

SAFE OPERATING PROCEDURE

Learning and Teaching

1. Introduction

This document is written in accordance with Welsh Government guidance and applies only to low and moderate risk levels as defined by the local Incident Management Team (IMT). Should the risk level increase to high or very high, then the University will, as appropriate, implement additional reasonable measures to manage the risk.

This document applies to Staff working in University Learning and Teaching (L&T) environments. Please read this document in conjunction with the [L&T generic risk assessment](#).

In order to keep our community safe, the University is adopting a risk-based approach to all activities implementing reasonable measures to minimise the risk of exposure to and transmission of COVID in accordance with Welsh Government requirements [Alert level 0 - Guidance for Employers, Businesses and Organisations](#) and [Infection control framework for higher education](#)

Specific guidance and information on the measures in place at the University to prevent symptomatic and asymptomatic COVID transmission, is available on the [Health and Safety intranet page](#) and the [University Coronavirus information page](#).

1.1 Academic Staff responsibility

L&T staff are required to read the L&T generic risk assessment, this Safe Operating Procedure and the Student Information presentation, all of which make up the L&T Toolkit and can be found on the [H&S intranet page](#).

L&T Staff are required to ensure that health and safety risks associated with their L&T activity are assessed and that reasonable measures are implemented and communicated to students and others affected. This Safe Operating Procedure and the generic L&T Risk assessment identifies many of the COVID related L&T risks and control measures. However, if you are carrying out activity other than general face to face teaching as identified in the L&T risk assessment, then you are required to carry out a specific risk assessment of that activity. Please get in touch with the health and safety team if you require assistance with developing a specific risk assessment. Further guidance is available for fieldwork and laboratory practical activity and can be accessed on the [H&S intranet page](#).

Student information has been developed on the COVID related risk and appropriate control measures at the University. This is available to all students on [MyUni hub](#). In addition students are required to sign the [student charter](#).

L&T staff are asked to remind students of specific requirements and control measures at the start of teaching activities. A suggested student information presentation has been put together and is available for use or adaptation by the L&T staff.

The H&S team has developed a checklist as an aide memoir for L&T staff in section 3 of this document. Prior to returning to in person teaching, it is recommended that L&T staff familiarise themselves with buildings and L&T spaces, including the practical control measures in place as identified in this document.

2. Preventing COVID Transmission in L&T Environments

The following paragraphs identify the University control measures in place for preventing COVID transmission in L&T environments, including PC labs. Specific L&T activity other than general face to face teaching is to be risk assessed by the person responsible for the activity, this is usually the lecturer responsible for the activity.

One to one teaching, tutorials, mentoring and small group activity in offices or staff spaces will require a specific risk assessment by the person responsible for the activity. Consideration must be given to the capacity of the space (occupancy should be no more than 50% of the pre COVID capacity), social distancing, ventilation, cleaning and sanitising of the space, personal hand hygiene and sanitising. Considerations should also be given to other users of the space.

3. Social distancing, Contact Groups and Room Capacities

All public, common and staff areas within the University, including, shared offices, corridors, foyers, reception areas, shops, lifts, stairways and conveniences operate with 2m social distancing arrangements in place.

L&T spaces have been risk assessed and room capacity remains reduced, typically to between 50% and 65% occupancy. For centrally timetabled L&T spaces;

- Appropriate maximum capacities have been identified and this information is available at the entrance to the space.
- Seating arrangements have been identified and the seating plans are also available on the E&FM intranet page.
- Arrangements are in place to enable contact group teaching to take place.
- Arrangements to support contact tracing must be in place in L&T environments, see section 9 of this document for further information.

Contact groups can be;

- **A group of up to 30 students** present in an L&T space without social distancing measures in place. Whenever possible, contact groups should be fixed with the same 30 students allocated for the teaching group.
- **A group of 6 students** with 2m between each group of 6. Groups of 6 can vary from session to session but should remain fixed for the duration of the session.

Across a programme, students may be members of multiple contact groups.

University staff are not part of the student contact groups and whenever possible, are required to maintain social distancing of 2 metres. Where it is not possible for staff to maintain 2 metre social distancing i.e. during clinical assessment activity, assessing work and assisting students, then specific risk assessment is to be carried out and appropriate control measures implemented. The Health and safety team can support in the development of specific risk assessment.

The risk assessment must be documented and further controls should include;

- Minimising the time spent within 2 metres of others.
- Avoid working face to face. Instead work side by side or back to back.
- Wearing face coverings.
- Keeping attendance records for the session.

As part of the reasonable measures for L&T spaces;

- Please ensure that you do not exceed the specified maximum capacity of the space.
- Please do not alter room layouts and do not add any additional seats or furniture to any learning environments under any circumstances, as it places all users of the rooms and the University at risk if capacities are exceeded.
- Specialist spaces are the responsibility of the Faculty, as are departmental spaces that are not centrally timetabled.
- In computer suites, the ISS team have determined the maximum capacities and disabled the keyboard and mouse on the computers that should not be used. These computers will remain switched on and spaces will be used for remote dial in.
- L&T staff must inform timetabling of any room changes to enable the effective management of incidents and assist Test and Trace.

For more information on limiting capacity and social distancing, please see the [Social Distancing Information Sheet](#).

3.1 Arrival at lectures and managing the L&T space

Where possible, L&T spaces are to be open all day to enable staff and students to enter the room and avoid queuing in corridors. It will be the responsibility of all University staff to continue to manage corridor and common spaces. Challenging groups and requesting them to maintain social distancing is acceptable.

- Staff should maintain social distancing from others when entering and leaving the space.
- Staff should avoid moving around the space and maintain social distancing. Where this is not possible, then specific activity risk assessment should be completed. See information above on social distancing.
- Students should avoid moving around the space and should sit in allocated seating (depending on the contact group arrangements). Once seated they are not permitted to move seats or contact groups.
- Remind students to arrive promptly at sessions and to avoid gathering/ queuing in corridors or elsewhere in the building. The timetable has been structured to minimise congestion in common areas.

- Remind students that they are required to leave and enter the L&T space in an organised fashion and to comply with the 2 metre distance requirements when in common spaces. This includes when taking rest breaks.
- Staff and students are required to sanitise hands when entering and leaving the L&T space.
- Staff and students are required to use the sanitising equipment provided to wipe their immediate space and any shared equipment before use. See further information on cleaning and sanitising below.

4. Cleaning and Sanitising

The University has arrangements in place for enhanced cleaning and sanitising and details can be found in the [Cleaning and Sanitising risk assessment](#).

In addition to cleaning by the Campus Services team, the following arrangements are in place;

- Sanitising wipes (Sanisafe 3) will be available in all (non-specialist) L&T environments.
- The sanitising wipe dispenser buckets are fixed to the surface so please do not attempt to remove.
- The sanitising wipes will be frequently checked and replenished. Please advise the E&FM Helpdesk of any supply issues.
- Staff and students are required to wipe their immediate space and any shared equipment before use. Time should be allocated to this activity at the start and end of the session. The following process is required;
 - Collect a wipe from the wipe bucket/ dispenser when entering the room and proceed to work space/ seating area.
 - Wipe the lectern/ IT screen/ remote controls/ computer equipment / microphones with a Sanisafe 3 wipe (do not use other types of wipes on the IT equipment).
 - Wipe your desk and other hard surfaces such as chair arms with a sanitiser wipe.
 - Dispose of the wipes in the bins provided. See Waste Guidance notes for detail.
 - Sanitise hands after wiping the equipment using the personal hand sanitiser provided to you by the University.

Please refer to the [E&FM intranet page](#); for the live document identifying the sanitising solution in place for each L&T space. Please contact the E&FM Helpdesk for queries and/ or updates to the list.

5. Symptomatic individuals

All staff, students, tenants, contractors and visitors who are feeling unwell are required to stay at home and not come into campus. If you feel unwell whilst on campus you are required to go home immediately and follow the advice in the [Swansea University guidance](#) and [Self isolation information](#) on the Welsh Government website.

The most common symptoms of COVID 19 include; a high temperature, new or continuous cough or loss of taste or smell, however, other symptoms can be identified on the [NHS website](#) and advice

should be always sought before attending University. The coronavirus symptom checker can be accessed [here](#) or contact the NHS 111 telephone line.

All symptomatic individuals are required to follow Welsh Government guidelines for [Self isolation](#) and get a test by contacting the NHS 119 telephone line as part of the national test, trace and protect strategy if they have symptoms. For more information see the [Welsh Government website](#) and Swansea University [Arrangements for Isolation](#).

It is foreseeable that during the winter months, some staff and students will have symptoms such as a cough. This does not mean that they have COVID, however, these individuals are encouraged to comply with the Welsh Government guidance and get a test. Where the test is negative but the symptoms persist, the student is asked to inform [MyUni Support](#) and their lecturer. Where students have chronic conditions such as asthma that can cause symptoms likely to be mistaken for COVID, they are asked to inform MyUni Support and their lecturer.

Where a student is persistently coughing during a lecture, the L&T staff member is entitled to ask them if the cough is new or continuous and to leave the L&T space and to get a test in accordance with the Welsh Government guidance.

Staff are required to report to [HR](#) and their line manager, if they test positive for COVID and students are required to report confirmed cases to [MyUni Support](#) in accordance with the Swansea University [Reporting Confirmed COVID](#) cases document. The University has arrangements in place to support the test, trace and protect strategy.

6. Self-isolation and Close Contacts

In accordance with Welsh Government requirements for [Self isolation](#);

- **You are required to isolate.** If you are over the age of 18, and have not received a full course of COVID-19 vaccination in the UK, you should self-isolate for 10 days if:
 - you develop COVID-19 symptoms, no matter how mild (and you should book a test);
 - you live with someone who has developed COVID-19 symptoms and they are awaiting the outcome of a PCR test;
 - you live with someone who has tested positive for COVID-19;
 - you have been contacted by the TTP service and told to self-isolate because someone you have had close contact with has tested positive for COVID-19.
- **You are exempt from isolation.** As of 7 August 2021, adults who have been fully vaccinated and received the vaccine in the UK and those under the age of 18 will no longer have to self-isolate. You will be asked to take PCR tests on Day 2 from your last contact with the positive case (or as soon as possible) and on Day 8. It is important that you take these tests even if you feel well, you may have COVID-19 even if you do not have symptoms.

You are considered to be fully vaccinated, if it is at least 14 full days since you had the full course of an approved vaccine, and it was administered in the UK.

TTP will contact close contacts directly and provide advice. If you have been identified as a close contact and are exempt from isolation, (in accordance with Welsh Government and TTP) it is a University requirement that you **do not** attend work and make arrangements to work from home. Students who are identified as a close contact and are exempt from isolation, are also required to refrain from attending events, activities or learning, teaching and research environments, on or off campus.

If you are identified as a close contact, you are required to inform the University in accordance with the [University arrangements](#).

7. Personal Hygiene

Hand sanitiser stations are placed at all building entrances and refill stations are in place across the University.

Staff and students are reminded to comply with the University requirements to wash and/ or sanitise hands frequently in accordance with the [guidance](#) and avoid touching their eyes and face.

Staff and students are required to wash or sanitise hands when;

- Entering and leaving buildings.
- When entering and leaving L&T spaces
- After cleaning/ wiping shared equipment or touching a high frequency touch point.

It is recommended that staff change and wash work clothing on a daily basis.

8. Face Coverings and PPE

Face coverings are not a type of personal protective equipment (PPE). The Welsh Government recommends that medical grade masks should be reserved for health and care workers. At the University, this may include medical, health and social care courses and activity where the risk assessment requires.

8.1 University position on wearing a face covering

The University requirements for the wearing of [Face coverings](#) is available on the H&S intranet page.

As a reasonable measure, face coverings **must be worn** in the following scenarios unless you are exempt;

- In all University areas accessible to the public including: foyers, reception areas, corridors, lifts, stairways, conveniences, shops and libraries.
- When 2m social distancing cannot be maintained (unless it has been identified in a risk assessment that this would be unsafe).
- When moving around a space such as an open plan office, learning and teaching environment or catering venue.

- Where identified on a risk assessment as an appropriate control measure.
- When requested, where there are clinically extremely vulnerable students or staff or those who are at increased risk from COVID-19, including those who were previously shielding.

The University **strongly recommends** that you continue to wear a face covering in the following scenarios;

- When seated and socially distanced in a multi occupancy office.
- When seated and socially distanced in an examination.
- When seated and socially distanced in a learning and teaching environment, such as lecture theatres, classrooms and computer suite.
- When socially distanced in a research laboratory or workshop, where activity risk assessments permit.
- When working as part of a defined contact group in a learning and teaching environment. Students are not required to be socially distanced within defined contact groups.
- When working as part of a defined contact group in teaching laboratories, clinical settings and workshops, where activity risk assessments permit. Students are not required to be socially distanced within defined contact groups.

This applies only to low and moderate risk levels as defined by the local IMT. Should the risk level increase to high or very high, then the University will require face coverings to be worn in all indoor areas.

8.2 Personal Protective Equipment (PPE) and Respiratory Protective Equipment (RPE)

PPE and RPE may be required as per the activity risk assessment and take precedence over wearing a face covering. Compatibility of wearing a face covering with PPE/ RPE must be considered as part of the activity risk assessment.

Disposable face coverings should be provided in laboratories and workshops where chemicals or biological agents are handled. They should be disposed of in the lab after use.

8.3 Does everybody have to wear a face covering?

Some individuals may not be able to wear a face covering for medical reasons or a disability. In these instances, individuals may be anxious about being challenged for not wearing a face covering and are encouraged to wear a sunflower lanyard, carry an exemption card or [download a digital exemption](#) on to a mobile phone. Wearing/ carrying the [Hidden Disabilities Sunflower](#) discreetly indicates to people around you including staff, colleagues and health professionals that you have a hidden disability and you are unable to wear a face covering, that you may need additional support, help or more time.

The use of face coverings will increase communication difficulty for many people, especially those that are Deaf/ deaf or hearing impaired or those who rely on lip reading or facial expression to communicate. You may be asked by any student or colleague to remove your face covering, or you

may ask a student or colleague to remove their face covering to assist with communication. If this is the case, remove your face covering temporarily, ensuring that you maintain 2 metre distance and are in a well ventilated area.

Staff are requested to inform their line manager and students are requested to inform the Disability Office and MyUni Support if they are Deaf/ deaf, hearing impaired or rely on lip reading or facial expression to communicate and require appropriate support. Individual communication needs will be identified and appropriate measures implemented to support communication.

It is important to check individual communication needs with the people you are talking to and be mindful of different strategies for communicating in general.

- L&T staff are required to remind students of the University requirements for face coverings as outlined above.
- L&T staff are required to identify where face coverings are required as part of an L&T activity and where individuals at increased risk are present, and communicate to students.
- Students who are unable to wear a face covering have been asked to inform [MyUni Support](#).
- Students refusing to wear a face covering required as part of an activity risk assessment or to protect individuals at increased risk, (apart from those carrying an exemption card/ displaying a hidden disabilities sunflower) should be reminded of the University student charter and reported to academic services.
 - L&T staff are empowered to ask students refusing to wear a face covering (other than for reasons identified above) to leave their lecture. This should be as a last resort and following the University process upheld by Academic Services.
- It is foreseeable that staff and students will forget face coverings from time to time and Faculties can implement their own management controls such as, a supply of disposable face coverings to issue in these circumstances.
- Some activities such as clinical assessment carried out within a 2 metre distance may require the use of medical face masks. Medical face masks are different to the standard issue face coverings and should be supplied in accordance with the H&S guidance on [PPE](#) and the activity risk assessment.

9. Maintaining Attendance Registers and Test and Trace

The University has arrangements in place for test, trace and protect in line with Public Health Wales and Local Health Board guidance. The University supports the Government UK wide digital app with QR code posters displayed. The location of the QR codes can be located on the University intranet page.

In addition to the Government app, and to assist with test and trace, all staff and students are required to use the Salto system in all campus spaces and to sign into L&T spaces via the existing TDS points. You are also strongly encouraged to check in to the SafeZone app when attending campus.

In L&T sessions, you are required to;

- Record the attendees at the session. This can be done at Salto access points.
- Record details of the contact groups and the duration of the contact groups.

- Where possible, record details of when social distancing or contact group requirements are breached and for how long (this should be identified in advance on the activity risk assessment and mitigation measures implemented).

10. The use of shared equipment

Always avoid sharing equipment if possible. Identify new ways of working such as demonstrating practical activity and the use of large screens. Where sharing equipment is required then the contamination and transmission risks are to be considered and controlled in the activity risk assessment. Always maintain good hand hygiene in accordance with the University guidance when handling shared equipment, issuing hand outs and collecting student work.

10.1 Sharing IT and AV equipment

See the AV support RA for teaching spaces and safe operating procedures for recording booths.

Where possible ceiling microphones have been installed and equipment such as goose neck microphones have been fitted with plastic shields.

10.2 Sharing equipment such as, apparatus, tools, books, calculators, etc.

All shared equipment is to be cleaned before and after use by the user, using the sanitising equipment provided by the University. Remind students of this requirement as part of the activity.

Minimize the frequency of sharing and the numbers of people sharing at a time by;

- Purchasing additional equipment.
- Providing electronic books and handouts.
- Allocate equipment to one individual for the duration of the session.
- Develop arrangements for collection of equipment to minimise handling and cross contamination.
- Clean equipment before re-issue using the sanitising equipment provided.

The sharing of stationery such as pens, pencils and note paper is not advised. Students are encouraged to bring all stationery required for lectures with them. Faculties may wish to have a supply of pens, pencils and notepaper that they can issue to those individuals forgetting to bring their own.

10.3 Issuing and collecting handouts/ paperwork

Where possible staff to avoid collecting in hand outs and request student work is submitted electronically.

- Develop a process for collecting in equipment, hand-outs and student work. For example;
 - Equipment, student work, etc. for collection to be placed in a box at the front of the room by the student when leaving the room.
 - Staff member to close the box and quarantine the contents for 72 hours (if possible).

- Arrangements for using and cleaning shared equipment must consider the use of PPE and disposal of waste.

11. Ventilation and Thermal discomfort

Good ventilation, either mechanical or natural is important in reducing the airborne transmission risk of COVID. The E&FM team has identified all applicable ventilation and air conditioning systems across the estate and taken appropriate action control the risks. All action is in accordance with regulator and industry expert guidance.

Action taken by E&FM includes;

- Maintaining and running ventilation systems to ensure maximum volume air changes and ventilation.
- Inspection and maintenance of all ventilation systems including upgrading fans, filters and components to ensure maximum efficiency.
- Optimum settings for heating, cooling and humidification.
- Switching off systems that are not appropriate.
- Securing ventilation of spaces with outdoor air and where possible switch air handling units with recirculation to 100% outdoor air.
- Increased ventilation running time and keep systems running at lower speed out of hours, at evenings and weekends.
- Ensure regular airing with windows (even in mechanically ventilated buildings) apart from toilet facilities where the ventilation will remain in operation 24/7.
- Opening internal doors (unless fire doors) and managing the flow of natural ventilation to avoid pockets of stagnant air in rooms.

Faculty/ L&T staff are required to comply with the following;

- Report concerns with ventilation to their Faculty and inform H&S and E&FM team for specific risk assessment to be completed.
- To read and understand the H&S information sheet on [ventilation](#).
- Do not alter the settings on ventilation systems.
- Ensure natural ventilation by opening windows and internal doors (unless fire doors) to enable the flow of natural ventilation and avoid pockets of stagnant air in rooms. Contact the H&S team for advice when planning to prop open doors.

It is foreseeable that individuals will experience a degree of thermal discomfort as a result of increased natural ventilation. This is a balance of risk between minimising COVID transmission and individuals feeling cold.

Staff and students are advised that teaching and learning spaces may be colder than usual and suitable clothing should be worn.

If thermal discomfort is excessive, report to the [H&S team](#) and the [E&FM help desk](#). Reports of thermal discomfort will be managed on a case by case basis in accordance with legislative compliance and risk assessment.

12. Reporting Non-compliance

All student non-compliance with the University requirements should be reported to [MyUni Support team](#). Students have been informed of the expectation to comply with University requirements at all times, including when not accompanied by lecturing staff i.e. when staff are teaching in cluster rooms.

13. Emergency Situations

13.1 Fire

L&T staff play a key role during the evacuation of a building, as they control students who will generally be un-familiar with evacuation routes and require a prompt to start the evacuation process.

In the event of a fire alarm activation, staff and students should evacuate the building through nearest safe exit.

- The one-way system and social distancing does not have to be adhered to in an emergency.
- Once outside and a safe distance away from the building staff/ students should gather near but not congregate at the muster point.

All Personal Emergency Evacuation Plans will be completed in line with the current processes.

L&T staff are actively encouraged to become fire wardens. Training can be delivered by Zoom and takes approximately one hour and fifteen minutes to deliver. The training includes information relating to people with disabilities who may require assistance to evacuate a building should a fire alarm activation occur. For further information on how to become a fire warden contact the [H&S team](#).

13.2 First aid

Arrangements are in place for the provision of first aid and first aiders are aware of additional COVID control measures. For more information see the [first aid information sheet](#).

- All staff should be aware of the first aid provision in their Faculty.
- In the event of an emergency contact security (333 from a landline), use the SafeZone app or 999 for the emergency services.

14. Returning to campus

The University has developed a suite of guidance and FAQs on returning to campus. Information is also available on the [H&S intranet page](#).

14.1 Staff and students with Vulnerabilities and those at increased risk

In managing occupational risks of COVID-19, Swansea University has a responsibility to control exposure to the virus so far as is reasonably practicable, taking into account the possibility that some colleagues will be more vulnerable than others should they contract the disease.

- **Staff:** The [Attending Campus checklist and Guidance](#) for employees is an individual employee health assessment that should be completed by colleagues who feel they may fall within the Government categories of Clinically Extremely Vulnerable, Clinically Vulnerable or consider that they are at increased risk from exposure to COVID-19.

Colleagues who live with someone who is Clinically Extremely Vulnerable or Clinically Vulnerable should contact their line manager or HR Business Partner who will discuss options available.

- **Students:** During enrolment, students are asked to inform MyUni Support if they are considered as Clinically Extremely Vulnerable or Clinically Vulnerable.

15. Provision of Information and Communication

The University will continue to work closely with local IMT, Public Health Boards, and Local Authorities to ensure that control measures are appropriate.

Updates to guidance and risk levels will be communicated via the SLT communications and COVID round-up and posted on the H&S and COVID webpages.

16. Checklist

The following checklist can be used by L&T staff as an aide memoir prior to starting L&T activity.

Learning and Teaching Health and Safety		Yes	No
General information			
Are you aware of the following? If answering No to any questions, please contact your line manager.			
1.	University arrangements for returning to campus, including; <ul style="list-style-type: none"> • HR Guiding Principles? • Attending Campus Guidance and Checklist for individuals at increased risk or previously shielding? 		
2.	The requirement to use the University Salto system in all spaces on campus? You are strongly encouraged to download the SafeZone app and check in to SafeZone whilst on campus to assist with Test, Trace and Protect.		
3.	What to do if you have COVID symptoms; <ul style="list-style-type: none"> • Accessing a test? • When to self-isolate and close contact cases? 		

Learning and Teaching Health and Safety		Yes	No
	<ul style="list-style-type: none"> How to report COVID symptoms and confirmed cases? 		
4.	Maintaining social distancing (2m) whilst working in offices, public and common areas inside University buildings?		
5.	Importance of good hygiene, including hand washing/ sanitising?		
6.	University requirements for meetings and gatherings?		
7.	Changes to floor/ directional layout within the work area?		
8.	The requirement for face coverings on campus?		
9.	How to raise concerns such as, staff and student non-compliance with University COVID requirements?		
10.	How and when to report an adverse event?		
11.	Fire evacuation arrangements, evacuation routes and assembly points?		
12.	First aid arrangements?		
13.	The information for health and wellbeing on intranet?		
Your L&T activity			
14.	Are you familiar with the L&T environments that you will be using?		
15.	Are you familiar with the University guidance on ventilation?		
16.	Are you aware of the likelihood of thermal discomfort and the recommended control measures?		
17.	Is the maximum person capacity displayed on the door?		
18.	Has the room been set up with social distancing measures in place? <ul style="list-style-type: none"> Has the furniture been arranged with social distancing in mind? Are appropriate seats marked with stickers? In computer suites, has the computer equipment such as keyboard and mouse been disabled on the spaces not to be used? 		
19.	Have you reviewed the Generic L&T risk assessment?		
20.	Are you familiar with the user cleaning requirements for the L&T environments?		
21.	Are you carrying out L&T activity other than face to face teaching? If yes, have you completed specific activity risk assessment?		
22.	Are you teaching in contact groups of either 30 or socially distanced contact groups of 6?		
23.	Do you have arrangements in place for issuing equipment such as books, handouts, equipment?		
24.	Do you have arrangements in place for the collection of equipment such as books, handouts, equipment?		
25.	Do you have arrangements in place for the correct use and disposal of PPE where applicable?		
26.	Are you aware of the action to take if someone in your L&T space presents with COVID symptoms?		
27.	Have you informed students of the control measures required to prevent COVID transmission? Student information presentation is available on the H&S intranet page .		

Learning and Teaching Health and Safety		Yes	No
28.	<p>Are you aware of the face covering arrangements for L&T spaces? Are you aware of any students/ colleagues who are exempt from wearing a face covering or may require individual communication arrangements?</p> <ul style="list-style-type: none"> Are appropriate arrangements in place and agreed with the student/ colleague? <p>Arrange for regular review feedback to ensure that the arrangements are appropriate.</p>		

17. Information Presentation

L&T staff are asked to remind students of specific requirements and control measures at the start of lectures. A suggested student information [presentation](#) has been put together and is available for use or adaptation by the L&T Staff.

This is a live document and will be subject to regular review and update as guidance changes and new information becomes available.

There are a number of useful documents produced to support your safe return to campus on the University staff intranet:

- <https://staff.swansea.ac.uk/healthsafety/covid-19/>
- <https://staff.swansea.ac.uk/professional-services/estates-and-facilities-management/>
- <https://staff.swansea.ac.uk/>