

CORONAVIRUS: GUIDE TO TEACHING ON CAMPUS

1st April 2022 version 4

The following is an aide memoire to help lecturing staff when undertaking on-site teaching.

Record Keeping

All in-person classes, tutorials, student meetings and School-events must be recorded in the Check-In App. Please remember to select the correct session type, and where relevant, use the Contact Group Reference. Further details on the Check-In App are available on-line in the [Check-In WebApp – Instructions for Academic Use](#) document.

Room Capacities and Physical Distancing

At the start of the Academic year, the University adopted an approach whereby small ‘contact groups’ were established for students. In addition, all centrally timetabled space were assessed and assigned a maximum occupancy, considering space and ventilation limitations.

These arrangements will remain in place until the end of Session.



Contact Groups in Rows



Small Contact Groups

Classes of up to 30 students

These classes consist of a single Contact Group, with up to 30 participants (plus lecturer). The room layout and capacity are such that individuals can place themselves away from others if they wish. Academic staff can also lecture from a minimum of 2 metres away.

Classes of 31 -200 students

Larger lecture & seminar spaces have been set up to accommodate class sizes via multiple smaller ‘Contact Groups’ (see images above). Each Group is numbered so the reference can be entered onto the Check-In App. Please see the more detailed Check-In App guidance document for more detail.

Perspex screens, found in some lecture areas will remain in place for the 21/22 academic year.

Face Coverings

Face coverings are recommended in all University buildings. Staff are encouraged to wear face coverings for lectures but can also be assured that if they wish to remove their face covering other mitigations are in place, for example, Perspex screens, physical distancing etc.). Schools may provide face masks with clear panels for staff who would like lips to be seen for auditory impaired students.

Ventilation

Campus Services assessed all mechanical ventilation systems and adjusted them where necessary. Air Purification Filter units have also been set up to promote good ventilation within those lecture and seminar rooms that do not have mechanical ventilation systems.

- Where a HEPA filtration unit is placed in the room, please ensure it is switched on and left on after you leave the room. Please do not adjust the settings and always make sure they are still switched on, and you can hear that they are working. HEPA units should always be used alongside other ventilation arrangements, such as opening windows.
- Where practical and possible, open windows in teaching or meeting rooms to promote greater ventilation. This is particularly important where a room does not have a mechanical ventilation system.
- Report problems with windows, air filters to campusservices@bangor.ac.uk / extension 2783



Please note that in most cases Air Conditioning Systems have been isolated.



Carbon Dioxide Monitors

Most teaching spaces now have a Carbon Dioxide (CO₂) monitor which can be used as an indicator of air quality.

Instructions on their use are placed with each unit, but a key message is 'if the Amber light illuminates, please open the window'.

NOTE: CO₂ monitors are an indicator of ventilation status and not a measure of coronavirus infection risk.



Cleaning and Hygiene

For timetabled lecture rooms, cleaning materials such as disinfectant spray, blue roll, should be available in the room to clean the lectern area. If not, please request from [Campus Services](#). Hand sanitiser should also be available. In addition, Campus Services undertakes regular circulation / communal area cleaning.

Lecture Timetabled Changeover Periods

Timetabled sessions should normally run from ten-past the hour to ten-to the hour, this is to reduce footfall on corridors and to help ventilate the lecture space before the next cohort arrives. The changeover period of twenty minutes allows for some flexibility for the lecturer to close the session and to take questions, and for students who may be timetabled in the same space for the next session for them to remain in the room if they so wish.

Meeting with Students & Tutorials

If meeting in smaller groups continue to use the Check-In App to record attendees at the session. Choose a space that has a pre-Covid capacity larger than the number of attendees so people can physically distance if they wish. In addition, open windows, and if not already available request a HEPA Filtration Unit, staff and students are also encouraged to continue wearing face coverings if they wish.

HEPA Units, cleaning materials and hand sanitiser can all be arranged via the Campus Services Helpdesk.

Further Points

- Classes will normally start at 10 minutes past and finish at 10 minutes to the hour. This is to reduce footfall within the building and the likelihood of close interactions, and to allow for the ventilation arrangements to change and dilute the air.
- Remind students to not attend classes if experiencing any Covid-19 symptoms and follow Government testing requirements.
- If you hear the fire alarm, please leave the building by the nearest exit, and make your way to the assembly point. Security will investigate the alarm activation and notify you when it is safe to return to the building.
- Refuge Points remain operational for those who cannot evacuate via the stairs.
- When re-entering the building after an evacuation, practice good hand hygiene and try to physically distance from others where possible.