
From: [REDACTED]
Sent: 26 August 2020 11:34
To: [REDACTED]
Cc: [REDACTED]
Subject: URGENT - university guidance update
Attachments: Revised university guidance - 26 August 2020.docx

Importance: High

[REDACTED]

Please see attached the revised draft of the university guidance, which we are seeking urgent views on. **We have not yet shared this draft with unions yet but plan to do so this afternoon and would appreciate any immediate feedback from yourselves on whether there are any 'show stoppers' in this draft before we share it with them.**

This draft reflects the latest scientific and public health guidance, including on preparing buildings, ventilation and contact tracing. As you will be aware, work is still ongoing on face coverings so this section is still to be updated.

I appreciate we're asking for a tight turnaround so thank you in advance for your work on this.

Thanks,

From: [REDACTED]
Sent: 24 August 2020 16:50
To: [REDACTED] universities-scotland.ac.uk>; [REDACTED] [\[REDACTED\]@universities-scotland.ac.uk](mailto:[REDACTED]@universities-scotland.ac.uk)>
Cc: [REDACTED] [\[REDACTED\]@gov.scot](mailto:[REDACTED]@gov.scot)>
Subject: RE: Guidance update

Hi [REDACTED],

Thanks. The draft still needs to be reviewed by our public health colleagues. We would be hoping to share it with you tomorrow, with a view to having comments by Wednesday.

From: [REDACTED] [\[REDACTED\]@universities-scotland.ac.uk](mailto:[REDACTED]@universities-scotland.ac.uk)>
Sent: 24 August 2020 16:47
To: [REDACTED] [\[REDACTED\]@gov.scot](mailto:[REDACTED]@gov.scot)>; [REDACTED] [\[REDACTED\]@universities-scotland.ac.uk](mailto:[REDACTED]@universities-scotland.ac.uk)>
Cc: [REDACTED] [\[REDACTED\]@gov.scot](mailto:[REDACTED]@gov.scot)>
Subject: RE: Guidance update

Thanks [REDACTED]

On the tight timescale – can you shed any light on specifics? Its helpful to us to know timings (even if indicative) so that we can plan stuff at our end

From [REDACTED]@gov.scot [REDACTED]@gov.scot>

Sent: 24 August 2020 16:26

To: [REDACTED]@universities-scotland.ac.uk>; [REDACTED]@universities-scotland.ac.uk>

Cc: [REDACTED]@gov.scot

Subject: Guidance update

[REDACTED]

You will be aware from the Minister's letter of 18 August that we are working on some extensive updates to the sectoral guidance in order to reflect the latest scientific and public health advice. We are currently preparing a draft, which we hope to share with you for comment imminently – this is a similar process to last time, which I think we all agreed worked well.

Given the point we are currently at in the return to campuses, I wanted to make you aware now that this will likely have a tight turnaround time in terms of seeking comments on the draft.

We would of course be happy to discuss once a draft is shared, if you think helpful.

Thanks,

[REDACTED]

[REDACTED]

College Policy Unit | Colleges, Young Workforce & SFC Sponsorship Division
Advanced Learning & Science Directorate | The Scottish Government

Check out the new Scottish Government resource <https://www.studentinformation.gov.scot/>. Everything you need to know about student finance, including help for parents, carers and education professionals.

VERSION CONTROL		
V1	18/08 KI	Updates throughout to reflect changing science/advice
V1.1	24/08 SB	Update to overview section (text on phases possible going backwards), minor editing throughout. Updated text on compliance.
V1.2	24/8 SP	Reinsertion of comments from Safer Work Places team
V1.3	26/08 SB	Proof reading edits

Coronavirus (COVID-19): guidance for universities

Overview

This guidance is for the [university sector in Scotland](#). It comes into effect immediately – 29 June 2020. It will be updated and renewed as circumstances change. It sets out both our current advice and guidance for universities in helping to minimise the risk of transmission of COVID-19.

This document is provided as guidance only and does not amount to legal advice. Individual universities may wish to seek their own advice to ensure compliance with all legal requirements.

It is one of a set of Scottish Government sectoral guidance on Safer Workplaces about how to work safely in different types of workplaces should it not be possible to work from home. These guidance are applicable as we progress through the phases described in [Coronavirus \(COVID-19\): framework for decision making – Scotland's route map through and out of the crisis](#) and any subsequent updates. The route map provides an indication of the order in which the Scottish Government will carefully and gradually seek to lift restrictions across Scottish society. It states the criteria used to decide in movement between phases with a commitment to review and report every three weeks. While it might be possible to lift some measures more quickly and some may take longer than envisaged, it may also be necessary to reverse some of the measures if circumstances demand.

We have worked with universities, trade unions and student representatives to ensure that this guidance offers clear expectations and practical approaches to a safe, phased full reopening of universities.

Each university is an autonomous body and each has a distinct and diverse mix of teaching, research and related work as well as a range of services and commercial operations. Each institution's buildings and operations reflect these distinct mixes. It will therefore be for each institution to work with its trade unions, staff and students

to determine specific actions to apply this guidance in their own particular circumstances. Policy and action will be guided by public health advice and a measured approach to managing risk through local consultation on appropriate measures.

In setting out this guidance we recognise during lockdown universities moved to delivering teaching and assessment online, allowing the vast majority of students and staff to 'stay at home' and that essential COVID-related work on campus commenced; contributing to testing capacity, research and Personal Protective Equipment (PPE) production. Students unable to travel home have been supported to remain safe in university residences and essential public health services, emergency veterinary care and essential national infrastructure and supercomputers have been maintained safely and securely.

Key Principles

In applying Scottish Government direction on when restrictions can be changed, universities will consider a range of evidence on the progress of the pandemic in Scotland using the principles set out in [Coronavirus \(COVID-19\) framework for decision making](#) and the universities' commitment to fair work which was set in the context of the current crisis in a [joint statement by the Scottish Government and the STUC](#).

Universities in Scotland are committed to a [set of principles](#) which have been developed UK-wide and will be applied for the phases following emergence from lockdown.

These are:

- the health, safety and wellbeing of students, staff, visitors, contractors and the wider community will be the priority in decisions relating to the easing of COVID-19 restrictions in universities
- universities will make appropriate changes to university layout and infrastructure in accordance – at minimum – with public health advice, including guidelines on physical distancing
- universities will review their teaching, learning and assessment to ensure that there is the required flexibility in place to deliver a high-quality experience and support students to achieve their learning outcomes in a safe manner
- universities will regularly review the welfare and mental health needs of students and staff, and take steps to ensure preventative measures and appropriate support are in place and well communicated as restrictions are eased
- universities will develop effective processes to welcome and support international students, staff and visitors, including with symptom vigilance, testing and throughout any self-isolation period
- universities will regularly review their hygiene, waste disposal and cleaning protocols in all university spaces, and adapt these in response to changing public health advice and risk levels, to ensure that students, staff and visitors can have confidence in their safety

- following appropriate risk assessment, universities will introduce measures to enable research to be conducted in a managed and responsible manner, following guidance specifically designed to protect researchers and support staff in laboratories and other research facilities and spaces
- universities will engage with staff and students, including consultation with recognised trade unions and student unions, to ensure the transition from lockdown both protects the wellbeing of staff and students and enables the safe resumption of university activities
- as well as the NHS, universities will work with other civic or local partners wherever appropriate including councils and community groups

These principles are complemented by [UK-wide principles](#) jointly agreed between the Universities and Colleges Employers Association (UCEA) and the UK sector trade unions which includes Scottish universities and Scottish unions. This covers more detail on:

- use of government guidance for Safer Workplaces
- Health and safety legislation
- consultation with campus trade unions
- risk assessment
- communication
- impact on staff

Both sets of principles complement, but do not supersede, the established mechanisms in place in universities through health and safety committees to consult campus trade unions on matters relating to health, safety and wellbeing in the workplace.

Additionally, in planning for the use of facilities, universities will consider and plan around:

- the number of learners and staff likely to be included in a space and how they can be accommodated as safely as possible
- the circumstances of staff, including those with caring responsibilities or who are self-isolating
- mitigating measures that may be appropriate, with consideration that the most effective mitigations are 2 metre physical distancing and good hand hygiene
- availability and public health advice on PPE, other equipment and/or face coverings appropriate to the activity or location
- the organisation of working patterns, breaks and variations to support physical distancing in accordance with government guidance
- protocols to manage the use of shared equipment, including vehicles, hot desks and other facilities to ensure safe usage

Health and safety

In aligning with the above principles and planning, this guidance does not supersede existing health and safety legislation and universities will continue to abide by these obligations, including the legal duty on employers to conduct risk assessments and engage with health and safety committees.

Specifically on COVID-19 and through all phases of emerging from lockdown, universities will have regard to general [health and safety guidance](#) and to the [requirements for reporting cases](#).

Employers must ensure that the risks are controlled so far as is reasonably practicable. All employers need to carry out an appropriate COVID-19 risk assessment, as they would for other health and safety related hazards. This is a risk-led approach to identify and implement sensible measures to control the risks. The assessment should consider what measures need to be implemented to protect the health and safety of all staff, students, visitors and contractors. These will be influenced by site-specific factors. Further advice on carrying out COVID-19 risk assessments can be found [here](#).

Controls should be considered following the hierarchy of control approach. Outcomes should explain to others what they are required to do and help staff with planning and monitoring to ensure the controls are implemented and remain effective and are updated in the light of emerging evidence or changes in public health advice.

Public health measures

Physical distancing

Physical distancing duties are set out in regulation 4(1) of the [Health Protection \(Coronavirus\) \(Restrictions\) \(Scotland\) Regulations 2020](#).

Work and study that can be done remotely should be done from home. Where the work or study cannot be done from home then physical distancing must be followed.

All reasonable measures will be taken to implement physical distancing (currently 2 metres) in all relevant areas of universities. In planning for physical distancing, universities will adopt the procedures set out in [COVID-19 information and guidance for non-healthcare settings](#).

Physical distancing applies to all parts of the university campus, including entrances and exits, break rooms, canteens and similar settings. Universities will take a risk-based approach and put in place measures to manage brief interactions within 2 metres which cannot reasonably be avoided, such as limited numbers of people passing each other in corridors.

Where physical distancing cannot be followed in full in relation to a particular activity, universities should consider whether that activity needs to continue, and, if so, take all the mitigating actions possible to reduce the risk of transmission.

Example of activities universities may also consider include:

- the use of space by staff and students to ensure adherence to physical distancing guidance. This will be determined by a variety of factors including the dimensions and layout of buildings and the requirements of different disciplines
- the use of clear, appropriate signage across campuses which reinforces expectations of workers at relevant points
- workstations have a clear marking of physical distancing boundaries
- physical adjustments such as the use of perspex shields at reception points
- one-way systems or other special controls on access to constrained spaces such as toilets and changing rooms while adhering to social physical distancing guidance
- other measures such as adjusted/staggered working times, shifts and part-time on campus to minimise the numbers of staff on campus and in specific buildings at any one time
- considering opportunities to introduce technology and systems to aid safe working practices and in particular physical distancing
- communicating with visitors prior to arrival and on arrival to ensure visitors understand physical distancing and hygiene measures

Cleaning and disinfecting the workplace before reopening

Given the closure of campuses during recent months, it is important that the workplace is thoroughly disinfected before reopening. Measures should include:

- an assessment for all sites, or parts of sites, that have been closed, before restarting work
- cleaning procedures and providing hand sanitiser, before restarting work, in line with any requirements for reopening after prolonged closure
- checking whether you need to service or adjust ventilation systems. Advice can be sought from your heating ventilation and air conditioning (HVAC) engineers or advisers. See HSE guidance on [air conditioning and ventilation during the coronavirus outbreak](#) and the most recent CIBSE covid-19 ventilation [guidance](#) for more details

Legionella testing

There is an increased risk of Legionnaire's Disease when buildings have been out of use, or not running at full capacity. This is because water systems may become stagnant when not in use, increasing the risk of legionella within water supplies. Many public and office buildings have been closed during the COVID-19 crisis, making legionella a legitimate concern as lockdown restrictions are eased.

The Health and Safety Executive have published [advice on the risk of Legionella in buildings which are closed or running with reduced occupancy during the COVID-19 crisis](#) on the Royal Environmental Health Institute of Scotland (REHIS) website.

Universities should undertake a health and safety check of buildings, and deep cleaning prior to reopening where necessary, to mitigate risks. More information can be found on the [HSE website](#).

Regular cleaning

COVID-19 [guidance for non-healthcare](#) settings sets out the expected cleaning regime. Routine cleaning should ensure regular cleaning schedules and procedures are in place using a product which is active against bacteria and viruses. Also regular (at least twice daily) cleaning of commonly touched objects and surfaces (telephones, keyboards, door handles, desks, countertops etc.) relevant to the setting

The guidance also provides advice on environmental decontamination (cleaning and disinfection) after a possible case has left the workplace. If a risk assessment of the setting indicates that a higher level of contamination may be present (for example, where unwell individuals have been or there is visible contamination with body fluids), then the need for additional PPE such as an apron and gloves should be considered.

Should there be a known or suspected case of COVID-19, [guidance on cleaning in non-healthcare settings](#) should be followed, which includes guidance on when PPE might be appropriate and how to dispose of waste.

Hygiene

Staff and students should practice hand and respiratory hygiene as summarised in COVID-19 [guidance for non-health care settings](#), with further advice available from NHS Inform. Universities will follow guidance in the provision of appropriate hygiene facilities (hand sanitising facilities), particularly at key areas such as entry and exit points, as well as guidance on opening public and customer toilets. To assist with this, consider:

- providing regular reminders and signage to uphold hygiene standards.
- providing hand sanitiser at multiple points, in addition to washrooms.
- setting clear use and cleaning [guidance for toilets](#) to ensure they are kept clean and physical distancing is achieved where possible.
- enhancing cleaning of touch points in busy areas.
- special care should be taken for cleaning of portable toilets.
- providing more waste facilities and frequent rubbish collection.
- providing either paper towels or electrical driers for drying hands.
- setting clear use and cleaning guidance for showers, lockers and changing rooms to ensure they are kept clean and clear of personal items and that physical distancing is achieved as much as possible

- restrict number of people within the changing areas at any time.
- enhance cleaning and sanitising of facilities regularly throughout the day.

Common areas

Within a university setting there will be a variety of common areas. It is important to maintain physical distancing in common areas by:

- staggering break times to reduce pressure on break/eating areas
- using safe outside areas for breaks
- encouraging workers to bring their own food
- using workplace areas that have been freed up by home working
- reconfiguring seating and tables to maintain spacing
- using protective screening for staff in public facing areas
- regulating use of locker rooms, changing areas and other facility areas to reduce concurrent usage
- encouraging storage of personal items and clothing in personal storage spaces, for example lockers, during working hours

considering use of physical distance marking for areas such as toilets, showers, lockers and changing rooms and in any other areas where queues typically form.

Ventilation

Universities should ensure adequate levels of ventilation. Where centralised or local mechanical ventilation is present, systems should be adjusted to full fresh air. If this is not possible systems should be operated as normal. Where ventilation units have filters present enhanced precautions should be taken when changing filters. Ventilation systems should be checked or adjusted to ensure they do not automatically adjust ventilation levels due to differing occupancy levels.

Wherever it is safe to do so, doors and windows should be kept open to increase natural ventilation (this advice will be reviewed as we head into the winter months). This will also help to reduce contact with door handles. However, internal fire doors should never be held open (unless assessed and provided with appropriate hold open and self-closing mechanisms which respond to the actuation of the fire alarm system). The Fire Safety Risk Assessment should always be reviewed before any internal doors are held open.

Use of Personal Protective Equipment (PPE)

COVID-19 [guidance for non-healthcare](#) settings sets out guidance on use of PPE. This advice confirms that workplaces should use PPE consistent with local policies and in line with measures justified by risk assessment.

Health and Safety Executive recommends a [risk-based approach](#) focussed on a hierarchy of control which seeks to reduce risk to the lowest reasonable practicable level. This will help determine in which settings and what type of PPE would be appropriate. Universities have considerable expertise in determining PPE

requirements based on risk assessment. Where the need for PPE is identified, it will be clearly communicated to staff and students and will be readily available.

Face coverings

It is important to note the difference between face masks and face coverings. Face masks are surgical or medical grade masks that are used in health and social care settings. Face coverings are made from cloth or other textiles that cover the mouth and nose and through which you can breathe. Current guidance on the use of face coverings for the public is provided in [Coronavirus \(COVID-19\) Phase 3: staying safe and protecting others](#).

Physical distancing, hand hygiene and respiratory hygiene are the most important and effective things we can all do to prevent the spread of coronavirus. The wearing of face coverings must not be used as an alternative to any of these other precautions. Should face coverings be required this will also be communicated to staff and students.

Supporting staff and students

In addition to the key principles, health and safety and hygiene measures referred to in previous sections of these guidelines, and guidance on [returning to work safely](#), the following aspects are included in the universities' approach.

Communication

Communication with staff, students and unions is crucial at each stage of the phased return, particularly in provision of reassurance and evidence that measures recommended in workplace risk assessments have been implemented and that staff and students feel they are returning to a supportive, caring and safe environment.

Universities will implement clear and effective communication of the arrangements and policies in place including during the expansion of activities as we move through the phases. This will be via a range of media to ensure high levels of awareness among students, staff and visitors, including external contractors. It also includes channels where concerns can be raised.

Universities will remind staff and students of the symptoms to look for and clear advice will be provided on how to respond should symptoms become apparent while on university premises.

Work from home and transport

We are now in [Phase 3](#) of Scotland's route map and remote working remains the default position for those who can. Universities should plan for the minimum number of people in the workplace to operate safely and effectively.

In Phase 3, public transport is operating a full service, with physical distancing measures in place. It is estimated that the capacity with physical distancing in place on public transport could be between 10% and 25% of 'normal' capacity. Transport Scotland has stated that where staff need to be present at the workplace, employers should be as flexible as possible, to allow earlier or later start and finish times to spread people's use of the transport system.

Universities should also consider the guidance on transport, advice on how to travel safely and other guidance both in considering the implications for staff and student travel to campuses and where they are transport providers themselves.

Universities should ensure that staff and students have access to public health guidance on using public transport safely. This includes that wearing of face coverings on public transport which is now mandatory.

Universities should encourage staff and students to use active transport where possible, e.g., travel by foot or bike. If bikes are stored in bike sheds/racks, consideration should be given to the cleaning of these areas and to reducing time spent at the bikes stores/shed.

Dedicated university transport should be regarded as an extension of the university estate. Important mitigations include adherence to physical distancing guidance as it relates to public transport, hygiene, ventilation, improved cleaning regimes, including regular and thorough cleaning of surfaces, and regular handwashing.

Coming to work and leaving work

The following measures should be considered:

- staggering arrival and departure times to reduce crowding into and out of the workplace, taking account of impacts on those with protected characteristics and caring responsibilities for example noting the staggered school and nursery start and finishing times
- defining process alternatives for entry/exit points where appropriate, for example, deactivating pass readers or keypads at turnstiles in favour of showing a pass to security personnel at a distance
- reducing congestion, for example, by increasing entry/exit points
- providing handwashing facilities, or hand sanitiser where not possible, at entry and exit points
- using markings and introducing one-way flow at entrances/exits
- providing additional parking or facilities such as bike racks to help people walk, run, or cycle to work where possible
- limiting passengers in corporate vehicles
- providing more storage for workers' clothes and bags

Shift patterns

Universities may develop plans to change shift patterns to protect the workforce and optimise productivity. This could include reducing the need for travel at peak times and opportunities for flexible working patterns. This will require negotiation with trade union or workforce representatives if it involves a change in terms and conditions.

Moving around buildings and workplaces

Physical distancing should be maintained where possible whilst moving around buildings and workplaces. The following measures should be considered:

- discouraging non-essential trips within buildings and sites
- reducing job rotation, equipment rotation and location rotation
- implementing one-way systems on walkways
- reducing maximum occupancy for lifts, providing hand sanitiser for the operation of lifts and encouraging use of stairs
- making sure that people who are disabled are able to access lifts whilst maintaining physical distancing measures
- regulating use of high traffic areas including corridors, lifts, turnstiles and walkways to maintain physical distancing

Special consideration for people at high clinical risk

From 1 August 2020 those who were shielding can go back to workplaces where they cannot work from home. Their employer should support them to do so safely and ensure they can stringently follow public health guidance around physical distancing and hygiene. There may, however, be the requirement to revert back to some level of shielding in the future at either a national or local level if the number of cases rise. Those who previously had to shield will be kept informed of any relevant health advice if things do change. Universities can also keep up to date with the most recent advice on the [Scottish Government website](#).

In order to support this, an [individual risk assessment guidance and tool](#) has been developed to help staff and managers consider the specific risk of COVID-19 in the workplace. It is relevant to all staff, but will be particularly relevant to those who are returning to work after shielding, those who are returning to normal duties after COVID-19 related restrictions, those who are returning to the workplace after working from home or anyone who has a concern about a particular vulnerability to COVID-19.

When planning on extending/resuming activities, including the formation of households, universities should consider that some students may be required to shield should the guidance on people at high clinical risk change.

Outbreak management

Universities should suspect an outbreak if there is either:

- Two or more linked cases (confirmed or suspected) of COVID-19 in a setting within 14 days - where cross transmission has been identified; or
- An increase in staff absence rates, in a setting, due to suspected or confirmed cases of COVID-19.

If an organisation suspects a COVID-19 outbreak, they should immediately inform their local NHS board Health Protection Team (HPT). The university may be then contacted by them, as they may get information from NHS Test & Protect or other sources.

In the event of an outbreak:

- Continue to follow the general guidance above to reduce risk.
- The local Health Protection Team will undertake a risk assessment and conduct a rapid investigation. They will advise on the most appropriate action to take.
- Staff and students who have had close contact with case(s) will be asked to self-isolate at home. In some cases, a larger number of other staff and students may be asked to self-isolate at home as a precautionary measure. Where settings are observing guidance on infection prevention and control, which will reduce risk of transmission, the local health protection team will take this into account in determining whether closure of the whole setting will be necessary.
- Depending on the risk assessment outcome, the Health Protection Team may establish an Incident Management Team (IMT) to help manage the situation.
- The Incident Management Team will lead the Public Health response and investigations, and work with the organisation to put appropriate interventions in place.

To control an outbreak the Health Protection Team and Incident Management Team will work with the university to put appropriate interventions in place. Other measures may include:

- Cleaning in the setting: for cleaning and waste management, refer to [guidance on cleaning in non-healthcare settings](#)
- Consider wider testing of affected population and staff
- Information: ensure that staff (and other relevant people) are aware of what has happened and the actions being taken
- Closure: may be done following advice from the Health Protection Team and Incident Management Team or the university may make their own decision on closure ahead of this advice as a precaution or for business continuity reasons

The Health Protection Team or Incident Management Team will declare when the outbreak is over.

Test and Protect and self-isolating

Test and Protect, Scotland's approach to implementing the 'test, trace, isolate, support' strategy is a public health measure designed to break chains of transmission of Coronavirus (COVID-19) in the community.

The NHS will test people who have symptoms, trace people who may have become infected by spending time in close contact with someone who tests positive, and then support those close contacts to self-isolate. That means if they have the virus they are less likely to pass it on to others. Organisations will play a vital role in ensuring that their workers are aware of and able to follow the public health advice.

Universities should follow public health guidance if someone becomes unwell with coronavirus symptoms on campus. The person should self-isolate straight away and, if possible, wear a face covering on route and avoid public transport.

Universities should direct staff and students to [NHS Inform](#) or, if they can't get online, call 0800 028 2816, to arrange to get tested.

Until they have been tested and told if it is safe to leave home, universities should make sure that staff and students do not have to, or feel that they have to come back to campus. Workers can request an isolation note through NHS Inform.

People who have tested positive for the virus will need to self-isolate for a minimum of 10 days. NHS contact tracers will interview them and get in touch with people they have been in close contact with, and tell them they must self-isolate for 14 days. If people are informed by a contact tracer that they should isolate, universities should help them to do so straight away. They may feel well, as the virus could still be incubating when they are asked to isolate. Some people who are asked to isolate may not become unwell, but they must stay at home and self-isolate for the full 14 days. Universities can ask them to work from home if they are able to and they are not unwell. Universities should not ask someone isolating to come into work before their period of isolation is complete, in any circumstances.

Where Infection Prevention Control measures have been utilised such as protective screen or use of PPE, the contact tracer will conduct a risk assessment to identify contacts at risk. The priority is to public health in order to break the chain of transmission of COVID-19.

More information can be found on the [Test and Protect website](#) and the NHS Inform website provides further health advice and information including on duration of self-isolation.

For Test and Protect and contact tracing purposes, a 'household contact' is defined as:

- those who are living in the same household as a case (e.g. those that live and sleep in the same home, or in shared accommodation such as university accommodation that share a kitchen or bathroom. .
- those who do not live with the case but have contact within the household setting:
 - o Those that have spent a significant time in the home (cumulatively equivalent to an overnight stay and without social distancing e.g. 8 hours or more) with a case
- sexual contacts who do not usually live with the case
- cleaners (without protective equipment) of household settings during the infectious period, even if the case was not present at the time.

Contact tracing

Universities must ensure that contact details for staff and students are up-to-date, and that staff and students are aware of their responsibility to alert the university to any changes throughout the year.

Universities should keep records of staff and students who have attended on-site classes and activities. Records should also be kept of visitors and contractors. Particular attention should be made to the guidance on [lawful data collection and management](#).

Campus hospitality settings, such as cafes and bars, should comply with the published guidance for the [hospitality sector](#).

Teaching groups

Where face-to-face learning is delivered on campus, universities should ensure that appropriate mitigating measures are put in place, e.g., physical distancing. Guidance about the maximum size of gatherings allowed in wider society in Scotland (e.g., [places of worship](#)) may provide a suitable benchmark for the advisable maximum size of a single group activity.

Where possible, teaching groups should be consistent throughout the day to reduce the risk of transmission. However, it is recognised that this not may possible due to the nature of university courses. Universities should consider the most appropriate delivery and timetabling models to keep mixing of groups to the minimum necessary while ensuring a full range of subjects can be offered.

In smaller class settings, where shared resources might normally be used, physical distancing measures must be in place. Sharing of resources must be kept to a minimum as far as possible. If unavoidable, resources and the surrounding area should be sanitised between use, and students should ensure the previous user has cleared the area before proceeding with use.

Equity in the workplace

There is clear evidence that COVID-19 does not affect all population groups equally. Individual health circumstances and [protected characteristics](#) will be discussed as appropriate with staff and students in consideration of expansion of activities and in risk assessment processes.

Consideration should be given as to whether any particular measures or adjustments are required to fulfil duties under the equalities legislation. It is important to make sure the steps implemented do not have an unjustifiably negative impact on some groups compared to others, for example, those with caring responsibilities or those with religious commitments.

Consideration should be given within the risk assessment as to whether sector restart might have greater impact on some groups than others depending on social circumstances, health conditions or legally protected characteristics. The [Equality and Human Rights Commission](#) can provide advice on a range of issues such as non-discrimination, communication with employees on equality issues, adjustments for disabled people, support for pregnant employees, flexible working for those with caring responsibilities, support for employees affected by domestic abuse, how to deal with harassment at work, and mental health issues.

Progressing through the phases

Universities will take a staged approach to resuming their activities on campuses under the different phases within the [route map](#). In progressing through the phases, universities will follow the public health and health and safety measures outlined elsewhere in this document, including physical distancing.

GP and other essential health services on university campuses have continued where required during lockdown, following the [guidelines set down by Health Protection Scotland](#). Where present, universities may also wish to consider how GP and other health services hosted on campus are expanded under this phase.

Research

Universities have already undertaken considerable essential research on COVID-19 throughout this crisis following appropriate public health guidance. As restrictions ease and the amount of research activity is allowed to extend universities will continue to apply these guidelines and any subsequent updates, including the guidelines specific to laboratories and research facilities. Where appropriate they will also follow specific sector guidance relevant to a given research discipline where it is applicable to the research setting, for instance for [manufacturing](#).

Phase 3

Now we are in Phase 3, wider campus services such as indoor bars and eating areas, gym and sports facilities, museums, galleries and libraries and additional health services may open. Guidance for childcare services and indoor office spaces

has also been published. In carrying out these activities universities will apply the appropriate Scottish Government guidance, for instance [for reopening early learning and childcare services](#). The full suite of SG guidance can be found at <https://www.gov.scot/collections/coronavirus-covid-19-guidance/>

Universities should consider the re-opening, with physical distancing, of on-campus spaces such as small retail units and outdoor sports facilities with physical distancing. If they choose to re-open these services, universities will want to consider specific guidance for that sector (for example retail guidance).

Universities should also consider the safe, risk-assessed expansion of face-to-face student support services and any particular considerations to support students with caring responsibilities and additional support requirements.

Commencement of tuition in the new academic year

From 22 July, universities have been able to commence a phased return to on campus learning as part of a blended model with remote teaching. Public health measures (including physical distancing) will be in place. Building on planning during the various phases of the Scottish Government's route map, the precise blend of digital and face-to-face delivery will reflect current public health guidance. Institutions will identify the appropriate blend of delivery, reflecting what will maximise learning as well as supporting more vulnerable learners and staff, and enabling management of risk. As they did at the start of the crisis, universities will continue to support the provision of equipment to support blended learning, while maintaining physical distancing, and also to minimise the impact of digital poverty on their students.

Dynamic assessment

A risk assessment and adoption of mitigation measures should not be a one-off exercise, rather part of a regular and ongoing consultation and feedback loop between employers and trade unions to identify what measures are working, where refinements are possible and any gaps remaining. Reviews of measures and risks should be frequent, with daily assessments of progress initially not unusual. The open and ongoing engagement between trade union or workforce representatives should enable adjustments to be made quickly and smoothly at the relevant stage, including potentially tightening workplace restrictions or reducing numbers on-site if the dynamic risk assessments indicate this is necessary.

Phase 4

Phase 4 is the final phase in the transition through the crisis where the virus remains suppressed and no longer considered a significant threat to public health, but society remains safety-conscious. At this stage while remote and flexible working remains it is anticipated that university campuses will be fully open with any necessary precautions.

Other issues

Accommodation

Universities have continued to provide essential services on residential accommodation for students through the lockdown phase. This has included protocols for the isolation of individuals if necessary under public health advice. The Scottish Government continues to update its [guidance for students on moving](#) from accommodation.

As part of planning for the commencement of the new academic year, universities will prepare for the further use of student accommodation, including protocols to meet public health requirements such as arrangements for self-isolation and testing.

To support that planning, we have published specific guidance for [university, college and purpose-built student accommodation](#).

International arrivals and requirement to self-isolate

Universities, staff and students will need to plan for compliance with guidance for residents or visitors travelling to the UK. Those travelling from a country not yet exempt from quarantine requirements should complete a passenger locator form and self-isolate for 14 days. Students and staff who are travelling to and from Scotland should check the Scottish Government website for the latest advice.

Universities should make staff and students aware of these [requirements](#).

Contractors, visitors and deliveries

For contractors, visitors and deliveries, universities will consider limiting campus access where appropriate.

Universities will ensure contractors, suppliers, and those making deliveries are offered adequate protection and ensure they are aware they are expected to follow the institutional COVID-19 health and safety measures, procedures and protocols.

Where contractors undertake work on site, this must follow the latest regulations, including any relevant regulations made under UK or Scottish Acts relating to COVID-19 and relevant health and safety legislation.

Procedures should be put in place for deliveries to minimise person-to-person contact. Settings could consider providing hygiene facilities at drop off points with clear signage on access rules.

Organisations should consider limiting site access to those who need to be there for safe operation, ensuring safe working practices and production related activities. They should implement a permit to work system for contractors and external visitors who need to access the site. Requirements which should be considered include:

- providing handwashing and hand sanitiser and encourage visitors to wash their hands regularly
- where site visits are required, provide clear guidance on physical distancing and hygiene to people on arrival, for example, signage, visual aids and before arrival, such as by phone, on the website or by email
- regulating entry so that the premises do not become overcrowded, and placing physical distancing markers on the floor
- determining if schedules for essential services and contractor visits can be revised to reduce interaction and overlap between people
- maintaining a record of all visitors, if this is practical
- revising visitor arrangements to ensure physical distancing and hygiene, for example, where someone physically signs in with the same pen

Facilities management

Facilities management arrangements such as emergency arrangements for fire evacuations and safe access and egress from buildings will reflect the adapted use of buildings with the appropriate risk assessments undertaken. In an emergency, for example an accident or fire, people do not have to stay 2m apart if it would be unsafe. People involved in provision of assistance to others should pay particular attention to sanitation measures immediately afterwards including washing hands.

Given the campus is likely to receive a number of deliveries and goods throughout the day it is important that facilities management continue to consider steps that will usually be needed to maintain physical distancing and avoid surface transmission when goods enter and leave the site include:

- revising pick-up/drop-off points, procedures, signage and markings
- minimising contact at gatehouse security, yard and warehouse. For example, non-contact deliveries where the nature of the product allows for use of electronic pre-booking.
- considering methods to reduce frequency of deliveries, for example by ordering larger quantities less often
- where possible and safe, having single workers load/unload vehicles
- using the same pairs of people for loads where more than one is needed
- enabling drivers to access welfare facilities when required, consistent with other guidance
- encouraging drivers to stay in their vehicles where this does not compromise their safety and existing safe working practice

Estate management

The practical and timetabling challenges of managing access to buildings, particularly is recognised. The variation in size, context and physical structure across universities is also recognised.

Universities should put in place procedures to control the size of groups accessing buildings at any one time. This could involve implementing one-way systems, and

staggering class times to distribute traffic. Hand sanitising facilities should be provided at entry and exit points.

Consideration should also be made to measures that can reduce congestion outside of lecture theatres and classrooms before lessons, as gatherings in enclosed spaces such as corridors, where physical distancing may be difficult, poses a higher risk of transmission. This could include allowing additional time between lessons, to ensure students do not need to wait in corridors. Students must be made aware that they should not arrive early.

Universities must ensure that sufficient time is scheduled between lessons to allow thorough cleaning of the teaching space.

Compliance

Employers should also put in place, with trade union or workforce representatives, robust local arrangements to monitor compliance with new operational arrangements. Remedial actions should flow from that monitoring, and be augmented by advice, guidance and support from external enforcement authorities.

It is vital during restart for workers, staff and students to have confidence in the steps being taken by their employers. Employers should look to establish processes to allow employee feedback on physical distancing and safety protocols, enabling employees to input on areas of concern and for employers to act upon these concerns.

A single point of contact has also been established for trade unions or workforces to help the Scottish Government understand how all COVID-19 workplace guidance is being implemented, and to help shape and refine that guidance based on the real experience of workers in the workplace. The mailbox can be contacted at: scottishtradeunioncovidenquiries@gov.scot.

This contact is not intended to be a reporting mechanism for potential breaches of legislation.

Under the Health and Safety at Work, etc. Act 1974 (HSWA), the Health and Safety Executive is the relevant enforcing authority for worker safety. The HSE can be contacted by phone on 0300 003 1647 or online at [HSE contact form](#).

Local authorities also have powers under public health legislation, for example, covering whether businesses should be operating, the requirement to take all reasonable measures to maintain 2 metre distancing, or to ensure your workers, staff and students in the shielded category can follow the NHS advice to self-isolate for the period specified.

The HSE and Environmental Health Services have agreed to maintain the way they allocate different businesses for enforcement according to existing health and safety law for the purposes of workers' health and safety.

Where the enforcing authority identifies employers who are not taking action to comply with requirements under public health legislation to control COVID-19 health risks to workers, they will consider a range of actions to improve control of workplace risks including the provision of specific advice to employers through to issuing enforcement notices or even prosecution. It is important to highlight that this guidance is not legally enforceable and therefore it cannot be said that a failure to follow the guidance could lead to enforcement notices or prosecution. Only failure to follow legal requirements can trigger these enforcement mechanisms.

Next Steps

This guidance will be updated in consultation with unions and universities as circumstances and guidance changes as we progress through the phases in Scotland's route map. Please ensure you use the latest version.

It is for individual organisations in conjunction with trade unions to decide how best to successfully adopt and adapt guidance for their individual circumstances.

Related guidance

The [Scottish Government website](#) contains links to the most up to date sectoral guidance. It is important the latest version of the guidance is read.

Health Protection Scotland has prepared [information and guidance on COVID-19](#) including [guidance for \(non-healthcare\) settings](#).

Please refer to relevant sections of the **NHS Inform website**, in particular the advice on physical distancing, shielding, Test and Protect, and symptoms. Each of these sections notes the date last updated, so please take particular note of whether some of the above guidance has been updated since your draft guidance was produced to ensure this guidance remains aligned.

- [Coronavirus \(COVID-19\): General advice](#)
- [Coronavirus \(COVID-19\): Check your symptoms](#)
- [Coronavirus \(COVID-19\): Physical distancing](#)
- [Coronavirus \(COVID-19\): Shielding](#)
- [Coronavirus \(COVID-19\): Test & Protect](#)
- [Coronavirus \(COVID-19\): Contact tracing](#)
- [Coronavirus \(COVID-19\): Testing](#)
- [Coronavirus \(COVID-19\): households with possible infection](#)
- [Coronavirus \(COVID-19\): Communications toolkit](#)

Transport Scotland has published a [Transport Transition Plan](#) and advice on [how to travel safely](#).

Student accommodation [travel guidance](#) is also available on the Student Information Scotland portal.

Legislation

[Coronavirus \(Scotland\) Act 2020](#)

Fair Work during the COVID-19 crisis

Please see the Scottish Government's [joint statement with the STUC](#)

Other sources of COVID-19 information

The following UK-level guidance may also prove useful:

- [working safely during COVID-19](#)
- [staying safe outside your home](#)
- [staying safe for clinically vulnerable people](#)
- [cleaning in non-healthcare settings](#)

The **Health and Safety Executive** has produced [COVID-19 advice](#). The following may provide useful sources of information:

- [working safely during the coronavirus outbreak - a short guide](#)
- [talking with your workers about working safely during the coronavirus outbreak](#)
- [hierarchy risk controls](#)
- [RIDDOR reporting of Covid -19](#)

See also the Universities and Colleges Employers Association and Trade Unions [statement on working together](#) and the Universities UK [paper on principles and considerations for emerging from lockdown](#).

Further information

For queries relating to college or university academic start dates, admissions etc. students should be directed to their specific institution who will be able to offer the correct support.

Student Information Scotland Portal

Information for students can be found at:

- [Student Information Scotland website](#)
- [Scottish Awards Agency for Scotland: coronavirus information](#)

Scottish Funding Council

See:

- [Scottish Funding Council: information for students](#)
- [Scottish Funding Council: information for colleges and universities](#)

Skills Development Scotland (SDS)

SDS have enhanced their online content and [resources available for all learners](#). They offer a phone helpline for individual learners who have COVID related concerns on the [My World of Work website](#). This includes advice and support on a wide range of issues including support for individuals of all ages whose

employment, learning, or career development has been impacted as a result of the pandemic. These enhanced services are complemented by a new career education programme that young people can undertake at home.

The **Equality and Human Rights Commission** has produced [guidance](#) for employers to aidin discussions about return to work.

DRAFT

From: [REDACTED]
Sent: 16 September 2020 18:42
To: [REDACTED]
Cc: [REDACTED]
Subject: College/university/student accommodation guidance update

[REDACTED]

Just to make you aware of some updates we have made to the colleges, universities and student accommodation sectoral guidance, following the recent update from the First Minister and the changes to regulations, which took effect on Monday. I've outlined the changes below and these are now live on the Scottish Government website. You might also be aware that we now have a fully accessible html version of the guidance online and as such, we have archived the previous PDF version.

I also wanted to make you aware that we have now published the sectoral advice card for colleges, universities and student accommodation. Please [click here](#) to access it.

Regards,

[REDACTED]

Section	Old text	New text
<p>https://www.gov.scot/publications/coronavirus-covid-19-universities-colleges-and-student-accommodation-providers/pages/health-and-safety/#minimisingcontact</p>	<p>Guidance on seeing friends and family is:</p> <ul style="list-style-type: none"> • outdoor gatherings of no more than 15 people, from a maximum of 5 households • indoor gatherings of no more than 8 people, from a maximum of 3 households • a household should have contact with no more than four other households in any one day and stay 2m apart from people from other households at all times. 	<p>From 14 September, the rules on social gatherings are:</p> <ul style="list-style-type: none"> • 6 people from up to 2 households can meet socially. This applies in all locations – for example at home, in hospitality or outdoors in a park or garden – with limited exemptions • A single household should socialise with no more than 4 other households in one day
<p>https://www.gov.scot/publications/coronavirus-covid-19-universities-colleges-and-student-accommodation-providers/pages/health-and-safety/#minimisingcontact</p>	<p>Students living in accommodation should not have large groups of visitors. Providers and students should ensure that any visitors attend properties safely, in line with current guidance, including that relating to physical distancing and limits on meeting up with family and friends.</p> <p>Regulation 6 of the Health Protection (Coronavirus) (Restrictions) (Scotland)</p>	<p>Students living in accommodation must not have groups of visitors which would breach the restrictions noted above. It is an offence to fail to comply with the requirements in the legislation.</p> <p>There is an exception to the restrictions on gatherings for students living in student accommodation to use cooking, dining, toilet or washing facilities which are shared with any person who is not a member of their household.</p> <p>Providers and students should ensure that any visitors attending properties do so safely, in line with current guidance, including that relating to physical distancing and limits on meeting up with family and</p>

Regulations 2020 prohibits gatherings in a public place, with some exceptions (see the advice on outdoor and indoor gathering limits above). A gathering is a situation where 2 or more people are present together in the same place to engage in any form of social interaction with each other. In addition, regulation 6ZA makes it an offence to attend a party in a private dwelling. A party is a social gathering where 16 or more people, who are members of more than one household, are present together in a place. There are certain types of gatherings excluded from the definition of party, including where it is for the purpose of education or training.

Parties

The Scottish Government is extending the house party offence provision that came into force on 28 August to include parties held within student accommodation. This will make it an offence to attend a party in student

[friends](#). Students should also comply with any further local restrictions in their area.

Parties in Halls of Residence and PBSA

From 14 September 2020, restrictions on parties in private dwellings apply to student accommodation. [Regulation 10 of the Health Protection \(Coronavirus\) \(Restrictions and Requirements\) \(Scotland\) Regulations 2020](#) makes it an offence to attend a party in student accommodation. A “party” means a social gathering of 16 or more persons, who are members of more than one household. It is an offence not to comply with this restriction.

There is an exception for students living in student accommodation to use cooking, dining, toilet or washing facilities which are shared with any person who is not a member of their household.

Colleges and universities are expected to ensure that they have appropriate disciplinary arrangements in place should staff or students fail to comply with the law on social gatherings. We expect non-compliance to be treated as a serious breach in terms of disciplinary procedures. Sanctions will be determined on a case by case basis but it must be clear that they include the maximum sanctions available for gross misconduct in the most extreme cases. Institutions and accommodation providers should update their conduct and discipline policies if necessary and must ensure all staff and students are informed of this.

accommodation as it currently is in other forms of private dwelling. We have also ensured that normal domestic activities carried out by students in their own accommodation are not inadvertently breaching the rules. This change is planned to come into effect on 14 September.

From: [REDACTED]
Sent: 16 September 2020 18:53
To: [REDACTED] nus-scotland.org.uk; [REDACTED]@nus-scotland.org.uk;
[REDACTED]@glasgow.ac.uk; [REDACTED]@cubo.ac.uk; [REDACTED]@hw.ac.uk;
[REDACTED]@unitestudents.com
Cc: [REDACTED]
Subject: Colleges, Universities and Student Accommodation Sectoral Advice Card

Dear all,

Just to make you aware that we have now published our sectoral advice card, covering colleges, universities and student accommodation. Please [click here](#) to access it.

Thank you to everyone who helped with the creation of the card.

Kind regards,

[REDACTED]

[REDACTED]

College Policy Unit | Colleges, Young Workforce & SFC Sponsorship Division
Advanced Learning & Science Directorate | The Scottish Government

Check out the new Scottish Government resource <https://www.studentinformation.gov.scot/>. Everything you need to know about student finance, including help for parents, carers and education professionals.

From: [REDACTED]@universities-scotland.ac.uk>
Sent: 23 September 2020 16:45
To: Macdonald R (Roddy); [REDACTED]
Cc: [REDACTED]
Subject: FW: URGENT - US public response to rising positive cases of CV-19 in HE

Roddy, [REDACTED],

To share our statement which will issue for immediate use today. This has been cleared by the Convener and Vice Convener and will go in Convener's name so it can be quoted. See below.

We took the decision that we needed a statement following the read out from the Minister's meeting today and following statements from NUS and UCU today.

Our tone aims to convey compassion and caution but also aiming to calm things down and defend the prioritisation of some in-person access to education (HE) during the pandemic over other things.

This will issue in the next 10 mins or so after a quick proof read. You'll see it on our website and social media and we hope it will get picked up. [REDACTED] doing various live & pre-record broadcast interviews this afternoon/evening.

Please do share this with the Minister & other colleagues in SG as relevant.

Best,

[REDACTED]

Keeping our higher education community safe. Statement from Universities Scotland.

Professor Gerry McCormac, Convener of Universities Scotland:

"There has been a number of positive cases of coronavirus linked to universities. We understand that this is concerning for the students, their loved ones and our wider communities so it is important to be clear, that the cases have been identified early, all students concerned are being supported to isolate by their institutions and, that universities' outbreak management plans are in place and working effectively with local health protection teams.

"Universities are taking a very robust and cautious approach in the way they have started the academic year. There is meticulous application of the higher education guidelines by every university around the country and universities' plans for the academic year have been developed and scrutinised by Scottish Government and public health experts. Close collaboration with Government and agencies continues. Testing is key and experience over recent days has shown that the walk-through test centres, created to enable more accessible and quicker testing close to university communities, has supported rapid identification of positive cases and helped containment.

"There has been no evidence that the positive cases in universities are linked to in-person teaching, which is a very tightly controlled environment. So far, the tracing process suggests that, just with the wider population, transmission is occurring in student residences, where students have been mixing households in breach of the rules. In the case of the first institutions to be affected, their experience is that the number of cases is now plateauing and that speaks to successful containment.

"We need every member of the university community to adhere to the rules and act in ways that keep themselves and each other safe. The exceptions make the news, but universities are reporting high levels of compliance with the

requirements on physical distancing, hygiene measures and socialisation within the rules on households. We want to thank those students and reaffirm the continued need for this.

“We believe that it is very important, after experiencing months of disruption, that university students get the chance to continue their education. Some element of in-person contact with teaching and support staff is important to both student wellbeing and a satisfying educational experience. This will vary institution to institution and course to course, as appropriate, and this is the reason that the guidance for universities around “blended learning” cannot be as prescriptive as the guidance created for schools.

“We strongly agree with the Scottish Government’s view that access to education, at all levels, should be one of the priorities, second to public health, as we all seek to manage this pandemic and continue our lives as constructively as possible. Universities will continue to work very closely with the Scottish Government and public health experts, as we have done for the last six months and will adapt, as needed, to changing guidelines and restrictions in the interests of keeping all of our communities safe.”

ENDS

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<https://www.universities-scotland.ac.uk>

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From: Gibbs L (Lorna)
Sent: 30 August 2020 17:57
To: [REDACTED]
Cc: [REDACTED]
Subject: RE: cap on class sizes

Thanks that's helpful and we will feed it into discussions.

Lorna

From: [REDACTED] [REDACTED]@universities-scotland.ac.uk>
Sent: 30 August 2020 17:54
To: Gibbs L (Lorna) <Lorna.Gibbs@gov.scot>
Cc: [REDACTED]@gov.scot>; [REDACTED]@universities-scotland.ac.uk>; [REDACTED]@universities-scotland.ac.uk>
Subject: RE: cap on class sizes

Lorna, [REDACTED]

I promised to update you on the issues that you raised with me this morning once I had some feedback from members.

Overall balance of on line vs face to face.

We have communicated about this during the day. You noted that in dialogue with Ministers principals have noted a 20 to 25% proportion of face to face. In the responses that I have had I haven't see a figure higher than this.

Members have noted the significant variation at the discipline level driven by educational and regulatory issues. The ability to deliver humanities on line will be different from engineering or medicine. For many courses there are fundamental requirements linked to professional accreditation with some having links to EU Directives.

As I noted, the inclusion of a single figure in guidance would be inappropriate and would carry the significant risk of being interpreted incorrectly and becoming a fundamental barrier to the delivery of courses.

I suggested the following line as a fair description of the situation. I suggest that its something that Ministers might say rather than include in the guidance:

"Universities in Scotland anticipate that, overall, around 20-25% of teaching to be face-to-face. The balance will vary by discipline with some subjects such as medicine requiring more face to face tuition to deliver practical sessions".

Size of 'classes'

On Friday you flagged that Ministers are considering the inclusion of a 'hard ceiling' in terms on the numbers of students in any setting. We flagged that this would be hugely problematic.

The following issues have been flagged by members.

Firstly its is important for Ministers to consider this question in its full context. Hold in mind that the strong majority of provision is on line. Where there is face to face tuition the strong majority will be in groups of less than the 30 that you suggested might be a proposed limit.

Secondly, its important to remember the fact that wherever face to face tuition is taking place it is at 2 metres+ and that for some of these settings – laboratories - we know that Jason Leitch was very sympathetic to a reduction to 1 metre+ because he recognised the significant risk mitigations that are present in the standard running of those facilities alongside the wide range of risk mitigations put in place across the campuses in response to covid. To be clear, I cite this not to rehearse the argument for 1 metre+ but because I think that it is important context to the question of use of larger facilities. Overall, as we have reflected in discussion with Mr Lochhead, campuses are very safe places. Such risk as there is will primarily be in group behaviours in social settings.

Holding that broader context in mind, what is clear from members’ responses is that there are examples of the use of larger laboratories and related settings to deliver sessions to groups of more than 30 whilst maintaining 2 metres+. The planning that people are setting out is for groups not significantly more than the 30 figure (larger by single or small double digit figures dependent on the facility in question) but an approach which means that there is the capacity to be able to deliver these essential sessions – many of which are mandatory for progression against professional standards. Members are already having to run multiple sessions compared to normal to accommodate 2 metre+ distancing. So whilst we are not at numbers much above 30 in these limited settings it means everything for deliverability.

The challenge has been increased by the outcome of the SQA process and more students commencing their studies. Imposing an artificial 30 person limit would cause complete turmoil at this point and would most likely bring tuition to a halt for some disciplines – keep in mind that staff workload has been set out and student timetables have been published.

There is also a need for sessions using the largest rooms at 2 metre+ which will result in groups of more than 30. These might be sessions on study skills or mental health and wellbeing advice. Members note the value of sessions where students can access help to support the material they have accessed online and cohort and community building sessions where students can interact in a safely distanced way – a number of members note a significant concern about student isolation and wellbeing. Or it might be essential induction sessions prior to commencement of placement in courses such as nursing / medicine. Members note that delivery on line would significantly and critically impair the effectiveness of such sessions. Moreover, a few members have noted that they have signed contracts to hire larger facilities to be able to deliver such necessary sessions because their campuses do not allow for this at 2 metres+ but this could be achieved in the hired locations. Again, these are the rare exception but it illustrates the turmoil that the imposition of a single figure would cause.

Finally, I should relate the simple potential for damaging confusion from a single figure. As you know we have a rich diversity of disciplines and estates. If you were to take theatre performance as an example, whilst no one is anticipating the delivery of performances for a good few weeks into the term, what would the single room be in this context? We would have students and staff backstage, on the stage and in the auditorium. Is that one room or three? In this case everyone will be observing the required distancing but you can see how a single, arbitrary figure could be hugely problematic depending on its interpretation. There will be other examples no doubt.

I hope that the above is helpful. I may well get some further observations from members as they pick up their emails on a Sunday evening. If anything additional of significance is noted I will let you know.

As I noted earlier today I think that there is a place for Ministers to highlight the context I set out above and the desire to see students have the high quality and safe blended experience that universities have planned for, working closely with their staff and student bodies. If Ministers feel the need to do some more comms on that – although I note that there is a draft 12 point statement being finalised – then we would be very happy to do so.

Regards



From: Lorna.Gibbs@gov.scot <Lorna.Gibbs@gov.scot>
Sent: 30 August 2020 09:24
To: [REDACTED] <[\[REDACTED\]@universities-scotland.ac.uk](mailto:[REDACTED]@universities-scotland.ac.uk)>
Cc: [REDACTED] <[\[REDACTED\]@gov.scot](mailto:[REDACTED]@gov.scot)>
Subject: cap on class sizes

Hi

I have relayed your concerns on class sizes to Ministers and there may be some room for compromise. We are getting further clinical advice but do you have a figure in mind that might work? It would need to be something that didn't sound like a lecture in all but name even with distancing. Unions will obviously be arguing for a very small figure.

Lorna Gibbs
Interim Director for Advanced Learning and Science
Scottish Government
Tel: 0141 244 1264 | Mob: 07966 079006 | Atlantic Quay | Glasgow | G2 8LU |  skype |

Pronouns: she \ her



From: [REDACTED]@napier.ac.uk>
Sent: 22 September 2020 08:23
To: SAAS Chief Executive <saasce@gov.scot>
Cc: [REDACTED] gov.scot>; Nolan, Andrea <A.Nolan@napier.ac.uk>
Subject: RE: Covid cases - URGENT

Hi David

The local HPT are continuing to manage the outbreak and we continue to follow their direction. The last IMT was on Friday – they may call another later this week. All control measures are in place and operating, additional testing kits went into the residences on Saturday and an “Advise and Inform” letter was issued to all students advising additional actions/precautions yesterday. Students in isolation are being supported and additional resource is being diverted to our residences to meet the increased demand.

[out with scope]

Are you getting information from the HPT? Government representation was invited onto the IMT and the notes are supposed to be shared as I understood it.
See you at the 11.30 meeting.

Best wishes

[REDACTED]

From: Nolan, Andrea <A.Nolan@napier.ac.uk>

Sent: 18 September 2020 20:06

To: SAAS Chief Executive <saasce@gov.scot>

Cc: [REDACTED] <[\[REDACTED\]@napier.ac.uk](mailto:[REDACTED]@napier.ac.uk)>; [REDACTED] <[\[REDACTED\]@gov.scot](mailto:[REDACTED]@gov.scot)>

Subject: Re: Covid cases - URGENT

Dear David

I was not on the IMT call late this afternoon but [REDACTED] and our team briefed the full exec this evening. Ill give u a brief update - [REDACTED] will follow up if I have missed something.

[[REDACTED] out with scope]

The HPT are content with all we are doing. They are going to deliver test kits to our residences in the morning for students who have symptoms to self test. They expect cases to peak over the weekend.

We have consistently and will continue to reinforce the importance of complying with the safety rules and guidance (And downloading the protect app) through a range of communication channels. Let me know if you would like any further information or wish to talk at any time.

Kind regards

Andrea

Professor Andrea Nolan

From: [REDACTED]@ed.ac.uk>
Sent: 14 September 2020 17:52
To: [REDACTED]
Cc: [REDACTED]
Subject: RE: Question on SG sector guidance for universities outdoor teaching/research and new outdoor rule

That helps a lot, most appreciated that you got back so quickly.

Thank you

[REDACTED]
Director of Health and Safety,
Health and Safety Department,
The University of Edinburgh,
9-16 Chambers St,
Edinburgh, EH1 1HT,
Scotland, U.K.

Email: [REDACTED]@ed.ac.uk

Please note that I am working from home now and my hours of work may not be the same as yours so do not feel you require to reply outside your own working arrangements.

Web www.safety.ed.ac.uk

From: [REDACTED] gov.scot>
Sent: 14 September 2020 17:49
To: [REDACTED]@ed.ac.uk>
Cc: [REDACTED]@gov.scot; [REDACTED]@gov.scot; [REDACTED]@gov.scot
Subject: RE: Question on SG sector guidance for universities outdoor teaching/research and new outdoor rule

Hi [REDACTED]

Thanks for your email.

The rule of 6 applies to social gatherings and there is an exemption in the [regulations](#) for gatherings (in both public and private places) which are for the purpose of childcare, education or training.

Where an institution has judged that remote learning isn't possible, the guidance states that institutions 'should carefully consider the appropriate use of risk and equality impact assessments in deciding the scope and scale of face-to-face teaching.' In this case, it would be for the university to conduct its own risk and impact assessments for any face-to-face teaching, whether this is indoors or outdoors/off campus. All face-to-face teaching should comply with the guidance regardless of location (eg. physical distancing, contact tracing measures etc). As you note, the guidance is also clear that teaching groups should be as small as possible and 'generally less than 30.'

I hope this helps but do let me know if you need anything else.

Thanks,

College Policy Unit | Colleges, Young Workforce & SFC Sponsorship Division
Advanced Learning & Science Directorate | The Scottish Government

Check out the new Scottish Government resource <https://www.studentinformation.gov.scot/>. Everything you need to know about student finance, including help for parents, carers and education professionals.

From: [REDACTED] <[REDACTED]@ed.ac.uk>

Sent: 14 September 2020 14:46

To: [REDACTED] <[REDACTED]@gov.scot>

Cc: [REDACTED] <[REDACTED]@gov.scot>; [REDACTED] <[REDACTED]@gov.scot>; [REDACTED]

[REDACTED] <[REDACTED]@gov.scot>

Subject: Question on SG sector guidance for universities outdoor teaching/research and new outdoor rule

Dear All

Please would you be able to give a steer with Universities sector guidance and outdoor teaching /research/ activity.

I can not discern a clear steer from the SG guidance, but am interpreting it as we can undertake our research/teaching outdoors and that would be on and off campus. The SG guidance only describes blended teaching on campus and remote. A number of the indoor sessions and face to face teaching are being relocated to small tutorials up to 30 outdoors. I am clear that we do not conduct social gatherings, so no general get together walks for wellbeing for example are accepted.

I am due to update all Scottish universities on some issues following an HSE meeting last week and clarity on this would be helpful

When it comes to numbers are we in or out of the rule of 6 for group sizes outdoors when being delivered off campus. So can an academic deliver their teaching by walking a group > 6- <30 to a site and sitting (with all other measures applied- physical distancing/record of attendance) . It is not clear to me and I thought you would be able to give me a better answer.

I am concerned how these groups off campus around Edinburgh may be perceived by the public; however it is better in some cases to undertake it in this way rather than in a campus building unless the recent rule of 6 change does apply and prohibits it.

Thanks

/

[REDACTED]
Director of Health and Safety,
Health and Safety Department,
The University of Edinburgh,
9-16 Chambers St,
Edinburgh, EH1 1HT,
Scotland, U.K.

Email: [REDACTED] <[REDACTED]@ed.ac.uk>

Please note that I am working from home now and my hours of work may not be the same as yours so do not feel you require to reply outside your own working arrangements.

Web www.safety.ed.ac.uk

From: [REDACTED]
Sent: 16 September 2020 10:19
To: [REDACTED]
Cc: [REDACTED]
Subject: RE: Rule of 6 guidance

Hi [REDACTED],

The closest we probably have to this is are two guidance documents on the Scottish Government website - <https://www.gov.scot/publications/coronavirus-covid-19-phase-3-staying-safe-and-protecting-others/pages/overview/> and <https://www.gov.scot/publications/coronavirus-covid-19-what-you-can-and-cannot-do/pages/overview/>. They run through the rules for a number of situations and link to other sectoral advice where appropriate.

Hope this helps but let me know if you need anything else.

Thanks,

[REDACTED]

From: [REDACTED] <[REDACTED]@gov.scot>
Sent: 15 September 2020 11:30
To: [REDACTED] <[REDACTED]@universities-scotland.ac.uk>; [REDACTED] <[REDACTED]@gov.scot>
Cc: [REDACTED] <[REDACTED]@gov.scot>
Subject: RE: Rule of 6 guidance

Hi [REDACTED] I have passed to [REDACTED] to look into for you. [REDACTED]

From: [REDACTED] <[REDACTED]@universities-scotland.ac.uk>
Sent: 15 September 2020 11:27
To: [REDACTED] <[REDACTED]@gov.scot>
Subject: Rule of 6 guidance

Hi [REDACTED]

Do you know if there is a single reference document re. the 'rule of 6' in Scotland and how it applies to various settings? As ever we have a multitude of diverse settings / potential gatherings on campuses and it would be good to test these against the relevant direct or 'best proxy' comparators.

Regards

[REDACTED]

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This email has been scanned by the Symantec Email Security.cloud service.

From: [REDACTED]@universities-scotland.ac.uk>

Sent: 18 September 2020 15:14

To: Roddy.Macdonald@gov.scot; Susan.Gallacher@gov.scot; David.Robb@gov.scot; [REDACTED]@gov.scot

Cc: [REDACTED]@universities-scotland.ac.uk>; Alastair Sim <alastair@universities-scotland.ac.uk>; [REDACTED]@universities-scotland.ac.uk>; [REDACTED]@universities-scotland.ac.uk>; Jim

McGeorge (Staff) <J.McGeorge@dundee.ac.uk>

Subject: urgent: discussion on practical issues re. testing and public health response to cases

Colleagues

I am writing to raise some urgent practical issues re. testing and public health response to cases on campus that have arisen in our meeting of University Secretaries / Chief Operating officers this morning. It would be good if we could get an early discussion to consider some actions.

I should say that the issues below are highlighted in the context of a broader view from sector colleagues that things are proceeding well. The balance of encouragement and enforcement re behaviours appears to be effective and where we have had cases to date the systems seem to be operating well. The issues below are practical ones that arise both from the circumstances of being a student and from the distinctiveness of the university community more broadly. They mean that broader public health systems might need slight adaptation to be as effective as possible.

1. Access to tests

It would be very helpful if we could revisit the inclusion of universities in the satellite system such that they can hold a number of tests and disperse them promptly for **symptomatic** testing only if needed and arrange for their dispatch. We don't feel this needs to be a 'mass system' and of course the eventual opening of 'walk in' centres will remove the need in many places. However, in the interim and for those places where there will not be a 'walk in' centre, we feel that institutions having immediate access to a limited number of tests would be hugely beneficial. This is because experience to date is suggesting:

- students do not have access to private transport, nor very often to relatives nearby with transport. We are finding that even where institutions seek to book taxis to take students to testing centres those taxis for understandable reasons are declining those bookings.
- The pace of access to a test (and result) is particularly important for the student population as they are in 'households' that are distinct from elsewhere in society. We are pleased that students are coming forward when they feel that they have symptoms but you can see a clear disincentive to do so when it means that your housemates – who very often you have only just met – will as a result be required to isolate, perhaps for many days. It was notable that colleagues at the accommodation workshop yesterday said that some who have come forward with symptoms are feeling that they are 'social pariahs' and a similar anxiety was noted in a student mental health group yesterday. Institutions are doing all that they can to support individuals but the importance of speed of testing to minimise the period of perhaps unnecessary isolation is particularly acute.

[out with scope]

[out with scope]

Could we liaise on a time or times to chat about the above? We have a local holiday on Monday but happy to interrupt that if its possible to convene that swiftly. I would look to get a couple of sector expert contributors to inform discussions.

I am cc'ing this email to Jim McGeorge who is University Secretary at Dundee and convenes our University Secretary Group

Regards
David

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<https://www.universities-scotland.ac.uk>

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From: [REDACTED] universities-scotland.ac.uk>
Sent: 26 August 2020 17:39
To: [REDACTED]; Alastair Sim
Cc: [REDACTED]
Subject: RE: URGENT - university guidance update

[REDACTED]

Some additional thoughts that I received from members after your 3pm deadline:

1. Social distancing – this document suggests that the 2m rules applied everywhere on campus including catering (page 4) – ‘Physical distancing applies to all parts of the university campus, including entrances and exits, break rooms, canteens and similar settings. Universities will take a risk-based approach and put in place measures to manage brief interactions within 2 metres which cannot reasonably be avoided, such as limited numbers of people passing each other in corridors’. Helpful if this can be clarified as the policy is for 1 metre+ where the relevant sector guidance applies eg. Hospitality and catering – so what does ‘canteen’ mean in this setting – is it a ‘staff room’ type setting as opposed to a commercial café or bar?
2. A member noted the value in clarity about testing and issues like test and protect and responsibilities in a placement setting (eg student working in NHS). I think that this is probably best dealt with through other channels but I flag it anyway.
3. For Test and Protect and contact tracing purposes, a ‘household contact’ is defined as: cleaners (without protective equipment) of household settings during the infectious period, even if the case was not present at the time. (page 16) Does this include those cleaning kitchens in communal areas?
4. Under the section on Common areas in page 6 there is some wording repeats from earlier sections

Regards
[REDACTED]

From: [REDACTED] gov.scot [REDACTED] gov.scot>
Sent: 26 August 2020 11:34
To: [REDACTED]@universities-scotland.ac.uk>; Alastair Sim <alastair@universities-scotland.ac.uk>
Cc: [REDACTED]@gov.scot; [REDACTED] gov.scot
Subject: URGENT - university guidance update
Importance: High

[REDACTED]

Please see attached the revised draft of the university guidance, which we are seeking urgent views on. **We have not yet shared this draft with unions yet but plan to do so this afternoon and would appreciate any immediate feedback from yourselves on whether there are any ‘show stoppers’ in this draft before we share it with them.**

This draft reflects the latest scientific and public health guidance, including on preparing buildings, ventilation and contact tracing. As you will be aware, work is still ongoing on face coverings so this section is still to be updated.

I appreciate we’re asking for a tight turnaround so thank you in advance for your work on this.

Thanks,

██████████

From: ██████████
Sent: 24 August 2020 16:50
To: ██████████ universities-scotland.ac.uk; Alastair Sim <alastair@universities-scotland.ac.uk>
Cc: ██████████ [@gov.scot](mailto:██████████@gov.scot)
Subject: RE: Guidance update

Hi ██████████,

Thanks. The draft still needs to be reviewed by our public health colleagues. We would be hoping to share it with you tomorrow, with a view to having comments by Wednesday.

██████████

From: ██████████ [@universities-scotland.ac.uk](mailto:██████████@universities-scotland.ac.uk)
Sent: 24 August 2020 16:47
To: ██████████ [@gov.scot](mailto:██████████@gov.scot); Alastair Sim <alastair@universities-scotland.ac.uk>
Cc: ██████████ [@gov.scot](mailto:██████████@gov.scot)
Subject: RE: Guidance update

Thanks ██████████

On the tight timescale – can you shed any light on specifics? Its helpful to us to know timings (even if indicative) so that we can plan stuff at our end

██████████

From ██████████ [@gov.scot](mailto:██████████@gov.scot) ██████████ [@gov.scot](mailto:██████████@gov.scot)
Sent: 24 August 2020 16:26
To: Alastair Sim <alastair@universities-scotland.ac.uk>; ██████████ [@universities-scotland.ac.uk](mailto:██████████@universities-scotland.ac.uk)
Cc: ██████████ [@gov.scot](mailto:██████████@gov.scot)
Subject: Guidance update

Alastair, ██████████

You will be aware from the Minister’s letter of 18 August that we are working on some extensive updates to the sectoral guidance in order to reflect the latest scientific and public health advice. We are currently preparing a draft, which we hope to share with you for comment imminently – this is a similar process to last time, which I think we all agreed worked well.

Given the point we are currently at in the return to campuses, I wanted to make you aware now that this will likely have a tight turnaround time in terms of seeking comments on the draft.

We would of course be happy to discuss once a draft is shared, if you think helpful.

Thanks,

██████████

██████████

College Policy Unit | Colleges, Young Workforce & SFC Sponsorship Division
Advanced Learning & Science Directorate | The Scottish Government

From: [REDACTED]
Sent: 10 August 2020 22:12
To: [REDACTED]; [REDACTED]@nus-scotland.org.uk; [REDACTED]@nus-scotland.org.uk; [REDACTED]@universities-scotland.ac.uk; [REDACTED]@universities-scotland.ac.uk; [REDACTED]universities-scotland.ac.uk; [REDACTED]
Subject: SG Marketing - Campaign Toolkits
Attachments: 20-21 - Coronavirus - Stakeholder Toolkit - We Are Scotland - Final 21 July 2020.pdf; 20-21 - Coronavirus - Test & Protect - Stage 2 Digital Toolkit - Final - 30 July 2020.pdf; 20-21 - Coronavirus - Phase 3 Stakeholder Toolkit - Final - 22 July 2020.pdf

Hello All,

It was lovely to meet with you all today.

If you could please let me know who I should be liaising with regards to campaign assets, I will link you in with our partnership team, as we are interested in developing student-specific campaign assets in preparation for this year's openings.

As discussed on the call, we have created the **FACTS Information Posters in 38 languages/formats**, which can be found in [BSL](#), audio and [additional languages](#)

Attached are the three most relevant toolkits for colleges and universities. Please note we are making some updates to these toolkits and I will send a revised set of these next week, but please find these versions for reference.

Test and Protect – Stage 2 Stakeholder Toolkit

- You can download all of our campaign assets by accessing [this WeTransfer link](#) or following [this link to Dropbox](#). If you can't access either of these links due to firewalls, you can find the assets here in the [NHS Inform Coronavirus Communications Toolkit](#).
- The advertising now links to the **#WeAreScotland** campaign, and calls on our shared values and shared responsibility to do what's right if you develop coronavirus symptoms or have been contact traced.

You can view the latest ads here:

- [Real Risk 30 sec - Self-Isolating and Booking a Test](#)
- [Reaching out 30 sec – Contact Tracing](#)

We Are Scotland Stakeholder Toolkit

This toolkit is primarily aimed at businesses/services, and includes the following:

- We Are Scotland Campaign Information and TV Ad
- FACTS Guidance – Including posters and social media assets
- Retail Posters
- Face Covering Posters
- Protection Assets
- Suggested Social Copy
- FACTS Key Messaging
- Face Coverings Q&A

SG Route Map: Phase 3 Stakeholder Toolkit

This outlines the SG messaging available in relation to Phase 3 guidance. This includes information on the following:

- Scotland's Route Map
- Phase 3: A Staged Approach
- We Are Scotland Campaign Introduction
- Phase 3 Latest Restrictions Assets
- Phase 3 Retail Assets
- Phase 3 Back to Work Assets
- FACTS Protection Campaign Assets

The document has links associated by campaign, but you can choose to download the [digital ads here](#) or [all other assets here](#).

If you have any questions, please let me know. I am off for the rest of the week settling in my future graduates into P1 and P2, but will be back on Monday, 17th August.

Many thanks,

[Redacted]

[Redacted] | **Partnerships Team Leader | Marketing and Insight Unit**

Scottish Government | 3WR, St Andrew's House | Regent Road | Edinburgh | EH1 3DG

dd: +44 (0)131 24 [Redacted] m: +44 (0) [Redacted] [@scogovmarketing](#)

Scottish Government Changing coronavirus restrictions

Phase 3

Stakeholder Toolkit

Scottish Government Changing coronavirus restrictions

Phase 3

Scotland's Route Map

- Scotland's Route Map through and out of the crisis was published on 21 May and provides an indication of the order in which we will carefully and gradually seek to lift restrictions across four phases.
- To review the Route Map click [here](#).

Phase 3: A Staged Approach

- Progression through the phases of the Route Map depends on meeting a range of criteria including conditions set by the World Health Organisation – to ensure that we do not further ease restrictions unless it is safe to do so. The substantial progress that we have collectively made in Scotland, by following the relevant rules and guidance, has enabled us to meet the conditions to progress to Phase 3.
- Click [here](#) for the latest guidance.

NEW: We Are Scotland

- On 9 July we launched the latest We Are Scotland campaign. The role of this campaign is to embed a greater a sense of collective responsibility in fighting coronavirus. It aims to tap into people's emotions, reflect how we are all in this together, provide a sense of hope and how we can only overcome coronavirus together.
- We Are Scotland is the overarching campaign, running alongside FACTS protection campaign, Test & Protect and any restriction changing messaging.
- A separate toolkit is available.
- [You Tube link](#)
- Download We Are Scotland assets [here](#)



Phase 3 – Latest Restrictions

Assets

- Meeting indoors (infographic and social copy)
- Latest restrictions (infographic and social copy)
- CTA: www.gov.scot/coronavirus
- Download all Phase 3 assets [here](#)



Phase 3 – Hospitality

Assets

- Download all Phase 3 assets [here](#)

PUBS, RESTAURANTS AND CAFES WITH OUTDOOR SPACE ARE REOPENING

Safely enjoy outdoor hospitality in your local area

- Pay attention to signage, guidance and instructions from staff
- When you arrive you will be asked to provide contact details to help support NHS Scotland's Test & Protect
- Do not make use of outdoor hospitality services if you are in the shielding group or if you have any symptoms

Remember **FACTS** for a safer Scotland

- Face coverings
- Avoid crowded places
- Clean hands regularly
- 2M distance
- Self-isolate and book a test if you have symptoms

Healthier Scotland
Scottish Government

CORONAVIRUS
STAY SAFE
PROTECT OTHERS
SAVE LIVES

gov.scot/coronavirus

NHS
SCOTLAND

Phase 3 – Retail

Assets

- Download all Phase 3 assets [here](#)



Phase 3

YOU MUST WEAR A FACE COVERING

Remember **FACTS** for a safer Scotland

- Face coverings
- Avail crowded places
- Clean your hands regularly
- 2M
- Get tested and book a test if you have symptoms

Healthier Scotland
Scottish Government

CORONAVIRUS
STAY SAFE
PROTECT OTHERS
SAVE LIVES
gov.scot/coronavirus

NHS
SCOTLAND



Phase 3

MORE SHOPS ARE REOPENING

Support businesses in your local area by enjoying shopping safely

- Face coverings must be worn in Scotland's shops and on public transport
- Pay attention to signage, guidance and instructions from shop staff
- Try going outside of peak hours, and if a store is busy come back another time
- Do not go shopping if you are in a shielding group or if you have any symptoms



Remember **FACTS** for a safer Scotland

- Face coverings
- Avail crowded places
- Clean your hands regularly
- 2M
- Get tested and book a test if you have symptoms

Healthier Scotland
Scottish Government

CORONAVIRUS
STAY SAFE
PROTECT OTHERS
SAVE LIVES

NHS
SCOTLAND

Phase 3 – Face coverings

Posters

- Download all Phase 3 assets [here](#)



Phase 3 – Travel Advice

Social Assets

- Digital animations
- Static infographics

Print

- Posters

Download assets here

- [Dropbox](#)
- [WeTransfer](#)



Phase 3 – Back to work

Assets

- Digital social asset
- Poster
- Download all Phase 3 assets [here](#)

Phase 3

You should continue to work from home where possible, even if your workplace has opened.

- If you are being asked to return to work, your organisation should be following guidance on how to do this safely.
- If you have to travel to work, walk or cycle where possible.
- If you have to travel by public transport, you should avoid peak times and follow guidelines. You should wear a face covering – these are now mandatory on public transport.

For advice on how to travel safely and what to expect at work go to gov.scot/coronavirus



Remember **FACTS** for a safer Scotland

- Face coverings
- Avoid crowded places
- Wash your hands regularly
- 2M (Two metre distance)
- Self isolate and book a test if you have symptoms

#WeAreScotland

Healthier Scotland
Scottish Government

CORONAVIRUS
STAY SAFE
PROTECT OTHERS
SAVE LIVES

NHS SCOTLAND



Phase 1: You should continue to work from home where possible

Phase 2: even if your workplace has opened.

Phase 3: But if you are being asked to return to work

Phase 3: there's advice on travel and what to expect at work at gov.scot/coronavirus

Remember **FACTS** for a safer Scotland

- Face coverings
- Avoid crowded places
- Wash your hands regularly
- 2M (Two metre distance)
- Self isolate and book a test if you have symptoms

CORONAVIRUS
STAY SAFE
PROTECT OTHERS
SAVE LIVES

gov.scot/coronavirus
#WeAreScotland

Healthier Scotland
Scottish Government

NHS SCOTLAND

FACTS Protection Campaign

YouTube

- [30 second TV ad](#)
- [British Sign Language version](#)

Assets

- Digital social asset (20 sec)
- A3 Poster
- British Sign Language asset
- Download all assets [here](#)

Please note the poster is now available in 25 languages and can be downloaded [here](#).

Remember **FACTS**
for a safer Scotland

F Face coverings 

A Avoid crowded places 

C Clean your hands regularly 

T Two metre distance 

S Self isolate and book a test if you have symptoms 

nhsinform.scot/coronavirus
#WeAreScotland

 Healthier Scotland
Scottish Government

 CORONAVIRUS
STAY SAFE
PROTECT OTHERS
SAVE LIVES

 NHS
SCOTLAND

Protection Assets

Assets

- A4 Poster
- A3 Poster
- Download all assets [here](#)

PLEASE ACT SAFELY WHEN USING THIS TOILET

-  Always follow physical distancing guidance
-  Thoroughly wash your hands in soapy water for 20 seconds
-  Dry your hands with paper towels or a hand dryer
-  Keep your hands away from your face
-  If you have coronavirus symptoms, return home immediately, self-isolate and request a test right away at [NHSinform.scot/test-and-protect](https://www.nhs.uk/informationscotland/test-and-protect)

If you have concerns about the cleanliness of this toilet contact:

.....

 Healthier Scotland
Scottish Government

 CORONAVIRUS
STAY SAFE
PROTECT OTHERS
SAVE LIVES

 NHS
SCOTLAND

© 2020 NHS

Scottish Government Changing coronavirus restrictions

Phase 3

For more information:

Becky Inglis

E: becky.inglis@gov.scot

Samantha Crawford

E: samantha.crawford@gov.scot



Healthier
Scotland
Scottish
Government

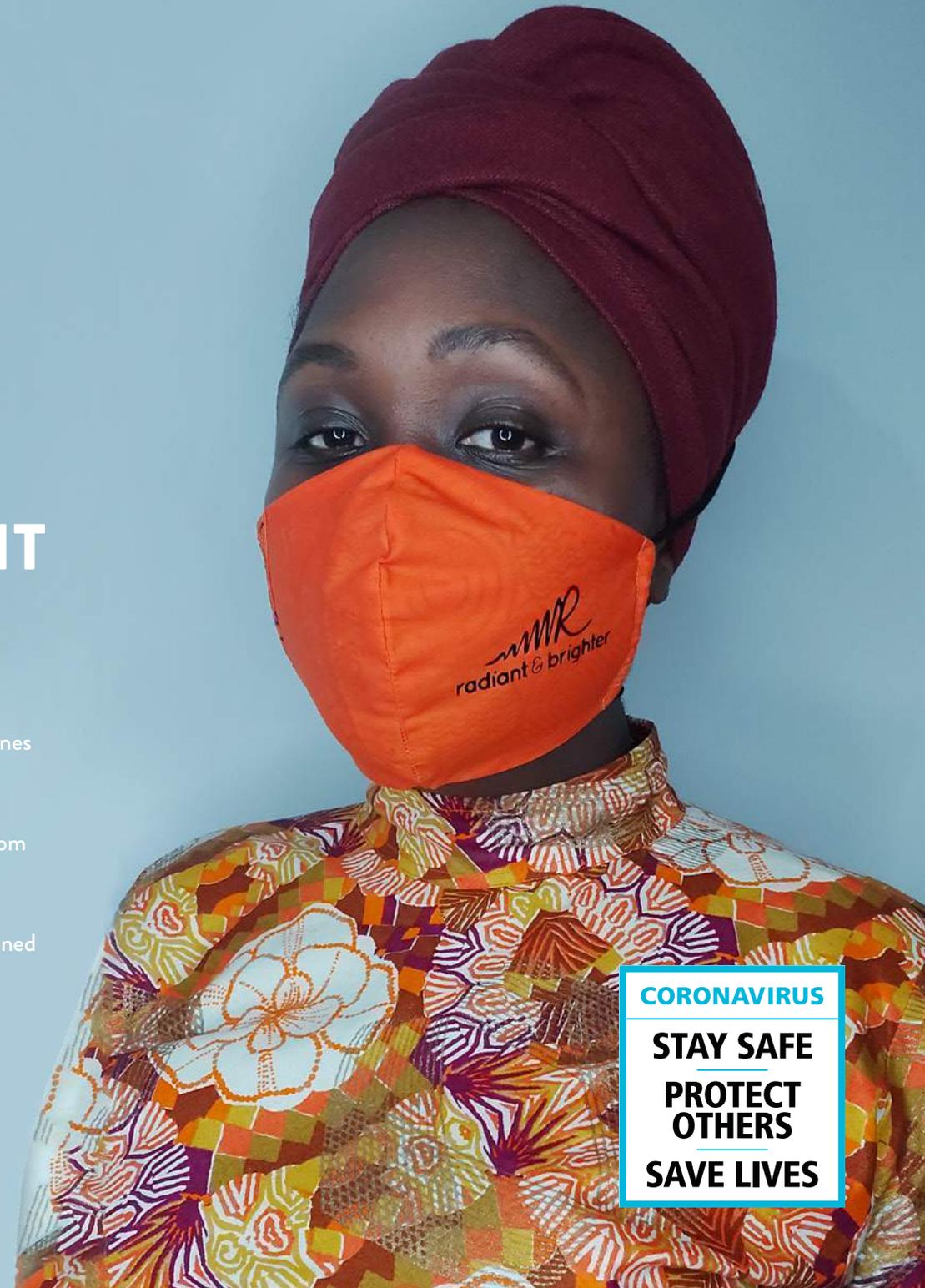
WE ARE SCOTLAND - STAKEHOLDERS TOOLKIT

As we move through the phases in Scotland's route map, it's important that we recognise that the virus has not gone away.

As bars, pubs, restaurants, hairdressers and shops reopen, as well as many other businesses, we want to ensure that you're all supported and are clear on the guidelines in place.

We've only been able to reach this point thanks to the hard work and dedication from people living in Scotland – and we still need everyone to stick with it.

Now is not the time to ease up and risk undoing all of our good work, so we've outlined some ideas below to keep in mind and some assets you might find useful.



CORONAVIRUS

STAY SAFE

**PROTECT
OTHERS**

SAVE LIVES

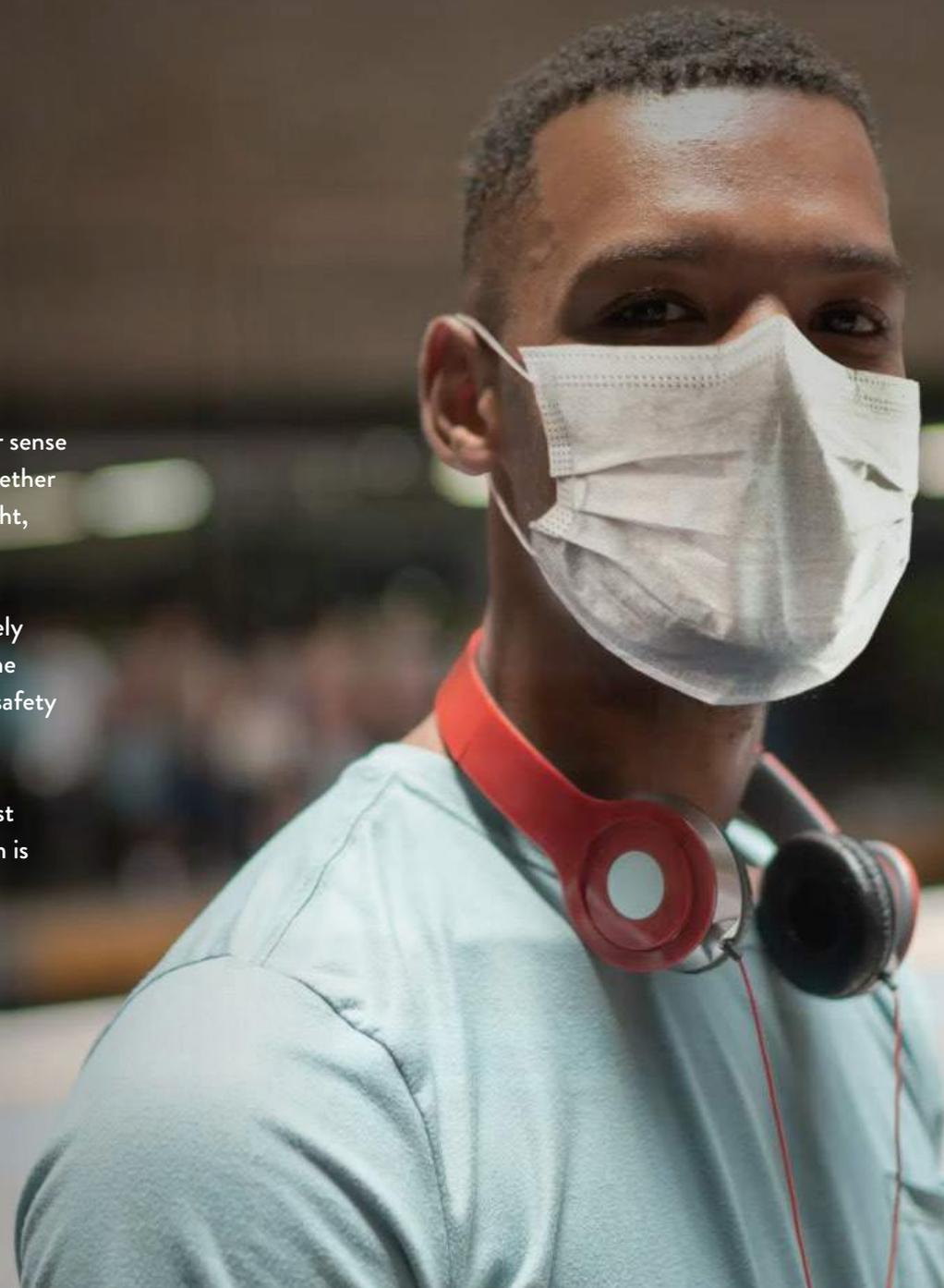
WE ARE SCOTLAND

The We Are Scotland campaign was created to help embed a greater sense of collective responsibility in fighting coronavirus. We are in this together and we have a brighter future in sight if we continue to do things right, together.

We want to support you and your fellow businesses to reopen as safely as possible. Together we can overcome coronavirus and by sharing the suggested content within this toolkit, you're helping to spread vital safety messaging and the importance of everyone playing their part.

This campaign is running alongside FACTS protection campaign, Test & Protect and further restriction changing messaging. The campaign is running on TV, radio, press, outdoor and digital.

Please find a link to the television advert [here](#).



HOW YOU CAN HELP:

FACTS Guidelines

Follow the FACTS guidelines and make sure your employees and customers are aware of the guidelines too.

Face coverings must be worn in shops and on public transport, Avoid crowded spaces, Clean hands and surfaces regularly, keep a Two metre distance from others and if you have symptoms, Self-isolate and book a test.

- FACTS A3 poster [here](#), digital social asset and British Sign Language asset [here](#)

You can help to communicate these guidelines in a number of ways:

- Share the assets below on your social media channels and within your company or organisation via your website, intranet, newsletter, posters etc.
- Amplify your organisation's own safety messaging by incorporating our FACTS messaging

Below are a range of assets which you can include in your newsletters, website, intranet and social media channels. These are assets to support safety messaging. Click on the links in the sections below to download them.

DOWNLOADS

FACTS poster and social media post [here](#)

Retail posters [here](#)

Face covering posters [here](#)

Protection assets [here](#)

Please note the poster will be available in 25 languages and will be uploaded to the NHS Inform Stakeholder Toolkit by the 20th July 2020.



SUGGESTED SOCIAL COPY

If you're not sure what to say on your social channels, we've included some suggested social copy below:

EXAMPLE 1

"It's incredible to see how far we've come since the beginning of lockdown. As restrictions begin to lift and we start to reopen, it's important we don't undo all of our good work. We are urging all of our customers to continue to follow the FACTS guidelines, helping Scotland to continue to suppress and beat coronavirus. #WeAreScotland"

EXAMPLE 2

"We're excited to be back. But there are still guidelines in place that we need you to follow. Moving forward means us all working together and sticking with it, for yourselves, each other and for us. #WeAreScotland"

- 15 second social film [here](#)



INSTAGRAM STICKERS



FACTS KEY MESSAGING



FACE COVERINGS WHEN TO WEAR THEM

- Face coverings **MUST** be worn in shops and on public transport and should be worn elsewhere, where physical distancing is difficult.
- Children under 5 years old and those who are unable to wear face coverings due to health conditions do not need to wear them.

<https://www.gov.scot/publications/coronavirus-covid-19-phase-2-staying-safe-and-protecting-others/pages/face-coverings/>

HOW TO WEAR A FACE MASK

- Face covering should be snug but fit comfortably on your face
- It should completely cover your nose and mouth but of course you should be able to breath properly.
- It is really important to clean your face covering after each use and wash your hands before you handle it.
- If using a disposable face covering, please make sure to dispose of it safely and responsibly.

AVOID CROWDED PLACES

- As tourism opens up and the weather improves during the holidays, it is very tempting to head to Scotland's beaches or beauty spots.
- However, it is really important to avoid crowded places as close proximity to others creates a real risk that the virus could spread, even outdoors
- If you arrive somewhere and it looks busy, turn around and come back another time/day

CLEAN HANDS AND SURFACES REGULARLY

- It's really important to clean your hands regularly with soap and water for at least 20 seconds, and immediately when you come in or have met with other households.
- If you are out and about, avoid touching hard surfaces and sanitise your hands through the day
- The virus can live on surfaces for 72 hours so it is really important to clean surfaces regularly too.

KEEP A TWO METRE DISTANCE FROM OTHERS

- Physical distancing is one of the key ways we can stop the virus from spreading so it is really important to maintain a two metre distance from other households where possible.
- This applies to meeting other households indoors or outdoors.
- Children under 12 years old no longer need to physically distance from others. There are limited exceptions in public transport, hospitality and retail – but only where appropriate mitigations are in place.

SELF-ISOLATE AND BOOK A TEST

- If you are showing signs of COVID-19 (high temperature, new continuous cough or loss/change in taste or smell), however mild, then you should stay home and self-isolate immediately for 7 days. Those in your household should isolate for 14 days to avoid spreading the virus.
- You should also book a test right away at [NHSinform.scot](https://nhs.uk/inform-scot) or call 0800 028 2816 if you cannot get online.
- A test is the only reason you should leave your house. However, home tests can also be requested.
- There are also assets available covering the Test & Protect service which is a vital part in controlling the spread of the virus by breaking the chains of transmission.

DOWNLOADS

15s social videos [here](#)

30 second We Are Scotland film [here](#)

FACTS poster and social media post [here](#)

Scotland-based business people video [here](#)



FACE COVERINGS Q&A

WHAT ARE THE RULES?

As of 22 June 2020 it is a legal requirement to wear a face covering on public transport.

As of 10 July 2020 it is a legal requirement in retail settings. You are required to wear a face covering in all enclosed spaces where 2 metres cannot be maintained. Please note that face coverings are beneficial in reducing transmission of the virus but they are not a substitute for good hand hygiene and physical distancing. It is essential that people continue to follow the existing guidance when wearing a face covering.

To find out more information on about face coverings please see our guidance here.

WHAT IS A FACE COVERING?

A face covering is a covering of the mouth and nose made of cloth or other textiles and through which you can breathe/ For example this could be a scarf or religious head covering.

WHO MUST WEAR A FACE COVERING?

Everyone is required to wear a face covering unless they are exempt, when using public transport or when entering shops or other retail outlets such as shopping centres and hairdressers.

DO CHILDREN NEED TO WEAR A FACE COVERING?

Children over the age of 5 must wear a face covering.

WHERE SHOULD I WEAR A FACE COVERING?

You are legally required to wear a face covering:

- When using public transport
- When entering any shop or retail outlet. This includes hairdressers, shopping centres and opticians.

You are also strongly advised to wear a face covering when entering enclosed spaces and where two metres cannot be maintained. This includes but is not limited to:

- Care homes,
- Hospitals,
- GP practices

WHY IS IT IMPORTANT TO WEAR A FACE COVERING?

The World Health Organisation recommends that everyone should wear a face covering where physical distancing is difficult to maintain. This is because the evidence shows it will help to protect you and the people around you.

By wearing a face covering you are preventing the spread of Covid-19.

I HAVE A HEALTH CONDITION THAT MAKES IT HARD FOR ME TO WEAR A FACE COVERING. DO I STILL NEED TO WEAR ONE?

If you have a health condition that makes you unable to tolerate a face covering, you do not need to wear one. This makes practicing physical distancing, hand and respiratory hygiene even more essential.

DO I NEED TO WEAR A FACE COVERING WHEN I AM EXERCISING?

No, as long as you maintain at least 2 metres of distancing from others.

WHY SHOULD I WEAR A FACE COVERING?

Evidence on the use of face coverings remains limited. However, it is clear that some people can have the virus but experience no symptoms or have a period where they are infectious before they display coronavirus symptoms.

Wearing a face covering may provide some level of protection against transmission to other people in close proximity, especially those who may be at heightened risk.

FACE COVERINGS Q&A

IS IT A LEGAL REQUIREMENT TO WEAR A FACE COVERING IN SCOTLAND?

From 22 June 2020 it became a legal requirement to wear a face covering on public transport and from 10 July 2020 it became law to wear one when entering a shop or retail outlet without a reasonable excuse such as health or equality grounds.

If you enter these premises without a face covering you will be breaking the law and could be fined. This is covered under [The Health Protection \(Coronavirus\) \(Restrictions\)\(Scotland\) Regulations 2020 Act](#).

You are strongly advised to wear a face covering when entering other enclosed spaces where two metres cannot be maintained but this is not legally required.

DO I HAVE TO CARRY PROOF THAT I AM EXEMPT FROM WEARING A FACE COVERING?

You are not required to carry proof that you are exempt. Please do not contact your GP practice to ask for an exemption letter or certificate. We would expect organisations to accept your word for this.

Children over the age of 5 must wear a face covering.

WHAT TYPE OF MATERIAL SHOULD MY FACE COVERING BE MADE OUT OF?

Either a cloth or other textile is fine but it has to cover your nose and mouth.

Please do not use surgical or medical masks. It is essential that we save health care workers masks for our health care system.

HOW DO I WEAR, STORE AND DISPOSE OF MY FACE COVERING SAFELY?

Using face coverings incorrectly can spread germs. For this reason, it is important to properly wear, store and dispose of face coverings by doing the following:

- Wash your hands for 20 seconds with soap and water, or use an alcohol based hand sanitiser, every time you put on and take off your face covering. If you are unable to clean your hands, be very careful not to touch your eyes, nose or mouth.
- Do not put face coverings where others can touch them or where germs trapped in your face covering can touch other surfaces, such as counter tops or your kitchen table.
- Do not throw your face covering loose in a bag or backpack. Keep a plastic bag with you to store your face covering if you are taking it off outside your home.
- Once home ensure you wash your face covering at 60 degrees centigrade.
- If you are using a disposable face covering, please ensure you dispose of it properly after use. You should place it in a plastic bag and put it in a bin. Do not dispose of face coverings on the streets.



HOW OFTEN DO I NEED TO WASH MY FACE COVERING?

If you are using a cloth face covering, we recommend washing it after every use at 60 degree centigrade. The face covering should be fully dry before using again. People should have a few face coverings so they can rotate for washing.

If you are using a disposable face covering please ensure you dispose of it safely.

I HAD COVID-19 AND AM BETTER NOW. DO I STILL NEED TO WEAR A FACE COVERING?

Yes. The requirement to wear a face covering still stands if you have previously had COVID-19.

IS IT POSSIBLE TO MAKE YOUR OWN FACE COVERING?

Yes! You can make your own face covering and can find instructions on how to do this on the Scottish Government Twitter account.

WORKING TOGETHER

We recognise that there is already a lot of great work happening to create COVID-19 safety messaging across Scotland and we would be very keen to add value by highlighting the efforts that your organisation is taking. Sharing tailored content provides an impactful and memorable message which will resonate with individual audiences. Please contact us below if you would like to be featured as part of our public relations work or if you have your own plans that you feel we could add value to.



**Healthier
Scotland**
Scottish
Government

CORONAVIRUS

STAY SAFE

**PROTECT
OTHERS**

SAVE LIVES

Please get in touch with Stripe Communications, on behalf of the Scottish Government,
at stickwithit@stripecommunications.com

For more information on the We Are Scotland campaign, Samantha Crawford on
Samantha.crawford@gov.scot or Becky Inglis on becky.inglis@gov.scot.