



COVID-19 Risk Assessment

Date of Risk Assessment: 31 August 2021

Risk Assessor: Thomas King

Job Title: Facilities Coordinator

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| Activity Assessed / Title of Risk Assessment | Risk Assessment / Action Plan for implementing protective measures when the College occupies Devon House. |
| Detailed description of activities covered by this risk assessment | This risk assessment will be used to identify the generic risks associated with COVID -19 and what controls are to be put into place by New College of the Humanities (the College) to enhance the safety of its staff and students on their occupation of Devon House. |
| Location of activity assessed | Devon House, 58 St Katherine's way, London, E1W 1LP Ground floor (excluding landlord demise) First floor |
| Guidance informing this assessment | <ul style="list-style-type: none">• World Health Organisation UK Government Public Health England (PHE)• Office for Students• Universities UK Department of Education• Department of Health and Social Care |
| Document has been reviewed by: | Northeastern in Boston (Y) Company Lawyers at Eversheds (Y) |

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| | Contingency Planning Group (CPG)(Y) Health and Safety Committee (Y) Executive Committee (ExCo)(Y) |
| Next review date | End June 2022 or earlier depending on new UK Government advice. |

INTRODUCTION AND DISCLAIMER

COVID-19 is an illness that can affect your respiratory system and airways and it is caused and spread by a virus called Coronavirus. Due to the nature of the virus, and the new variants Coronavirus remains a serious health risk. Government guidance is constantly reviewed and updated because of this all information in this document is fluid and subject to change depending on a multitude of factors listed below:

- Local and national guidance.
- Current information concerning the virus
- Vendor plans (Primarily Chapter, and any other leased education space)

The College remains committed to ensuring a safe environment for all staff, faculty, visitors and students. All information in this document is constantly reviewed by the Chief Executive Office (CEO), Director of Resourcing and Operations, COVID-19 Case Management Officer, Facilities Coordinator and our partners at Northeastern University.

This risk assessment was created in consultation with various staff and student bodies via meetings as part of the approval process. As this risk assessment is an ongoing document, all updates are circulated to all staff and students via email.

The College measures the effectiveness of all control measures via our COVID-19 Case Management Officer. The College requires all staff and students to contact the Case Management Officer for any COVID-19 related sickness and we use this data to make informed decisions for our Risk assessment. NCH is also guided and reports into the OFS, PHE.

When deciding on control measures the College has followed a general hierarchy of controls where possible to inform our decision. This hierarchy is outlined below:

1. Elimination of the hazard.
2. Substitution with less hazardous processes, operations, materials or equipment.
3. Engineering controls and reorganisation of work to limit exposure to hazards.
4. Administrative controls to remain alert to the hazard.
5. Personal protective equipment to limit the effects of exposure to the hazard.

This Risk assessment supplements the COVID-19 health and safety policy, whilst this document outlines the control measures we use to maintain the health and safety of all staff and students, our COVID-19 Health and Safety Policy will reference controls in more depth. The Health and Safety Policy, Risk Assessment and our FAQ's are all available on the College website.

Should any updates be made the updated assessment will be considered official and any previous versions null and void.

Vulnerable persons should follow UK Government advice before attending any College premises.

Anyone with Coronavirus symptoms or who has tested positive for COVID-19 within the last ten days should not enter any College premises. From August 16th, anyone who is under 18 or fully vaccinated in England, who does not have symptoms, will not need to self-isolate if they come into contact with a positive case.

The College accepts no liability to any person who does not comply with the following guidance (unless such liability is caused by the negligence of the College).

The College is unable to guarantee that its premises will be Coronavirus free but is committed to taking all reasonable steps to minimize so far as reasonably possible its presence.

Should any queries from this assessment arise please contact ExCo nch.exec.co@nchlondon.ac.uk who will be able to assist.

| What are the hazards: | Who might be harmed | Controls | Actioned by: | Action Date: | Review Date: |
|---|--|--|--------------|-----------------|--------------------|
| Return to premises, homeworking and vulnerable persons –students and staff | | | | | |
| <p>Staff and students working together in workplace premises inevitably raises the risk of transmission of the virus.</p> <p>Mental and physical wellbeing as a result of isolation or working from home.</p> | <p>Staff</p> <p>Students</p> <p>Contractors</p> <p>Visitors</p> <p>Cleaners</p> <p>Vulnerable groups:</p> <ul style="list-style-type: none"> ● Elderly ● Anybody with underlying health conditions ● New / Expectant mothers <p>Anybody else who physically comes into contact with the College.</p> <p>Members of the public</p> <p>High risk vulnerable persons including:</p> <ul style="list-style-type: none"> ● Anyone who has had an organ transplant | <p>Return to College</p> <p>Current UK Government advice states that there is no requirement for social distancing or other measures in an educational setting. The College has updated its teaching plans for Michaelmas in line with UK Government advice.</p> <p>These plans inform staff and students how the College is resuming full face-to-face business operations and what restrictions may be in effect.</p> <p>Prior to staff and students returning to premises, the following measures will be taken:</p> <ul style="list-style-type: none"> ● In person teaching and educational events will commence from 01 September 2021. ● Social distancing measures have been removed but we ask all members to be aware and respectful of everyone’s space acknowledging that comfort and anxiety levels will vary from ● The College will continue to be part of the University testing scheme run by the Department of Health and Social Care and Department of Education. Participation is voluntary but to reduce the spread of COVID-19 it is recommended by the UK Government that all staff and students take a Rapid lateral flow device test (LFD) twice a week (every 3-4 days). The College encourages all staff and students to be regularly tested. ● Take home LFD testing will be used to | <p>ExCo</p> | <p>May 2021</p> | <p>August 2021</p> |

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|---|---------------------|--|--------------|--------------|--------------|
| Return to premises, homeworking and vulnerable persons –students and staff | | | | | |
| | | <p>support the return of staff and students for face to face teaching or events, all documentation relating to this can be found here. This is dependent on the latest guidance from the Department of Education.</p> <ul style="list-style-type: none"> • The College will distribute take home LFD tests provided by the Department of Health. Staff and students can collect on Monday – Friday from 09:00 to 17:00. Tests can be collected from the Campus Hub area. • Return to premises training for all staff and students to refresh all on our health and safety policies and procedures and ways of working when face to face teaching can resume. • Updates to the COVID-19 Risk Assessment and Health and Safety Policy and Procedures to be communicated to all members via email. • All documentation to be updated with the latest Guidance for higher education providers. • Reminder to check the international travel section of this assessment for the latest guidance on travelling to and from the UK. • Consideration of essential Professional staff required on site and working arrangements in accordance with the College’s Flexible Working Policy. | | | |

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|---|---------------------|--|--------------|--------------|--------------|
| Return to premises, homeworking and vulnerable persons –students and staff | | | | | |
| | | <p>management to monitor staff, and any concerns escalated and personal check-in to be carried out.</p> <ul style="list-style-type: none"> The College will send all staff members a Display Screen Equipment questionnaire and virtual assessments can be conducted if needed. The College allocates a working from home budget for homeworkers. The College will send all staff a list of risks to be aware of whilst homeworking and controls which can minimise those risks. | | | |

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|---|--|---|--------------|--------------|---|
| Preventing infection / transmission, Staff and student safety, cleaning and PPE | | | | | |
| <p>Transmission of COVID -19 throughout the premises due to unsafe work premises.</p> <p>COVID – 19 is a respiratory disease which affects the lungs, it is highly infectious and can be spread in the following ways:</p> <ul style="list-style-type: none"> The virus moving from person-to-person in droplets | <p>Staff Students Contractors</p> <p>Visitors Cleaners</p> <p>Vulnerable groups:</p> <ul style="list-style-type: none"> Elderly Anybody with underlying health conditions New / Expectant mothers <p>Anybody else who</p> | <p>The College will comply with its duty to provide a safe and healthy workplace/working conditions for all staff, students and visitors in the workplace during the coronavirus pandemic by circulating coronavirus policies and safety procedures to all staff, students and visitors; these set out how staff, students and visitors should behave and the precautions they must adopt and enforce during the pandemic to keep them safe.</p> <p>All members are able to find LFD testing sites in their area via this link.</p> <p>The College will attempt to reinforce key messages to members for how to act in accordance with the latest national restrictions imposed by the UK Government such as:</p> | Tom King | Aug 2021 | December 2021 or earlier if UK Government guidance changes. |

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| Preventing infection / transmission, Staff and student safety, cleaning and PPE | | | | | |
| <p>from the nose or mouth which spread when a person with the virus coughs, sneezes or exhales.</p> <ul style="list-style-type: none"> • The virus can survive for up to 72 hours out of the body on surfaces which people have coughed on, especially surfaces such as plastic or steel. • People may become infected by breathing in the droplets or by touching contaminated surfaces and then touching their eyes or mouth. • A new variant of the virus is now in circulation which is more transmissible. | <p>physically comes in contact with the College.</p> | <ol style="list-style-type: none"> 1. The stay at home order has ended. 2. Social distancing has been removed but members are reminded to be aware and respect everyone’s space. 3. Hands, Face, Space. <p>Every person has a duty to adhere to and reinforce key Government public health messages as issued by the Government:</p> <ol style="list-style-type: none"> 4. Covering your mouth with a tissue when coughing or sneezing and disposing of this correctly, washing hands or using hand sanitiser immediately afterwards. 5. Self-isolating if displaying any of the following symptoms: <ul style="list-style-type: none"> • a high temperature – this means you feel hot to touch on your chest or back (you do not need to measure your temperature). • a new, continuous cough –this means coughing a lot for more than an hour, or three or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual). • a loss or change to your sense of smell or taste – this means you have noticed you cannot smell or taste anything, or things smell or taste different to normal. 7. Cover the mouth and nose with a tissue or sleeve (not hands) when coughing or | | | |

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| | | <p>sneezing (Catch it — Bin it — Kill it).</p> <ol style="list-style-type: none"> 8. Put used tissues in the bin straight away. 9. Wash hands regularly with soap and water for at least 20 seconds (use hand sanitiser gel if soap and water are not available). 10. Avoid close contact with people who are unwell. 11. Clean and disinfect frequently touched objects and surfaces. 12. Do not touch face, eyes, nose or mouth. <p>Hand hygiene</p> <ul style="list-style-type: none"> • Hand sanitising units have been installed. One in the main entrance, and one per floor per wing. Staff areas and classrooms may be supplemented with additional sanitiser stations or wipes. • Soap dispensers are available in all bathrooms. <p>Workspace Hygiene</p> <ul style="list-style-type: none"> • Hot-desking and communal workspace is available throughout campus. Members are to take responsibility for proactively wiping down areas before and after use using the anti-bacterial wipes provided. • Professional staff will be provided with their own stationery and IT equipment. Students will be required to bring their own stationery and IT equipment. • Cleaning materials will be made | Tom King | August 2021 | December 2021 or earlier if UK Government guidance changes. |

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| Preventing infection / transmission, Staff and student safety, cleaning and PPE | | | | | |
| | | <p>available for the cleaning of desks, classrooms and workstations by occupiers.</p> <ul style="list-style-type: none"> • Increase of waste bin provisions in all spaces. • All staff and students will be briefed on workplace hygiene and procedures. <p>Face Coverings:</p> <ul style="list-style-type: none"> • The Government has removed the requirement for face coverings within most settings, including educational and workplaces. • All members are strongly encouraged to wear face coverings on campus to protect the community. • Members are reminded to respect their peers’ personal choice in wearing, or not wearing a face covering whilst on campus. • Face shields will be provided for staff if requested. • When wearing a face covering, members are reminded to wear one that covers the nose and mouth, that can be either a purchased brand, or a homemade cloth covering. • Face coverings are recommended in crowded spaces such as public transport travelling to and from the campus. • The College will keep an emergency stock of face masks, gloves, and face visors accessible to all members. These | | | |

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| Preventing infection / transmission, Staff and student safety, cleaning and PPE | | | | | |
| | | <p>will be stored in the Student Hub area.</p> <p>Additional measures and PPE:</p> <ul style="list-style-type: none"> • Track and Trace app and QR codes to be implemented as a control to assist identifying close contacts of positive cases. • A stock of emergency PPE will be kept on site, including gloves. To be distributed by a trained person e.g. Facilities. These items are stored for optional use for staff and students alongside additional risk mitigation or mandatory use in the event of a potential positive case on site and where cleaning will need to be undertaken. <p>Cleaning</p> <ul style="list-style-type: none"> • Enhanced routine cleaning protocols to be provided and facilitated by the College cleaning contractor KeyEnviroSolutions. All cleaning will be in accordance with UK Government guidance. e.g. daytime cleaning and daily cleaning of classrooms and high touch point areas, including equipment. • Cleaning materials will be provided for in and around campus for all members to use proactively on workspaces. • Anti-bacterial wipes will be provided in each office space for staff to wipe their own work equipment on a regular basis. • Obtain satisfactory Risk Assessment and Method Statement from cleaning | Tom King / KeyEnviroSolutions | August 2021 | December 2021 or earlier if UK Government guidance changes. |

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| Preventing infection / transmission, Staff and student safety, cleaning and PPE | | | | | |
| | | contractors. <ul style="list-style-type: none"> All cleaning done will be in compliance with UK Government guidance on COVID-19: cleaning in a non-healthcare setting outside the home found here. | | | |

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| Preventing infection / transmission, Staff and student safety, cleaning and PPE | | | | | |
| | | <p>Travelling in and out London:</p> <ul style="list-style-type: none"> All members must follow TFL guidance when using public transport around London. Specifically members must ensure they wear a face covering for the duration of their journey and upon entering/exiting the station. More information about COVID restrictions on the Transport for London network can be found here. Members need to consider their travel arrangements, and if it is possible to avoid public transport. Staff have access to a cycle to work scheme which is accessible from HR. All members have access to Bike storage and showers at Devon’s House. <p>International travel:</p> <ul style="list-style-type: none"> Our students and staff should follow the rules for entering England and traveling abroad. Countries are rated as red, amber, or green. You must quarantine if NHS Test & Trace informs you that you travelled to England with someone who has tested positive for COVID-19 and you are not fully vaccinated. All staff and students should read government advice regarding travel which can be found here. | Tom King | August 2021 | December 2021 or earlier if UK Government guidance changes. |
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| Preventing infection / transmission, Staff and student safety, cleaning and PPE | | | | | |
| | | <ul style="list-style-type: none"> • Staff and students will need to provide evidence of a negative test to be allowed to return to campus within the timeframe of the usual quarantine period of 10 days. • Any person who has a requirement to leave the UK must complete an Outbound Declaration of Travel Form ahead of their journey. <p>Contractors</p> <ul style="list-style-type: none"> • Only scheduled contractors will be permitted on site. <p>Deliveries</p> <ul style="list-style-type: none"> • Delivery drivers will not be permitted onto College premises. All deliveries will be received by onsite security and communicated to Facilities. • Personal deliveries are not permitted at Devon House. • The College will attempt to minimise the amount of deliveries spread across a week and designate specific delivery dates to reduce touchpoints. | Tom King | August 2021 | December 2021 or earlier if UK Government guidance changes. |

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| Social distancing | | | | | |
| <p>Social distancing has been outlined by the UK Government as the primary way to avoid the spread of the COVID-19 virus.</p> <p>UK Government advise that when social distancing is not possible face coverings must be worn.</p> <p>Virus transmission is low when just walking past an infected person, however it increases dramatically the longer you share a space with them.</p> | <p>Staff Students Contractors Visitors Cleaners</p> <p>Vulnerable groups:</p> <ul style="list-style-type: none"> ● Elderly ● Anybody with underlying health conditions ● New / Expectant mothers ● Anybody else who physically comes in contact with the College. | <p>Currently there are no social distancing restrictions in an educational setting in accordance with government guidance. However the College has made preparations in case social distancing is reintroduced, in the event of government guidance changing or should the College feel it is a necessary measure to minimise transmission, such as:</p> <ul style="list-style-type: none"> ● Identified room capacities with 1m and 2m social distancing. ● All spaces have been set up with the ideal room capacity and configuration. ● Members are asked to keep classrooms in the original formation and not to go over the room capacity, unless authorised in advanced by Facilities. ● This is in support of ventilation management and to respect the personal space of peers. ● Staff meetings which are able to take place virtually, will be encouraged to do so. ● Bathrooms are single occupancy only and are regularly cleaned throughout the day. ● Signage will be displayed to reinforce, good hygiene, symptoms, etc. ● Attendance to events will be managed via attendance lists. ● No unannounced visitors/students/staff will be permitted entry. | <p>Tom King</p> | <p>August 2021</p> | <p>December 2021 or earlier if UK Government guidance changes.</p> |

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|---|---------------------|---|--------------|--------------|---|
| Buildings | | | | | |
| <p>COVID-19 transmission due to unsafe air quality throughout buildings</p> | | <p>Heating, air conditioning and ventilation</p> <p>Premises are encouraged to have as much fresh air flow throughout the buildings as possible.</p> <p>The campus has increased measures to ensure proper ventilation. A new MVHR system is installed that increases the fresh air circulation within the campus. This system will work together with the existing building system to provide two air changes per hour.</p> <p>Further, an enhanced filtration system has been added and reduces the level of nitrous oxide brought into the building. This filtration system has pollutant gas filters for the removal of NO2, NOX, SO2, O3, and VOC, plus particulate filters for removal of particulate matter 10 micrometers or less in diameter. These are similar to the systems installed in hospital settings.</p> <p>The increased air exchange and filter measures are both above required regulations.</p> <p>To protect the integrity of the enhanced system, campus windows are not to be opened by members. If the MVHR system fails facilities will open campus windows to provide fresh air ventilation.</p> <p>The premises will operate in a way that complies with Workplace (Health, Safety and Welfare) Regulations 1992.</p> <p>The Approved Code of Practice suggests the minimum temperature in a workplace should normally be at least 16 degrees Celsius. The College will attempt to maintain a suitable temperature for</p> | Tom King | Aug 2021 | December 2021 or earlier if UK Government guidance changes. |

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| | | <p>members as much as possible.</p> <p>Legionella</p> <p>Buildings that have sat unoccupied for a substantial period of time have an increased risk of water contamination.</p> <ul style="list-style-type: none"> • Legionella risk assessment to be undertaken, where required. • Water sample testing to be conducted and any required treatments carried out. • Weekly running of water taps and flushing of toilet systems to be carried out, to maintain a safe system. | | | |

| What are the hazards: | Who might be harmed | Controls | Actioned by: | Action Date: | Review Date: |
|--|--|--|--------------|--------------|---|
| Accidents and emergencies | | | | | |
| Staff and students may not react appropriately to hazards, accidents and emergencies on site due to possible clash of procedures like social distancing. | Staff Students Contractors Members of the public Visitors Cleaners Vulnerable groups | Accidents and emergencies: <ul style="list-style-type: none"> Existing procedures for accidents and emergencies, including first aid provisions and protocols, have been reviewed and amended appropriately. Provide training to staff on revised emergency procedures. Refresher training for first aiders and fire wardens will be taking place in August. | Tom King | August 2021 | December 2021 or earlier if UK Government guidance changes. |

| What are the hazards: | Who might be harmed | Controls | Actioned by: | Action Date: | Review Date: |
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| Student Accommodation | | | | | |
| Staff and students may not react appropriately to hazards, accidents and emergencies on site due to possible clash of procedures like social distancing. | Staff Students Contractors Members of the public Visitors Cleaners Vulnerable groups | Program related Housing: The College has a contract with Chapter for its program related housing. Chapter are responsible for providing their own Covid-19 Risk assessment which can be found here . All policies and procedures including wearing face coverings in public spaces must be followed. | Tom King | August 2021 | December 2021 or earlier if UK Government guidance changes. |

| What are the hazards: | Who might be harmed | Controls | Actioned by: | Action Date: | Review Date: |
|--|---|---|-----------------|-----------------|--|
| Cases of possible on-site infection | | | | | |
| <p>People becoming unwell or symptomatic whilst on-site and becoming a high transmission risk.</p> | <p>Staff Students Contractors Members of the public Visitors Cleaners Vulnerable groups</p> | <p>Possible on-site infection</p> <p>Staff and students are required to follow UK Government guidance to self-isolate at home should they exhibit any symptoms of COVID-19.</p> <ul style="list-style-type: none"> • Staff and students are instructed to self-isolate immediately at the onset of any COVID-19 related symptoms and inform the College to ensure anybody that may have been working in close proximity can be informed of potential exposure and to contact the NHS Test and Trace service. • Premises may be closed for 72 hours in line with UK Government advice. • Appropriate cleaning protocols will be applied to potentially contaminated work areas. • Waste disposal to be undertaken in line with UK Government's waste guidelines for COVID-19. • First aid provisions, including first aiders, to be reviewed and consideration of a first aid room for individuals suddenly taken ill. • Staff cover rota to be in place (for both professional services as well as faculty) should a member of staff become infected/ is required to self-isolate. | <p>Tom King</p> | <p>Aug 2021</p> | <p>December 2021 or earlier if UK Government guidance changes.</p> |

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|--|---------------------|--|--------------|--------------|--------------|
| Cases of possible on-site infection | | | | | |
| | | <ul style="list-style-type: none"> An Action Plan has been drafted by the College which details staff members responsibilities and various measures which may be implemented. | | | |

| What are the hazards: | Who might be harmed | Controls | Actioned by: | Action Date: | Review Date: |
|---|---|---|--------------|--------------|---|
| Scenario planning – factors affecting College closures | | | | | |
| Preparation in case the transmission rate of COVID-19 becomes too high and members can no longer attend the College safely. | Staff Students Contractors Members of the public Visitors Cleaners Vulnerable groups: <ul style="list-style-type: none"> Elderly Anybody with underlying health conditions New / Expectant mothers Anybody else who physically comes into contact with the | Scenario planning Due to the size of the College and the fact that we do not run Engineering or Creative Arts courses the principles that we will work too are: External factors resulting closure: <ul style="list-style-type: none"> UK Government imposes lockdown. UK Government instructs universities to teach remotely. An outbreak occurs onsite and PHE advises transmission rates are high Too many student facing staff are required to self-isolate therefore the College cannot open safely. A significant number of students are self-isolating therefore the shift to online might be a better overall student experience. | Tom King | Aug 2021 | December 2021 or earlier if UK Government guidance changes. |

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| Scenario planning – factors affecting College closures | | | | | |
| | College. | <p>The College acknowledges that there may be other scenarios it cannot foresee at this stage.</p> <p>Staff</p> <p>All staff to pivot to remote/hybrid working.</p> <p>Follow up calls with members of staff affected to be conducted by line manager.</p> <p>Building</p> <p>All College buildings to be closed until further notice in line with PHE advice.</p> <p>Full deep clean of building to be conducted as soon as possible.</p> <p>When deemed safe to return, the building to be reopened.</p> <p>Academic</p> <p>If the pandemic makes it necessary to shift from primarily on-ground delivery, then our guiding principles – to be interpreted in the context will be:</p> <ul style="list-style-type: none"> • Shift synchronous delivery to a mix of online-only (for large lectures and individual tutorials) and on-ground with approved remote participation. • Keep track of whether approved remote participation cases go above a critical mass for any given on-ground course elements (e.g. due to high numbers self-isolating), in recognition that in such a | Sheena Van Der Merwe | August 2021 | December 2021 or earlier if UK Government guidance changes. |

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| | | <p>situation the overall student experience might be improved by a shift to online-only.</p> <p>Program related Housing:</p> <p>In the scenario of lockdown and other changes housing providers will communicate their plans to the College and students.</p> <p>Recommended Housing:</p> <p>The College does not have its own student accommodation, however it recommends student accommodation providers. It is in close contact with the providers and if an outbreak occurs it will work with them to check on the welfare of its students.</p> <p>The College recommends, Urbanest Tower Bridge, Unite Students Drapery Place, International Students House, Well Street Hall and Chapter.</p> <p>In the event a student(s) test positive for COVID-19 and have informed the College they are staying in student accommodation the College will inform the housing provider and work with them to support the students. The College will be in regular contact with both the housing provider and students during this time and will continue to monitor the situation.</p> <p>The College will also contact PHE and Local Authorities informing them that the student housing is in private accommodation in the event of an outbreak</p> | | | |
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ADDITIONAL CONTROLS

| Reference | Additional controls required | Due date: |
|--|--|---------------|
| Dataset available in result of a cluster | <p>The College is able to access a number of sources of data to assist with information, such as PHE, Local Authorities, NHS Track and Trace. It would also use this data when taking precautionary measures to track anyone who has come into contact with someone presenting COVID-19 symptoms.</p> <ul style="list-style-type: none"> • Staff and student data • Guest contact data • Data held on door access systems | 2 August 2021 |

| Reference | Additional controls required | Due date: |
|--------------------|--|-----------|
| | <ul style="list-style-type: none"> • Timetabling data • Details for training all staff received, to ensure they understand the process the College needs to follow for COVID-19. • QR codes present throughout Devon House. <p>The data is held securely by the College and is obtained using the current information security permissions and protocol.</p> | |
| Communication plan | <p>Communications: staff and student wellbeing</p> <p>Communication has been a critical element of how students and staff are supported. The College swiftly shared communications to:</p> <ol style="list-style-type: none"> a) Provide advice and guidance received from PHE and the Department for Education (DfE) b) Inform and update staff and students on the College’s actions and responses during the pandemic. c) Seek to understand and support staff and student concerns via surveys and all staff and student addresses. | |

DOCUMENT UPDATES:

30 July 2020 – Added “Premises may be closed for 72 hours in line with government advice” to **Possible on-site infection**

4 August 2020 - Adjusted the self isolation period from a positive case or symptomatic individual to **10 days**

1 September 2020 - Removal of valid medical grounds from Face coverings.

8 August 2020 - Amended to reflect H&S Policies, housing contractors and reference to NU. Inclusion of key messaging, **Hands/ Face/ Space,Rule of 6**

4 April 2021

- Isolation period lowered to 10 days, Update to Job title for SVDM
- Incorporation of Hilary term
- Return to campus has been updated to reflect the latest government guidance.as requested by DofE

- Introduce Lateral Flow testing
- Study Space changes
- Inclusion of Cleaning contractor
- Face coverings and PPE now separated
- Updated action dates.
- Acknowledgement of the new variant of virus.

Reformat of document 8 March 2021

- Update to introduction
- Guidance updated for Clinically extremely vulnerable staff and students
- Updated Return to Premises with online teaching for the remainder of Hilary and other small changes to reflect that.
- Incorporation of the Outbound Declaration of travel form

Update to HVAC to reflect HSE guidance on Deep Breathing activities. 6 April 2021

- Updates review dates
- Study space update in Phased return
- Online exams update in Phased return
- Cleaning stations update
- Update to Social distancing to include study space
- Removed additional teaching sites from assessment

11 May 2021

- Hilary changed to Trinity 21
- Inclusion of Exam space in risk assessment
- Updated Cleaning procedures for exams
- Inclusion of one-to-one tutorials

14 June 2021

- In person teaching and educational events permitted from 7th June
- Take home lateral flow tests available
- Updated key messages
- Updated guidance on international travel

21 June 2021

- Take home tests update, the College no longer offers LFD's on campus.
- Review date extension in reflection of the latest government roadmap.

5 August 2021

- Michaelmas term 2021 update

31 August 2021

- Michaelmas term 2021 update – face mask update