

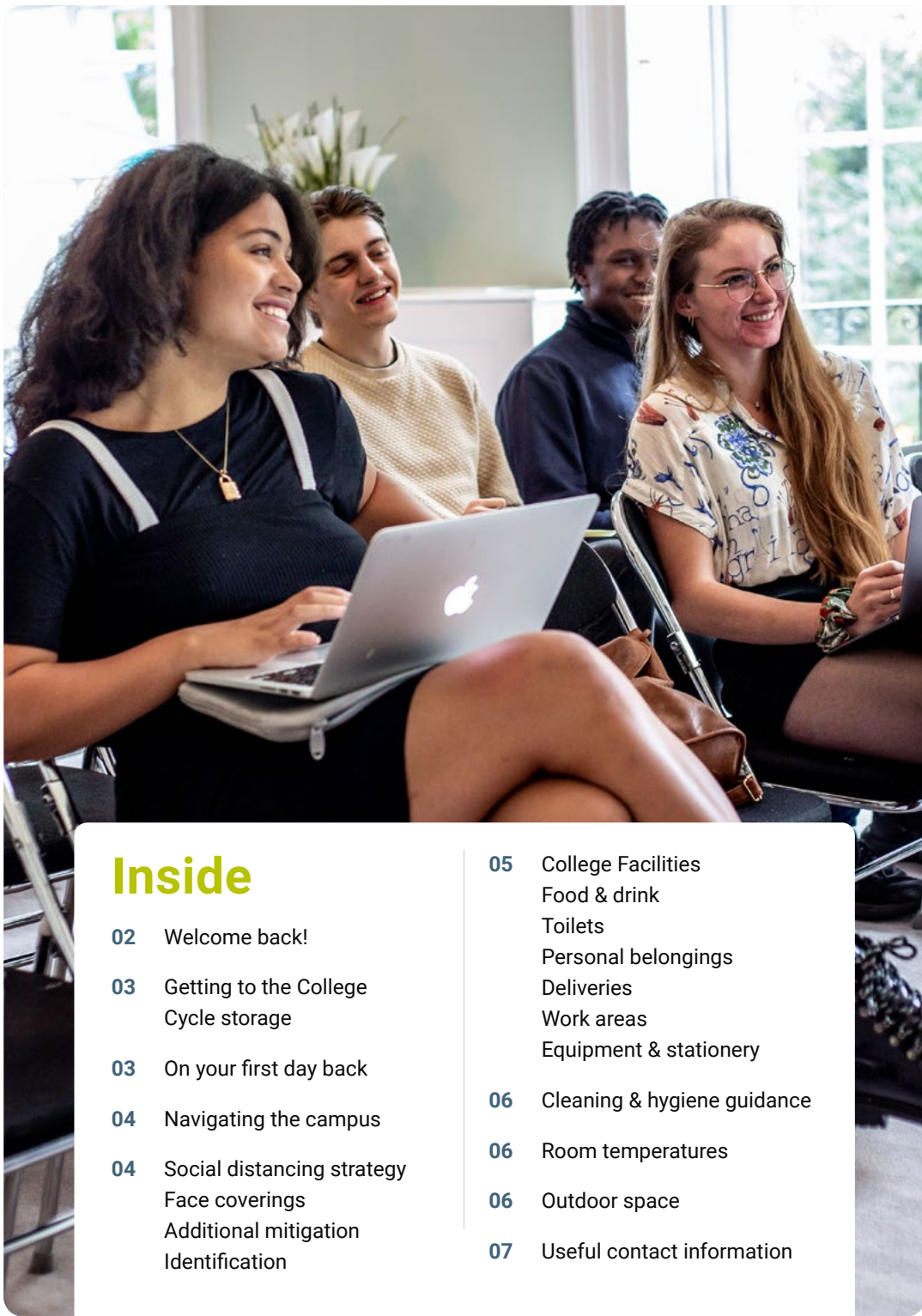


New College
of the Humanities

Welcome Back!

COVID-19 Policies and Procedures for Michaelmas Term 2020/21





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Welcome back!

The safety and wellbeing of staff, students, visitors, and contractors at the College is of paramount importance.

We have worked hard to ensure that the College is ready to see a return of staff and students for Michaelmas term. However, all staff, students and visitors should be aware that they are responsible for their own health and safety whilst on the College premises. They should be aware of the College's health and safety policies and procedures and should not carry out any action which could risk the safety of themselves or others.

Before the start of term, all staff will receive online and in person training about the facilities and health and safety procedures. Students will receive training during Freshers' and Refreshers' Week.

The current action plan has been developed in line with the College's COVID-19 risk assessment, dated 22 June 2020. Given the nature of COVID-19, the College will continuously monitor UK Government guidance and sector best practice, and implement new safety measures and procedures where necessary. We are committed to ensuring students get the best quality of teaching throughout the year as well as ensuring the health, safety and wellbeing of staff and students.

This booklet is an overview of expectations for returning to the College. Full policies and procedures can be found [here](#).

We look forward to welcoming you to the College for the new academic year and thank you in advance for complying with our new procedures.

Best regards,
Rob Farquharson
CEO

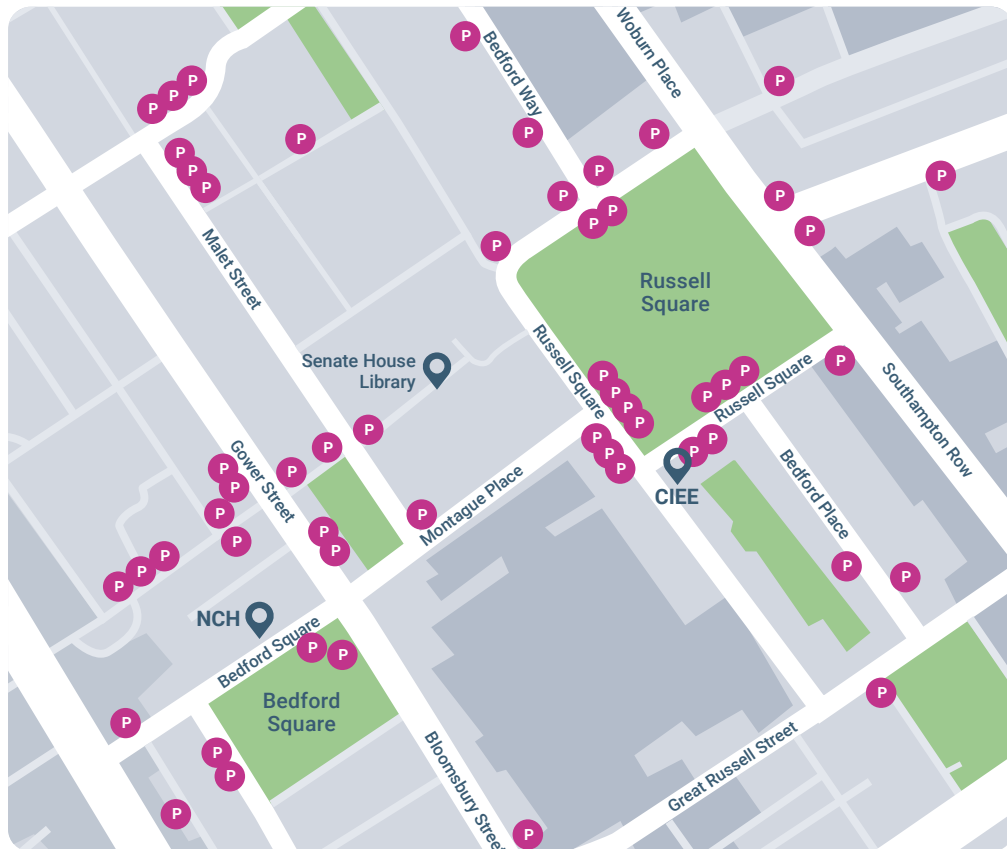
Getting to the College

We encourage staff and students to walk or cycle to the College where possible. If using public transport, wearing face coverings is mandatory.

Cycle storage

There are a number of safe cycle parking spaces available for staff and students commuting by bike. Please see below for a map of suggested storage locations.

Please note that it is prohibited to attach your bike to the railings on Bedford Square or Bedford Square Gardens.



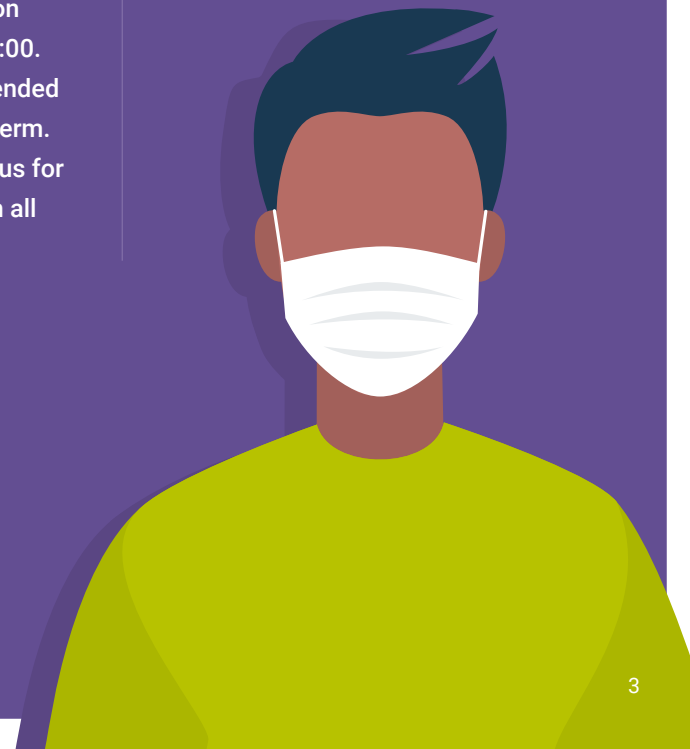
On your first day back

Upon arrival, please familiarise yourself with the signage indicating entrances, exits, travel directions and corridors throughout the College's buildings. Use the hand sanitisers provided and maintain good hygiene by washing your hands thoroughly and regularly.

Face coverings are mandatory on all sites and at all times. Single-use PPE should be disposed of in the regular bins, not recycling bins.

19 Bedford Square and 46-47 Russell Square will be open to students on weekdays between 09:30 and 18:00. Room bookings have been suspended for the duration of Michaelmas Term. You should only remain on campus for the duration of your classes, with all meetings and studying off-site.

Staff in the Central Office are your first point of contact for any query or issues – you can reach them via 020 4504 0179 or sas@nchlondon.ac.uk.



Navigating the campus

Each of our two sites, 19 Bedford Square and CIEE 46-47 Russell Square, have different systems for entrance and exit.

19 Bedford Square will now operate using a separate entrance and exit. The entrance to 19 Bedford Square remains the main front door of the building. The exit will now be the basement front fire exit. You should walk on the right side in hallways and stairwells throughout the building.

CIEE at 46-47 Russell Square's entrance and exit is at the same point. Follow signs in the building for the one-way system in place on the staircases.

All staff and students should swipe their ID card readers every time they enter one of the College's building, even where doors have been propped open, this is to allow us to monitor where individuals have been in the event of a positive coronavirus case.

Lectures and teaching slots will be staggered to reduce foot traffic in the buildings at any one time.

Social distancing strategy

The capacities of teaching rooms, offices and other enclosed spaces have been reduced to allow for 1m+ social distancing, and wearing a face covering is mandatory as an additional risk mitigation.

Classes have been timetabled in a way that allows for staggered arrivals and exits in order to reduce capacity and flow across our sites.

Teaching rooms have been reconfigured with a non-changeable classroom set up i.e. rows of chairs facing forwards at 1m distance. Follow signage and floor markings to support social distancing while in communal areas, such as walkways and corridors. Kitchens and toilet areas should only have one person in them at any time.

Face coverings

Face coverings are mandatory on all sites and it is each individual's responsibility to provide and wear an appropriate face covering, such as mask or visor. An exemption to wearing a face mask must be applied for using this [form](#) giving a minimum of three working days' notice before your first day on either site.

Emergency stock is available via the Central Office, as well as face visors for staff.

Additional mitigation

Where 1m social distancing is not possible, the following guidelines apply:

- Face away from other individuals where possible
- Limit close contact to other individuals to a maximum of 15 minutes
- Avoid speaking, coughing etc. when in very close proximity to another individual.

Identification

All staff and students must wear their NCH ID on a lanyard at all times:

- Grey lanyards indicate staff
- Blue lanyards indicate students
- Green lanyards indicate an approved exemption to wearing a face covering.

Coloured lanyards will be provided to students and staff on their first day on site.



College Facilities



Food & drink

There will be drinking water facilities only on site and no food preparation is permitted on site whatsoever. Staff and students will need to bring their own water bottles to campus. All glassware, crockery, cutlery has been removed in order to limit touch points.

Hot drinks should be purchased and consumed off site. No food or hot drinks will be permitted inside teaching rooms.

Toilets

All toilets are now gender neutral and single occupancy, with the exception of the toilet at the CIEE site at 46-47 Russell Square, which has two cubicles.

Personal Belongings

Personal belongings should not be left on site and there will be no storage available for luggage, foldable bikes etc.

Deliveries

The College will not be able to accept personal deliveries for staff and students.

Work areas

Each site has one study room for students, in a classroom configuration, with seats bookable in advance following the instructions [here](#). Students are advised to book these seats at least one day in advance.

Each site also has one work room for staff, also bookable in advance following the instructions [here](#).

Senate House Library will be taking bookings for study desks [here](#).

Equipment & stationery

Hybrid teaching in teaching rooms necessitates an increased use of technology and the VLE. Faculty and students should come to class with a personal electronic device such as laptop or tablet.

Staff members will be allocated individual stationery and should not share with each other.

Cleaning & hygiene guidance

Enhanced cleaning regimes have been introduced to our buildings with a focus on heavily trafficked areas and touch points. Cleaning staff have been provided with training on safe practices, including social distancing and the use and disposal of PPE.

The buildings are deep cleaned with virucidal disinfectant throughout the day, especially in high risk areas. Teaching rooms will be used at intervals throughout the day to allow for sanitising between every class.

Hand sanitisers are in place throughout the buildings. An emergency stock of PPE is kept in the Central Offices at 19 Bedford Square and CIEE.



Room temperatures

Rooms will be kept well ventilated with fresh air. As we move into the Autumn/Winter months, this will mean that temperatures in the building will be cooler and staff and students should bring additional layers of clothing to compensate for this.



Outdoor space

Do remember that we are fortunate to have the green spaces of Bedford Square Gardens and Russell Square's public gardens to use and enjoy. If you wish to access Bedford Square Gardens, the key can be borrowed from the Central Office.



New College
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Useful contact information

College main line: +44 (0) 20 7637 4550

Student & Academic Services Team: sas@nchlondon.ac.uk

Facilities: facilities@nchlondon.ac.uk

Mental Health Adviser: mentalhealth@nchlondon.ac.uk



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