

CORONAVIRUS: GUIDE TO TEACHING ON CAMPUS

September 2021

The following is an aide memoire to help lecturing staff when planning to recommence on-site teaching. An interim protocol for in-person meetings, such as supervision meetings or personal tutor meetings, [can also be found here](#).

Before coming onto Campus

We are asking all staff and students on site during September and October to test themselves before first arrival and LFD test twice weekly for at least 28 days. After this time, we encourage you to test at least weekly.

- Staff and students can pick up Coronavirus Self-Test (LFD) kits from hubs across the University, please see the [Staff Covid FAQs](#) for details

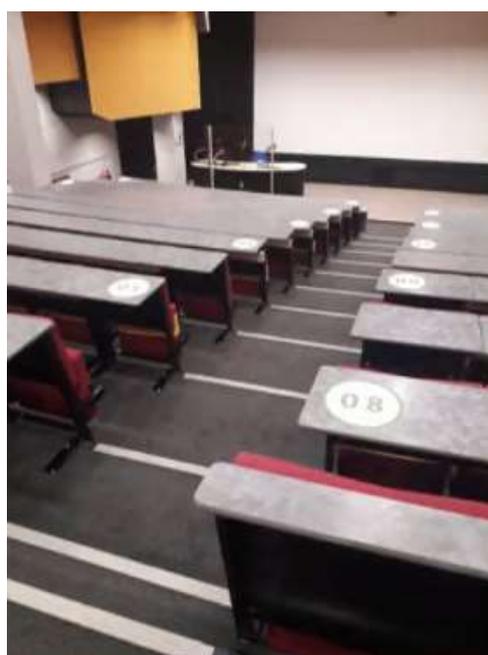
Test, Trace and Protect

To help with contact tracing, all onsite 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 is available on-line via the Staff Bulletin and will be circulated to all academic staff.

Room Capacities and Social Distancing

All centrally timetabled space has been assessed and assigned a maximum occupancy, considering space and ventilation limitations. This capacity may be subject to change during the year.

As the requirement and need for a minimum of 2 metres social distancing between all persons has been relaxed, the University has adopted an approach whereby small 'contact groups' are established for students.



Contact Groups in Rows



Small Contact Groups

Classes of up to 30 students

These classes will consist of a single Contact Group, with up to 30 participants (plus lecturer). This single contact group do not have to socially distance, but the teaching space will enable individuals to place themselves away from others if they so wish. The academic staff should always remain 2 metres socially distant and the room layout and capacity will allow this.

Classes of 31 -100 students

Larger lecture & seminar spaces have been set up to accommodate these class sizes via multiple smaller 'Contact Groups' (see images above). Each Group will be 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.

Note: in larger lecture, Laboratory & Computer rooms, some Perspex screens, such as at the lectern and on some laboratory benches, will remain for this academic year, and should be used alongside 2 metres social distance.

Face Coverings

The University's policy on face coverings remains the same as the 2020/21 academic year, and therefore face coverings must be worn within all buildings (with standard exceptions). Staff are encouraged to wear face coverings for lectures, but may remove them to lecture if other mitigations are in place (Perspex screens, more than 2m physical distancing etc.). Schools may provide face masks with clear panels for staff that want to use these to allow lips to be seen for auditory impaired students.

The policy on face coverings will be reviewed regularly throughout the year.

Ventilation

Campus Services has 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 ventilation settings and always make sure they are still switched on, and you can hear that they are working.
- 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 any problem with the air filters to maintenance@bangor.ac.uk / extension 2783



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

During the year a number of Carbon Dioxide monitors will also be placed within rooms to evaluate performance of the ventilation arrangements. These units will normally operate over a number of days and the data will be used alongside the attendance record, via the Check-In App data, and results used to evaluate whether more action is needed to introduce fresh air into the room.



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 will be undertaking enhanced circulation area cleaning, which includes key touch points e.g., corridor, lecture room door handles, lift controls.

- Prompt students to self-clean areas they will have contact with (e.g., chair arms, table) nearby
- Prompt attendees about good hand hygiene

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.
- A few buildings are still using a 1-way system please adhere to all the markings and note lifts will generally be single person only.
- Remind students to not attend classes if experiencing any Covid-19 symptoms.
- Remind students to take regular LFD testing, and at least twice a week for the first 28 days.
- 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, don your face covering and practice good hand hygiene.