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| ***Staying COVID Secure*** | **Vaccination and Testing** | **Communications and Guidance** | **Hand Hygiene** | **Touchpoint Cleaning** | **Social Distancing** | **Ventilation** | **Face Coverings** | |
| **Pre-arrival to campus**  *Do not attend campus with COVID symptoms. COVID tests/ vaccination strongly encouraged. NHS app encouraged.* | Vaccination where possible and regular lateral flow and / or PCR testing. Do not attend campus in the event of a positive test and isolate in accordance with government guidance | COVID information via Staffnet/ CMG emails/ meetings/ Schools/ SU/ NHS app re symptoms. | Hand sanitiser installed at key locations across campus and throughout buildings. Fill levels are checked regularly and topped up by Estates. | A COVID cleaning risk assessment has been undertaken by Estates. A long acting antiviral cleaning product is now used for all cleaning. | 1m+/2m social distance is no longer required by law. Social distance still makes a difference as an effective measure so respect personal space. | The law requires there is an adequate supply of ventilation provided. Estates have assessed ventilation to optimise the supply of fresh air. | Wearing a face covering is an effective method of reducing the spread of COVID-19. It is ‘strongly encouraged’ to wear in indoor crowded spaces. | |
| **Commuting**  *Follow local travel advice and wear face coverings in crowded areas/social distance.* | Vaccination where possible and regular lateral flow and / or PCR testing. Do not commute to campus in the event of a positive test and isolate in accordance with government guidance | Follow local signs/ information from travel operators. COVID signs in carparks/ at building entrances. | Follow good hand hygiene practices at all times. Use hand sanitiser where installed at carparks. | Cleaning of common touch points using long acting antiviral at carparks/ barrier intercom units. | Always respect personal space & social distance. Social distancing may be limited on public transport at peak times. | Ventilation may be variable on public transport at peak times. If car sharing run the air vents & open windows. | If commuting on public transport follow transportation authority guidance and wearing face coverings is ‘strongly encouraged’, particularly if crowded or at peak travel times. | |
| **Arrival on Campus**  *Follow signs and use hand sanitiser at entrances/ key points/ wash hands for 20secs.* | Do not attend campus in the event of a positive test and isolate in accordance with government guidance | COVID signs at building entrances/ key points to instruct any action for health protection. If symptomatic go home. | Follow good hand hygiene practices at all times. Use hand sanitiser installed at key locations/ wash hands. | Cleaning of common touch points using long acting antiviral at buildings entrances. | At peak times queue responsibly. Respect personal space as safe social distance still makes a difference. | UoM carparks, Cycle shelters and building entrance lobbies all have good natural ventilation. | At peak teaching times entrance lobbies can become crowded. The wearing of face coverings is ‘strongly encouraged’ in crowded spaces. | |
| **Circulating Indoors**  *Respect personal space as distance makes a difference. Wear face coverings in crowded spaces, lifts, toilets etc.* | Do not attend campus in the event of a positive test and isolate in accordance with government guidance | COVID signs at building entrances/ key points to instruct any action for health protection eg. Face coverings ‘strongly encouraged’ to be worn in crowded spaces / lifts. | Follow good hand hygiene practices at all times. Use hand sanitiser installed at key locations. Sanitiser monitored and refilled. | Cleaning of common touch points using long acting antiviral on door handles/ push plates, lifts, stairs, toilets. | At peak times queue responsibly. Respect personal space as safe social distance still makes a difference. Allow time to queue. | There is suitable natural ventilation in circulation areas eg. corridors and stairwells. Ventilation has limited risk control in any crowded spaces. | The wearing of face coverings is ‘strongly encouraged’ indoors. Wear face coverings if you can in densely populated spaces like corridors or if safety signs instruct it. | |
| **Learning & Working**  *Teaching spaces, laboratories, offices follow COVID cleaning schedules. Adequate ventilation is checked and maintained. Respect personal space. Follow local signs.* | Do not attend campus in the event of a positive test and isolate in accordance with government guidance | Risk assessment shared. COVID cleaning posters are displayed in offices, kitchens, at copiers, study spaces by local managers to clarify cleaning roles and responsibilities. Local signs instruct action. | Follow good hand hygiene practices at all times. Use hand sanitiser installed at key locations. Sanitiser monitored and refilled. Certain roles may need gloves or personal hand sanitiser carried for use. | Cleaning of common touch points using long acting antiviral in study/ work areas. Staff use wipes to clean work stations. Wipes used for all IT. Vehicles/ equipment also cleaned if shared. | Local risk assessment of work areas shared with staff including seating layouts/ occupancy levels to social distance. Learning spaces set up to reduce COVID risk without impact on the student experience. | Follow guidance on ventilation with local risk assessment for further analysis. Estates check windows for operability & assess mechanical ventilation optimising air changes. Estates monitor CO2 level. | The wearing of face coverings is ‘strongly encouraged’ indoors. Wear face coverings if you can in crowds or if safety signs instruct it. If face coverings cannot be worn priority must be on social distancing. | |
| **Socialising on Campus**  *When socialising with*  *friends, classmates and*  *colleagues remember to continue staying COVID safe and follow signs.* | Do not attend campus in the event of a positive test and isolate in accordance with government guidance | COVID signs at cafes, SU, entrances/ key points to instruct any action for health protection eg. Masks to be worn in crowded indoor spaces. | Follow good hand hygiene practices at all times. Use hand sanitiser installed at key locations. Sanitiser monitored and refilled. | Cleaning of common touch points using long acting antiviral in café areas, UR bars, Student Union, Staff/ PGR rest areas. | At peak times queue responsibly. Respect personal space as safe social distance still makes a difference. Allow time to queue. | Suitable ventilation is maintained but must be recognised that it has limited risk control in indoor crowded spaces without face coverings. | The wearing of face coverings is ‘strongly encouraged’ indoors. Wear face coverings if you can in crowds or if safety signs instruct it. | |
| **Report a COVID case**  *If displaying symptoms (e.g. fever >38c, unusual cough) or contacted by NHS app/ Test & Trace.* | COVID reporting process shared via CMG emails/ meetings/ Schools/ SU/ posters/ Staffnet. NHS app/ Test & Trace used. | | COVID reporting process shared via CMG emails/ meetings/ Schools/ SU/ posters/ Staffnet. NHS app/ Test & Trace used.  <https://www.staffnet.manchester.ac.uk/coronavirus/report>  General information <https://www.manchester.ac.uk/coronavirus> | | | | |

