleaning supplies contact FD Helpdesk – **0113 34 35555** or eshelp@leeds.ac.uk or <https://facilitiesdirectorate.leeds.ac.uk/helpdesk/>
- Report any IT problems to the IT helpdesk - https://it.leeds.ac.uk/it?id=sc_home
- General information: <https://coronavirus.leeds.ac.uk/>

