

## FMHS CEC Teaching SOP

### Taught Sessions:

#### Key principles for COVID control:

- 1) **Maintain physical distance between people (2 metre rule to be applied)**
- 2) **Frequent handwashing**
- 3) **Limit the number of interactions**
- 4) **Limit the length of interactions**
- 5) **Limit the range of people interacting**
- 6) **Limit the density of people in a space/building**

#### Building requirements:

- 1) Specified entrance, specified exit
- 2) Ideally one-way circulation in a building with clear flow routes and identified staircases up and down. Local building arrangements may differ but will still require clearly marked flow routes.<sup>1</sup>
- 3) Room requirements:
  - ALL non-essential items/equipment to be taken into a storage area.
  - A clear plan regarding how physical distance spacing will be maintained in the session:
    - using physical floor mark up for placement of chairs
    - chairs to face forward to avoid unnecessary face to face contact
    - Area for university supplied cleaning products

#### Taught session process

##### 1) Pre arrival prep

- Students will be given a time slot for arrival in the building, and for their specific teaching session
- Fixed groups who will always be taught together.
- Students may be required to bring programme specified personal equipment i.e. face covering/laptop/IPad/notepad/pens/markers
- Lecturer/tutor collects key, laminated rules and cleaning product for room usage from reception area

##### 2) Arrival to building:

- All students to wear a face covering when entering the building
- All students to hand wash on entry to building, either at a sanitizer station or designated toilet area
- Students to maintain social distancing in communal areas and walking to teaching rooms using the designated route
- Students to proceed to changing area/lockers (if applicable)
  - Students to maintain social distancing whilst changing/using lockers

- Students to wipe down their locker with Virusolve (or equivalent) before usage
- Students should change clothes if coming from clinical area (bag clothes and take home to wash)
- The student group to wait outside the timetabled room in a socially distanced queue. To be agreed at building level.

### **3) Start of Teaching session**

- Students to observe appropriate distancing/spacing)
- Enter classroom - fill seating spaces at back of room first
- Sign in (either paper or electronic)
- Hand wash on entry using hand sanitizer
- Wipe down personal equipment with sanitizer (if necessary)
- Wipe down tables, chairs, keyboards etc. with sanitizer
- No chairs to be added to room
- NB: As is current, students are not permitted to take food or drink into the classroom.

### **4) During Teaching session:**

- Students may be partnered for teaching activity but should maintain social distance from each other and other students at all times.
- Windows to be open wherever possible to increase ventilation

### **5) End of teaching session**

- Prior to exiting from the teaching room staff using Virusolve (or equivalent or wipes) and paper towels, will wipe down:
  - Equipment
  - Tables, chairs, door handle, computer keyboards etc.
  - Students to leave from the front of the room first - in rows.
- Cleaning items to be disposed of in the clinical waste bin placed in the classroom

### **6) Exit class room area**

- Ensure all chairs are returned to place markers
- Students to collect personal belongings and leave the building by exit route

### **7) Post session actions:**

- Lecturer/tutor to close windows (at end of day)
- Cleaning spray/wipes to be returned to reception with key
- Key to be wiped down by reception staff
- clinical waste monitoring and removal as appropriate

### **Attendance rules for teaching sessions:**

- 1) Period of grace for arrival time but stated cut off where late comers will not be admitted.
- 2) Absent student group member to use appropriate sickness and absence reporting
- 3) Late comers and absentees cannot be booked into a different session
- 4) All attendees must sign in/swipe in or registering for the session

**Personal effects:**

- 1) Own programme equipment
  - Reasonable adjustments

**Emergency procedure for unwell student/staff**

- 1) Usual first aid process (First aiders to be COVID aware)

**Use of communal areas**

- 1) There will be designated toilets with social spacing and handwashing
- 2) Students will be required to leave the building promptly at the end of their teaching session, using the specified routes
- 3) Hand sanitiser on exit of building
- 4) Students walk on the left hand side of the corridor and to avoid cross over.

**Emergency Procedures**

- To follow normal emergency procedure
- Shared First Aider rota