

In-person teaching Standard Operating Procedure

During the start of term, as we welcome many new staff and students to campus, face coverings are **required, for all those that can wear them**, in all face-to-face teaching sessions. This will be reviewed towards the end of October.

No one should attend the University site if they are exhibiting any of the three main symptoms associated with COVID-19:

- New continuous cough
- High temperature
- Loss, or change to, sense of smell or taste

As milder common cold/hayfever-type symptoms are associated with newer variants of the virus, any individuals experiencing these symptoms is strongly encouraged to take a Lateral Flow Test (LFT).

In the event of an individual experiencing any of the three main COVID-19 symptoms, during a session, it is recommended the session is terminated. Additional disinfection of the area used by the individual will be conducted as soon as possible after the report has been received by the Housekeeping, Cleaning and General Services team. Session leaders should contact the COVID Incident Control Centre (ICC): 0191 334 0000 or informationcentre@durham.ac.uk, as soon as possible to arrange cleaning.

Information about COVID controls in the room

The following control measures are in place for centrally bookable rooms.

Ventilation

- All centrally bookable teaching rooms have been assessed to meet Health & Safety Executive guidelines on ventilation. Operating parameters for mechanically ventilated spaces have been optimised. This information has been used to inform each room COVID-secure capacity.
- Each room has a specific room protocol available, which details how it is ventilated and, for example, whether windows need to be opened. This is reinforced with local signage.
- Fixed carbon dioxide monitors have been provided in naturally ventilated, centrally bookable teaching rooms; carbon dioxide is used as a proxy for good air-quality and ventilation levels. Levels and actions are shown below:
 - **<1000 ppm: Green** – no action required
 - **1000 ppm-1500 ppm: Amber** – windows and doors should be opened wider, however, air quality remains within acceptable parameters
 - **>1500 ppm: Red** – indicates poor air quality. The room should be vacated for at least 10 minutes, to allow circulation of fresh air before being reoccupied. The issue should be raised with the Estates and Facilities Directorate, via the Reception Helpdesk (extension 46000), or through local designated contacts.
- Where fixed carbon dioxide monitors are not installed, portable monitors (available at building receptions, together with instructions for use) can be used to monitor levels.



- **Cleaning**

- Surfaces in teaching spaces will be disinfected daily.
- Where possible, additional cleaning will be carried out by Housekeeping, Cleaning and General Services, e.g. when a room is empty for a timetable period.
- Anti-viral wipes will be available, to allow room users to clean down their desk space/ touchpoints.
- Caution: the wipes contain disinfectant that can irritate eyes, users should avoid rubbing eyes after use. Some makes also contain polymeric biguanide hydrochloride (PHMB), to which some individuals may be allergic.

- **Use of face coverings**

- Staff and students are **required** to wear **face coverings** during in-person teaching activities, with two exceptions:
 - Where reasonable adjustments are required to ensure the wellbeing and inclusion of all; and
 - During teaching delivery, when more than 2m from the nearest person or situated behind a Perspex teaching screen, the speaker may remove their mask.

Information for Session Leader

- When necessary, in accordance with the carbon dioxide monitoring system detailed in the ventilation section of this document, action should be taken to open doors and windows wider or to vacate the room.
- In lectures, students will be sitting adjacent to one another, wearing face coverings (where this is possible). They can be asked to discuss topics between themselves, at intervals during the session, recognising that these periods are usually short and infrequent in lectures.
- Most teaching rooms are laid out with seating side-to-side/front-to-back. Where the room/ topic/teaching approach requires discussion, as a substantial element of the session, attendees should respect the personal space of others, which normally equates to approximately 1m when facing each other.
- Teachers should interact with students from a distance of 1m, wherever possible. Where closer proximity interactions are required, these should be kept to short durations.
- Session leaders should bring their own whiteboard/flip chart pens, slide changers/ laser pointers, as require.
- Where possible, any equipment or resources used should be issued to each participant. If this is not practical, items should be cleaned frequently or hand sanitiser made available.
- Where possible, sessions should be paper free, if this is not possible, handouts should be available for collection on entry (to avoid the need for passing round papers between participants).
- Anti-viral wipes are available to clean down touchpoints on audio visual equipment and any other equipment used.
- If supplies are low/missing, additional supplies can be arranged by contacting the building reception or COVID ICC.

Information for Attendees

Before the session

- You will be asked not to attend the building until 5 minutes prior to the start of the session, to reduce congestion in corridors and limit queue times.
- Where queuing cannot be avoided, individuals are **required** to wear face coverings, and are asked to be respectful of other people's space, and not block corridors and staircases, to allow free movement for other building users.



During the session

- If able to do so, everyone is **required** to wear face coverings during in-person teaching sessions.
- The person presentation may remove their mask if at a distance of at least 2m from the nearest person, or behind the Perspex teaching screen.
- Attendees should be respectful of each other's space while using hand-sanitising stations, collecting wipes and session materials, and proceeding to seating at the start of the session.
- Attendees should fill rooms in a manner that avoids unnecessary close passing, e.g. filling from the furthest point from the entrance.
- Anti-viral sanitiser wipes (available on entry) should be used to clean work areas at the start of the session. Used wipes should be disposed of, in the pedal bins, when leaving the room. Please remember, users should avoid rubbing eyes after use/handling of anti-viral sanitiser wipes. Some makes also contain polymeric biguanide hydrochloride (PHMB) which may cause allergic reactions in some people.
- In computer teaching rooms, users should use the anti-viral wipes to clean down the keyboard and mouse, control buttons and desk surface before use.
- Where attendees are required to present/use AV equipment/whiteboards, items should be cleaned between each user.
- For sessions which include group work or pair discussions, attendees should work with their closest neighbour and not move furniture or swap positions.
- When talking facing others, please respect personal space. In the UK, this normally equates to approximately 1m distance.
- In line with teaching room policies, attendees should not eat or drink (except for personal water bottles).

At the end of the session

- On the way out, attendees should:
 - dispose of their used wipes in the foot-operated, lidded pedal bin.
 - sanitise their hands (either using the alcohol-based hand sanitiser outside the room or at the nearest available washroom).
- Session leaders should clean down computer controls/other touchpoints on the teaching lectern, e.g. whiteboard controls/handles, light switches, touchscreens, etc., using the wipes available.

It is essential that learning activities finish on time, to allow sufficient time for individuals to leave safely; the session leader to clean down touchpoints; and the following session leader to set-up, prior to their session.