

# Face Coverings: Guidance for Staff and Students

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

*updated 3 September 2020*

## **We expect staff and students to wear face coverings:**

- moving through all University buildings (corridors and stairwells etc.) including student accommodation.
- in all food outlets (except in designated eating areas), shops, non-classroom social learning spaces and the multimedia centre (MMC).
- in the libraries when moving around in the space, but not when sitting at a socially distant study/reading desk.

Face coverings are **not** required to be worn in most teaching rooms, seminar rooms and offices where social distancing measures have been put in place (such as socially distanced desks).

Face coverings may **not** be worn by staff when teaching for reasons of accessibility. Teaching staff will be provided with face shields.

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

## **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](#)).

## **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.***