

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. The safety and wellbeing of our Edinburgh Napier staff and students is our priority when planning for the return to campus. 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 establish safe procedures for those returning to 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 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 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.

Staff 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/service plans.
- ✓ Ensure that they keep themselves up to date with the advice and information shared with them by the University and their line manager, to make sure they are fully informed and aware of the latest news and what it means for them.
- ✓ Discuss with their line manager 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](#)

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

2. Before returning to campus life

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.
- Follow the instructions for entering and leaving the campus building – [please read guidance](#)

Health Check

Before coming into work do a “conscious check” on both your own and your household’s health and check you are feeling well.

Do not come to work 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 work and self-isolate in accordance with the Scottish Government's [guidance](#).

Any student who displays the following symptoms at work 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. 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 must 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

Remember:

Keep a safe distance from each other in all teaching spaces and whilst moving around the University. (Please respect your colleagues' 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.

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.

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.

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 Governments guidance on **good hygiene principles**, wash your hands frequently.

You need to wash your hands:

- ✓ When you arrive at work and when you leave to go home
- ✓ When you leave your workstation
- ✓ Before and after any breaks
- ✓ Before and after putting a face covering on
- ✓ After touching shared surfaces e.g. handrails, light switches, printers, shared equipment

- ✓ Wash your hands regularly throughout the day for at least 20 seconds
- ✓ Dry hands well to avoid skin irritation
- ✓ Avoid touching your face
- ✓ If you need to touch your face you should wash or sanitise your hands first

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.

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.

Lone working

Please follow your School's procedures for lone working.

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.

If you need help in an emergency, please call 4444

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
- Follow “[Room Bookings Health & Safety Guidance](#)”
- 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

14. Libraries

Library areas are fully operational again with no restrictions on face coverings and social distancing. Space in Group Study Rooms needs 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 have been assessed, **do not** exceed the capacities of the room. **The rooms are set up to ensure a safe distance is maintained and must not be moved or altered.**

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

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](#)

Handwashing

[Video](#)

Health & Safety Team

[website](#)

Health & Safety Team | Finance and Operations | health&safetyoffice@napier.ac.uk