

# **Covid-19 Return to Campus Life**

## **Student Health & Safety Guidance**

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# 1. Introduction

## Edinburgh Napier University Approach

This guidance document applies to all students on all Edinburgh Napier properties. Please note this document will be updated in consultation and agreement from University workstreams, Public Health and Government Guidance.

To ensure you have the most up to date copy it can be viewed on the Health and Safety [website](#).

The safety and wellbeing of our Edinburgh Napier students and staff is our priority when planning for the return to campus. ULT have set up return to work Campus Workstreams which are looking at how we can facilitate a safe return to all University spaces. The project has been organised into 10 workstreams, along with headline responsibilities for delivery. Further detail in relation to specific deliverables sits at the workstream level.

- Ensure an ongoing successful transition back onto campus, prioritising the health, safety and wellbeing of students, staff, visitors, and the wider community, while optimising learning & teaching, research, commercial income and student experience
- Maximise the positive legacy of the transition, through a learning approach, which feeds forward to learn, build upon and inform future practice

This document and associated guidance has been prepared as part of the University's return to campus framework.

It 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 all establish safe procedures for those returning to campus in order to protect each other and our families.

Public Health Scotland and Scottish Government guidelines focus on maintaining social distancing measures, but this will also serve to provide additional guidelines aimed at minimising the spread of the coronavirus on campus.

There is a phased approach to the return to campus to facilitate a safe return to all University spaces.

We recognise that our 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 and able to return to campus when the time is right.

For the return to campus to be safe and sustainable, we must all play our part.

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

- ✓ Placing the health, safety and wellbeing of our students and staff 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 by developing and putting in place plans at University level and providing guidance to be put in place by our Schools and Services.
- ✓ Communicating, in a timely way, advice and information to make sure that our students and staff are fully informed and aware of the latest news and what it means for them.
- ✓ Openly welcome feedback and suggestions from our students and staff, 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.

### **University Covid-19 Risk Assessment**

The current over-arching University Covid-19 Risk Assessment has been developed in consultation with the University Return to Campus Life Workstreams, including our trade unions, staff representatives and ENSA. We are updating with University safe systems of work/procedures in line with current Covid-19 Public Health and government guidelines.

In addition, the Health & Safety team are working with schools/services to review all their activities and risk assessments to ensure that they are updated with any additional measures that require to be implemented as a result of the Covid-19 risk.

Prior to fully reopening, any work areas or labs that have been closed will be checked and assessed before students can return e.g. checking ventilation systems, undertaking maintenance checks, arranging a deep clean and increase ventilation by opening windows.

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

#### **Students should:**

- ✓ Take good care of their health and wellbeing and access as needed the range of support available.
- ✓ Understand and put in place the university's guidance on containment and management of Covid-19, through applying the University and school plans.
- ✓ Ensure that they keep themselves up to date with the advice and information shared with them by the University and their school, to make sure they are fully informed and aware of the latest news and what it means for them.
- ✓ Discuss with their school 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.

[University Coronavirus updates](#)

## 2. Before returning to campus life

Please follow all guidance from your school regarding coming into the university campus:

- we will be slowly phasing people back into campus
- please, only come on campus if you have a timetabled class, or have booked a space in the library or study rooms
- follow the instructions for entering and leaving the campus building – [please read guidance](#)

This means we can gradually start to increase the number of people on site as restrictions ease and when we are sure that the current controls are functioning correctly. You must also familiarise yourself with the overarching Covid-19 Return to Work Risk Assessment and your local school risk assessments.

***Please do not attempt to enter the building out with these times unless you have prior authorisation***

### Health Check

**Before coming into campus do a “conscious check” on both your own and your household’s health and check you are feeling well. (Note: household can also mean other people you share accommodation with).**

***Do not come to the university if you or anyone you live with has:***

- a high temperature (above 37.8°C),
- a new continuous cough
- or a loss, or change, in sense of taste or smell

If you or others in your household do not feel well or if there is any doubt, please stay at home and let your school know you are unwell. You must not attend classes and self-isolate in accordance with the Government's [guidance](#).

Any student who displays the following symptoms when on campus must be sent home immediately and should engage with the [Test & Protect Service](#) and arrange to have a test to see if they have Covid-19.

**Please follow Scottish Government guidance [Coronavirus \(COVID-19\): Test and Protect - gov.scot \(www.gov.scot\)](#)**

**In the first instance all students should go to [www.nhsinform.scot](#) where they can book a test online and also find further information. Students can also book a test by calling 0800 028 2816.**

**In addition, if you require assistance with [www.nhsinform.scot](#) you can call 0300 303 2713 for assistance in booking a test.**

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.

**Test & Protect : Protect Scotland app** – a free mobile app from NHS Scotland will alert you if you have been in close contact with another app user who tests positive for coronavirus – [further details / download app](#)

### 3. Travelling to campus

Wherever possible, try to travel to campus alone or with members of your household and walk or cycle if you can. (Note - shower facilities not currently available)

**Public Transport** - If you do need to take public transport try to travel at off-peak times, wear a face covering as required by government guidance and make sure you wash your hands at the start and end of your journey. (**Transport Scotland** - [advice on how to travel safely](#) ). Please always follow guidance from the [Scottish Government](#).

### 4. Entering and leaving the building

Only main entrances to buildings will be open with any secondary entrance/exits remaining locked (please note these doors will unlock on the activation of the fire alarm). By adopting this control it will ensure that we do not have unauthorised persons on the premises but it will also reduce the number of touch points that could then become infected.

You must read the [guidance on myNapier](#) before coming onto campus.

Whilst people will have washed their hands before leaving home it is important to note that all entrances have sanitising stations. <b>On entering a building you must sanitise before you proceed any further.</b>	<b>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.</b>
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### 5. 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 will need to be in place for a significant period of time and we are looking at how we can ensure we adhere to this requirement and other measures set out in the Government guidelines.

<b>Remember:</b>
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Keep a safe distance from each other in all teaching spaces and whilst moving around the University. (Please respect your colleagues' personal space).
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## 6. Face coverings

### Face coverings

People must by law wear a face covering in shops, on public transport and public transport premises such as railway and bus stations and airports, and in certain other indoor public places, such as libraries and reading rooms.

**Face coverings are required to be worn at all times whilst in libraries, seated in teaching settings and moving around the University, and other communal areas unless medically exempt. Sunflower lanyards provide a physical display that someone can't wear a face covering due to a hidden disability and are available from campus iPoints.**

#### Face coverings

**Face coverings are required to be worn at all times whilst in libraries, seated in teaching settings and moving around the University** (unless medically exempt as defined by Scottish Government Guidance).

You can also remove your face covering if your workshop or lab work requires you to wear enhanced respiratory equipment. Please follow the lab rules on face coverings and risk assessment within the lab environment.

This guidance must be adhered to.

**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.

### What is a face covering?

- It is recommended that face coverings are made of cloth or other textiles and should be two, and preferably three, layers thick in line with [WHO recommendations. Coronavirus \(COVID-19\): face coverings guidance - gov.scot \(www.gov.scot\)](#).
- Face shields may be used, but only if they are worn in addition to a face covering underneath, as the evidence shows that they do not provide adequate protection.
- The key thing is it should cover the mouth and nose but not inhibit your ability to breathe freely in any way.
- It is essential you wash or sanitise your hands before and after putting it on.

Wearing a face covering **must not** be considered an alternative to social distancing, you must maintain social distancing wherever possible.

[How to safely wear and take off a face covering](#)

## Personal Protective Equipment (PPE)

Personal protective equipment (PPE) protects the user against health or safety risks when on campus in labs and work rooms where the risk assessment requires them. [Face coverings are not PPE](#) as they do not protect people from work-related hazardous substances.

Please note that you are not required to wear any additional PPE due to Covid-19 (hand washing and social distancing are the most effective ways to limit the spread of the virus), only where the risk assessment indicates that PPE is required e.g. first aiders and potential Covid-19 decontamination.

The wearing of gloves in communal areas is not recommended. Students should remember gloves can become contaminated and this contamination can be passed to other shared surfaces and your face. Regular hand washing is the most effective way to limit the spread of infection.

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.

## 7. 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.

<p><b>You need to wash your hands:</b></p> <ul style="list-style-type: none"><li>✓ When you arrive on campus and when you leave to go home</li><li>✓ When you leave your work space</li><li>✓ Before and after any breaks</li><li>✓ Before and after putting a face covering on</li></ul> <p>After touching shared surfaces e.g. handrails, light switches, printers, shared equipment</p>	<ul style="list-style-type: none"><li>✓ Wash your hands regularly throughout the day for at least 20 seconds</li><li>✓ Dry hands well to avoid skin irritation</li><li>✓ Avoid touching your face</li><li>✓ If you need to touch your face you should wash or sanitise your hands first</li></ul>
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### Hand sanitising

- 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.
- If hand washing facilities are not available, you can use hand sanitiser.
- If you pass a hand sanitiser point on site, please use it.
- Ensure that you allow the sanitiser to dry fully before touching any surfaces.



## 8. 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](#)

## 9. 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.

### **Lone working**

Please follow your School's procedures for lone working.

## 10. First aid

We will have a limited number of first aiders available - **if you need help in an emergency please call 0131 455 4444 and assistance will be arranged.**

Please remember that first aiders must still comply with social distancing measures so you may be given guidance from a first aider on how to treat yourself while they watch.

## 11. Fire evacuation

If the fire alarm sounds, evacuate the building using the nearest available exit following, where possible, the rules around social distancing inside the building.

## 12. Cleaning procedure

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

As part of the re-opening of buildings there are cleaning procedures in place to ensure that the areas being re-opened are adequately cleaned.

- Wipes are in all teaching and classroom spaces and libraries
- 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.

**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.**

## 13. Catering facilities

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

## 14. Rooms

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

- Do not exceed room capacity
- Use [Resource Booker](#) system, where applicable
- Follow “[Room Bookings Health & Safety Guidance](#)”
- Work back-to-back, or side-by-side
- Avoid face-to-face working if possible – no face to face working under 1 metre
- Keep a safe distance from each other at all times.
- Open windows for added ventilation
- Wipe down shared surfaces before and after use
- Desk fans not to be used
- If you have a designated desk ensure that you clear your desk and wipe down at the start and end of the day

## 15. Libraries

Follow local campus Information Services [procedures and guidance](#). Face coverings must be worn at all times in library areas. Space in Group Study Rooms needs to be booked using [Resource Booker](#) system.

## 16. iPoints

The iPoints will be available where students require further information and assistance. Please ensure that you maintain social distancing of 1 metre when waiting in a queue and wear a face covering.

## 17. Teaching rooms

All teaching rooms and spaces have been assessed, **do not** exceed the capacities of the room and ensure that you keep seated and please do not raise your voice or shout as this could spread droplets. **The rooms are set up to ensure a safe distance is maintained and must not be moved or altered.** When moving around always maintain social distancing and wear a face covering. Face coverings are

required to be worn at all times whilst seated in teaching settings. Lecturers can take their face covering off when seated but must be put back on if walking around.

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

You will receive additional instruction prior to using certain spaces on campus. Specific guidance and direction will be given to students by the specific School. Please follow and comply with the specific guidance and procedures. Please also follow the lab rules on face coverings and risk assessment within the lab environment.

## **19. Sports facilities**

ENgage has now opened, however we have strict protocols in place for managing this sporting area. A booking system is in place to limit the number of persons using the sports facilities and welfare at any one time.

As with other aspects in the University, sanitisers, social distancing and face coverings to be worn in appropriate areas and must be complied with. All are reminded that the changing rooms and showers are out of use at this time.

Specific guidance on welfare and direction will be given to staff and students when booking and on arrival. A mini tour will be given by staff on arrival prior to using these areas.

Note: ENgage is only open to existing members at the present time, this entry policy will be reviewed on an on-going basis. A COVID questionnaire to be completed on arrival.

## **20. Ventilation**

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

## **21. Signage**

Information signs are in place.

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

## **22. Corridors, stairs and lifts**

Whilst in corridors and on stairs face coverings to be worn, maintain a safe distance from others (in front, to the side and behind you – respect your colleagues' personal space) and remember to sanitise hands after using touch points.

Avoid queuing in corridors where possible and avoid having stationary meetings/conversations with colleagues in busy corridors.

Keep to the left when using stairs and corridors.

## Lifts

Whilst in the lift and circulation areas outside lifts face coverings to be worn, maintain a safe distance from others and sanitise hands after using touch points. Access/egress the lift by always keeping left.

All the lifts will have a max. capacity limit based upon the 1m social distancing that can be achieved inside, this will be displayed on the outside of the lift.

Due to the social distancing and queuing outside lifts at busy times, more able-bodied persons are requested to use the stairs.

## 23. 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.

## 24. Toilets

Whilst in the toilet and circulation areas face coverings to be worn, maintain a safe distance from others, wash hands, sanitise etc.

Keep a safe distance inside all toilet areas, especially around wash basin areas (please remain vigilant to respecting your colleagues' space).

## 25. Water fountains

Water fountains will be maintained regularly as per standard guidelines.

- The fountain user should queue a safe distance from the fountain and from anyone else waiting to use it.
- The user should wash their hands thoroughly or use hand sanitiser before and after touching the button/any part of fountain.
- The user is advised to use an elbow/back of hand to operate the fountain if hand washing facilities/hand sanitiser are not available. The user should be careful to not sneeze or cough in the direction of the fountain.
- The user should avoid touching the waterspout or water nozzle with their water bottle or their hands.

The fountains will be cleaned frequently by the Cleaning Dept.

## 26. Further Information

### General information on Covid-19

[NHS Inform](#)

[Health and Safety Executive](#)

[Scottish Government](#)

[Universities UK](#)

### Face coverings

[Scottish Government](#)

### Test & Protect

[Protect Scotland app](#)

### Travel

[Scottish Government](#)

[Transport Scotland](#)

### Handwashing

[Video](#)

### Health & Safety Team

[website](#)