

Guidance Notes for Everyone Educating Students in Generic Teaching Spaces in 2020/21

PURPOSE OF THIS DOCUMENT

Our overriding objective is to keep everyone safe on campus and this document sets out how we will achieve this in respect of our teaching rooms.

Teaching rooms will look very different in 2020/21 and the experience of staff and students getting to – and from – and using those spaces will also change.

We have put in place a range of measures but in order for these to be effective we expect every member of staff and all our students to follow the new protocols and respectfully safeguard our own health and wellbeing, and that of every member of our community.

This document covers operational arrangements and responsibilities and accountabilities in all generic teaching spaces for 2020/21 to keep us all safe.

The scope of this document includes:

- Centrally bookable teaching rooms
- Departmentally bookable teaching rooms.

It excludes:

1. PC Cluster rooms – which will be accessed entirely remotely. Support documentation about the using these spaces can be found at
2. <https://www.ucl.ac.uk/isd/services/computers/virtual-pcs>
3. Spaces that are managed by academic departments, specifically:
 - Teaching laboratories and other specialist teaching spaces (studios, workshops etc)
 - Specialist departmental computing facilities
 - Non-bookable student spaces (student study spaces; communal facilities; departmental study rooms etc.).

Throughout this document the term 'teaching staff' is used for anyone delivering F2F education in 2020/21 irrespective of employment status and/or type of post held.

WHAT WE ARE DOING TO KEEP EVERYONE SAFE

We have put in place a range of measures to keep you safe including:

- **One-way system**

UCL's buildings have – where feasible – one-way systems in place and building and room capacities have been reduced. Signage is in place to indicate entry and egress routes and maximum capacities in rooms, lifts, toilets, kitchens etc. It will take considerably longer to travel around campus so please bear this in mind and ensure that you allow plenty of time to get to your teaching session.

- **Corridors**

Everyone should avoid lingering in corridors or other communal areas within buildings.

- **Social Distancing at 2m and restricted room capacities**

Teaching room capacities have been significantly reduced in order to maintain 2m social distancing.

The revised maximum room capacity is indicated in CMIS and is also displayed on the door to the teaching room and within the room itself. To maintain everyone's safety his capacity must not be exceeded.

- **Room set-ups**

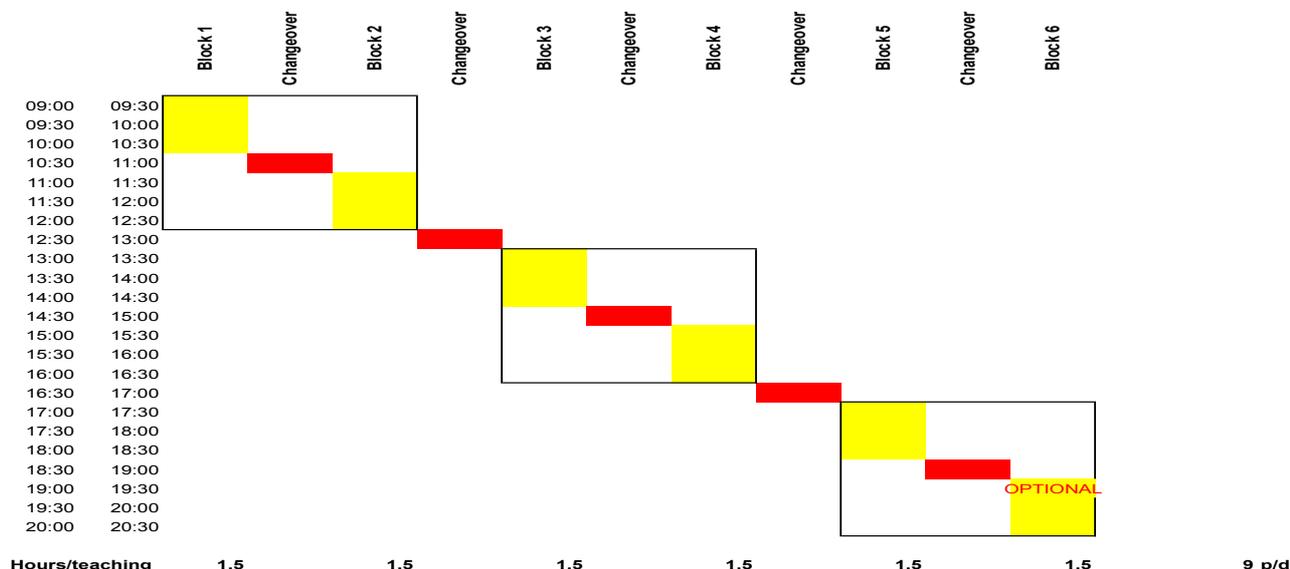
Rooms have – wherever possible – been set up to safely maximise capacity at 2m social distancing due to the anticipated number of students on campus. In order to achieve this we have – in some cases – changed the furniture in the room to remove large tables and replace with chairs with writing surfaces. We appreciate that this furniture may not be optimal for every teaching session, but the need to maximise the number of seats and the approach that had to be put in place this year to devolve rooms down to faculties/departments has meant that we are not able to always provide a room that is set up to optimally support the teachers preference or pedagogy.

Furniture must not be moved under any circumstances for these reasons.

- **Length of teaching sessions and room changeover**

All F2F sessions in 2020/21 must follow the block pattern below. The exception to this is if two sessions are merged.

Indicative teaching day to support zoning of teaching and handover



Classes must start and finish promptly at the published times. Teaching staff and students must arrive between 10-15 minutes before the start of the session (no earlier) to allow enough time for the preceding class to have vacated, and to ensure safe entry and be ready to start the session on time.

- **Cleaning regimes**

Teaching rooms will be cleaned to an enhanced specification every morning. Alcohol based sanitising wipes and hand gel will be available in every teaching room for students and staff to wipe down their desk or work area. Gloves need not be worn unless the individual has a specific allergy.

Rooms will be checked more frequently than usual to ensure that bins are emptied and wipes replenished before they run out. However, if you are made aware that no wipes are available please call Ext. 30000 or 020 7679 0000* to report that more are required, giving the building and specific room number (please indicate that you are calling about a teaching room).

Sodexo – our cleaning provider – will be cleaning high contact points (door finger plates; lift buttons etc.) regularly during the day. Wipes and hand sanitiser gel are also available at building entrances.

* 8am – 5pm Monday to Friday. Outside of these hours please call Ext. 33333 or 020 7679 3333.

- **Ventilation**

All teaching rooms have been surveyed and in accordance with national guidance, changes have been made to ensure that the ventilation of rooms does not compromise your safety. For mechanically ventilated rooms this includes checking rooms where there are known issues and taking specific mitigating actions. Flow of air into rooms has been increased and air will not be re-circulated.

In naturally ventilated rooms windows must be kept open. It is recognised that this may mean that rooms may feel chilly as winter approaches and you and your students are therefore advised to wear extra layers as necessary. A list of rooms that are naturally ventilated will be confirmed to your department. Please make sure that all room users are aware of this.

See <https://www.ucl.ac.uk/coronavirus/reducing-risk-transmission-through-building-ventilation>

- **Face coverings**

We expect staff and students to wear face coverings if they can working onsite at UCL. UCL will provide each member of teaching staff with two reusable and washable masks with a clear panel for you to use when interacting with students. These should be collected in advance of your first session from a designated collection point. Staff should use their own personal face coverings at other times.

- **If you are feeling unwell**

Stay at home and do not come on to campus. If you feel unwell with coronavirus symptoms while on campus, you must stop your teaching session and travel to your place of residence as quickly as possible. See <https://www.ucl.ac.uk/coronavirus/about-virus-and-taking-precautions>

- **If one of your students becomes unwell during the session**

Students (and staff) should not be on campus if they feel unwell. Any student who becomes unwell should leave immediately, and – if experiencing corona virus symptoms – should follow the advice referred to above.

- **Managing isolated or localised outbreaks**

If it becomes evident that a student in one of your classes has tested positive for coronavirus we will take steps to manage outbreaks depending on the nature of the outbreak (i.e. whether it is a single case or multiple outbreaks). Where necessary we will close teaching rooms for a period of time whilst they are cleaned and sanitised or temporarily halt F2F teaching activity on occasions. In order to do this at short notice we will be holding a stock of teaching spaces specifically for this purpose. In the event of an outbreak, your teaching room may be subject to change at short notice.

WHAT DO YOU NEED TO DO TO KEEP EVERYONE SAFE

We have put in place this range of measures to keep you safe but every one of us needs to follow the guidance in this document and in

<https://www.ucl.ac.uk/coronavirus/keeping-safe-campus/keeping-our-community-safe>

It will be some time before we can be together again as we are used to on campus and we all need to support each other as we get used to this “new normal”. If you notice that someone has made a mistake and overlooked these guidelines, please let them know in a friendly and polite way. Or if someone reminds you of your own slip, please don’t take offence – we are all just trying to keep everyone safe.

PREPARING FOR YOUR TEACHING SESSION

1. Complete the Return to UCL Induction.
2. Familiarise yourself with the teaching room itself, along with entry and egress routes in advance of your teaching session.
3. Remember your face covering with a transparent panel. You are strongly encouraged to wear a face covering at all times (see https://www.ucl.ac.uk/coronavirus/sites/coronavirus/files/face_coverings_and_protective_equipment_during_covid-19_-_12aug.docx).
4. If you plan to use whiteboards, remember to take appropriate marker pens and a board eraser with you. These have been removed from all teaching rooms. Alternatively you are encouraged to make use of digital equivalents.
5. Take a wipe from the supply provided to sanitise the lectern, keyboard, mouse and microphone. Used wipes should be disposed of in the General Waste bin inside the room.
6. Use of the hand gel provided.
7. If you are teaching in a naturally ventilated room (this will be indicated by a sign on the class room wall and also on the Information Sheet inside the room) please ensure that the windows are open when you arrive and remain open throughout.
8. Because of the need to maintain natural ventilation you will need to adjust your clothing to a comfort level that is appropriate for you. This may require taking a warm jumper with you or wearing a jacket.

STARTING YOUR TEACHING SESSION

1. Teaching staff should arrive 15 minutes before the formal start of the start time. Students should arrive ahead of the start of the session but no more than 15 minutes before the timetabled start time and enter the room immediately.
2. Check the maximum room capacity under social distancing for your teaching room and ensure that this is not exceeded under any circumstances.
3. Please remind students to maintain social distancing whilst entering the room.
4. As your students enter the room ask them to use the hand gel and take a wipe from the supply provided to sanitise their desk and work area. These should be deposited in the General Waste bin inside the room when they leave.
5. Ask students to take seats furthest away from the door to minimise unnecessary close contact with those arriving afterwards.
6. Advise students to only sit at the seats indicated by a green tick. No other seats or desks should be used.
7. Remind students that face coverings should be worn.
8. Remind students that under no circumstances should chairs, desks and tables be moved.
9. Take, and retain, a register of student attendance.

DURING YOUR TEACHING SESSION

1. Ensure that no furniture is moved and that social distancing is maintained at all times.
2. Ensure that face coverings continue to be worn throughout the session.

ENDING YOUR TEACHING SESSION

1. Finish on time – not later. You must end your teaching session at the published time. Sessions can end earlier – but must not over-run.
2. Advise students that they must vacate the room and building immediately. Students must not remain in teaching rooms or within the corridors or lobby areas of a building.
3. Explain to your students that questions after classes should be addressed through office hours or via email rather than in person within the room.
4. Remind students to deposit their sanitising wipe in the bin provided at the exit to the room.
5. Remind students to maintain social distancing whilst exiting the room.
6. Before students leave the room, check that the egress route is clear and that congestion will not be caused as a result of multiple classes exiting at the same time. If the corridor outside the teaching room is busy ask the students to wait in their seat until they can leave the room safely.
7. For rooms with multiple exits – advise students to leave the room by the nearest available exit and ask the first student leaving the room to check that the way out is free of congestion before leaving.
8. The next class will be arriving 15 minutes ahead of the next timetabled session: the teaching room and the surrounding corridor areas must be vacated by your class well ahead of that time to avoid congestion.

VERSION CONTROL

This Guidance will be reviewed and updated regularly during 2020/21.

Version	Changes	Date
0.1	First draft prepared and issued by Sian Minett	24/08/20
0.2	Updated to reflect comments from Geoff Dunk, Robbie Macaulay, Loren Moyse, Deborah Gill, Ayanna Prevatt-Goldstein, Andy Heath	26/08/20
0.3	Updated to reflect comments from Norbert Pachler, Katie Price, Fiona Strawbridge, Brent Carnell, Tom Rowson	04/09/20
0.4	Updated to reflect change in face coverings guidance.	20/09/20
1.0	Final version issued by Sian Minett	22/09/20
1.1	Amended by Sian Minett with amended hyperlink to virtual cluster guidance	24/09/20