



University College
of Osteopathy

**Use of Borough High
Street Building (clinical
and teaching): Policy and
Guidance – in response to
COVID-19**

Use of Borough High Street Building (clinical and teaching): Policy and Guidance - following COVID-19

Version number	Dates produced and approved (include committee)	Reason for production/ revision	Author	Location(s)	Proposed next review date and approval required
V1.2	August 2020 Consultation September 2020 Final September 2020 Revised October 2020 Revised November 2020	Change to standard practice following COVID-19	DVC(R), Head of Clin Practice, Unit Leaders Patient Care	SharePoint and UCO main Website	This policy will be reviewed as part of our ongoing risk assessment as we train staff, receive feedback and review initial experience of opening the clinic
V1.4	Dec 2020	Relocating the clinic to BHS site	DVC(R), Head of Clin Practice, Unit Leaders Patient Care	SharePoint and UCO main Website	
V1.5	May 2021	Response to change substantial changes in national	DVC(R), Head of Clin Practice	SharePoint and UCO main Website	This policy will be reviewed as part of our ongoing risk assessment and in response to changing policy guidance

Equality Impact

Positive equality impact (i.e. the policy/procedure/guideline significantly reduces inequalities)	
Neutral equality impact (i.e. no significant effect)	X
Negative equality impact (i.e. increasing inequalities)	

If you have any feedback or suggestions for enhancing this policy, please email your comments to: quality@uco.ac.uk

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1. SCOPE OF OPERATIONAL PLAN

This policy and guidance has been developed in response to the COVID-19 pandemic and the necessary and significant changes that are needed in educational and clinical practice to ensure the safety of students, patients, staff and other stakeholders, including delegates attending continuing professional development courses, staff and visitors to UCO's Borough High Street site. Please read this document in conjunction with the UCO Clinical Services: Clinical Policy and Guidance – following COVID-19.

Our understanding of this situation will continue to evolve and be informed by guidance from government, regulators and professional organisations. As such, this document will be updated as new guidance is received and in response to feedback, and our experience of clinical operations. Notably additional changes in national restrictions that have been in place, are due to be downgraded from 17th May 2021. The Guidance can be viewed [here](#).

Future updates aligned with changes in government guidelines will be disseminated via the UCO Sharepoint/website/emails and incorporated into this written/published policy as needed.

The UCO has undertaken risk assessments and has a COVID-19 Outbreak Management plan. Both are available on [UCO SharePoint](#). and on the [UCO main website](#). These have been used to inform this guidance and policy. We have reviewed practices and procedures in response to COVID-19 and current guidance. The UCO have taken the necessary steps to reduce and mitigate risk to create a COVID-19 safe working, studying and clinical environment. Fundamental to our creation of a safe environment is that everyone at the UCO takes responsibility to follow this guidance effectively.

This operational policy, combined with the clinical services policy and guidance forms part of the UCO's policies and procedures and as such, staff, students and visitors (including patients) are expected to adhere to this whilst using the Borough High Street (BHS) site.

Should any user of the BHS site have concerns about physical resources they should contact estates@uco.ac.uk. Concerns about COVID-19 safety, this guidance or its operation at UCO should be emailed to steven.vogel@uco.ac.uk.

2. POLICY AND GUIDANCE

The guiding principles in developing this policy and guidance are:

- The safety and wellbeing of all who work, study, attend for healthcare services and visit the UCO is a priority.
- We will utilise best practice guidelines provided by Public Health England, the NHS, UK Government and any other relevant organisations.
- That the key considerations are:

- Infection control processes
- Occupancy numbers
- Social distancing
- Ventilation
- Use of face coverings where appropriate
- Asymptomatic testing
- Access and uptake to vaccination

This policy and guidance is structured into the following sections:

- Section 3 - Attending the Borough High Street site at UCO
- Section 4 - Delivering education
- Section 5 - Staying safe and Social distancing
- Section 6 - Training of staff and students
- Section 7 - Regular dissemination of information
- Section 8 - Infection control
- Section 9 - Logging of interactions, tracing contacts and managing possible outbreaks

3. ATTENDING THE BOROUGH HIGH STREET SITE AT UCO – AT RISK GROUPS AND TRAVEL; SELF-SCREENING AND ROUTINE ASYMPTOMATIC COVID TESTING

1. AT RISK GROUPS, SUCH AS THOSE WITH HIGHEST CLINICAL RISK, AND THOSE WITH INCREASED RISK OF SEVERE ILLNESS FROM COVID-19

- a. Staff have been asked to complete a risk assessment form and to discuss their own situation with their line manager if necessary, before attending the UCO.
 - i. The UCO will continue to support staff by promoting flexible working and working from home.
 - ii. Staff should complete the survey which has been emailed to them to support UCO in planning working patterns in the coming months. .
- b. Students must contact the UCO if for any reason they do not feel able to attend the UCO at this time. Students have also been asked to complete a risk assessment form which will alert the UCO to individual concerns. The UCO will continue to be as flexible as it can with students, recognising the circumstances of individual students and the significant pressure that some students are under.
- c. Guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19 has been revised and may be accessed [here](#). From April 1st 2021 those who are clinically extremely vulnerable are no longer advised to shield, but should follow guidance to minimise their risk of exposure to COVID-19.

2. RESPONSIBILITY TO SELF SCREEN, SEEK ASYMPTOMATIC TESTS TWICE A WEEK AND ACT ON COVID-19 SYMPTOMS

- a. Staff, students and visitors are expected to be familiar with the symptoms of COVID-19 and their associated risk and to act accordingly in line with government policy. Staff and students attending UCO must make use of asymptomatic testing resources and should seek tests twice a week.

- b. Asymptomatic test results should be reported [on UCO's SharePoint site here](#). Opportunities to access asymptomatic tests include:
 - I. Testing via a booking with our partner London Southbank University (LSBU) which can be accessed [here](#). Home testing kits will also be available from LSBU.
 - II. Community testing via your local authority or at a Southwark community site. Booking can be made via this [link](#). The nearest site is St Thomas Street Exit, Southwark, London, SE1 9QU. This is between London Bridge rail exit and the Shard.
 - III. Using home testing kits available from your local authority or orderable on line [here](#). It is important that, when testing at home, test results are reported online to NHS Test & Trace whether positive, negative or void in addition to reporting results to UCO via its SharePoint site. Reporting results helps the NHS monitor the spread of the virus and combat the virus.
- c. The main symptoms of coronavirus are:
 - i. High temperature
 - ii. New or continuous cough
 - iii. Loss or change to your sense of smell or taste
 - iv. Most people with coronavirus have at least one of these symptoms
- d. For further information see [here](#).
- e. Staff, students and potential visitors must not attend the UCO if they have any symptoms of COVID-19 or are feeling unwell, and must follow:
 - i. The usual procedures for notifying UCO of their absence and use the self-report form on [UCO's SharePoint](#)
 - ii. Seek appropriate advice please see: <https://www.nhs.uk/conditions/coronavirus-COVID-19/self-isolation-and-treatment/when-to-self-isolate-and-what-to-do/>
 - iii. Those in this situation should follow the test and trace guidance which is available here: <https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works>
- f. Further information about actions to be taken if you live with someone who has COVID-19 or have been in contact with someone who has COVID 19, have been asked to self isolate by NHS track and trace and related scenarios may be found at the following sites:

<https://www.gov.uk/government/publications/COVID-19-stay-at-home-guidance>

<https://www.nhs.uk/conditions/coronavirus-COVID-19/self-isolation-and-treatment/when-to-self-isolate-and-what-to-do/>

3. VACCINATIONS

- a. UCO has published [a statement](#) supporting the UK's vaccination programme.
- b. Clinical staff and students have been offered the opportunity to seek vaccination in line with government priority scheduling in partnership with Southwark Public Health and South East London CCG.
- c. All staff and students are asked to log their vaccinations on [SharePoint](#)

4. TRAVEL TO AND FROM UCO

- a. Users of the Borough High Street site should consider current government guidance concerning travelling on public transport and the necessary measures that should be taken. See for further information:
<https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers>
- b. The teaching schedule and methods of delivery have been adjusted to mitigate travel risk where possible.
- c. We acknowledge that many people may be apprehensive about travelling and that other options, such as virtual classes and video recorded classes will continue to be accessible in addition to face to face teaching where possible. For practical classes, particular care has been taken to mitigate the risk of exposure to COVID-19 (see section 5 on Social Distancing and Section 8 on Infection Control).
- d. Walking and cycling to the Borough High Street site are encouraged where practicable.
- e. Plan to arrive at the Borough High Street Site in good time to allow for flexibility and to minimise congestion when entering the building.

Students are reminded that once they have returned to their term-time accommodation they should follow the broader national guidance with respect to travel. After having returned to their term-time household, they must only return to their family or another household where this complies with wider social contact limits (from 17 May, no more than 6 people or 2 households/bubbles are permitted to mix indoors) or an exception to those limits applies (for example if they need to move home temporarily because of illness or mental ill-health). Students are encouraged to test before they travel back to university, either through their local community testing programme or by ordering a free test online.

5. FOOD AND REFRESHMENTS

Users of the BHS site are advised to bring with them their own personal items and where possible food and refreshments that do not need refrigeration or secondary heating. These should be brought into the building and taken home on a daily basis.

In order to minimise the risk of cross contamination, shared utensils such as cutlery, cups and plates, will not be available for use. Microwaves and fridges are available but should be sanitised before and after use along with surfaces and other areas that are used. Cleaning material for this purpose is provided throughout the building (see section 5.3.c for details).

Staff should use their office spaces or communal areas for eating and refreshments but are advised that **social distancing should be maintained at all times**. This is particularly important when eating and drinking with colleagues as face coverings are not in use at these times.

Students should use the bar area, seating area in the car park if the weather permits, G.02 if available and the library space. As UCO begins to have more people on site, students may need to consider eating lunch in an additional unused teaching room. It is **imperative that**

social distancing is strictly adhered to at all times. Furniture must not be re-arranged. It should be organised in such a way as to allow for two metres distance between people. Food may be consumed in your allocated teaching spaces (but not the clinic area on the second floor), but please take care to not leave any items behind and to sanitise the space you used when you leave your session.

4. DELIVERING EDUCATION

1. UCO APPROACH

- a. The UCO is committed to delivering high quality education that provides opportunities for all to access learning using a range of different approaches.
- b. In response to COVID-19, the UCO has moved to a blended delivery model, which has focussed on delivering practical and essential discursive learning sessions in person at the UCO Borough High Street site. Some face to face teaching of non-practical elements of the curriculum will be introduced from the 17th of May 2021. Where possible UCO will continue to offer online access and recordings of this material for those who elect not to attend in person.
- c. Synchronous (live) and asynchronous (at a time of your choosing) learning opportunities will be delivered virtually using a variety of platforms and our virtual learning environment as appropriate.
- d. Students who are unable to attend practical classes, should notify registry in accordance with normal procedures; students who are unable to attend clinic should notify clinic absences as normal. Demonstrations will be video recorded and uploaded onto BONE.

2. PRACTICAL EDUCATION

- a. We will deliver practical classes with adjustments to infection control procedures to promote a safe learning environment.
- b. Prior to attending Borough High Street for practical classes or for clinical education, staff and students must watch the Public Health England video on putting on and taking off PPE which can be found at:
https://www.youtube.com/watch?v=-GncQ_ed-9w&feature=youtu.be
- c. Staff leading practical sessions will review PPE and infection control procedures at the initiation of a learning session and subsequently as appropriate.
- d. Students on award bearing courses will not be taught in groups of any larger than twenty-five and only in the spaces where social distancing can be promoted.
- e. CPD delegates and other users of the site for learning activities will be taught in groups appropriate to the capacity of teaching spaces whilst maintaining social distancing.

3. LIBRARY USE

- a. The library will be open for use between 9:00 am and 7:00 pm weekdays and 10:00 am and 7:00 pm on teaching weekends: 22/23 May 2021, 5/6 June 2021, 12/13 June 2021 and 19/20 June 2021.

- b. Workstation and workspaces have been socially distanced and users must not adjust the layout of furniture to ensure social distancing is maintained.
- c. Face coverings should be worn by members of staff and users of the library if the library is busy and all workstations are taken. If the library is quiet and there is plenty of distance and ventilation staff and students may now elect to work without wearing a face covering. Social distancing must be maintained at all times. Those who are exempt for reasons of age, health or disability are suggested to indicate this with a badge available from the library.
- d. The library may also be used as a space for eating lunch and taking breaks by students. Social distancing must be maintained if the library space is being used for eating and drinking.

5. STAYING SAFE AND SOCIAL DISTANCING

The following changes have been put in place in order to align with social distancing expectations and to minimise cross infection. This will continue to be reviewed in light of changes in guidance from UK Government and other relevant authorities.

You should maintain a distance of two metres from other people wherever possible and you must wear a face covering, unless exempt from doing so, when moving around the building.

1. ARRIVAL

When you arrive at the BHS building:

- a. Ensure that you are wearing a face covering fully over your mouth and nose when you are moving around the building. Those who are exempt for reasons of age, health or disability are advised to indicate this with a badge.
- b. Use the hand sanitisers in the reception area on arrival and before leaving this area.
- c. Those with a smart phone must scan the QR code on entry using the NHS COVID-19 APP and ensure that the Contact Tracing feature is turned on except when in a clinical or practical teaching setting and wearing full PPE including surgical masks.
- d. Maintain social distancing throughout the building.
- e. Avoid touching your face.
- f. Avoid touching any additional surfaces or objects where possible whilst in the building.
- g. Proceed to your work area or allocated teaching space.

2. MOVING THROUGH THE BUILDING

- a. You are required to wear face coverings when moving around the BHS building. Those who are exempt for reasons of age, health and disability are advised to indicate this with a badge (available from the library). Guidance about face coverings and their usage is available here: <https://www.gov.uk/government/publications/face-coverings-when-to-wear-one-and-how-to-make-your-own/face-coverings-when-to-wear-one-and-how-to-make-your-own>

- b. There are numerous sanitiser stations at BHS and we encourage you to use these regularly.
- c. The lift is restricted to the use of one person only at a time. Priority should be given to people with impaired mobility and to those with disability, as well as to patients going to and from the second floor.
- d. There are one-way systems in place, where possible, to enhance the safe flow of people through the building. These include:
 - a. Teaching rooms where there are 2 doors
 - i. Doors are signposted for entrance and exit
- e. Stairwells
 - a. The main stairwell at BHS will have people moving up and down the stairs and so people must keep to the left and maintain social distancing. The main stairwell will be used for the following:
 - i. For patients and those working with patients to ascend and descend the stairs to and from the 2nd floor clinical area
 - ii. For non-clinical staff and students to ascend the stairs
 - b. The fire escape stairwell should be used by non-clinical staff and students to descend the stairs and/or exit the building from floors 1, 3 and 4.
 - i. Please note that the 2nd floor is dedicated to clinical services and you should not enter this area unless you are expected in clinic.
 - ii. This means that you will not be able to exit via the fire escape stairwell on this floor except in an emergency.
- f. Once you arrive at a classroom please maintain social distancing and keep wearing your face covering unless exempt.

3.COMMUNAL AREAS

- a. Communal areas are potential sources of higher risk of cross contamination with higher numbers of people being in one space and having contact with surfaces such as door handles, kettles, etc.
- b. Some furniture and equipment may have been removed or may not be available for use in communal areas to facilitate social distancing or to decrease the risk of cross contamination between people by limiting the use of shared equipment.
- c. Do not re-arrange furniture and ensure that it supports social distancing.
- d. Communal areas at BHS include the stairs and stairwells, kitchens, locker room, bar, G02, library, toilets, staff rooms, meeting rooms, corridor, car park and outdoor space. In these areas, please ensure that you:
 - a. Have sanitised your hands before entering the area
 - b. Adhere to the guidance on maximum capacity (signage on entry door)
 - c. Maintain social distancing whilst in the space
 - d. Open windows and doors to enhance ventilation where possible
 - e. Clean down with sanitiser and blue roll, any appliances, such as a microwave, kettle, fridge doors, that you are going to use or have contact with
 - f. Clean down with sanitiser and blue roll, any appliances, and areas that you have used or come into contact with
 - g. Adhere to any one-way flow signage and directions

- e. The UCO will continue to support staff working from home where this is possible and as such, meetings should be held virtually if possible. When there are meetings, or small group gatherings held in person, such gatherings should adhere to the principles to ensure a secure COVID-19 environment. This should be in addition to considering whether the ventilation is sufficient in the space the meeting or gathering is taking place. Face coverings should be worn, unless exempt, in office spaces with a high number of people and when ventilation is limited. Social distancing should be maintained at all times.
- f. Toilets: where these are individual cubicles, these will remain in use. However, with urinals, alternate urinals have been closed to increase the distance between those using them. Similarly, you should maintain social distancing when using the sinks in the toilets. This may mean that you should not use adjacent sinks at the same time. The ground floor toilets should be prioritised for the use of patients attending the clinic.
- g. Communal spaces for eating and socialising such as the bar area and the picnic tables outside the bar require particular vigilance to ensure that:
 - a. Furniture is not moved to ensure social spacing
 - b. Communal tables are not used in such a way as to compromise the maintenance of two metres distancing between people
 - c. Face to face conversations without the use of a face coverings or visors for those who are exempt must be avoided
 - d. Conversations which involve looking at a shared screen or mobile phone should be avoided to ensure social distancing

4. TEACHING SPACES

- a. Teaching spaces have been audited with the key principles of this document in mind, that is infection control processes, occupancy numbers, social distancing, ventilation and face coverings.
- b. Each teaching space has a maximum occupancy that must be adhered to; this occupancy is a count of all people in the room and includes the lecturer and any others in attendance.
- c. Teaching spaces have been set out to make the best use of the space in providing a socially distanced learning space.
- d. When in a teaching space, please make sure that you:
 - a. Do not rearrange the layout of the room
 - b. Adhere to the guidance on maximum capacity (signage on entry door)
 - c. Use windows to enhance ventilation
 - d. Maintain social distancing whilst in the space
 - e. Wear a face covering unless exempt from doing so.
 - f. Clean down your work area with sanitiser and blue roll before you use it
 - g. Clean down with sanitiser and blue roll, any areas that you have used or come into contact with
 - h. Clean down with sanitiser any equipment that you use that may be used by others. For example, this might include wiping down white board markers and board rubbers or equipment such as anatomical models
 - i. Dispose of any blue roll in the bins provided

- j. Adhere to any one-way flow signage and directions
- k. G.02 on the ground floor has fans in the window spaces and these should be in operation when the room is in use. The switch to turn on these fans is on the left-hand wall (Borough High Street wall) towards the back of the room
- e. Lecturers
 - a. Lecturers may choose to deliver non practically based teaching using a face covering
 - b. Lecturers may remove their face covering to deliver teaching provided they strictly adhere to maintenance of 2 or more metres distance from the nearest other person in the room and have checked that windows and ventilation is in place.

5.PRACTICAL TEACHING

- a. Practical teaching spaces have been audited with the key principles of this document in mind, that is infection control processes, occupancy numbers, social distancing, ventilation and face coverings.
- b. Each practical teaching space has a maximum occupancy that must be adhered to; this occupancy is a count of all people in the room and includes the lecturer and any others in attendance.
- c. Practical teaching spaces have been set out to make the best use of the space in providing a socially distanced learning space
- d. When in a practical teaching space, please make sure that you:
 - a. Do not rearrange the layout of the room
 - b. Sanitise your hands on entering the space
 - c. Adhere to the guidance on maximum capacity (signage on entry door)
 - d. Use windows to enhance ventilation
 - e. Maintain social distancing whilst in the space unless in full PPE for practical activities
 - f. Wear footwear that can be disinfected and scrubs
 - g. Use Personal Protective Equipment (PPE) as appropriate and set out in this document under Section 8 Infection Control
 - h. Clean down your work area with sanitiser and blue roll before you use it
 - i. Clean down with sanitiser and blue roll, any areas that you have used or come into contact with
 - j. Clean down with sanitiser any additional equipment that you use that may be used by others. For example, this might include wiping down white board markers and board rubbers or equipment such as anatomical models
 - k. Dispose of any blue roll in the bins provided
 - l. Adhere to any one-way flow signage and directions
- e. To limit cross infection and enable social distancing, students must only work with colleagues if they adhere to infection control procedures outlines in this policy for practical and clinical contact.
 - a. All students are to wear scrubs and appropriate PPE (as if this were a patient and practitioner interaction).
 - b. The practical room configuration provides plinths that are a minimum of two metres apart.

- c. This means a maximum of 24 students can attend a practical session in 1.03 on the first floor and 24 students in room 4.14/4.15 and 4.16 on the fourth floor.

6. OFFICES

- a. Office spaces have been audited with the key principles of this document in mind, that is infection control processes, occupancy numbers, social distancing, ventilation and face coverings.
- b. Arrange virtual meetings with colleagues and students wherever practicable.
- c. Adhere to signage about the use of the office space and how to arrange a meeting if appropriate.
- d. Liaise with colleagues about attendance at UCO and work from home when this is possible.
- e. Avoid hot desking – stick to one workstation for the duration of your session at UCO.
- f. When in an office space:
 - a. Do not rearrange the layout of the room.
 - b. Adhere to the guidance on maximum capacity where it has been provided for larger offices or spaces as appropriate (signage on entry door).
 - c. Maintain social distancing whilst in the space.
 - d. Use windows to enhance ventilation.
 - e. Clean down your work area with sanitiser and blue roll before you use it.
 - f. Clean down with sanitiser and blue roll, any areas that you have used.
 - g. Clean down with sanitiser any equipment that you use that may be used by others. For example, office furniture such as filing cabinets and cupboards.
 - h. Dispose of any blue roll in the bins provided.

6. TRAINING OF STAFF AND STUDENTS

All staff and students entering the UCO BHS site must be aware of their own responsibilities and duties so that we can ensure we are all working to the highest standards, to ensure the safety and wellbeing of all who work, study or visit the UCO. Institutional guidance and risk assessments are available on UCO's main website: <https://www.uco.ac.uk/life-uco/coronavirus-covid-19>. Additional information and updates are available on SharePoint here: <https://bso.sharepoint.com/sites/Covid-19>

- a. Staff and students must read and review preparatory material prior to attending the UCO and material related to the particular context of attending practical classes and other activities including this policy and guidance. A mix of online preparatory work and written material has been provided, covering a range of topics such as:
 - i. Responsibilities with regards to hygiene control
 - ii. Handwashing
 - iii. Putting on and taking off of PPE and masks/gloves during the session
 - iv. Disposal of PPE
 - v. Adherence to twice weekly asymptomatic testing

7. REGULAR DISSEMINATION OF INFORMATION

- a. It is important that we have a regular cycle of disseminating information and ensuring that this is current.
- b. This will be via a number of platforms, including UCO's website:
<https://www.uco.ac.uk/life-uco/coronavirus-covid-19>, SharePoint:
<https://bso.sharepoint.com/sites/Covid-19> and via displays within the building.
- c. Signage is in common areas, and covers for example:
 - a. Handwashing and hand sanitisation
 - b. Changes to room function (e.g. maximum capacity, one-way flow, sanitisation expectations etc)
 - c. Movement through the building
 - d. Social distancing
 - e. Wearing of face coverings
 - f. Current guidance and information

8. INFECTION CONTROL

There are a number of important changes with infection control at the UCO since COVID-19. It is essential that all students, staff and visitors know what their responsibilities are with regards to this. It is therefore expected that all staff and students will have a thorough knowledge and understanding of this and that in any situation where they are unsure, they seek advice from a member of staff.

1.ALL

- a. Ensure regular and [effective handwashing](#) and/or use of hand sanitiser. Effective and frequent handwashing is still thought to be one of the most effective ways to combat the spread of COVID-19.
- b. Wear face coverings when moving around the building, in teaching settings, meetings with high numbers of people and in spaces with poor ventilation. If exempt from wearing a face covering for reasons of age, health or disability, it is recommended that you indicate this via wearing a badge.
 - a. How to wear a face covering
 - i. A face covering should:
 1. Cover your nose and mouth while allowing you to breathe comfortably
 2. Fit comfortably but securely against the side of the face
 3. Be secured to the head with ties or ear loops
 4. Be made of a material that you find to be comfortable and breathable, such as cotton
 5. Ideally include at least three layers of fabric
 6. Unless disposable, it should be able to be washed with other items of laundry according to fabric washing instructions and dried without causing the face covering to be damaged
 - b. When wearing a face covering you should:
 - i. Wash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser before putting a face covering on
 - ii. Avoid wearing on your neck or forehead

- iii. Avoid touching the part of the face covering in contact with your mouth and nose, as it could be contaminated with the virus
- iv. Change the face covering if it becomes damp or if you've touched it
- v. 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)
- c. When removing a face covering:
 - i. Wash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser before removing
 - ii. Only handle the straps, ties or clips
 - iii. Do not give it to someone else to use
 - iv. If single-use, dispose of it carefully in a residual waste bin and do not recycle
 - v. If reusable, wash it in line with manufacturer's instructions at the highest temperature appropriate for the fabric
 - vi. Wash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser once removed

For further information see:

<https://www.gov.uk/government/publications/face-coverings-when-to-wear-one-and-how-to-make-your-own/face-coverings-when-to-wear-one-and-how-to-make-your-own>

2. WHAT DO STUDENTS NEED TO BRING FOR PRACTICAL TEACHING SESSIONS AT BHS?

- a. Face covering or visors for those who are exempt for moving around the building
 - b. Scrubs top
 - c. Scrubs bottom
 - d. Appropriate practical shoes - must be wipeable, supportive, any colour
 - e. Any equipment that may be needed for that session, such as your Clinical Examination kit (so patella hammer, stethoscope etc.)
 - f. Your UCO ID swipe card (to gain entry)
 - g. Pillowcase in a plastic bag – to put scrubs in at the end of the session
 - h. Plastic bag for your shoes – to put your shoes in at the end of the session
 - i. Water bottle with your name on it
 - j. Hair tied back so that it is not on your face (we want you to avoid touching your face and hair to prevent excessive face touching)
 - k. Bare below the elbow - please ensure that you remove any jewellery or watches, as part of getting ready for a practical session
 - l. Enthusiasm, energy, calmness and sense of humour
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3. RESPONSIBILITIES OF LECTURERS

- a. Lecturers delivering session face to face or virtually where students are attending at the BHS site are responsible for supporting and encouraging students and other staff into good practice with regards to social distancing and infection controls. Explicit demonstration and articulation of this is encouraged.
 - b. Examples are:
 - a. Demonstrating good practice by wiping down surfaces and equipment that a lecturer will use before and after a session. This includes planning ahead and
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- making specific arrangements for use of additional equipment such as anatomical models.
- b. Ensuring that windows are used to enhance the ventilation within a room
 - c. Ensuring that students wipe down workspaces or practical areas prior to and after use. This includes wiping down of common touch areas such as window handles, door handles, aircon control and light switches.
 - d. Reminding people about the need for social distancing
 - e. Adhering to maximum occupancy numbers for teaching rooms
 - f. Supervising the entry and exit of students from a session in rooms where there is one way flow signage and directions in place (G.02, 1.03, 1.05, 4th floor practical teaching rooms 4.14/4.15 and 4.16)
 - g. Ensuring that furniture is not moved to adhere to social distancing requirements
 - h. That students are reminded to wear face coverings when in teaching settings and moving around the building.
 - i. NB: G.02 on the ground floor has fans in the window spaces and these should be in operation when the room is in use. The switch to turn on these fans is on the left hand wall (Borough High Street wall) towards the back of the room
- c. A checklist for lecturers is available in all teaching spaces and steps in 3b above can be followed if teaching virtually.

4.ARRIVAL IN YOUR CLASSROOM

- a. When you arrive at your classroom, please ensure that you adhere to the social distancing and wipe down your workspace or any equipment before the sessions begins and after the session ends.
- b. If any equipment and/or models are to be used during the teaching session, these will need to be disinfected prior to and after use.

5.PRACTICAL TEACHING SESSIONS

- a. When you arrive for a practical teaching session, please change into your scrubs and appropriate footwear that you have brought with you. This can be done in the room, behind screens in the room or in nearby rooms where space is available.
- b. Your footwear must be wipeable, supportive and is only for use when you are in the practical class.
- c. Clothes and footwear that you travelled in to get to the building, must be placed in a plastic bag and placed in your own bag.
- d. Medical face masks should be worn at all times during practical teaching; the remainder of your PPE should be donned when you are working with a colleague.
- e. Further to discussion with the Public Health Directorate at Southwark if you are unable to wear a surgical mask for practical teaching or for clinical work you will not be allowed to breach social distancing requirements of 2 metres and thus will not be able to take part in the practical learning session other than as a socially distanced learner.
 - a. Individuals in this situation may need to consider their ability to tolerate mask wearing for short periods of time to enable them to participate in practical learning and clinical service delivery.

- f. Any electrical devices that you bring to teaching sessions, such as your phone, tablet, laptop etc. must also be cleaned to reduce any risk of infection.
- g. For how to safely clean your phone with minimizing screen damage please see <https://www.bbc.co.uk/news/av/technology-51863924/coronavirus-how-to-clean-your-smartphone-safely>
- h. Once you are wearing your full PPE you should set the Contact Tracing feature in the NHS COVID-19 APP to OFF
- i. Plinths, pillows, computers and lecterns must be disinfected before and after each use.
- j. You will be required to wear disposable gloves (sessional use), disposable plastic apron (sessional use), fluid resistant (Type IIR) surgical mask (sessional use), eye/face protection, face shield visor for example (dependent on risk assessment, this may be used for a session) and collectable from the PPE and sanitiser stations once you have changed into your scrubs.
- k. Visors/goggles
 - a. Each member of staff and student will be provided with a visor when you arrive for your first practical session and this will be yours to clean at the end of each session and yours to keep. If you damage or forget your visor, you will need to pay for a replacement at the clinic or purchase your own.
 - b. Any students or staff who would prefer to wear goggles may do so if they have considered the relative risk of their use. Goggles will need to be purchased by individuals.
- l. At the end of your practical session:
 - a. Deposit your used gloves and apron in the bin as above (you will need to do this during the session when you work with different colleagues).
 - b. Lecturers will be responsible for checking that all used PPE and related items have been disposed of. Lecturers will also be responsible for emptying these bins at the end of a teaching session.
 - i. For the first floor teaching spaces, remove the bin bag and its contents and tie securely; go to the allocated room to deposit this. You should continue to wear your mask whilst doing this. The space allocated for this is on the first floor in the space between the two rooms opposite room 1.10. Leave the bin bag in the allocated space in the large bin.
 - ii. For the 4th floor teaching spaces, remove the bin bag and its contents and tie securely; store in the padlocked cabinet in the corridor leading to the fire escape. You should continue to wear your mask whilst doing this. At the end of the day ensure that this then cleared and taken to the first floor and stored in the space between the two rooms opposite room 1.10. Leave the bin bag in the allocated space in the large bin
 - c. You should then change back into your travelling/day wear clothes and set the Contact Tracing feature in the NHS COVID-19 APP to ON
 - d. Please ensure that you disinfect your footwear before placing this in a bag and in your locker or taking these home.
 - e. Your used scrubs should be placed in your pillowcase and then in a plastic bag, before being placed in your bag, so that you can take these home.
 - f. Once home, your scrubs should be placed immediately in the wash at 60 degrees.

- m. With any practical sessions, please ensure that you:
- a. Wash hands routinely throughout the day as per current COVID-19 guidance and as per the infection control policy.
 - b. Are bare below the elbow and wash any area that has come into contact with another person.
 - c. Tie back any hair that is long enough to cover the face, to avoid touching your face while in the technique room.
 - d. Disinfect hands after contact with phones.
 - e. Disinfect your allocated plinth, and any instruments used (such as patella hammer, stethoscope etc) on arriving and on leaving. Equipment may also include wiping down of common touch areas such as window handles, door handles, aircon control and light switches.
 - f. Only use plinth roll on plinths (no plinth covers) when necessary (e.g. lumbar roll) and that this is changed after each model.
 - g. Remove and dispose of PPE appropriately. Remove aprons, turn used gloves inside out and dispose of these after each session (or if gloves become damaged etc).
 - h. Limit contact with objects that will need disinfecting - all bags etc. to be placed at the side of the room at an appropriate distance apart.
 - i. Do not rearrange the furniture in the rooms.
- n. Peer to peer practice
- a. UCO recognises that students will want to have the opportunity to rehearse and develop their practical skills outside of formal scheduled practical classes.
 - b. Peer to peer practice is allowed but must follow the infection control guidance and requirements in this policy.
 - c. A booking system will be available online (<https://bone.uco.ac.uk/course/view.php?id=1087>) where students will be able to book the use of a specific plinth which will be numbered in room 4.16 and 1.05 for a period of up to 2 hours.
 - d. Once booked, students should arrive in the classroom, at the correct time, to change into their scrubs in the designated area prior to obtaining the required PPE from the tutor – if it is a practice time where there is no tutor organised to be present then PPE can be collected from the library.
 - e. Students may also practice peer to peer without using the booking system in suitable practical areas but must ensure that PPE and infection control procedures are strictly adhered to.
 - f. Students must record their attendance in a practical room for each session by tapping in with their ID card where log in points are available.
 - g. Ensure that all plinths are cleaned prior to and after use maintaining a high level of hygiene and preventing the possible spread of COVID-19 and all used PPE placed in the bins provided.
 - h. All procedures in section 5 “Practical Teaching” must be adhered to when practicing outside of timetabled classes.
- o. Adherence to guidance for practical session
- a. Students not adhering to any of the procedures and guidance described in section 5 “Practical Teaching” will be subject to disciplinary procedures

- b. Unsupervised peer to peer practical sessions will be subject to periodic audit to assess adherence to guidance and to ensure safe practice
- p. Review of practical teaching procedures
 - a. Practical teaching guidance and policy have been developed to enable good practice habits to be established and to ensure competence using PPE effectively while practising. Suggestions for enhancements are welcome and should be emailed to <mailto:steven.vogel@uco.ac.uk>

6. WHAT PPE WILL BE REQUIRED

- a. Tutors and students are to use the following PPE when working within the practical classrooms:
 - a. disposable gloves (sessional use)
 - b. disposable plastic apron (sessional use)
 - c. fluid resistant (Type IIR) surgical mask (sessional use)
 - d. eye/face protection, face shield for example (dependent on risk assessment, this may be used for a session)
- b. Models will be expected to wear face masks as patients would in a clinical setting.
- c. Disposable PPE items will be disposed of in bins provided, with plastic bin liners that should be tied up prior to disposal.

7. STORAGE, PROVISION OF PPE, REMOVAL AND DISPOSAL OF PPE

- a. PPE, blue roll, sanitiser products will be stored in the store room next to 1.08 and this will be re-stocked by the facilities team in liaison with the staff leading practical sessions.
- b. Used PPE will be stored on the 4th floor in a locked cabinet and taken to the first floor storage area at the end of teaching. First floor storage area is in the space between the two rooms opposite room 1.10. Leave the bin bag in the allocated space in the large bin. It can then be disposed of as part of the general waste.
- c. The keys for the storage of PPE are available at from reception and **MUST BE SIGNED OUT AND BACK IN AFTER USE**. The practical teaching team also hold keys to storage areas.
- d. The technique team and those leading practical classes will be responsible for providing all stock needed in practical rooms, including sufficient PPE, hand sanitiser and blue roll. Sanitiser and PPE stations are in place per pair of plinths.
- e. Lecturers will be responsible for checking that all used PPE and related items have been disposed of. Lecturers will also be responsible for emptying these bins at the end of a teaching session.
 - i. For the first floor teaching spaces, remove the bin bag and its contents and tie securely; go to the allocated room to deposit this. You should continue to wear your mask whilst doing this. The space allocated for this is on the first floor in the space between the two rooms opposite room 1.10. Leave the bin bag in the allocated space in the large bin.
 - ii. For the 4th floor teaching spaces, remove the bin bag and its contents and tie securely; store in the padlocked cabinet in the corridor leading to the fire escape. You should continue to wear your mask whilst doing

this. At the end of the day ensure that this then cleared and taken to the first floor and stored in the space between the two rooms opposite room 1.10. Leave the bin bag in the allocated space in the large bin.

8. ENVIRONMENT

- a. The following changes have been made in all teaching rooms to encourage good hand hygiene and reduce the potential spread of infection:
 - a. Removal of non-essential material and equipment.
 - b. Plinths with ripped surfaces removed or repaired.
 - c. Handwash gel readily available
 - d. Supplies of handwash gel at transitional points in the building to be regularly checked and re-filled; the facilities team will be responsible for this, although all staff and students are expected to monitor this.
 - e. Batches of Milton spray and disposable towels available for sanitising equipment.
 - f. Doors and windows to be left open where possible to enhance ventilation.
 - g. Signage added to all rooms.
- b. Toilets
 - a. Additional regular cleaning of toilets will be taking place, with emphasis on areas where there is contact with hands (door handles, taps, soap dispenser, toilet seat, toilet flush, etc); the cleaning company will be responsible for completing this.
- c. Ventilation system
 - a. Windows and doors should be open during the day to enhance ventilation.
 - b. Air conditioning in BHS does not draw in fresh air from outside the building and should not be relied upon for ventilation.

9. LOGGING OF INTERACTIONS SO THAT WE CAN TRACE CONTACTS AND MANAGE POSSIBLE OUTBREAKS

1. REPORTING SYSTEM

UCO's outbreak management plan provides information and scenario plans for managing COVID-19 related cases. Its available on UCO's website: <https://www.uco.ac.uk/life-uco/coronavirus-covid-19>.

Staff, students and any other relevant visitors or stakeholders reporting COVID-19 related concerns should raise them through normal mechanisms for noting absence or concerns (this includes logging staff absence on Itrent). Line managers and staff receiving concerns from students should ensure that concerns are reported using the [SharePoint logging system](#).

- a. Staff and students
 - a. All staff and students with Smart phones should make use of the NHS COVID-19 APP when entering the BHS site.
 - i. All students and staff should set the Contact Tracing feature to OFF when in a clinical or practical teaching setting when wearing PPE
 - ii. At all other times the Contact Tracing feature should be turned on

- b. All staff, students and visitors must use their ID card to log their movements in the building
- c. All students and staff must understand the importance of students sticking to their teaching bubble or clinic team to participate in practical work with colleagues.
- d. Staff and students with symptoms of COVID-19 or who feel unwell, should follow stay at home guidance and alert UCO through the usual channels and log their concerns on [SharePoint](#).
<https://www.gov.uk/government/publications/COVID-19-stay-at-home-guidance>
- e. Should a staff member or student develop symptoms whilst at the UCO, they should put on a surgical mask if not already wearing one, isolate themselves, inform their line manager/tutor and then return home and seek advice dependent on need (e.g. phone 111 contact GP etc). If you do not have a surgical mask, use your usual face covering. Surgical masks are available at the front desk reception on the ground floor.
- f. Students should notify registry and the lecturer who was with them at the time.
- g. Staff who test negative for COVID-19 may return to the UCO when fit to do so, following discussion with their line manager. Line managers should ensure that concerns, symptoms and tests are logged on SharePoint.
- h. Those who test positive, have an inconclusive test or are yet to be tested may return to work no earlier than 10 days from symptom onset if they fulfil the following:
 - i. have clinical improvement
 - ii. have been without a fever/temperature without medication for 48 hours
 - iii. they are medically fit to return to work. For further details see:
<https://www.gov.uk/government/publications/COVID-19-management-of-exposed-healthcare-workers-and-patients-in-hospital-settings/COVID-19-management-of-exposed-healthcare-workers-and-patients-in-hospital-settings>

<https://www.gov.uk/government/publications/COVID-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-COVID-19-infection>
- i. Staff and students who have been in contact with a confirmed COVID-19 case or who have been contacted by the NHS test and trace team or via the NHS COVID-19 App should inform UCO and self-isolate for 14 days
 - i. When contacted by Test and Trace or querying an NHS COVID-19 APP instruction to isolate via 111, Staff and Students should be clear about the context of any possible contacts that they may have had:
 - 1. - in a social or learning context without PPE
 - 2. - working in a healthcare setting or practical setting that is following robust risk assessment and mitigation processes, including the use of PPE, in line with government guidance for our setting and that you are a regulated healthcare professional or on a regulated health care programme of study

- j. Close contact is a person who has been close to someone who has tested positive for COVID-19. This is any time from two days before the person was symptomatic to seven days from the onset of symptoms. The definition of a close contact is as follows:
- i. spends significant time in the same household as someone who has tested positive for coronavirus (COVID-19)
 - ii. is a sexual partner of someone who has tested positive
 - iii. has been within 2 metres of someone who has tested positive for more than 15 minutes
 - iv. has been within 1 metre of someone who has tested positive for more than one minute
 - v. has had face-to-face contact (within one metre) of someone who has tested positive, including being coughed on
 - vi. has had skin-to-skin physical contact with someone who has tested positive
 - vii. has travelled in a small vehicle with someone who has tested positive or sat near someone who has tested positive in a large vehicle or plane.
- k. You are eligible for a free NHS test if you:
- i. have any [symptoms of coronavirus](#) (a high temperature, a new, continuous cough or a loss or change to your sense of smell or taste)
 - ii. you're getting a test for someone you live with who has symptoms
 - iii. you live in England and have been told to get a test before you go into hospital, for example, for surgery
 - iv. your local council asks you to get a test
 - v. you're taking part in a government pilot project
 - vi. You are seeking asymptomatic testing
- l. Local testing sites are accessible for students and staff and you would be directed to your nearest available site as required when contacting 111 or using these sites to access a test <https://www.gov.uk/get-coronavirus-test>, <https://111.nhs.uk/covid-19/>
- m. Home testing kits are also available and may be ordered online. Students who are without a credit footprint may be unable to order a test online and should call 119 to order over the phone. A written home testing guide may be accessed here: <https://www.gov.uk/government/publications/testing-for-coronavirus-at-home> and a video tutorial here: <https://www.youtube.com/watch?v=8lo6g-TYZ-c>
- n. Further information about testing and access to PCR testing is available here: <https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/get-a-test-to-check-if-you-have-coronavirus/>
- o. Summary flow charts for further information about return to work / study are available here: https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/892137/Flowchart_for_return_to_work_symptomatic_v3.2.pdf
- p. You may generate and send into UCO an isolation note using this website: <https://111.nhs.uk/isolation-note>
- q. Procedures for early outbreak management are available in UCO's [Outbreak Management plan](#): <https://www.uco.ac.uk/life-uco/coronavirus-covid-19>

The contact details for UCO's local Public Health Contacts are:

Southwark Council Public Health:

9am – 5pm, 7 days, email: <mailto:PublicHealth@southwark.gov.uk>

PHE case / incident reporting - London Coronavirus Response Cell

0300 303 0450, LCRC@phe.gov.uk or phe.lcrc@nhs.net

Please note this inbox is monitored 9am-5pm, for any urgent issues please contact the LCRC by telephone.

10. SUMMARY OF CHANGES

Summary of changes from V1.0 to V1.1

- Added to and clarified reporting COVID-19 related concerns
- Added use of NHS COVID-19 APP and expectations for its use
- Added change to face wearing requirements – to be worn in all settings with multiple occupancy
- Added further Test and Trace information
- Checked and amended as appropriate links to additional information
- Added constraints on clinical and practical activity to only be possible whilst wearing a surgical mask
- Added peer to peer practice procedures and expectations
- Clarified social distancing requirements and highlighted higher risk situations and environments
- Amended information about COVID-19 communications on main UCO site, clinic and academic SharePoint sites
- Revised key contacts

Summary of changes from V1.1 to V1.2 2/11/20

- Added note of no travel from student term time address to permanent home address
- Links to National Restrictions guidance from Government from 5th November to 2nd December 2020
- Changed guidance with respect to practical teaching and peer to peer practice. Students now allowed to work with others in their teaching group bubble

Summary of changes from V1.2 to V1.3 18/11/2020

- Reframing and updating of this document to reflect the clinic relocating to BHS and that this document covers the whole BHS site; that the Clinic Operational plan reflects the detail required for this environment
- Update of the use of the main stairwell in light of the clinic relocating to BHS
- Changes to storage location and disposal PPE and changes to practical teaching locations.

Summary of changes from V1.3 to 1.4 01/12/2020

- Global changes to accommodate relocation of clinical services to BHS
 - G.01 converted to reception and patient waiting area
 - Second floor exclusively converted to clinical education and service area
 - Tutorial and clinic rooms created
- Changes to the availability of eating and communal spaces.
 - No food to be consumed on the second floor clinical area
 - Staff to use archive room (1.08) on the first floor
 - Students no longer have access to G.01 as a social and eating space, and should use the bar, outside space, G.02 and the library space
 - Staff to change in 3.09 for clinic
- Changes to the movement in the building
 - The main stairs will now be used to ascend and descend to and from the second floor clinical area for those in clinic

- Students and staff not involved in clinical services should use the main stairs to ascend to the floor on which they are working or receiving education (1st, 3rd and 4th floor) and use the fire escape stairs to descend
- All should keep strictly to the left on the stairwells and maintain social distancing
- Changes to procedure wearing scrubs
 - Staff and students may now wear their scrubs whilst taking breaks for lunch and refreshment within the UCO Borough High Street building
 - Staff and students must not exit the Borough High Street building wearing scrubs
- Reporting of symptoms and test results
 - Made clearer that students and staff must report symptoms to UCO immediately and NOT wait for a positive COVID test prior to contacting UCO.
- Changes to practical teaching and practice spaces
 - 1.03 on the first floor has been re-purposed for practical teaching
 - 1.05 on the first floor has been re-purposed for practical teaching and peer to peer practice
- Changes to PPE storage and disposal
 - PPE will be stored on the first floor in room in the storage room next to 1.07
- Used PPE from practical learning will be stored in a cabinet on the 4th floor and then in the space opposite 1.10 on the first floor.
- Used PPE from clinic will be stored in Berthon room

Summary of changes from V1.4 to 1.5 16/05/2021

- Updated and checked links to additional information and resources
- Added additional information about vaccinations and the expectation that staff and students seek asymptomatic testing twice weekly reflecting SharePoint updates over recent months
- Additional information on flexible working and updated links and information for those who may be extremely clinically vulnerable
- Amended reporting of symptoms and symptomatic testing results to reflect the self report system now available on SharePoint
- Updated to include face to face teaching for elements of the curriculum in addition to practical learning subjects
- Updated information and resources for students and staff related to travel
- Adjusted some control measure with respect to the lower rates of community transmission, asymptomatic testing and the impact of vaccination roll out: Reduced requirement for mask wearing to clinical, teaching, larger groups and movement through building. Removed expectation that medically exempt users of BHS should wear a visor at all times (NB for activities such as practical and clinical work, the same PPE requirements are in place including the use of a IIR surgical mask)
- Removed constraints on peer to peer teaching only being allowed in classroom bubbles, enabled peer to peer practice in available spaces in addition to the booking facility.

