

# 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. Staff and students do not have to wear a face covering in teaching space, unless a risk assessment requires it (see local signage).
3. Teaching spaces have allocated capacities displayed in each room. Advise students not to move the furniture, and to sit only in allocated spaces.
4. Wipe down your own area at the start and end of each session and advise students to do the same. Cleaning materials are available.
5. Ensure that windows are opened where signage requires it. There is already increased airflow in all our mechanically ventilated spaces.
6. Finish the session on time to help with the movement of people between teaching activities.
7. If anyone reports they are experiencing covid-19 symptoms, instruct them to return home immediately, self-isolate, book a PCR test, and follow Government and University guidance.
8. If the fire alarm sounds, leave the building immediately by the nearest exit. Meet at the assembly point and await further instructions.
9. If first aid is required, call 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. For further advice see <https://digitalpractice.leeds.ac.uk/scala/physical-teaching/> and:
  - For help regarding the room, call FD Helpdesk on **0113 343 5555**.
  - Face shields are available in each teaching space should anyone wish to wear one. For more details of where to get a face covering and when to wear one, see <https://coronavirus.leeds.ac.uk/campus-service-updates/working-together-to-stay-safe/>
  - For IT problems, follow instructions on the equipment or contact the IT Helpdesk on [https://it.leeds.ac.uk/it?id=sc\\_home](https://it.leeds.ac.uk/it?id=sc_home)
  - For support with health, safety and wellbeing contact the Health and Safety team on [safety@leeds.ac.uk](mailto:safety@leeds.ac.uk)

