

DIGITAL TOOLKIT

As we move through the phases of Scotland's coronavirus exit strategy, the Test and Protect service is crucial for helping us contain future outbreaks. Your help in amplifying the Test and Protect campaign in Stage 1 has played a big part in our progress so far.

This is your toolkit for Stage 2 explaining the key messages and actions we all need to follow to ensure we stay on track.

“The Test and Protect service is crucial for helping to contain future outbreaks as we move through the phases of our exit strategy.”

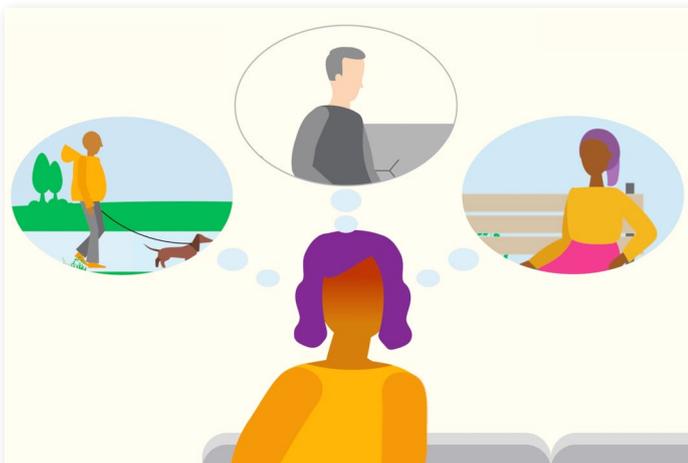
Jason Leitch, National Clinical Director

Background

While lockdown continues to ease, and further restrictions are lifted, Test and Protect is even more critical in helping us control the virus as we go forward together – especially with the most vulnerable coming out of shielding at this time.

To stay on track, we have developed a new wave of Test and Protect communications. They are simpler and more direct – designed to create a real sense of urgency. It's up to all of us to stick to the guidance to help Scotland progress.

With that in mind, the communications are complementary to the #WeAreScotland campaign. That campaign calls on our shared values and shared responsibility to do what's right to protect ourselves and others – especially if you develop symptoms or have been contact-traced.



What is the main message?

We all need to use the NHS Scotland Test and Protect service, and self-isolate if asked, to control the spread of coronavirus and save lives.

What are we asking people to do?

To protect each other, our loved ones and the hard-earned freedoms we're just getting back, we should all use Test and Protect, and self-isolate if asked.

There are three things we need people to understand and do if they have coronavirus symptoms or have come in close contact with someone who has tested positive for coronavirus.

3 Key Steps

- 1. If you have any coronavirus symptoms, immediately self-isolate and book a test**
Self-isolate and book a test right away at [NHSinform.scot/test-and-protect](https://www.nhs.uk/informationscotland/test-and-protect) or by calling **0800 028 2816** if you can't get online. If your symptoms worsen, call 111.
- 2. Share your recent close contacts**
If you test positive for coronavirus, NHS Scotland will ask you to share your recent close contacts, as they may be at risk.
What is a close contact? This is someone who has been one metre from you for any length of time, or within two metres for 15 minutes or more.
- 3. Self-isolate if you are contacted**
If you are contacted by an NHS Scotland contact tracer, you will be asked to self-isolate for 14 days and offered a test if you develop symptoms.

Additional support

Information about how to get additional support if you need to isolate can be found at [NHSinform.scot/test-and-protect](https://www.nhs.uk/informationscotland/test-and-protect). Those who cannot leave their home or get the help they need from family, friends or online can call the National Assistance Helpline on **0800 111 4000**.
Guidance for businesses and other establishments in Scotland on the collection of customer, visitor and staff contact details can be found by following [this link to gov.scot](#).

Who are we talking to?

We are targeting all adults across Scotland. Everyone has a responsibility to help control the virus and save lives.

What does the campaign involve?

The Test and Protect communication campaign comprises TV, radio, press and digital advertising. There will also be partnership activity and PR.

When will it run?

Stage 2 of the Test and Protect campaign launched on 16 July 2020 and will run for 6 weeks to encourage all of Scotland to participate and use the service as restrictions continue to be eased. The campaign will be monitored and adapted as the service develops. This toolkit will be updated if and when we need to communicate new and updated messages.

What can you do?

There are a number of ways in which you can help us ensure wide awareness of the NHS Scotland Test and Protect service across your organisation.

- Use the Test and Protect social assets across your own social channels – suggested social posts are provided below
- Share posts about Test and Protect from the Scottish Government social media pages:
Twitter: @scotgov
Facebook: @TheScottishGovernment
- Encourage people in your community to visit the website by using the enclosed editorial copy in newsletters or intranets
- Print out and place the '3 steps' A3 poster as you return to your workplace

You can download all of our campaign assets by accessing [this WeTransfer link](#) or following [this link to Dropbox](#). If you can't access Dropbox or WeTransfer, you can find the assets here at [NHSinform.scot](https://www.nhs.uk/informationscotland)

MEDIA	DETAIL	DURATION	JULY				AUGUST				
			6	13	20	27	3	10	17	24	31
TV Linear TV / Adsmart / VOD	30"	6 weeks					16th July - 26th August				
DIGITAL Social, Display & Audio	Various	6 weeks					16th July - 26th August				
RADIO Regional Radio	30"	6 weeks					16th July - 26th August				
PRESS COVERWRAP PRINT	Coverwraps	1 week			w/c 20th July						
PRESS Full page, 25x4	Various	5 weeks					27th July - 26th August				

Social posts

Example copy

Using the NHS Test and Protect service is key to controlling the spread of coronavirus, protecting progress and saving lives. If you have any coronavirus symptoms, book a test [NHSinform.scot/test-and-protect](https://www.NHSinform.scot/test-and-protect) #TestandProtect

We all have a part to play in protecting those around us, particularly those most vulnerable. Use the Test and Protect service to get tested, stop the virus and save lives [NHSinform.scot/test-and-protect](https://www.NHSinform.scot/test-and-protect) #TestandProtect

Example posts



Editorial

As lockdown in Scotland continues to ease with more restrictions being lifted, people across the country are being reminded of the role they play in helping to control the spread of coronavirus (COVID-19).

Using the NHS Scotland Test and Protect service is key to breaking the chains of transmission, protecting the progress that has been made and saving lives.

The service is already part of daily life, with venues asking for contact details as people start to go out more, and a campaign is underway to highlight the three things people are being asked to do to help contain future outbreaks.

Those with symptoms, such as a new, persistent cough, high temperature or loss of, or change in, taste or smell, should self-isolate and book a test immediately.

If the test result is positive, they will be asked by NHS Scotland to provide the names of those they've been in close contact with, as they may be at risk.

Those who are then contacted will be asked to isolate for 14 days. Following this advice is crucial as it can take 14 days for symptoms to develop, and the virus can be passed on during this time.

Cabinet Secretary for Health and Sport Jeane Freeman said:

"NHS Scotland's Test and Protect plays a vital and central role in protecting all of us and will ensure we move through the phases of our exit strategy. It is a collective effort to help us protect others and save lives."

"We will continue to lift restrictions if we break the chain of transmission and suppress the spread of the virus. We need everyone who has symptoms of COVID-19 to isolate and book a test immediately and to work with NHS Scotland contact tracers to identify who they may have had close contact with."

"NHS Test and Protect is central to keeping this virus under control but so too is physical distancing, wearing a face covering, avoiding crowds and good hand and cough hygiene. Together all of this will help us stay safe, protect others and save lives."

People can book a test at [NHSinform.scot/test-and-protect](https://www.NHSinform.scot/test-and-protect) or call **0800 028 2816** if they can't get online.

The website provides information on additional support available when isolating. Those who cannot leave their home or get the help they need from family, friends or online can call the National Assistance Helpline on **0800 111 4000**.

From: [redacted]@universities-scotland.ac.uk>
Sent: 24 September 2020 17:20
To: [redacted]@collegesscotland.ac.uk;
[redacted]@collegesscotland.ac.uk; [redacted]@nus-scotland.org.uk;
[redacted]@sfc.ac.uk; [redacted] sfc.ac.uk; [redacted]
Cc: [redacted]
Subject: RE: Walk in test centres - SG social post

Thanks [redacted].
I've added my other colleague, [redacted], to this info. We'll definitely share this on twitter tomorrow.
We have been citing the first 2 walk-through test centres in our media lines over today as helpful in facilitating swift testing & results and supporting rapid containment of the virus (which is what I hear from the institutions concerned). So we'll keep that up.

From [redacted] gov.scot [redacted]@gov.scot>
Sent: 24 September 2020 17:12
To: [redacted] universities-scotland.ac.uk>; [redacted] universities-scotland.ac.uk>;
[redacted]@collegesscotland.ac.uk; [redacted]@collegesscotland.ac.uk; [redacted]@nus-
scotland.org.uk; [redacted] sfc.ac.uk; [redacted]@sfc.ac.uk; [redacted]@gov.scot; [redacted]@gov.scot
Cc: [redacted]@gov.scot
Subject: Walk in test centres - SG social post

Good afternoon,

I hope you are all well. Just to advise that the Scottish Government social team will be posting from @scotgov tomorrow at 10am to highlight the four walk through test centres in operation – these are St Andrews, Glasgow, Aberdeen (opened today) and Edinburgh (opening tomorrow), please repost as appropriate.

Let me know if you require any further information.

Many thanks,
[redacted]

[redacted]

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

Sent: 21 August 2020 18:14

To: [REDACTED]@gov.scot>

Cc: [REDACTED]@gov.scot>

Subject: RE: Draft - joint statement for comment and input - college and university campus safety

[REDACTED]

UUKi guidance to UK universities on self-isolation of international arrivals

We have been working with a UUKi-led working group (including 3-4 Scottish HE representatives) to produce self-isolation guidance for students arriving in the UK is available [here](#).

This was published on Wednesday of this week.

The document aims to assist institutions and the wider sector to ensure that our students who come from countries that require self-isolation feel safe, secure and welcomed throughout such a period.

Currently it covers the below aspects:

- Ensuring that all students understand the importance of self-isolation
- Before the student sets off
- Arriving in the UK and getting to the isolation accommodation
- Self-isolating in student accommodation
- Supporting students through the self-isolation period

The document will be reviewed and updated on a regular basis to reflect the latest guidance.

We're also hearing from a number of HEIs that they've offered free accommodation to EU/international students & students from localised-lockdown areas in the UK who can arrive two weeks ahead of term to self-isolate there, free, at no additional cost to themselves to support this before term starts.

I can try and confirm who early next week if that helps.

Pledges

- Stirling has a pledge finished, ready and shared with students/staff.
- I'm told Napier has also revised its Student Charter and Code of Conduct to include specific references/expectations in regard to COVID but the link I have been given today is password protected and therefore blocked! Still, a sign of a different approach. Will get the unlocked version and share on Monday.
- Stirling's is [here](#) (& in attachment) is for students and staff and is described as: *"As a student or staff member, you have a responsibility to help minimise the health risks to yourself and our wider University and local community. We are asking everyone to commit to the Stirling Campus Pledge."*
- It may be that there are more & we'll get them early next week but hopefully this will give you a sense of what's being done/considered.

Student accommodation

I've not yet tracked down details specific to student accommodation but we can liaise with the student accommodation group on that next week.

Wider student-facing comms from universities – this is just a sample.

Aberdeen’s brochure for international students is attached.

Strathclyde resources:

Campus life update - <https://www.strath.ac.uk/studywithus/campuslife2020/>

Campus life video – <https://www.strath.ac.uk/studywithus/campuslife2020/>

Return and resume hub - <https://www.strath.ac.uk/coronavirus/returnandresume/>

Stirling

There’s more information about Stirling’s approach in the attached word doc.

One thing I’ve picked up at Stirling from conversations in recent days, is their use of QR scanners & staff/student mobiles to support Test and Protect and quickly identify any at-risk people if/when positive COVID tests arise amongst staff/student population.

<https://www.stir.ac.uk/coronavirus/changes-at-stirling-for-2020/making-campus-safer/scan-in-to-buildings-on-arrival/>

Heriot-Watt

- Return to campus Edinburgh video - <https://www.youtube.com/watch?v=AdG8As5KpPw>
- Responsive Blended Learning animation - <https://www.youtube.com/watch?v=1ttjX1B8DcY>

Dundee’s interim messaging to students but they have more time on their side as restart isn’t til

<https://www.dundee.ac.uk/coronavirus>

St Andrews’ information

- [Keeping students and the community safe](#)
- [Journey to St Andrews](#)
- [Online learning](#)
- [University advice and support](#)
- [Travel, study abroad, and visas](#)

From: [redacted]@universities-scotland.ac.uk>
Sent: 19 August 2020 13:29
To: [redacted]@gov.scot>; [redacted]@sfc.ac.uk; [redacted]_sfc.ac.uk [redacted]@nus-scotland.org.uk; [redacted]@nus-scotland.org.uk; [redacted]@universities-scotland.ac.uk>; [redacted]universities-scotland.ac.uk>; [redacted]@nus-scotland.org.uk; [redacted]@universities-scotland.ac.uk>; [redacted]@collegesscotland.ac.uk; [redacted]@collegesscotland.ac.uk; [redacted]_sfc.ac.uk
Cc: [redacted]@gov.scot>; [redacted]@gov.scot>; [redacted]@gov.scot>; [redacted]@gov.scot>; [redacted]@gov.scot>; [redacted]@gov.scot>; [redacted]@gov.scot>; [redacted]@gov.scot>; [redacted]@gov.scot>
Subject: RE: Draft - joint statement for comment and input - college and university campus safety

[redacted]

Thanks for the update. I understand from my policy colleagues that there are many moving parts on the policy side both in relation to testing (where there are positive and fast-moving developments) and on other public health precautions (where there is more discussion but no decisions yet) so it feels to me that we’d be looking at next week, at the earliest, to get this out. Does that sound right to you? It’d be useful to keep HEIs informed of the likely timescale.

From: [REDACTED]
Sent: 12 August 2020 11:22
To: [REDACTED]
Cc: [REDACTED]
Subject: RE: International students

Hi [REDACTED] thanks for this.

I'm looping in [REDACTED] in our analytical team, who's looking closely at what can be modelled and is in discussions with SFC counterparts this morning.

We're trying to get a picture of who is coming, when, which campus and from where – particularly international and rUK high prevalence areas.

The balance of blended/ on campus learning is also important.

This is so that we understand patterns of movement and concentration of people to assess transmission risk and impact on R.

As you know priority work to ensure access to testing for symptomatic students is underway and knowing where there may be higher demand is crucial to our planning.

Any help you can give would be appreciated.

Thanks

[REDACTED]

[REDACTED] | College Policy | Scottish Government | M: [REDACTED]

Please note my working pattern is Mon - Thurs. Friday is my non-working day.

From: [REDACTED]<[REDACTED]@universities-scotland.ac.uk>
Sent: 11 August 2020 17:35
To: [REDACTED]<[REDACTED]@gov.scot>; [REDACTED]<[REDACTED]@universities-scotland.ac.uk>
Cc: [REDACTED]<[REDACTED]@gov.scot>; [REDACTED]<[REDACTED]@gov.scot>; [REDACTED]<[REDACTED]@gov.scot>; [REDACTED]<[REDACTED]@universities-scotland.ac.uk>; [REDACTED]<[REDACTED]@sfc.ac.uk>
Subject: RE: International students

[REDACTED]

Just a quick update. We have just chatted this through at our end.

As I noted, we are at a point of considerable uncertainty. If you tell us what the question is that you are looking to answer and to what purpose we can try to identify the best estimate but the levels of uncertainty are so high just now that any answer will have to be caveated very strongly.

At the moment:

- We know levels of application and offers
- We do not know fully how many applicants have met their offers (A level results due to come out)
- We do not know how many of those that meet their offers will accept their places and of those that do many might seek to defer.
- It is also possible that, given the restrictions on campus activities due to the 2 metre requirement in learning environment, many students – perhaps whole cohorts - will simply not travel here and progress their studies from home.
- We also don't know how many overseas students will be able to get here due to restrictions on flights and the difficulty of navigating the visa system.

One way of modelling this would be to take last year's student data at the institutional level and considering that in each case somewhere between 50% - 100% of that figure might ultimately arrive on campus – a huge variance but that's the reality of the uncertainty. Its likely that in each case students will arrive over a number of weeks owing to differing course start dates and the fact that overseas students from the relevant territories will factor in a 14 day quarantine period.

Happy to chat through to see if we can be of help. As I say, would be really useful to know what is the policy question to be answered.

Regards

From: [redacted]@gov.scot [redacted]@gov.scot]
Sent: 11 August 2020 09:08
To: [redacted]@universities-scotland.ac.uk>
Cc: [redacted]@gov.scot; [redacted]@gov.scot; [redacted]@universities-scotland.ac.uk>; [redacted]@gov.scot; [redacted]@gov.scot
Subject: RE: International students

Good morning, [redacted]

I wondered how you are getting on with the info about expected international arrivals?

Appreciate that Tuesday's barely started, but it would be extremely helpful to have this info as soon as possible.

Are you also collecting a snapshot of expected arrivals from rUK, at all?

Thanks,

[redacted]

[redacted] | College Policy | Scottish Government | M: [redacted]

Please note my working pattern is Mon - Thurs. Friday is my non-working day.

From: [redacted]
Sent: 06 August 2020 07:02
To: [redacted]@universities-scotland.ac.uk>
Cc: [redacted]@gov.scot>; [redacted]@gov.scot>; [redacted]

██████████@universities-scotland.ac.uk>

Subject: RE: International students

Hi ██████████,

DfE colleagues mentioned the UKI checklist to me yesterday and I'd intended to ask if you could share – so that's super that we'll be able to see – and also that you're gathering data on arrivals.

Thanks for your help with this, it's much appreciated.

██████████

██████████ | College Policy | Scottish Government | M: ██████████

Please note my working pattern is Mon - Thurs. Friday is my non-working day.

From: ██████████@universities-scotland.ac.uk>

Sent: 05 August 2020 17:15

To: ██████████@gov.scot>

Cc: ██████████@gov.scot>; ██████████@gov.scot>; ██████████

██████████@universities-scotland.ac.uk>

Subject: RE: International students

Dear ██████████

Many thanks for your email.

In terms of support that the universities are putting in place to welcome students, we have inputted into a self-isolation guidance, which is a checklist for universities to make sure they address all issues when welcoming students and putting in place quarantine measures. The guidance will be available on 17 August and I will be able to share then. I will get a final draft this Friday and can share the areas that will be covered. We also have a meeting this Friday with universities on flights and welcome for students, so I may be able to share more intelligence from it.

As for face coverings, I understand one of my colleagues is doing work on this and she will be in touch.

As for the latest request on intelligence around expected numbers of international students, I am gathering some data on expected numbers of students who confirmed their attendance and will share something early next week. Though, those numbers need to be caveated with the fact that even if students confirmed and paid deposits, they may still not turn up due to restrictions or other issues. Worth noting that universities have a lenient policy on return of deposits.

Hope that sounds reasonable.

Thanks,

██████████

██████████
Connected Scotland Project Officer

Universities Scotland

Mob: ██████████

Twitter: @uni scot

@Scotland



From: [REDACTED]@gov.scot [REDACTED]@gov.scot]
Sent: 04 August 2020 15:10
To: [REDACTED]@universities-scotland.ac.uk>
Cc: [REDACTED]@gov.scot; [REDACTED]@gov.scot; [REDACTED]@universities-scotland.ac.uk>
Subject: RE: International students

Hi [REDACTED],

Sorry to add to your workload – but will you also be able to provide us with any intel on how many international students are expected, from which countries, and how many are completely new to Scotland rather than returning?

Thanks,

[REDACTED]

[REDACTED] | College Policy | Scottish Government | M: [REDACTED]

Please note my working pattern is Mon - Thurs. Friday is my non-working day.

From: [REDACTED]
Sent: 04 August 2020 12:36
To: [REDACTED]@universities-scotland.ac.uk' [REDACTED]@universities-scotland.ac.uk>
Cc: [REDACTED]@gov.scot>; [REDACTED]@gov.scot>
Subject: International students
Importance: High

Hi [REDACTED]

I'm just off the phone to [REDACTED] who tells me you are pulling together some info on international students. We're really keen to understand the support that institutions are putting in place for international students, particularly those who need to quarantine.

We've seen what St Andrews is doing, and it would be helpful to have a swift steer about how much this approach is replicated in other institutions.

It would be great to get something back as soon as possible (perhaps this week, if that's doable?).

I also understand you're doing work on face coverings, which it would be good to pick up with you about separately.



Catherine Brown | College Policy | Scottish Government | M 

Please note my working pattern is Mon - Thurs. Friday is my non-working day.

[Redacted],

We had mentioned previously that we were looking to produce something specific for staff in terms of general advice.

Work is underway across SG to support organisations to prevent virus spread and management around any outbreak. The advice cards are designed to be used by staff/management who have a responsibility within an individual setting. The cards do not replace the existing sector guidance but are aimed at complementing the guidance by providing a single point of access to the key information for the sector. They will be updated as any sectoral guidance is progressed.

SG colleagues are looking for each sector to finalise a draft early this week so I would be grateful if you are able to review as soon as possible.

Public Health colleagues are reviewing the content also.

Many thanks

[Redacted]

[Redacted]

Senior Policy Manager

Need help? Visit our website [HINTS AND TIPS](#) for our most commonly asked queries, currently focusing on help with our SAAS Account and funding applications.



www.saas.gov.uk | www.facebook.com/saasfb | twitter.com/saastweet | www.youtube.com/fundingawareness | [LinkedIn](#)

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]
Sent: 26 August 2020 21:54
To: [REDACTED] Alastair Sim
Cc: [REDACTED]
Subject: RE: URGENT - university guidance update
Attachments: In confidence - draft guidance text on face coverings - August 2020.docx

Hi [REDACTED]

Please now find attached the draft text of the face coverings guidance for comment, which you will see it takes into account your earlier feedback.

It's based closely on the position in schools, but please note that it may be subject to change pending a Ministerial decision.

Thanks,

[REDACTED]

[REDACTED] | College Policy | Scottish Government | M: [REDACTED]

Please note my working pattern is Mon - Thurs. Friday is my non-working day.

From: [REDACTED]@universities-scotland.ac.uk>
Sent: 26 August 2020 15:01
To: [REDACTED] gov.scot>; Alastair Sim <alastair@universities-scotland.ac.uk>
Cc: [REDACTED]@gov.scot>; [REDACTED] gov.scot>
Subject: RE: URGENT - university guidance update

Hi [REDACTED]

As noted previously, these timescales mean that I have only had some comments from a minority of our institutions who have of course only had the chance to consider superficially.

Clearly many of the changes seem to be a matter of ordering or of clarification however there are some where there are significant concern.

- We were surprised that the face covering section hasn't been updated to reflect the proposed changes that Susan shared with us earlier this week. If this is to be achieved through another route and the guidance left more general then fine but good to know if that's the case.
- Under the "Work from Home and transport" can the second sentence read:
"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, a blended model of digital and face to face learning and wider campus services, safely and effectively."
- On the contractors section, there will be numerous situations where there will be multiple delivery points on campuses and it would be more normal to place the onus on the delivery firms to obey institutions' rules and come prepared rather than the institutions providing facilities. In addition, when you have a contractor on site, the principle is that they take over and run the designated area themselves – institutions can set out

expectations, but essentially universities have to do what the contractor says (and they should be obeying their own sector guidance), not the other way around.

- Reference to the guidance for worship seems really odd. We should just focus in on the requirement for 2 metres+ and that will be implemented across a hugely varied estate. Reference to worship will bring in another reference point which might skew consideration of the use of very different spaces.
- I have had a number of comments that the changes to the compliance section will lead to confusion and problems. There are a range of engagement and consultation forums established across a diverse sector. Adding prescription and additional routes is inappropriate.

We'd suggest text such as that below instead:

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

Employers should maintain strong communication with Union representatives to ensure opportunities for feedback from staff are available and information and concerns openly shared. Union Representatives should share concerns of staff and continue to work with the employers to find ways to address these.

Once again, given the timescales given to comment, a strong majority of our membership haven't had an opportunity to consider and we may need to question the guidance publicly if it becomes clear that there are issues of concern when the text is tested against the diverse settings across the sector.

Regards

From: [REDACTED] <[REDACTED]@gov.scot> [REDACTED] <[REDACTED]@gov.scot>
Sent: 26 August 2020 12:35
To: [REDACTED] <[REDACTED]@universities-scotland.ac.uk>; Alastair Sim <alastair@universities-scotland.ac.uk>
Cc: [REDACTED] <[REDACTED]@gov.scot>; [REDACTED] <[REDACTED]@gov.scot>
Subject: RE: URGENT - university guidance update

Hi [REDACTED]

We're running to really tight deadlines in terms of getting this to Ministers for clearance (we have to do this by Friday). Would it be possible to advise if there are any obvious show stoppers by 3pm today before we share with unions. There will of course be opportunities for further comment.

From: [REDACTED] <[REDACTED]@universities-scotland.ac.uk>
Sent: 26 August 2020 12:23
To: [REDACTED] <[REDACTED]@gov.scot>; Alastair Sim <alastair@universities-scotland.ac.uk>
Cc: [REDACTED] <[REDACTED]@gov.scot>; [REDACTED] <[REDACTED]@gov.scot>
Subject: RE: URGENT - university guidance update

Thanks [REDACTED]

I really don't think that we can get considered thoughts to that timescale.

On a quick glance in the middle of a meeting to which I am trying to contribute it seems that there is a lot of change and quite a few novel items in there.

Might we able to come back to you by 10am on Friday?

Regards

[REDACTED]

From: [REDACTED] <[REDACTED]@gov.scot> [REDACTED] <[REDACTED]@gov.scot>
Sent: 26 August 2020 11:49
To: [REDACTED] <[REDACTED]@universities-scotland.ac.uk>; Alastair Sim <alastair@universities-scotland.ac.uk>
Cc: [REDACTED] <[REDACTED]@gov.scot>; [REDACTED] <[REDACTED]@gov.scot>
Subject: RE: URGENT - university guidance update

Hi [REDACTED]

Version with track changes attached. In terms of a deadline, would 3pm be OK?

[REDACTED]

From: [REDACTED] <[REDACTED]@universities-scotland.ac.uk>
Sent: 26 August 2020 11:37
To: [REDACTED] <[REDACTED]@gov.scot>; Alastair Sim <alastair@universities-scotland.ac.uk>
Cc: [REDACTED] <[REDACTED]@gov.scot>; [REDACTED] <[REDACTED]@gov.scot>
Subject: RE: URGENT - university guidance update

And is there a version with track changes as we were promised?

[REDACTED]

From: [REDACTED] <[REDACTED]@gov.scot> [REDACTED] <[REDACTED]@gov.scot>
Sent: 26 August 2020 11:34
To: [REDACTED] <[REDACTED]@universities-scotland.ac.uk>; Alastair Sim <alastair@universities-scotland.ac.uk>
Cc: [REDACTED] <[REDACTED]@gov.scot>; [REDACTED] <[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,

[REDACTED]

From: [REDACTED]
Sent: 24 August 2020 16:50
To: [REDACTED] <[REDACTED]@universities-scotland.ac.uk>; Alastair Sim <alastair@universities-scotland.ac.uk>

Cc: [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.

[REDACTED]

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

Sent: 24 August 2020 16:47

To: [REDACTED]@gov.scot>; Alastair Sim <alastair@universities-scotland.ac.uk>

Cc: [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

[REDACTED]

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

Sent: 24 August 2020 16:26

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

Cc: [REDACTED]@gov.scot

Subject: Guidance update

Alastair, [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.

[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.

Universities

A definition of [face coverings](#) (which should not be confused with PPE) can be found [here](#). Use of face coverings in the circumstances set out in this guidance should be seen as just one mitigation within a package of measures. The other mitigation measures in this guidance, including 2 metre physical distancing, environmental cleaning, personal hand and respiratory hygiene remain vitally important. Face coverings should not be used for the purpose of reducing physical distancing requirements.

Anyone wishing to wear a face covering in a university should be permitted to do so, if it is safe.

Some individuals are exempt from wearing face coverings. Further information on exemptions can be found in wider [Scottish Government guidance](#).

Face coverings should not generally be required in classrooms or other learning and teaching environments, however this is subject to a risk assessment appropriate to the specific circumstances.

Face coverings should be worn where 2m distance cannot be guaranteed. This includes where people are interacting face-to-face at less than 2m for a sustained period (about 15 minutes or more) or for any amount of time where there is close contact within 1m.

Face coverings should also be worn in the following circumstances (except where someone is exempt from wearing a covering):

- where people are moving about in universities in corridors, confined communal areas (including toilets), and other areas of campus where physical distancing is particularly difficult to maintain; and
- in line with the current arrangements for public transport, where adults and young people aged 5 and over are travelling on public and dedicated university transport.

Face coverings must be worn in shops, libraries and certain other indoor spaces, except where a person is exempt from wearing a covering, as specified in the regulations and Scottish Government guidance.

Universities may wish, subject to appropriate risk assessment and consultation with staff and trade unions, to consider strengthening the use of face coverings in other areas of campus (e.g. classrooms) to address specific local circumstances (e.g. particular concerns or anxieties around distancing or confidence building in the context of local or wider outbreaks).

An example of local “stepping up” of measures may be the use of face coverings in teaching spaces in circumstances where increased community transmission is being seen.

In making any such local decisions on the stepping up of use of face coverings, it will remain vitally important to consider the potential impact including via the appropriate use of Equality Impact Assessments. The impact of wearing a face covering for students or staff with additional support needs, including any level of hearing loss, should be carefully considered, as communication for many in this group relies in part on being able to see someone’s face clearly. Individuals who may not be able to handle and wear face coverings as directed

(those with additional support needs or disabilities) should not wear them as it may inadvertently increase the risk of transmission.

Incident Management Teams may recommend a further strengthening of the use of face coverings in other areas of the university when dealing with a local outbreak.

It is vital that clear instructions are provided to students and staff on how to put on, remove, store and dispose of face coverings in all of the circumstances above, to avoid inadvertently increasing the risks of transmission. The key points are as follows:

- Face coverings should not be shared with others.
- Before putting on or removing the face covering, hands should be cleaned by washing with soap and water or hand sanitiser.
- Make sure the face covering is the right size to cover the nose, mouth and chin.
- When temporarily storing a face covering (e.g. during classes), it should be placed in a washable, sealed bag or container. Avoid placing it on surfaces, due to the possibility of contamination.
- Re-usable face coverings should be washed after each day of use at 60 degrees centigrade or in boiling water.
- Disposable face coverings must be disposed of safely and hygienically. Staff and students should be encouraged to place their face coverings in the general waste bin. They are not considered to be clinical waste in the same way that used PPE may be.

Further general advice on face coverings is available [here](#).

There should be regular messaging from universities to staff and students about these instructions.

It is reasonable to assume that most people will now have access to re-usable face coverings due to their increasing use in wider society, and the Scottish Government has made available a [video](#) on how to make a simple face covering. However, where anybody is struggling to access a face covering, or where they are unable to use their face covering due to having forgotten it or it having become soiled/unsafe, universities may wish to take steps to have a contingency supply available to meet such needs.

No-one should be excluded from education on the grounds that they are not wearing a face covering.

From: [REDACTED]
Sent: 31 August 2020 12:16
To: [REDACTED]
Subject: FW: Combined university - college - student accommodation guidance -31 August 2020 - 1000 version
Attachments: Combined university - college - student accommodation guidance -31 August 2020 - 1000 version.docx

[REDACTED] | College Policy | Scottish Government | M: [REDACTED]

Please note my working pattern is Mon - Thurs. Friday is my non-working day.

From: Director of Advanced Learning and Science <DirectorofAdvancedLearningandScience@gov.scot>
Sent: 31 August 2020 11:13
To: [REDACTED] universities-scotland.ac.uk) [REDACTED] universities-scotland.ac.uk>; Alastair Sim <alastair@universities-scotland.ac.uk>
Cc: [REDACTED]@gov.scot>; [REDACTED] gov.scot>
Subject: Combined university - college - student accommodation guidance -31 August 2020 - 1000 version

Alastair [REDACTED]

I attach the latest version of the guidance that will be published tomorrow. It is still a work in progress to an extent but I think further changes will be more around emphasis and language rather than policy changes. The exception is the cap on class sizes which we discussed last week and on which we are awaiting further clinical advice.

On testing you will see that Ministers are not proposing testing asymptomatic quarantining students. They have considered this in depth and taken extensive advice. Clinical advice is that testing students on arrival does not remove the risk of transmission from this group – other public health measures (including strict adherence to quarantine) are essential. We will use testing where it will have the greatest impact in reducing the risk of disease transmission. We are continuing to improve access to testing for students and the wider communities where they live including the new walk-through testing centre in St Andrews which will be followed by further walk-through testing centres across the country between now and October. I know [REDACTED] wrote to DFM over the weekend on this and we are drafting a reply.

If you would like to discuss this draft once you have had chance to read it do let me know and we will set something up.

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

Version	Date	Summary of changes	Who
V1.0	30/8	Addition of version control table Updating as per FM suggestions Further addition of material from college guidance Amending face covering section in response to union feedback and to include section on accommodation rules	CB

CORONAVIRUS (COVID-19): GUIDANCE FOR UNIVERSITIES, COLLEGES AND STUDENT ACCOMMODATION PROVIDERS

Overview

This guidance is for the college, university and student accommodation (including halls of residence and Purpose Built Student Accommodation Providers) sectors in Scotland. The following guidance applies from 1 September 2020. It will be updated and renewed as circumstances change. It sets out both our current advice and guidance for institutions and providers 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 institutions and providers 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 should circumstances demand.

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

The guidance emphasises in particular the importance of undertaking robust and ongoing risk assessments with full input from trade unions and student associations and to keep all risk mitigation measures under regular review so that staff and students continue to feel, and be safe.

Each institution is an independent 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. This also applies to accommodation providers. 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 that universities and colleges 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 were supported to remain safe in student accommodation and essential public health services, emergency veterinary care and essential national infrastructure and supercomputers were maintained safely and securely.

Key principles

It is vital that measures are put in place by providers to manage transmission risk to address aerosol, droplet and surface transmission.

In applying Scottish Government guidance on when restrictions can be changed, colleges, universities and student accommodation providers 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 institutions' 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](#).

Colleges and universities have worked with their respective trades unions to agree a set of principles. In addition 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. The principles agreed by colleges, universities and student accommodation providers are set out in Annex A.

These principles complement, but do not supersede, the established mechanisms in place in colleges, universities and accommodation providers 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, colleges and universities will consider and plan around:

- the most up to date [guidance on working from home](#) and other public health measures

- 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 and students, including those with caring responsibilities, who are clinically vulnerable or who are self-isolating or under quarantine
- that staff and student availability may also be affected by public transport availability and restrictions
- mitigating measures that may be appropriate, with consideration that the most effective mitigations are 2 metre physical distancing and good hand hygiene
- regulations and Scottish Government guidance on the use of face coverings
- availability and public health advice on PPE and other equipment 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
- providing clear information to staff and students on the part they can play in ensuring the health and wellbeing of the campus and wider community
- supporting accessible services required in increasing the number of individuals on-site and how they can be provided as safely as possible
- what measures, in addition to those that were in place during the lockdown phase and earlier phases will need to be in place to accommodate additional numbers (including additional cleaning measures and queue management systems where appropriate)

Health and safety

In aligning with the above principles and planning, this guidance does not supersede existing health and safety legislation and institutions and providers 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, institutions and providers 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

To stay safe and protect others we must minimise the opportunity for Coronavirus (COVID-19) to spread from one person to another. Physical distancing, hand hygiene and respiratory hygiene are the most important and effective things we can all do to prevent the spread of coronavirus.

Essential public health measures in institutions and student accommodation include:

- minimising contact with others (physical distancing, quarantine, groupings)
- enhanced hygiene and environmental cleaning arrangements;
- wearing appropriate personal protective equipment (PPE) where necessary;
- a requirement that people who are ill, self-isolating or under an obligation to quarantine stay at home; and
- active engagement with Test and Protect.

Institutions and providers should encourage staff, students and visitors to follow the Scottish Government's [FACTS](#) advice:

- Face coverings in enclosed spaces
- Avoid crowded places
- Clean your hands and surfaces regularly
- Two-metre social distancing
- Self-isolate and book a test if you develop coronavirus symptoms

Minimising contact with others

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 must be done so. Where the work or study cannot be done remotely then physical distancing (alongside the range of other precautionary measures set out in this guidance) must be followed.

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

Relevant areas to which physical distancing applies include all parts of the college or university campus, outdoor areas, entrances and exits, break rooms, canteens and similar settings. Institutions and providers 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, such activity should continue only if it is essential. If it is considered to be essential, institutions and providers must take all the mitigating actions possible to reduce the risk of transmission.

Institutions and providers should ensure they have plans in place for :

- 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
- discouraging non-essential trips within buildings and sites
- the use of clear, appropriate signage across campuses which reinforces expectations of staff and students at relevant points
- workstations having 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, timetabling and part-time arrangements on campus to minimise the numbers of staff and students 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
- 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

Bars and catering facilities should comply with [guidance](#) on this sector while leisure facilities should comply with [guidance](#) on this sector, with the exception that 2m physical distancing must be maintained throughout all areas of college and university campuses.

International arrivals and requirement to quarantine

Institutions and providers must ensure that students arriving from outside Scotland (including from the rest of the UK) are provided with clear and detailed information on Scottish COVID regulations and guidance and understand that these may differ from regulations that exist in the student's home area.

Staff and students must comply with guidance for residents or visitors travelling to the UK. Those travelling from a country not exempt from quarantine requirements must 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.

Institutions and providers must make clear to staff and students, ahead of and on their arrival in Scotland, that this is a legal requirement and it is essential they comply.

Colleges and universities must take active steps to ensure that quarantine arrangements are complied with.

People who are self-isolating must stay away from others, not go out to work or college or university or visit public areas. They should self-isolate in one place for the

full 14 days. This must be at the address they provided on the passenger locator form.

For students, this can include:

- the student's own home or accommodation
- staying with friends or family
- a hotel or other temporary accommodation

People who are self-isolating can have food and other necessities delivered. They should not have visitors, including friends and family, unless they are providing essential care. The only friends and family they can have contact with are those they travelled with or people they are staying with.

Institutions and providers should ensure students who are self-isolating have appropriate support, for example access to food and other necessities, and to safeguard their health and wellbeing.

Institutions and providers must ensure all students are informed of the guidance and risk of asymptomatic transmission from members of their household who are quarantining and what to do if they develop symptoms. The most common symptoms are:

- new continuous cough
- fever/high temperature
- loss of, or change in, sense of smell or taste (anosmia).

Institutions, providers and students should follow public health guidance if someone becomes unwell with coronavirus symptoms on their premises. The person should self-isolate straight away.

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 quarantine. If failure to quarantine has created a risk of a localised outbreak, colleges or universities should take advice from their NHS Health Protection Team (see section on outbreak management). 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 sanction of removal from the course.

Minimising contact: blended learning

From 22 July, colleges and 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) must 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 must reflect current public health guidance. It is expected that the learning environment will be different from 'normal', at least at the beginning of the new term.

Large scale teaching events indoors must be avoided and working remotely should be the default position. Teaching groups should be as small as possible. The upper limit of students in a class is [] This is the upper limit and the expectation is that most face to face engagement will be in much smaller groups. Physical distancing measures should be in place in all situations.

Recognising that there may be negative impacts to students and others if access to education is limited, colleges and universities should carefully consider whether face-to-face teaching is necessary including via the appropriate use of risk and Equality Impact Assessments.

If some face to face teaching is carried out, mitigation measures should be put in place to manage risk. For contact tracing purposes, a record of the contact details of students attending in-person sessions should be kept. Colleges and 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](#).

Institutions will identify the appropriate blend of delivery, reflecting what will best ensure compliance with public health requirements while providing high quality learning and as well as supporting more vulnerable learners and staff. As they did at the start of the crisis, colleges and 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.

Minimising contact: teaching groups

Where face-to-face learning is delivered on campus, teaching groups should be as small as possible. Colleges and universities should ensure that appropriate mitigating measures are put in place, e.g., physical distancing.

Teaching groups should be as consistent as possible to reduce the likelihood of direct transmission and to allow for quicker identification of those who need to self-isolate. This will reduce the overall number of students who need to isolate in the event of a positive test for COVID-19. Rather than isolating an entire course or halls of residence, use of groups may also mean that certain classes or households can be isolated instead, minimising wider disruption

Colleges and universities should consider the most appropriate delivery and timetabling models to keep mixing of groups to the minimum necessary. The approach taken to configuring groups should be risk-based and adapted to the specific circumstances of the college or university.

Sharing of resources must be kept to a minimum. 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.

Minimising contact: social groups

Institutions and providers should ensure students are aware that the socialisation climate will be considerably more restrictive than is normally the case. This will not feel like a normal start to a student's university or college life. Limits on meeting up with family and friends apply to social and recreational gatherings on and off campus. [The advice is:](#)

- 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 stay two metres apart from people from other households at all times

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](#).

It is an offence in Scotland for someone to have a party indoors in their house with more than fifteen people from more than one household present, with limited exceptions.

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 sanction of removal from the course. Institutions and accommodation providers must ensure all staff and students are informed of this.

Common areas

Within institutions 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 staff and students 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
- 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

Enhanced hygiene and environmental cleaning arrangements

Personal 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. Institutions and providers 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
- taking special care with 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
- restricting the number of people within the changing areas at any time.

- enhancing cleaning and sanitising of facilities regularly throughout the day

Cleaning and disinfecting the workplace before reopening

Following a period of campus closure, for example over the summer, 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.

Institutions and providers 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 coronavirus case has left the college or university. 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.

Ventilation

Institutions and providers 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.

Wearing appropriate PPE where necessary

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. Colleges and 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

A definition of [face coverings](#) (which should not be confused with PPE) can be found [here](#). Use of face coverings in the circumstances set out in this guidance should be seen as just one mitigation within a package of measures. The other mitigation measures in this guidance, including 2 metre physical distancing, environmental cleaning, personal hand and respiratory hygiene remain vitally important. Face coverings should not be used for the purpose of reducing physical distancing requirements.

Anyone wishing to wear a face covering in a college, university or in student accommodation should be permitted to do so, if it is safe.

Some individuals are exempt from wearing face coverings. Further information on exemptions can be found in wider [Scottish Government guidance](#).

Face coverings should not generally be required when students are seated in classrooms or other learning and teaching environments, however this is subject to a risk assessment appropriate to the specific circumstances and as long as physical distancing is maintained.

Face coverings should be worn indoors wherever 2m distance cannot be guaranteed. This includes where people are interacting face-to-face at less than 2m for a sustained period (about 15 minutes or more) or for any amount of time where there is close contact within 1m.

Face coverings should also be worn in the following circumstances (except where someone is exempt from wearing a covering):

- where people are moving about in institutions in corridors and confined communal areas (including toilets) as well as other areas of campus where 2m physical distancing cannot be guaranteed
- in line with the current arrangements for public transport, where adults and young people aged 5 and over are travelling on public and dedicated college and university transport
- in corridors and confined communal areas in student accommodation. This includes toilets, common rooms and laundry rooms.

Face coverings should be worn in some parts of student accommodation where 2m distance from people from another household cannot be guaranteed. This includes

corridors and some shared facilities such as laundries and common rooms. It does not include kitchens and bathrooms shared by multiple households, where other mitigations including 2m physical distancing and enhanced cleaning and personal hygiene measures should be in place.

Face coverings should not generally be required when people are interacting face-to-face with others within their household, for example in a cluster flats or other private space.

Subject to 2m physical distancing between people of different households, enhanced cleaning and other mitigations such as rota systems being in place, face coverings do not need to be worn in kitchens and bathrooms shared by multiple households.

Face coverings have been mandatory on public transport since 19 June 2020 and in shops since 10 July 2020. From 8 August 2020, face coverings have been mandatory in wider range of settings including libraries, museums and places of worship as set out in [regulations](#), except where a person is exempt from wearing a covering.

Face coverings may also play a particularly important role when prevalence rises, and their use may be increased in specific local contexts on the basis of risk assessments and local factors, including as follows:

- Incident Management Teams may recommend a further strengthening of the use of face coverings in other areas of the university when dealing with a local outbreak (see Outbreak Management)
- Institutions may wish, subject to appropriate risk assessment and consultation with staff and trade unions, to consider strengthening the use of face coverings in other areas of campus (e.g. classrooms) to address specific local circumstances (e.g. particular concerns or anxieties around distancing or confidence building in the context of local or wider outbreaks).

An example of local “stepping up” of measures may be the use of face coverings in teaching spaces in circumstances where increased community transmission is being seen, or where some students may need particular support, and whereby close contact may occur.

In making any such local decisions on the stepping up of use of face coverings, it will remain vitally important to consider the potential impact including via the appropriate use of Equality Impact Assessments. The impact of wearing a face covering for students or staff with additional support needs, including any level of hearing loss, should be carefully considered, as communication for many in this group relies in part on being able to see someone’s face clearly. Individuals who may not be able to handle and wear face coverings as directed (those with additional support needs or

disabilities) should not wear them as it may inadvertently increase the risk of transmission.

It is vital that clear instructions are provided to students and staff on how to put on, remove, store and dispose of face coverings in all of the circumstances above, to avoid inadvertently increasing the risks of transmission. The key points are as follows:

- Face coverings should not be shared with others.
- Before putting on or removing the face covering, hands should be cleaned by washing with soap and water or hand sanitiser.
- Make sure the face covering is the right size to cover the nose, mouth and chin.
- When temporarily storing a face covering (e.g. during classes), it should be placed in a washable, sealed bag or container. Avoid placing it on surfaces, due to the possibility of contamination.
- Re-usable face coverings should be washed after each day of use at 60 degrees centigrade or in boiling water.
- Disposable face coverings must be disposed of safely and hygienically. Staff and students should be encouraged to place their face coverings in the general waste bin. They are not considered to be clinical waste in the same way that used PPE may be.



Further general advice on face coverings is available [here](#).

There should be regular messaging from institutions to staff and students about these instructions.

It is reasonable to assume that most people will now have access to re-usable face coverings due to their increasing use in wider society, and the Scottish Government has made available a [video](#) on how to make a simple face covering. However, where anybody is struggling to access a face covering, or where they are unable to use their face covering due to having forgotten it or it having become soiled/unsafe, institutions and providers may wish to take steps to have a contingency supply available to meet such needs.

Staying vigilant and responding to COVID-19 symptoms

Everyone in college, university and student accommodation should be vigilant for the symptoms of COVID-19, and to understand what actions they should take if someone develops them, either onsite or offsite. The most common symptoms are:

- new continuous cough
- fever/high temperature
- loss of, or change in, sense of smell or taste (anosmia).

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

Institutions and providers should monitor staff and student absences and whether these are due to possible or confirmed COVID-19.

Test and Protect and self-isolating

Any student or staff member who has symptoms should self-isolate and arrange a test. More information is available through [NHS Inform](#). Anyone who experiences difficulties with the online portal should call 0300 303 2713 for assistance in booking a test. Universities, colleges and accommodation providers should ensure that fair work principles are followed when staff members have to self-isolate.

Students and staff who have access to a private vehicle are able to use the drive-through testing at regional test centres and mobile testing units. Anyone living within walking or cycling distance of a local test site can access testing this way. Home test kits are also available.

[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. This telephone service will make contact with any newly confirmed cases in the first instance to confirm their details, issue advice and identify who their close contacts are, who will be contacted in turn to provide advice.

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. The aim is to ensure that if someone has the virus they will be 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 and understand the importance of passing on complete information about their close contacts.

Colleges and 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.

Colleges and 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, colleges and universities should make sure that staff and students do not 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, institutions and providers 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. Institutions can ask them to work or study from home if they are able to and they are not unwell. Institutions must not ask someone isolating to come into work or college or university 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: 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

Institutions and providers 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 institution or provider to any changes throughout the year.

Institutions 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](#).

Student accommodation providers should maintain a record of visitors, to support the Test and Protect approach in the event of an outbreak. Students should support providers in keeping such a record and providers should give consideration to their duties under existing data protection legislation in keeping a record.

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

Outbreak management

Institutions and providers 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 and student 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 college, university or provider 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.
- Institutions and providers should not make unilateral decisions about managing situations where they suspect an outbreak is occurring but should seek urgent advice from their local Health Protection Team about issues relating to testing of suspected cases and contacts and taking steps such as closing parts of facilities.
- 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 are identified by the test and protect service as having had close contact with case(s) will be contacted and asked to self-isolate at home/ place of term time residence . depending on the risk assessment by the local Health protection team In some cases, a larger number of other staff and students may be asked to self-isolate 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 parts of or a whole setting will be necessary.
- depending on the risk assessment outcome, the Health Protection Team may establish a problem assessment group (PAG) (e.g. if there is a single confirmed case to determine what action is required) or an Incident Management Team (IMT) (e.g. if there is more than one case or an outbreak is suspected) 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.
- the organisation will then put these appropriate interventions in place.

To control an outbreak the Health Protection Team and Incident Management Team will work with the institution or provider 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 who should be prioritised for testing among students and staff in line with advice from the Health Protection Team, 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 institution or provider 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.

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 institutions and providers' 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.

Institutions and providers will implement up to date, clear and effective communication of the arrangements and policies in place. This will be via a range of media to ensure high levels of awareness among students, staff and visitors, including external contractors, both before arrival on campus and while on site. Institutions and providers will make clear the channels of communication through which staff, students and trade unions can raise concerns about the implementation of safety measures in individual settings.

Institutions and providers 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

Work and study that can be done remotely must be done so. Work or study should only take place in person if it cannot be done from home.

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.

Institutions and providers 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.

Institutions and providers 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.

Institutions and providers 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.

Face coverings should also be worn on dedicated college or university transport, which should be regarded as an extension of the college or 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.

Vehicles should be driven by the same person where possible in order to minimise the risk of infection. Where this is not possible – and subject to specific risk assessment - the vehicle should be disinfected after use.

Coming to and leaving university, college or accommodation

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

Institutions and providers 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.

Special consideration for people at high clinical risk

From 1 August 2020 those who were shielding could 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. Institutions and providers 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, institutions and providers should consider that some students may be required to shield should the guidance on people at high clinical risk change.

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

Institutions will take a staged approach to resuming their activities on campuses under the different phases within the [route map](#). In progressing through the phases, colleges and 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 campuses have continued where required during lockdown, following the [guidelines set down by Health Protection Scotland](#). Where present, institutions may also wish to consider how GP and other health services hosted on campus are expanded under this phase.

Planning

Plans for return should be developed in consultation with staff, students and recognised trade unions and updated on an ongoing basis. That planning must be based around risk assessments and safe systems of work, emphasising physical distancing and hand washing, fair work principles, and be designed to enable a restart that allows the organisation to operate while protecting employee health and well-being.

Preparation

Physical distancing and hygiene measures require work to be carried out before a restart – for example screens, one-way personnel movement systems, two metre zones, canteen re-arrangement, personal protective equipment (PPE) provision, hand sanitisers, etc. Briefings and inductions into the new ways of working must take place.

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](#).

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 3

Now we are in Phase 3, wider campus services such as indoor bars and eating areas, 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 institutions and providers 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/>

Institutions and providers 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, institutions and providers must apply specific guidance for that sector (for example [retail guidance](#)) in addition to specific guidance in this document.

Institutions 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.

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 college and university campuses will be fully open with any necessary precautions.

School pupils attending college

Senior phase school pupils attending college will be expected to follow the guidelines put in place by the college. Each college should ensure that senior school pupils are fully aware of their responsibilities when on their campus.

As part of this, colleges should disseminate to senior phase pupils attending college information on the Scottish Government's [FACTS campaign](#).

Sectoral Guidance

The measures set out in this guidance must be applied when pupils attend college

Risk assessments specifically for school pupils attending college must be carried out

All public health measures must be strictly observed. The following public health measures (which are set out in more detail in the college sectoral guidance) are particularly emphasised:

- all reasonable measures will be taken to implement physical distancing (currently 2 metres) – this applies to all parts of the college campus except for hospitality and retail spaces, where 1 metre is permitted with additional mitigation in place, in line with national guidance and legislation
- staff and students should practice hand and respiratory hygiene
- use of face coverings as set out in the circumstances within the college sectoral guidance.
- symptomatic senior school pupils should under no circumstances attend college and should follow the appropriate guidance for testing.

This guidance will be updated with additional mitigation measures for school pupils in college as they are decided, based on the most up to date scientific and public health advice.

Student Accommodation

Providers should adopt practices and procedures to reduce as far as possible the risk of COVID-19 transmission while students move into their accommodation.

Providers and students should:

- work together to plan for varied arrival times for moving into accommodation, thereby supporting physical distancing
- agree measures to be followed in advance of a student moving into their accommodation to ensure the health and safety of students, staff and visitors. This will include adherence to measures on the number of visitors who can assist students with a move
- ensure everyone involved in any aspect of the arrival process follows government guidelines on physical distancing, handwashing and the use of face coverings to minimise the spread of the virus. Students and providers should keep up to date with current advice on keeping yourself and others safe

Students should plan their travel to accommodation in advance, and should check the [advice on travelling safely](#) before undertaking any journeys in connection with moving into accommodation.

Students must not travel if they have symptoms of COVID-19 or are coming from an area where no non-essential travel is permitted.

Forming student households

The formation of student households or groupings is a crucial measure to mitigate the risk of infection and reduce the size of any outbreaks which may occur.

It is vital that these groups are adhered to with no change to the day to day living arrangements of previously formed and agreed households. Keeping household groupings together can make detection and necessary isolation measures easier.

People should stay 2m away from those who are not in their household. The placement of students within households is at the discretion of the accommodation provider, although providers should give consideration to student preferences and requests regarding household composition.

Where accommodation is provided in the form of flats with shared cooking and bathroom facilities each “cluster flat” will normally be considered a household.

If student accommodation is provided in a different format, for example longer corridors of single rooms, the composition of “household” will be informed by the areas shared by groups of students. In these circumstances, the size of the household should be considered carefully to ensure students can access facilities safely and in line with physical distancing guidelines.

Members of the same household do not need to physically distance from each other but should stay 2m away from people from other households. Regular hand washing and good cough and sneeze etiquette are crucial in reducing the risk of transmission and infection.

Face coverings should be worn in some parts of student accommodation where 2m distance from people from another household cannot be guaranteed. This includes corridors and some shared facilities such as laundries and common rooms. It does not include kitchens and bathrooms shared by multiple households, where other mitigations including 2m physical distancing and enhanced cleaning and personal hygiene measures should be in place.

Providers should provide clear guidance to individual students on which bathrooms and/or kitchens are intended for their use; supporting the definition of household if circumstances require self-isolation. Providers should ensure enhanced cleaning

regimes for all shared areas of cluster flats and should ensure that residents are informed of the requirement to clean these before and after use.

Providers should ensure that, where Resident Advisors are employed in accommodation settings, they are fully briefed on the requirements set out in this guidance.

Accommodation providers should enable flexibility in the accommodation setting as far as is safely possible, in order to promote and enhance student wellbeing. If a student wishes to move from one household to another, the accommodation provider should ensure that the risk of spread of COVID-19 is reduced as far as possible. The provider may decide additional measures are required.

Providers should ensure that appropriate risk assessments have been carried out to ensure the safety of staff who may be required to access student accommodation, such as cleaners or maintenance workers. Providers should consider limiting the number of staff required to service each household, and for example limiting the number of student households serviced by a single cleaner. Risk assessments should be reassessed following developments in government and/or public health guidance. Should an outbreak occur, it will be important for providers and students to work together to make information available in support of the Test and Protect approach.

Shared facilities

Households should be limited in size to ensure students can access kitchens, cleaning and washing facilities, and other shared spaces safely and in line with physical distancing guidelines. Where cleaning services are not provided by the provider, students should be given the appropriate resources and instruction on how to keep shared areas clean. Accommodation providers and students share the responsibility for keeping shared areas clean.

Shared bathrooms present one of the biggest risks for increased spread of the virus. Where communal toilets are available outside of households, providers should implement measures to decrease this risk as far as possible. This should include increased cleaning, and may include reducing access to a one in, one out basis. Cleaning materials should also be provided for users to 'clean as they go'.

Appropriate signage should be clearly visible and promote good hygiene standards, following the latest guidance.

If a student residing in catered accommodation is shielding or self-isolating, and is unable to access catering services, the provider should ensure the student has access to food.

Other issues

Contractors, visitors and deliveries

For contractors, visitors and deliveries, institutions and providers will consider limiting access where appropriate.

Institutions and providers 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 institutions and providers are 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 colleges and universities is also recognised.

Institutions 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.

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

Compliance

Institutions and providers are expected to have in place robust processes to ensure compliance with COVID-19 rules and requirements. Any breaches are expected to be dealt with through existing misconduct policies. Institutions must put in place suitable ways of enforcing failure to comply with regulations or guidance by students, including making it clear that failure to adhere may be treated as student misconduct.

Under the [Health Protection \(Coronavirus\) \(Restrictions\) \(Scotland\) Regulations 2020](#), both the police and local authorities have certain enforcement powers. They may take such action as is necessary to enforce any legal requirement under the Regulations. This can include giving prohibition notices to someone who is

contravening a requirement. The police have special powers to disperse gatherings and return to the place where they are living. A person who breaches the requirements in legislation relating to (for instance) the mandated wearing of face coverings or implementing physical distancing measures commits an offence. It is a defence if the person had a reasonable excuse for breaching the requirements. The police can issue fixed penalty notices in relation to offences.

Health and Safety 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 institutions, providers and trade unions 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.

Scottish Government advice and support

<https://www.gov.scot/collections/coronavirus-covid-19-guidance/>

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 aid in discussions about return to work.

ANNEX A

UNIVERSITY, COLLEGE AND ACCOMMODATION PROVIDER PRINCIPLES

University principles

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
- 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.

College principles

In implementing this guidance, colleges should consider the following:

- 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 colleges
- colleges will review their teaching, learning and assessment to ensure that there is the required flexibility in place to deliver a high quality experience which allows learning to take place safely
- colleges will regularly review the welfare and mental health needs of students and staff and take steps to ensure preventative measures and appropriate support is in place and are well communicated as restrictions are eased
- colleges will recognise that students and staff may have been affected by the pandemic in a number of ways (e.g. through bereavement or experiencing anxiety related to the pandemic)
- following appropriate risk assessments, colleges will introduce measures specifically designed to protect staff and students in specialised training facilities, such as practical workshops and hairdressing and beauty salons and other specialised vocational training facilities and spaces
- colleges will engage with staff and students, including trade unions and student associations to ensure a safe resumption of college activities
- colleges will regularly review their hygiene, waste disposal and cleaning protocols in all college 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
- colleges will take an equality, human rights and risk-based approach to protect health and safety of staff and students. Trade unions, student associations and staff will be fully engaged in this process

Colleges will follow a risk-based approach to protect the health and safety of staff and students. Staff and students will be fully engaged in that process, through trade union and student association representatives.

Risk assessments will underpin general protocols describing how people can access and use a college building. These will address questions regarding safely entering the building, moving around within it and using facilities such as offices, networked printers, canteens, toilets, etc. These will apply to everyone on the site and be drawn up by college management in consultation with relevant interested parties.

Accommodation provider principles

The primary concern will be the health and wellbeing of students, staff, visitors, contractors and the wider community in which the accommodation is located. This will also require the cooperation and support of all student residents in adhering to public health guidance and advice. Providers should seek to provide, with the support of student associations, clear information to students on the part they can play in ensuring the health and wellbeing of all residents and staff.

In implementing this guidance providers should consider the following:

- while accommodation is provided in distinct and differing ways, with a range of services, and practical considerations, there is common focus on providing a good student experience, meeting student needs, and keeping students and staff safe
- the accommodation setting is an important factor in student life; it is their home for the academic year. It's recognised that overly restrictive settings can have a negative impact on student mental health and wellbeing. Keeping students and staff safe should be accompanied by providing as far as possible an environment that encourages a positive student experience
- students and staff may have been affected by the pandemic in a number of ways (eg. through bereavement or experiencing anxiety related to the pandemic), and providers will reflect this in ongoing support for and the review of mental health and wellbeing provision
- providers will engage with staff and students and their representatives, including trade unions, and student associations, to ensure a safe resumption of facilities
- providers will take an equality, human rights and risk based approach to protect the health and safety of staff and students. Trade unions and staff, students and student associations will be fully engaged in this process.