



# Studying on Campus

(post Covid)

## Student Health & Safety Guidance

## Contents

1.	Introduction .....	3
2.	Before coming on to campus.....	4
3.	Access/egress from the building .....	4
4.	Social distancing .....	4
5.	Face coverings .....	5
6.	Hygiene .....	5
7.	Student Health & Wellbeing.....	5
8.	Safety and security .....	6
9.	First aid .....	6
10.	Fire evacuation .....	6
11.	Cleaning procedure.....	6
12.	Catering facilities .....	6
13.	Rooms .....	7
14.	Libraries .....	7
15.	iPoints .....	7
16.	Teaching rooms .....	7
17.	Laboratories, workshops, research areas.....	7
18.	Sports facilities.....	7
19.	Ventilation .....	7
20.	Signage.....	8
21.	Corridors, stairs and lifts.....	8
22.	Doors.....	8
23.	Toilets .....	8
24.	Water fountains.....	8
25.	Further Information.....	8

# 1. Introduction

## Edinburgh Napier University Approach

This guidance document applies to all students on all Edinburgh Napier properties. The safety and wellbeing of our Edinburgh Napier staff and students is our priority. This document lays out the expected behaviours of everyone in relation to following the rules around social distancing and general behaviours and good practices, and our approach to the key elements of health and safety on campus. It is essential that we establish safe procedures for those on campus in order to protect each other and our families.

We recognise that students will have circumstances that need to be considered and the planning process will take into account individual needs so we can ensure everyone is safe.

### **The University is committed to:**

- ✓ Placing the health, safety and wellbeing of our staff and students at the heart of everything we do and identifying and making available a range of support, advice and information.
- ✓ Adhering to the Public Health Scotland and Scottish Government's guidance on the containment and management of Covid-19.
- ✓ Communicating, in a timely way, advice and information to make sure that our staff and students are fully informed and aware of the latest news and what it means for them.
- ✓ Openly welcome feedback and suggestions from our staff and students, and act on these as appropriate to ensure a safe and positive return to campus for all.
- ✓ Living the University values and behaviours and operating with fairness and transparency in all that we do.

### **Students should:**

- ✓ Take good care of their health and wellbeing and access as needed the range of support available.
- ✓ Ensure that they keep themselves up to date with the advice and information shared with them by the University, to make sure they are fully informed and aware of the latest news and what it means for them.
- ✓ Discuss with their Personal Development Tutor any support and development needs, and proactively access opportunities that will help them to achieve their full potential and adapt to a 'new normal' following the return to campus.

Any enquiries or questions are to be directed to [the Health and Safety team](#) who will be more than happy to help.

## 2. Before coming on to campus

Please follow all guidance from your school regarding coming into the university campus. Our Campuses are fully operational again, with timetabled classes, study areas, etc.

**Before coming to campus, do a “conscious check” on your health and check you are feeling well.**

**Do not come to campus if you have a high temperature (above 37.8°C) or do not feel well enough to study and carry out normal activities.**

If you have Covid or symptoms of Covid, you must not attend classes and self-isolate in accordance with the Scottish Government's [guidance](#).

For further information: [www.nhsinform.scot](http://www.nhsinform.scot)

If you need support to isolate and can't get this from friends, family or online, the National Assistance Helpline is there to help and can be reached on 0800 111 4000.

## 3. Access/egress from the building

The normal access and egress to the buildings are fully operational again.

Whilst people will have washed their hands before leaving home it is important to note that all entrances have sanitising stations. On entering a building you are encouraged to sanitise before you proceed any further.

As a matter of etiquette and courtesy please adopt a universal system of stepping back and allowing people to leave buildings before anyone enters, this will ensure we maintain social distancing at entrances.

## 4. Social distancing

Viruses, such as coronaviruses, travel in droplets expelled from the original host via sneezing, coughing, or just speaking. Unlike bacteria, viruses do not possess any metabolic machinery themselves. In other words, viruses can only survive for a limited time outside of the host and need to get to the next host quickly. If a potential host is standing within the range of travel by the virus-containing droplets, then they have a high probability of catching the droplets and becoming infected.

We know that social distancing helps. To protect vulnerable/at higher risk staff and students, we expect all staff and students to respect those members of our community and especially those who are either wearing a lanyard or badge, or request that others keep a safe social distance.

**Remember: Keep a safe distance from each other in all teaching spaces and whilst moving around the University (please respect others' personal space).**

## 5. Face coverings

### Face coverings

Face coverings are no longer legally required in indoor spaces including all our university premises; however, the Scottish Government strongly **recommends that you continue to wear a face covering** in crowded and enclosed spaces.

### Personal Protective Equipment (PPE)

Personal protective equipment (PPE) protects the user against health or safety risks at work. Face coverings are not PPE as they do not protect people from work-related hazardous substances.

Surgical masks or respirators should continue to be reserved for those who need them to protect against risks in their workplace, such as health and care workers, or essential lab work where wearing this type of mask is specified in the relevant COSHH/Risk Assessment.

## 6. Hygiene

### Handwashing

The coronavirus, which causes Covid-19, is an enveloped virus. Once the viral envelope is damaged or destroyed, the virus will become inactive.

[Hand washing](#) with soap and water for 20 seconds is very effective against the coronavirus as the detergent can inactivate the Covid-19 by dissolving its lipid layer.

Follow the Scottish Government's guidance on good hygiene principles, wash your hands frequently. There are frequent hand sanitising stations at the entrance and around the campus - please ensure that you use them and handwashing facilities with soap and water frequently.

Always maintain social distancing and turn up for class on time to reduce queuing. Also, if you do not require to be in the campus you are encouraged to leave as soon as the class has finished.

## 7. Student Health & Wellbeing

Any outbreak can be a worrying time for everyone and it is important that everyone feels supported and listened to. It is crucial that their wellbeing is being looked after while studying.

By maintaining regular contact arrangements, students will have the opportunity to share any concerns or anxieties they may have and will be able to identify early on if someone is struggling with studies.

### Support available:

[Student Wellbeing & Inclusion](#) | [ENSA](#)

## 8. Safety and security

For your safety and security, we have introduced a number of additional layers of safety and security. Those returning to campus must wear and have visible their student ID cards. You may require your ID card to access certain parts of the building.

## 9. First aid

We will have a limited number of first aiders available - **if you need help in an emergency please call 4444** and assistance will be arranged.

PPE has been made available to first aiders who need to give hands-on first aid treatment. Please get in touch with the Health & Safety team if you have any questions.

## 10. Fire evacuation

If the fire alarm sounds, evacuate the building using the nearest available exit.

## 11. Cleaning procedure

Cleaning and washing hands regularly are the principal hygiene controls for the Covid-19 virus.

As part of the cleaning procedures the following are in place:

- Wipes are in all teaching and classroom spaces, kitchen areas and libraries
- Offices are cleaned on a regular basis however people are requested to keep their desk clean and tidy - wipes are available throughout the campuses
- Touch points (doors and handles etc.) all around the University are being cleaned daily
- Toilets are cleaned 2/3 times a day

In addition, hand sanitisers are available at the entrances to buildings and in common spaces and key points around the building. These form the first point of hygiene control in each building.

Sanitising wipes are available across work areas with the occupants taking responsibility to use and dispose of the wipes as directed.

**The primary control for personal hygiene is that all building occupants regularly wash their hands in line with the guidance issued through Public Health Scotland.**

## 12. Catering facilities

For information on catering facilities, please [click here](#).

## **13. Rooms**

Many students work in open plan areas with more than one occupant.

- Do not exceed room capacity
- Use [Resource Booker](#) system, where applicable
- Open windows for added ventilation
- Wipe down shared surfaces before and after use
- If you have a designated desk ensure that you clear your desk and wipe down at the start and end of the day

## **14. Libraries**

Library areas are fully operational again with no restrictions on face coverings and social distancing. [Certain spaces](#) require to be booked using [Resource Booker](#).

## **15. iPoints**

The iPoints are available on campus where information and assistance is required. Perspex screens are still in place, all are reminded to wait in a queue.

## **16. Teaching rooms**

All teaching rooms and spaces are fully operational again with no restrictions on face coverings and social distancing.

## **17. Laboratories, workshops, research areas**

Laboratories, workshops and research areas are fully operational again with no restrictions on face coverings and social distancing.

## **18. Sports facilities**

ENgage is now fully open, including showering facilities.

## **19. Ventilation**

All our ventilation systems are in compliance with current requirements for maintenance and servicing and are being managed by Property & Facilities.

## 20. Signage

Information signs are in place.

Please respect each other and follow good manners and behaviours and always be courteous where access is restricted e.g. narrow corridors and stairs.

## 21. Corridors, stairs and lifts

Corridors and stairs are fully operational with no restrictions.

Lifts are fully operational with no restrictions.

## 22. Doors

To aid ventilation, office/lecture room doors should be left open where possible, **except where it is a designated fire door** and windows should be opened. You **must not wedge fire doors open** as they serve a critical function. Fire doors will remain operational as per normal (pre Covid-19) circumstances. Many of the fire doors in our corridors have magnetic locks on the back to hold them open and automatically close in the event of a fire.

## 23. Toilets

All toilets and circulation areas are fully operational with no restrictions.

## 24. Water fountains

Water fountains are fully operational with no restrictions, they are being maintained and cleaned regularly as per standard guidelines.

## 25. Further Information

[NHS Inform](#)  
[Scottish Government](#)