# Reviewing covid control measures

The University resumed teaching and other student activities for a number of weeks ago, so it is a reasonable time to review the covid control measures that we have implemented to check to see if they are working and being adhered to. This review process is over and above any local checks which are undertaken on a daily basis/ad hoc when issues or concerns are raised.

A review process should be put in place to be undertaken at regular intervals, as determined by the area concerned based on risk, complexity of control measures, footfall, staff numbers versus student numbers etc. This may be every week or two weeks for each area, or on a rolling basis choosing a different area each time.

All control measures implemented should be checked, but the following should be considered carefully each time as these are areas where controls could easily fall down/not be followed/local changes implemented by well-meaning staff or students who may not be aware of the control requirements. The following can be used as a checklist or to copy and paste into your own form (as you may choose to integrate these checks into an already existing system). If any deficiencies are identified, these must be rectified as soon as possible.

## One way system:

* Signage still in place and accurate – not been moved or relocated
* System still appropriate and not being bypassed – may be bypassed if users are finding it too difficult/unsuitable – may need full review if this becomes apparent
* As we come into winter months, any one way system taking users outside into possible inclement weather – review of the one way system to see if it can be amended

## Teaching rooms or study spaces:

* Signage still in place – not been moved or relocated
* Users using the room correctly to ensure 2 m physical distancing – filing into the seat furthest from the door if first in the room, not using taped off areas or furniture which has been stacked, layout not been changed, too many users for capacity of room, using check-in/check-out systems
* Cleaning – still being undertaken as required, materials in place/available/replaced
* Hand sanitisers still available – replaced as required/topped up

## Break out rooms:

* Signage and cleaning materials still in place – not been moved or relocated
* Users using the room correctly to ensure 2 m physical distancing – not using taped off areas or furniture which has been stacked, layout not been changed, too many users for capacity of room
* Cleaning – still being undertaken as required, materials in place/available/replaced
* Informal breaks – these may be creeping in as staff become more relaxed at work. Ensure   
  2m physical distancing and cleaning are not neglected
* No or limited shared crockery (if shared must ensure adequate cleaning regime in place)
* Shared equipment, such as microwaves, still being adequately cleaned and used properly
* Hand sanitisers still available – replaced as required/topped up

## Travel and transport:

* Most recent SG guidance advised no car sharing between non-household members coming to and from work – must advise staff of this
* SG Laboratory and Research guidance and Universities guidance does allow car sharing but only if no other reasonable mode of transportation is viable and with extra mitigating factors in place including enhanced ventilation, face coverings, limited no of staff/same staff each time if possible, use of hand sanitisers by staff in vehicle and cleaning of vehicle

## Emergency situations:

* Adequate first aid cover and first aid box available
* Adequate fire stewards
* Current PEEPs reviewed and updated
* If emergency evacuation has occurred, have correct protocols been followed – do not need to physically distance during evacuation, but must keep 2 m distance if possible at assembly point