

Solent University: Returning to University Campuses

Guidance for Colleagues

April 2021

Some of you may have already visited one of our campuses in the last few weeks. For others, this may be the first time since March 2020 that you have come to one of the University buildings. This guidance is to help you know what to expect and what you can do to play your part in keeping staff, students and visitors as safe as possible during the current pandemic while social distancing measures are in place. At all times, the University is following government guidance to determine what activity can take place on campus and how the campus can be managed safely.

Please read this document carefully before attending the University buildings and use it for reference while you are on campus, raising questions with your manager in the first instance.

Please note that this guidance exists in addition to all current University policies and guidance. Please continue to follow all University health and safety policies and guidelines. A return to campus [Risk Assessment](#) is available on the Portal.

General advice

- Only attend campus with your manager's permission on agreed days
- You should follow the University guidelines on symptom-free testing if you are attending campus.
- If you display symptoms while on campus, you must go home, self-isolate and inform your manager.
- Wash hands regularly with soap and water for a minimum of 20 seconds and always on arrival on campus.
- You should wear a face-covering at all times on campus unless you are exempt from doing so. You must wear appropriate PPE if your activity-based risk assessment states that this is necessary
- Maintain social distancing wherever possible, following all instructions and signage.

Find out more

- [Solent University advice page](#)
- [Government advice](#)
- [Public health England](#)
- If you have any questions or concerns, please raise with your manager in the first instance. For health and safety guidance, please email health.safety@solent.ac.uk

Vulnerable colleagues

- If you are classified as clinically extremely vulnerable, you will have been told by your GP or will have received a letter telling you that you are in this group. This means that you are at very high risk of a severe illness from coronavirus. Please inform your manager and follow advice from your GP about returning to work.
- If you have a specific chronic pre-existing condition or are an expectant mother, you are currently classified as **clinically vulnerable**. This means that you are at higher risk of developing severe illness from coronavirus. Clinically vulnerable staff are advised to follow government guidelines as to whether and when they should return to work and discuss this with their manager.

What if I develop symptoms?

If you have any of the main symptoms of coronavirus (COVID-19), you must stay at home (self-isolate) and get a test. The main symptoms are

- a high temperature
- a new, continuous cough
- a loss or change to your sense of smell or taste

[Visit the NHS website for more information on symptoms.](#)

[Read detailed self-isolation guidance on the Government website here.](#)

If you develop symptoms while on campus, please return home immediately, avoid touching anything and notify your manager as soon as possible. The University will follow Public Health England guidelines if there is a confirmed case of Coronavirus on campus.

Getting to and from work

- Please take note of the following guidelines
- Limit contact with other people and keep your distance (2 metres apart where possible).
- [Government guidance](#) advocates walking and cycling where possible and encourages you to consider all other forms of transport before using public transport. Avoid car-sharing other than with members of your household.
- If you need to use public transport, [please review the Government guidelines here](#), noting that from 15 June 2020, it is the law that you must wear a face covering when travelling on public transport in England.
- If you currently hold a permit to park on campus, you will be able to use the car parking facilities. If you do not hold a parking permit, you can park at East Park Terrace in July, if space is available.
- To reduce the risk of cross contamination, you must limit the amount of items that you bring on to campus. These should be essential items required to perform your role and to support your wellbeing on campus.

General Protocols on Campus

We have put a range of measures in place to help ensure your safety and wellbeing, with an emphasis on good hygiene and social distancing. Please remember that you have a legal responsibility to comply with these measures.

Guidelines include:

- Reduction in the number of staff permitted on campus
- Promotion of cohort working and staggered start/finish times where possible
- 2 metre distancing rules
- Wearing of face-coverings
- Symptom-free testing
- Clearly defined one-way routes around some buildings
- Separate stairways designated for going up and coming down in some buildings
- Restrictions on lift use e.g. who can use them and the number permitted in a lift at any given time
- Additional signage both internally and externally which you must adhere to
- Reduced seating in communal areas. You may find that some seating areas have been cordoned off or removed
- Specific arrangements for visitors and internal post deliveries

- Enhanced cleaning of touch points such as taps and washing facilities, toilet flush and seats, door handles and push plates, handrails, lift controls

All managers should risk assess the activities of their staff. If their activities make maintaining social distancing difficult or there are other concerns, the manager should introduce further control measures to reduce any identified risk. Please contact the health and safety team health.safety@solent.ac.uk if you need further advice on this.

Access to and egress from buildings

Some changes have been made to building entrances and exits in order to control the flow of people into, out of, and within buildings. Even if you are very familiar with the building or campus, please look carefully at any signage in place and follow the instructions given.

- Fire doors will all remain operational as per normal (pre Covid-19) circumstances and therefore only used in emergencies.
- At all entrance points to buildings, signs will be in place to remind you of the social distancing measures.
- Please wash your hands or use hand sanitisers when you arrive on campus.

Maintaining social distancing in corridors, staircases and lifts

- Please adhere to any one-way systems, floor markings and signage which are in place to facilitate social distancing.
- All lifts on campus should be used by only one person at a time. Please use the stairs if you are able to do so. Please wash your hands before and after using the lift.
- In buildings with more than one stairway connecting floors, stairways may be designated as one-way to reduce face-to-face interaction.
- If staircases are two-way, are narrow and where passing would result in close proximity, please consider a verbal alert procedure (i.e. shouting "Is anyone using this stairwell?") to give you the opportunity to wait until it is clear.
- If passing somebody at less than 2m is inevitable, try to turn your face away.

Service desks

- Some Schools and Services across campus offer customer-facing services e.g. student services, library services, and creative equipment borrowing etc.
- If you are responsible for a customer-facing service area, please plan carefully within your activity Risk Assessment how you will organise possible queues. Consider where to queue from, tape (or similar) on the floor to keep 2m between persons as they queue and clear signage. Railing or tape may be required where longer queues are likely to form.
- To prevent students and visitors coming too close to desks, consider using a temporary barrier across the desk to better enforce social distancing
- Please avoid the sharing of equipment at service desks.

Open Plan / Communal offices

- University policy will continue to follow government guidelines which currently state that people should work at home if at all possible.
- Staff offices have been assessed to identify maximum capacities to ensure that when seated at a desk you are 2m away from your colleagues.
- All workstations in offices will be used by one person only. Managers will discuss which day(s) of the week you should work on campus if it is appropriate for you to do so. It is essential that the maximum capacities identified are not exceeded.

- It will not be possible to share workstations or office equipment such as keyboards, telephones or stationery. Where possible, use digital and remote transfers of material rather than hard-copy documents.

Kitchens

- To ensure social distancing measures are adhered to, communal kitchens should employ a 'one out, one in' procedure with no more than one person being in the area at any time.
- Those waiting to use a kitchen should form a queue in the adjoining corridor or space outside kitchen with the start of the queue being set 2m away from the entrance to the kitchen area.
- Staff should bring their own pre-prepared food onto campus to limit the time they would need to spend in the kitchen. It will not be possible to eat food in the kitchens. Please avoid using fridges where possible and do not leave any food in the fridge overnight. Wash your hands before and after using the fridge.
- Prior to the handling of communal items in the kitchen, such as water heaters and kettles, all staff should wash their hands for at least 20 seconds in accordance with government guidance to prevent contamination of surfaces.
- Communal cutlery/mugs etc. should not be used, and personal ones be taken home to be washed, not left in communal areas.

Toilets

- Toilet facilities across campus differ, ranging from single accessible toilets, lockable WCs to larger communal facilities. Some toilet facilities may not be available for use. The capacity of communal facilities will be reduced to ensure social distancing.
- In all cases, please respect good hygiene, making a conscious effort to wash your hands effectively.
- If waiting to use a single/accessible facility, ensure that you stand at least 2m from the door to allow the previous occupant the appropriate space to leave.
- If you find toilets are in an unsatisfactory condition, please contact the Estates and Facilities on the following numbers:

Warsash: 07740 924873

East Park Terrace: 07703 207227

Communal / multi - occupancy facilities including smoking shelters and changing rooms

- Wash your hands before and after using all communal facilities
- Maintain a distance of 2m wherever possible. Where this is not possible, do not be in closer proximity to a person for more than 15 minutes.
- Agree staggered break times within your office to spread the demand for communal facilities across the day
- Catering will become available from all outlets on the East Park campus over the next few weeks. However, this will be a takeaway offering only in the first instance.

PPE and face coverings

The Government has now advised that face coverings should be used in all University learning environments. However, everyone should continue to be sensitive to the needs of those who are exempt from wearing face coverings.

The Solent University [face coverings policy](#) sets out the local requirements that should be adhered to and includes an FAQ section to provide clarification where necessary.

It may be that, following an activity based Risk Assessment, your Manager advises that you will need to wear PPE including a face-mask to carry out some of your duties. Please discuss this with your manager if you have any questions

Dealing with emergencies

- If buildings need to be evacuated in an emergency, you should only maintain the 2m social distancing advice if it is safe to do so.
- A **CHANGE** to one of the assembly points at East Park Terrace: if you are based in the Andrews, Reginald Mitchell or Mountbatten Library buildings, your primary assembly point is outside the Mountbatten Library. Do not cross the road and assemble in East Park.
- First aiders have been given additional advice and equipment for providing first aid treatment at this time.

Cleaning

- Enhanced cleaning has been introduced into communal areas and on high contact areas.
- This includes taps and washing facilities, toilet flush and seats, sanitary boxes, vending (if applicable), hand dryers, door handles and push plates, handrails on staircases and corridors, lift and hoist controls.
- Rubbish collection and storage points will be emptied regularly throughout the day and any touch dustbin lids will be cleaned.
- Under desk bins and food caddies have been removed from campus at this time.

Visitors / contractor arrangements / deliveries

- Only essential visitors or contractors should be invited onto campus and should be sent the Access Protocols before attending.
- Contractors should include reference to social distancing and hygiene measures in their Risk Assessment Method Statement (RAMS) documentation.
- Visitors should be provided with allotted times and only met in locations where the 2-metre distancing can be observed and maintained. Visitors should continue to sign in at Reception and a record of their visit should be kept. Contractors should continue to sign into the Estates Help Desk. If the Reception desk or Help Desk are not open, please contact Estates and Facilities using the following numbers: Warsash: 07740 924873; East Park Terrace: 07703 207227
- All visitors should wash their hands or use hand sanitizer on arrival at campus.
- Hand sanitising lotion or disinfectant wipes will be provided at building entrances to ensure that any items used during the signing in process (pens, touch screens etc.) are duly disinfected.

Meetings

If meetings are permitted by the current Covid19 risk assessment, you may book a meeting room through TAR. However, please continue to hold meetings virtually whenever possible. If a face to face meeting is necessary, the following guidance should be adhered to:

- Book a suitable meeting room or meet in a communal or outdoor area to maintain social distancing.
- Only necessary participants should attend meetings and should maintain 2m separation throughout.
- Do not exceed the stated capacity of any rooms.
- Avoid transmission during meetings, for example avoiding sharing pens and other objects.
- Remember to wash hands immediately after attending a meeting.

General purpose teaching spaces

Please continue to follow all the control measures and appropriate risk assessments in addition to these additional measures put in place to implement social distancing.

- Ensure that you, the host, provide all essential visitors or contractors with all essential information relating to COVID-19 e.g. social distancing restrictions, actions to take in the event of an emergency, good hygiene and any other information to safeguard their Health and Safety.
- Each classroom has been assessed to identify the maximum capacity to ensure social distancing. You should not exceed the stated capacity displayed on room signage.
- Please ensure that everybody enters and leaves the room in a way that maintains social distancing. The only exception to this is if an emergency evacuation is required.
- As the lecturer responsible for the class, it is your duty to ensure where possible that all members of the class adhere to social distancing measures during your teaching session.

You may need to amend your teaching style:

- If you are used to walking around the class, this may not be possible whilst social distancing measures are in place.
- Group work may be possible but consideration will need to be given as to how this is managed.
- If you are accustomed to providing handouts during teaching sessions you should find alternative ways of providing students with essential information

Labs, workshops and specialist facilities

This guidance is in addition to standard Health and Safety guidance.

- Review your activity based risk assessments and consider if additional control measures need to be in place under the current conditions.
- Continue to follow all the control measures in risk assessments for activities in labs and workshops as well as the additional measures put in place to implement social distancing.
- In all laboratories and/or workshops do not exceed the stated capacity for the room.

- Work may need to be carried out in shifts to allow the maximum number of workers to access a space, whilst maintaining a minimum number of persons working at any given time.
- Working space should be vacated upon completion of work, or where any significant period of delay is expected (e.g. a 3-hour experiment is running, and no other work can be completed during this time).
- During shorter periods of delay (e.g. a 30-minute experiment is running, and no other work can be completed during this time) the area should be vacated at the discretion of the worker, using common sense and consideration for other persons who may require the use of the space.
- In laboratory and workshop environments, floors may be marked at 2m intervals to ensure persons are maintaining adequate distance from one another.
- All workers in bay-system laboratories or workshops should work at least 2m from any primary footways, and work facing away from the central reservation of a bay where possible to minimise any face-to-face contact between persons.

Your wellbeing

If you have any concerns about your working arrangements, either at home or on campus please discuss them with your manager or your P&D Business Partner.

There are also additional resources available to support you. More detail can be found on the [portal](#).