



**Be kind.  
Keep your distance.  
Thank you for  
understanding.**



## Room Guidelines

<b>Ventilation</b>	<ul style="list-style-type: none"> <li>Existing ventilation controls have been reviewed by Property and Facilities and no additional changes are needed.</li> </ul>
<b>Room Preparation and Use</b>	<ul style="list-style-type: none"> <li>Rooms with furniture on wheels – keep arrangement that allows social distancing of 1 m plus.</li> <li>Rooms with furniture without wheels – do not change the room layout.</li> <li>Staff to ensure COVID controls are implemented for activities.</li> <li>Where 2m distance from students is not possible, staff are to use a screen/face visor.</li> <li>Staff to check that students are complying with their social distancing responsibilities.</li> <li>Staff to encourage students to clean down their workstations before the session.</li> </ul>
<b>Cleaning</b>	<ul style="list-style-type: none"> <li>Enhanced cleaning programme is in operation.</li> <li>Cleaning materials are provided in the room to wipe down surfaces before lecture.</li> <li>General purpose bins should be used for disposal of cleaning materials.</li> </ul>
<b>Face coverings</b>	<ul style="list-style-type: none"> <li>Staff, students and others shall maintain the required social distance at all times and face coverings are required to be worn in this room. Those exempt on grounds of health, disability or for other reasons (e.g. teaching) alternative controls will be deployed on a case by case basis.</li> </ul>
<b>Equipment</b>	<ul style="list-style-type: none"> <li>The use of shared equipment should be minimized. Touch points and areas that are likely to become contaminated and shared equipment must be cleaned between each use.</li> <li>AV Pod, white board, projector and other equipment to be cleaned after each use.</li> <li>Technology to be used to maximum effect for demonstrations, experiments and other activities to minimize need to reduce distancing.</li> </ul>
<b>Personal Health</b>	<ul style="list-style-type: none"> <li>Staff and students reminded to self-isolate and contact NHS if showing any COVID-19 symptoms.</li> </ul>