

Plan for reopening the Newsome Building

The building holds the Counselling and Mental Health Team and does not need to open until students return in September 2020. We would like it to be open two weeks before the start of the academic year in order to ensure we are ready for the new intake of students (w/c **14th September**). We may also have a small number of students arriving up to two weeks before the start of the academic year.

Responsible Officer

The Head of Counselling and Mental Health based within Newsome will be responsible for the day to day operation of the building and ensuring that all health and safety measures (as detailed below) are being followed to provide a safe working environment.

Staff responsibilities

All staff working within the building must adhere to the operational plan detailed below.

Staff who feel unwell or begin to experience COVID-19 symptoms must:

- if still at home must not come on to campus and notify the Head of Counselling and Mental Health
- Staff showing symptoms must then follow government guidelines
- if in they begin to have symptoms at work, they will leave the building immediately. Staff should not enter any other University buildings and leave campus as soon as possible

Students register online to use the service and will be emailed with instructions to follow prior to their first appointment with the service.

Some external health services use the building to provide appointments for students. They will be sent instructions if they are operating face-to-face services.

Staff working location

The team will be split into two and they will operate with one team in the building at a time.

Students will be offered (wherever possible) an initial face to face assessment appointment and from thereon online or telephone appointments. Students will only be seen face-to-face if they do not have any privacy at home, if there is a safeguarding concern, or if there is an urgent concern regarding their welfare. Others will have appointments online and over the phone, and staff are able to do this from home or in their office (no shared offices, single occupancy only).

There may be health considerations for members of staff and we will undertake individual risk assessments with them. They can continue to work from home if needed.

Opening and closing the building

The building will be opened by the first member of staff who arrives in the morning – each member of staff has a key. The front door will be the exit and entry point and hand sanitisers will be situated by the door. Staff will need to clean the door after touching it, or wear gloves.

Moving around the building

Rather than use a one way system, staff will manage entry and exits to the building by having staggered arrival times for students, so only one person will arrive at a time and there will be no queuing.

Students will wait outside the building and the member of staff who they have an appointment with will collect them from there.

The reception will not be open and students will be escorted to the room for their appointment.

The office door will be open and closed by the staff occupant of the room only.

Appointments take around 50 minutes. Students then will be taken out by the member of staff, ensuring there is no one else on the staircase or in the corridor. If there is, they will wait until they have moved on.

Where possible all doors will be propped open to minimise the touching of door handles and surfaces.

There is no need to tape to indicate walkways as the staircase, hallways and landings are small and cannot be split. Staff will always be escorting the student.

Team members will check that student contact details are correct at face to face meetings should the need for contact tracing arise.

Students will sanitise their hands upon entry and exit of the building.

Seating

The waiting room and larger rooms will not be in use and furniture will be removed from these spaces.

Chairs will also be removed from the kitchen.

Each Team member has their own office and staff will ensure that the chairs used for student appointments are 2m away.

Ventilation of the building

The windows in all rooms will be open.

PPE

Hand sanitiser will be used when entering and exiting the building and will be available.

Facemasks are not suitable due to the nature of the work, but visors will be required as the team often spend significant time with students.

Required: **14 Clear Visors**
 2 wall mounted hand sanitisers for fixing at entrance to 41 and at bottom of stairs to 42

Cleaning

Desks in offices are only used by one individual. Any shared surfaces that are touched, e.g. light switches, will be sanitised immediately afterwards, using the appropriate spray/wipes as recommended by Estates.

Required: **3 X Cleaning Kits – to be reviewed if needed at later date**

Refreshments

The kitchen will remain in use, but staff will be asked to bring in their own food and refreshments to reduce usage. All surfaces will be cleaned after use if touched.

Toilets

Toilets will be operated as 'one in one out'. Each member of staff will be instructed to clean the toilet seat, lid and handle after use. Toilet lids should be put down before flushing. Staff will also be required to wipe down the sink after hand washing. Hand towels will be used.