



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

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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	

Equality Impact

Positive equality impact (i.e. the policy/procedure/guideline significantly reduces inequalities)

Neutral equality impact (i.e. no significant effect)

Negative equality impact (i.e. increasing inequalities)

X

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

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CONTENTS

1. Scope of Operational Plan.....	4
2. Policy and Guidance.....	4
3. Attending the borough high street site at uco.....	5
1. At risk groups, such as those with highest clinical risk, and those with increased risk of severe illness from COVID-19 may not be able to attend the UCO.....	5
2. Responsibility to self screen and act on COVID-19 symptoms.....	5
3. Travel to and from UCO.....	6
4. Food and Refreshments.....	7
4. Delivering education.....	7
1. UCO approach.....	7
2. practical education.....	7
3. Library use.....	8
5. Staying safe and Social distancing.....	8
1. Arrival.....	8
2. Moving through the building.....	9
3. Communal areas.....	9
4. Teaching spaces.....	10
5. Practical teaching.....	11
6. Offices.....	12
6. Training of staff and students.....	12
7. Regular dissemination of information.....	13
8. Infection control.....	13
1. All.....	13
2. What do students need to bring for practical teaching sessions at BHS?.....	14
3. Responsibilities of lecturers.....	15
4. Arrival in your classroom.....	15
5. Practical teaching sessions.....	15
6. What PPE will be required.....	18
7. Storage, Provision of PPE, removal and disposal of PPE.....	18
8. Environment.....	19
9. Logging of interactions so that we can trace contacts and manage possible outbreaks.....	19

1.Reporting system	19
10. Summary of changes	23

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 and the clinical services document will be updated as new guidance is received and in response to feedback and experience of opening the clinic and the Borough High Street Site. Notably additional National Restrictions are in place from November 5th 2020 to December 2nd 2020. The Guidance can be viewed here: <https://www.gov.uk/guidance/new-national-restrictions-from-5-november>. From the 2nd of December 2020 London is under Tier 2 restrictions. The guidance can be viewed here: <https://www.gov.uk/guidance/tier-2-high-alert>

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 at <https://bso.sharepoint.com/sites/Covid-19> and on the UCO main website <https://www.uco.ac.uk/>. 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:
 - o Infection control processes
 - o Occupancy numbers
 - o Social distancing
 - o Ventilation
 - o Use of face coverings where appropriate

This policy and guidance is structured into the following 8 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

1. AT RISK GROUPS, SUCH AS THOSE WITH HIGHEST CLINICAL RISK, AND THOSE WITH INCREASED RISK OF SEVERE ILLNESS FROM COVID-19 MAY NOT BE ABLE TO ATTEND THE UCO
 - a. Staff have been be 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, where this is possible.
 - 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.
2. RESPONSIBILITY TO SELF SCREEN 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.
 - b. 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
 - c. For further information see <https://www.nhs.uk/conditions/coronavirus-COVID-19/symptoms/>

- d. 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
 - 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>
- e. 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/>

<https://www.gov.uk/government/publications/COVID-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-COVID-19-infection>

3. 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?priority-taxon=774cee22-d896-44c1-a611-e3109cce8eae>
- 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 be offered 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.
- f. Students are reminded that they are not permitted to travel from their term time address to their permanent home address during High Risk Tier two status and during the National Restrictions from Thursday November 5th to Wednesday 2nd December 2020. See further information on National Restrictions:
<https://www.gov.uk/guidance/new-national-restrictions-from-5-november>
<https://www.gov.uk/guidance/tier-2-high-alert>

4. 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 and the library space. It is imperative that social distancing is strictly adhered to in these areas. Furniture must not be re-arranged. It should be organised to 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 will focus on delivering practical and essential discursive learning sessions in person at the UCO Borough High Street site, where possible.
- 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

- 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: 12/13 December 2020, 9/10 January 2021, 23/24 January 2021, 6/7 February 2021, 20/21 February 2021, 6/7 March 2021, 20/21 March 2021, 10/11 April 2021, 24/25 April 2021, 8/9 May 2021, 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 must be worn by members of staff and users of the library. Those who are exempt for reasons of age, health or disability must wear a visor.
- d. The library may also be used as a space for eating lunch and taking breaks by students.

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 at all times when on site. Those who are exempt from wearing face coverings should wear a visor.

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 in the building. Those who are exempt for reasons of age, health or disability must wear a visor
- 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 attending the BHS building. Those who are exempt for reasons of age, health and disability must wear a visor. 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 (or visor).

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 whenever this is 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 must be worn (or visors for those who are exempt).
- 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 and wear a visor if exempt from wearing a face covering
 - 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.

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. Work only within your allocated teaching group bubble
 - g. Wear footwear that can be disinfected and scrubs
 - h. Use Personal Protective Equipment (PPE) as appropriate and set out in this document under Section 8 Infection Control
 - i. Clean down your work area with sanitiser and blue roll before you use it
 - j. Clean down with sanitiser and blue roll, any areas that you have used or come into contact with

- k. 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
- l. Dispose of any blue roll in the bins provided
- m. Adhere to any one-way flow signage and directions
- e. To limit cross infection and enable social distancing, students must only work with colleagues within their teaching group bubble and minimise the number of different models they work with in an individual practical teaching session.
 - a. Students will work within their teaching group bubble and not work with other students outside of their teaching group bubble.
 - b. All students are to wear scrubs and appropriate PPE (as if this were a patient and practitioner interaction).
 - c. The practical room configuration provides plinths that are a minimum of two metres apart.
 - d. This means a maximum of 24 students can attend a practical session in the 1.03 on the first floor and 24 students in room 4.14/4.15 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. Wear a face covering (or visor if exempt) if there is more than one person in the office space
 - e. Use windows to enhance ventilation.
 - 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.
 - h. 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.
 - i. 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 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

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 or a visor if exempt from wearing a face covering for reasons of age, health or disability.
 - 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

- I. Enthusiasm, energy, calmness and sense of humour

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 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 or visors (if exempt) at all times whilst on site at UCO unless eating and drinking or a single occupant in a room.
 - 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 whilst wearing a visor.
 - 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. Those who are exempt from wearing a face covering may not use goggles as a substitute for a visor.
- 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 will only be allowed within your own teaching group bubbles and as agreed with tutors within your practical classes
 - 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 must record their attendance in the practical room for each session by taping in with their ID card
- f. 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.
- g. 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.
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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 in turn immediately contact the appropriate Area Lead as below:

Course Leader Access – Will Barker

Course Leader M.Ost – Mark Waters

Course Leader Specialist Paediatric Osteopathic Practice (SPOP) – Sam Fennell

Head of Clinical Practice: Francesca Wiggins

Head of Student Services - Jas Verdi

Registrar – Ian Sanderson

The Area Leads are responsible for contacting those raising a concern in order to log relevant information via the dedicated [SharePoint Site](#).

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 if they want 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.
<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 are responsible for reporting to an Area Lead any potential and actual cases so that this can be logged and monitored.
- 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

- 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://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/907961/Coronavirus_home_test_step-by-step_guide.pdf and a video tutorial here: <https://www.youtube.com/watch?v=8lo6g-TYZ-c>
- n. Further information about 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 and here: https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/892138/Flowchart_for_return_to_work_aymptomatic_v2.2.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 under the Education Action Cards section of the Public Health England Website: <https://coronavirusresources.phe.gov.uk/reporting-an-outbreak/resources/Education-Action-Cards/> and UCO's Outbreak Management plan is available: <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