Social Distancing in Teaching Spaces

- Face coverings must be worn when moving about on campus
- Maintain two metre social distancing at all times

On entering the room
- Students should pick up a wipe, make their way to a desk and keep their face coverings on until advised
- Once everyone has wiped down their desk and is seated, face coverings can be removed
- Take a register of all attendees using the system provided
- Under no circumstances must room furniture be moved or modified
- Ensure room capacity is not exceeded
- Microphone use (when available) is mandatory. Wipe down microphone prior to use
- If using the computer equipment in the room or connecting a laptop, please wipe table, keyboard, mouse, and touch points, including pens, whiteboard marker and eraser
- In labs, workshops and nursing, follow local procedures where task-specific personal protective equipment is required
- In computer suites and library areas use the specialist wipes to clean keyboard, mouse and table before and after use and dispose of wipe in bin provided

During class
- Advise students to stay seated at all times
- Minimise your own movement around the room unless necessary for effective teaching. If moving around:
  - wear a face covering
  - avoid face-to-face positioning
  - maintain 2 metre distance where possible
  - do not exceed 15 minutes cumulative close contact with any student
- No handouts to be given - these should be sent to students electronically
- Stay in the room during breaks. If anyone needs to leave, they should put on a face covering prior to getting out of seat and sanitise hands when leaving and re-entering the room. Avoid congregating in corridor areas

Before leaving the room
- Remind students to:
  - put on their face coverings before getting up
  - maintain social distancing when leaving
  - place all rubbish, including used wipes, in the bin as they leave
  - sanitise their hands on the way out
  - leave the building as soon as possible, unless they have another lecture
- Wipe down all surfaces you have touched prior to leaving and put waste in bin