

Face Coverings: Guidance for Staff and Students

Updated: 22/10/20

As a University, we are working together to keep the campus safe. An important part of this will be all following this guidance on face coverings.

As the number of cases continue to rise in the South of England, the University is taking the precautionary measure of **requiring face coverings to be worn in and moving around all spaces on campus (including teaching spaces)**. Face coverings are not required in offices or when eating in designated eating areas. This will help to keep everyone on campus safe alongside the other measures we have in place like social distancing, enhanced cleaning, and increased hand sanitisation points.

A free, reusable face covering made from organic cotton is available for each student and member of staff. These are available to be collected from Faculty offices. Teaching staff are asked to have some spare University masks with them should a student arrive to a class without a face covering.

Staff and students are required to wear face coverings when:

- In all teaching rooms, seminar rooms and specialist learning spaces (with effect from Thursday 22 October)
- In or moving through all University buildings (corridors and stairwells etc) including communal areas in student accommodation.
- In all food outlets, except when eating in designated eating areas, shops, non-classroom social learning spaces and the multimedia centre (MMC).
- In the libraries at all times when moving around in the space and when seated at a study/reading desk.

When teaching or delivering support sessions, staff are:

- Required to wear a face shield/visor, not a face covering that hides the mouth, for reasons of accessibility
- Asked to monitor any accessibility needs within face-to-face teaching sessions and, when necessary, advise that students can, if they are comfortable doing so, remove their face covering when contributing questions/points.
- Reminded to:
 - repeat questions and contributions from students as appropriate for the benefit of all students present in person or online and those viewing recordings;
 - make voice as clear as possible, articulate every word, pause regularly
 - ensure teaching sessions are recorded, captioned and published

Specific additional measures may be required for certain spaces (performance, labs etc) which will be clearly advised in those spaces.

You are not required to wear a face covering if you are:

- A student in University flats/houses where you have formed a household.
- Eating in designated eating areas on campus.
- A member of staff seated at desks in Covid secure offices.
- A member of staff working behind a perspex screen, for example in the library or catering outlets.

Exemptions from wearing face coverings

The University recognises that for certain reasons some people are unable to wear face coverings. Where staff and students are unable to wear face coverings they are encouraged to demonstrate this by carrying an exemption card or downloading one to their mobile phone (available here: <https://www.gov.uk/government/publications/face-coverings-when-to-wear-one-and-how-to-make-your-own>).

How to wear a face covering:

A face covering should:

- cover your nose and mouth while allowing you to breathe comfortably
- fit comfortably but securely against the side of the face
- be secured to the head with ties or ear loops
- be made of a material that you find to be comfortable and breathable, such as cotton
- ideally include at least two layers of fabric (the World Health Organisation recommends three depending on the fabric used)
- unless disposable, the face covering should be washed with other items of laundry according to fabric washing instructions and dried without causing the face covering to be damaged

When wearing a face covering you should:

- wash your hands thoroughly with soap and water for 20 second or use hand sanitiser before putting a face covering on
- avoid wearing on your neck or forehead
- avoid touching the part of the face covering in contact with your mouth and nose, as it could be contaminated with the virus
- change the face covering if it becomes damp or if you've touched it
- avoid taking it off and putting it back on a lot in quick succession (for example, when leaving and entering shops on a high street)

When removing a face covering:

- wash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser before removing
- only handle the straps, ties or clips
- do not give it to someone else to use
- if single-use, dispose of it carefully in a residual waste bin and do not recycle
- if reusable, wash it in line with manufacturer's instructions at the highest temperature appropriate for the fabric
- wash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser once removed

This guidance on face coverings is subject to change depending on the latest advice. We will communicate any changes as they come into effect.