
From: [REDACTED]
Sent: 31 August 2020 18:04
To: [REDACTED]
Subject: RE: URGENT - IN CONFIDENCE - revised guidance

Hi [REDACTED] yes that's correct.

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

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

From: [REDACTED] <[REDACTED]@glasgow.ac.uk>
Sent: 31 August 2020 17:44
To: [REDACTED] <[REDACTED]@gov.scot>
Subject: Re: URGENT - IN CONFIDENCE - revised guidance

Ok thank you - so just to be clear, that means that the distancing guidance for the respective sectors does also apply in HE settings?

Apologies - I just want to be absolutely sure!

Thanks

[REDACTED]
[REDACTED]
Director, Commercial Services
Mobile [REDACTED]

University of Glasgow
www.glasgow.ac.uk

The University of Glasgow, charity number SC004401

On 31 Aug 2020, at 17:33, "Catherine.Brown@gov.scot" <Catherine.Brown@gov.scot> wrote:

Hi [REDACTED] thanks for this.

We've updated that wording you have highlighted, because it was very confusing a drafted.

It now reads as follows, which should be clearer (and is consistent with what we've said previously:

Bars and catering facilities should comply with [national guidance for indoor hospitality](#) while leisure facilities should comply with [national guidance for leisure facilities](#). 2m

physical distancing must be maintained throughout all other areas of college and university campuses.

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

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

From: ██████████ <██████████@glasgow.ac.uk>
Sent: 31 August 2020 17:27
To: ██████████ <██████████@gov.scot>
Subject: RE: URGENT - IN CONFIDENCE - revised guidance

Nothing to add from my perspective, ██████████, other than just to check whether we should interpret the point quoted below from p.6 as a change to the previous guidance offered?

In the Word document shared today it states that *“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.”*

The previous information we'd had confirmed by your colleagues (attached email) indicated that reduced distancing was applicable for catering and retail premises within HE settings.

Can we be clear which of those positions is correct? Apologies if I have missed anything or am misunderstanding.

Thanks

██████████

██████████ | Director, Commercial Services
Commercial Services | University of Glasgow
<https://www.gla.ac.uk/myglasgow/commercialservices/>

M: ██████████
E: ██████████@glasgow.ac.uk

The University of Glasgow, charity number SC004401.

<image001.jpg>

From: ██████████@gov.scot ██████████@gov.scot
Sent: 31 August 2020 11:21
To: ██████████@unitestudents.com ██████████@nus-scotland.org.uk ██████████emilytest.co.uk;
██████████@hw.ac.uk; ██████████@collegesscotland.ac.uk; ██████████@universities-scotland.ac.uk;
██████████@cubo.ac.uk; ██████████ed.ac.uk; ██████████@unitestudents.com;
██████████@ed.ac.uk; ██████████@nus-scotland.org.uk'; ██████████@nus-scotland.org.uk';
██████████@sparqs.ac.uk; ██████████@glasgow.ac.uk>
Cc: ██████████gov.scot; ██████████@gov.scot; ██████████@gov.scot;
██████████@gov.scot ██████████@sfc.ac.uk ██████████sfc.ac.uk; ██████████@gov.scot;

██████████@gov.scot

Subject: URGENT - IN CONFIDENCE - revised guidance

Importance: High

Dear all,

Thank you for your assistance and comments on the guidance so far. Please see attached the draft guidance as it currently stands.

At the request of Ministers, this is now a combined guidance document, covering colleges, universities and student accommodation providers. This is because the vast majority of the content is identical across the existing separate documents. We have captured the key points/measures for each sector in the combined version, which also captures the principles agreed by all sectors in a separate annex.

The combined guidance reflects feedback we have had so far also reflects the feedback we have had from Ministers.

As you will be aware, the First Minister has announced that we will be publishing the guidance tomorrow. I would therefore be grateful if you could please send any comments to Stevie Boal and me by COP today. We are of course happy to have a call, if helpful, to discuss.

Again, thank you for your work on this so far – it is greatly appreciated.

Many thanks,

██████████

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

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

Chief Medical Officer Directorate
Gregor Smith, Interim Chief Medical Officer
E: ceu@gov.scot



Scottish Government
Riaghaltas na h-Alba
gov.scot

Chief Nursing Officer Directorate
Fiona McQueen, Chief Nursing Officer
E: ceu@gov.scot

Healthcare Quality and Improvement Directorate
Jason Leitch CBE, National Clinical Director
E: ceu@gov.scot

To Students in Further and Higher Education,

10 September 2020

Dear Student,

Common Cold, Flu-like Symptoms and COVID-19 Symptoms

We understand the last few months have been challenging and you may have suffered an interruption to your normal studies, examinations and education experience as a result of the COVID-19 pandemic. Now that universities and colleges are returning, we are writing to provide some advice on what to do if you develop cold or flu-like symptoms during this pandemic.

As students return to further and higher education and begin to socialise with one another, it is common for colds and similar viral infections to circulate. In many cases, students will be well enough to attend class and continue their learning with little or no interruption to their education. In other cases, you may need to take a few days off to recover.

This is not the case if you have potential COVID-19 symptoms. You are then required to self-isolate and seek a test through [nhsinform.scot](https://www.nhs.uk/inform) or by calling 0300 303 2713.

In order to ensure you do not miss out on your education, it is important to be clear about how COVID-19 symptoms differ from those of other infections that we normally see circulating.



COVID-19 Symptoms

It is important that all of us – including those who make up the community in and around universities and colleges - are vigilant for the symptoms of COVID-19 and understand what actions we should take if someone develops them, either in class or at home.

The main symptoms to be aware of are:

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

If you develop any of the above symptoms, you should self-isolate and book a test as soon as possible at [nhsinform.scot/test-and-protect](https://www.nhsinform.scot/test-and-protect), or by calling 0800 028 2816.

We recommend testing only for those with a continuous cough, fever, or loss of or change in the sense of taste or smell. The UK senior clinicians continue to keep the symptoms for case definition under review and will continue to use evidence to adjust these if it becomes necessary.

It is essential that people who have COVID-19 symptoms, or who share a household with someone who has symptoms, do not attend college or university classes, and they must self-isolate along with all members of their household. If they test negative, self-isolation can end for everyone. If the test is positive, Test and Protect will give you further advice.

If you are a contact of a positive case you may be asked to have a test yourself. It is important to remember that even if your test is subsequently negative, you must still continue to isolate for a full 14 days.

Cold and flu-like symptoms

If, however, you do not have symptoms of COVID-19 but have other cold and flu-like symptoms, you do not need to be tested and you do not need to self-isolate. You can attend university or college if fit to do so.

The Scottish Government appreciates the huge effort being made by students and further and higher education providers to ensure the risk of COVID-19 is minimised and to support your education.

Lastly, FACTS helps us remember the key measures we all need to comply with:

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

Further information

www.nhsinform.scot

Yours faithfully,



Dr Gregor Smith
Interim Chief Medical Officer



Professor Fiona McQueen
Chief Nursing Officer



Professor Jason Leitch
Nation Clinical Director

From: [REDACTED]@ed.ac.uk>
Sent: 14 September 2020 14:46
To: [REDACTED]@gov.scot>
Cc: [REDACTED] gov.scot>; [REDACTED] gov.scot>; [REDACTED]
[REDACTED]@gov.scot>
Subject: Question on SG sector guidance for universities outdoor teaching/research and new outdoor rule

Dear All

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

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

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

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

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

Thanks

[REDACTED]

/

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

Email: [REDACTED]@ed.ac.uk

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

Web www.safety.ed.ac.uk

From: [REDACTED]@gov.scot; [REDACTED]@gov.scot
Sent: 28 July 2020 14:58
To: [REDACTED]@ed.ac.uk
Cc: [REDACTED]@gov.scot; [REDACTED]@gov.scot; [REDACTED]@gov.scot
Subject: RE: Outbreak Control & Test and Protect - Sector guidance

Thanks [REDACTED]

The Safer Workplaces team within SG who are co-ordinating all the guidance changes are looking for updates to be included by close of play this Friday so if you are able to provide your comments before then, that would be a big help.

[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]@ed.ac.uk
Sent: 28 July 2020 14:29
To: [REDACTED]@gov.scot
Cc: [REDACTED]@gov.scot; [REDACTED]@gov.scot; [REDACTED]@gov.scot
Subject: RE: Outbreak Control & Test and Protect - Sector guidance

Thanks [REDACTED]

I will get a response today to you. It is out of step from advice that we receive in a presentation from Lothian Public Health to us yesterday at our table top exercise.

[Redacted]

From: [Redacted] <[Redacted]@gov.scot>
Sent: 28 July 2020 12:47
To: [Redacted] <[Redacted]@ed.ac.uk>
Cc: [Redacted] <[Redacted]@gov.scot>; [Redacted] <[Redacted]@gov.scot>; [Redacted] <[Redacted]@gov.scot>
Subject: RE: Outbreak Control & Test and Protect - Sector guidance

Thanks [Redacted]

My understanding is that this has already been agreed with Public Health colleagues within SG. The advice is now that this should be included, where appropriate, across all sector guidance coming from SG.

[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] <[Redacted]@ed.ac.uk>
Sent: 27 July 2020 17:24
To: [Redacted] <[Redacted]@gov.scot>
Cc: [Redacted] <[Redacted]@gov.scot>; [Redacted] <[Redacted]@gov.scot>; Gallacher S (Susan) <[Redacted]@gov.scot>
Subject: RE: Outbreak Control & Test and Protect - Sector guidance

Thank you [Redacted] for the opportunity to review this, I will do this quickly for you. Can I ask if it is still to be shared with the public health colleagues?

[Redacted]

[Redacted]
Director of Health and Safety,
Health and Safety Department,

The University of Edinburgh,
9-16 Chambers St,
Edinburgh, EH1 1HT,
Scotland, U.K.

Email: [redacted]@ed.ac.uk

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

Web www.safety.ed.ac.uk

From: [redacted]@gov.scot [redacted]@gov.scot
Sent: 27 July 2020 14:02
To: [redacted]@ed.ac.uk
Cc: [redacted]@gov.scot [redacted]@gov.scot [redacted]@gov.scot
Subject: Outbreak Control & Test and Protect - Sector guidance

Hello [redacted]

Thanks again for speaking with us last week, which was very helpful.

Scottish Government colleagues have now issued general guidance on outbreak control and further guidance on test and protect, which we will be looking to incorporate into our specific 'Universities', 'Colleges' and 'Student accommodation' guidance.

We would be grateful if you were able to consider the content in the attached document and highlight any areas of weakness that we may need to include for the tertiary education sector.

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.

E: scottish.ministers@gov.scot

7 August 2020

Dear colleagues,

COVID-19 – CHANGES TO ADVICE ON FACE COVERINGS

As the First Minister has set out in her lunchtime briefing today, further measures are being introduced to help us to continue to make progress against the spread of Covid-19.

Staying safe and keeping others safe remains vital, which is why we have extended the mandatory use of face coverings to additional public places indoors, such as libraries, places of worship and museums, from tomorrow. Full details of the revised guidance on face coverings will be available shortly on the Scottish Government website. There is no evidence to suggest there might be a benefit outdoors from wearing a face mask unless in a crowded situation.

The main impact of these changes on universities and colleges will be the inclusion of libraries and reading rooms where a face covering must be worn.

This expansion is a sharp reminder to us all that the virus is still very much with us. Physical distancing, hand hygiene and respiratory hygiene remain the most important and effective measures we can all do to prevent the spread of coronavirus. The wearing of face coverings should not be considered as an alternative to those key precautions.

The various changes that have been implemented across Phase 3 does of course result in larger numbers of people moving around and coming together, giving the virus more opportunities to spread. I am conscious that this applies to the restart of college, university and community learning and development activities.

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The sectoral guidance (www.gov.scot/collections/coronavirus-covid-19-guidance/) has been revised to include important information on managing outbreaks and our Test & Protect system. The additional guidance on face coverings will be added shortly.

The measures announced today are aimed at helping eliminate the virus as far as possible. The Deputy First Minister and I are extremely grateful for all your hard work and support in ensuring that our colleges, universities, halls of residence and Purpose Built Student Accommodation as well as community learning and development remain as safe as possible for staff and learners alike.



RICHARD LOCHHEAD

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www.gov.scot



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T: 0300 244 4000
E: scottish.ministers@gov.scot

18th August 2020

Dear colleagues,

Start of the next academic year

As you know the return of students under Phase 3 of the Scottish Government's route map, in a blended learning model, is a key milestone in our aim to mitigate the broader harms to our society.

We also know that having successfully suppressed the virus in Scotland we must do everything possible to avoid seeing the kind of resurgence which has occurred in other countries. Additionally, we have seen increasing evidence of substantial spread amongst young people, in many cases as the result of failure to respect the rules. Strong compliance with rules and advice is crucial as we move forward and it is vital we work together to support this.

I am sure that you will also recognise that bringing together large numbers of people from a range of different parts of Scotland, plus the rest of the United Kingdom and overseas, over a very short period of time presents a key risk to further transmission of the virus. It is seen by the First Minister and CMO as their main concern for this phase. I know that you are working hard to draw up your own plans to manage the risks associated with students' arrival at your accommodation over the coming weeks and to provide them with a positive experience whilst mitigating the risks of local outbreaks.

I wish to thank you for the collective and collaborative approach in which we have progressed the development and implementation of mitigations to reduce risk in student accommodation. Continuing to work in this manner and build on the significant progress to date remains vital with the focus on mitigations, outbreak management and communication (students and workforce).

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Given how crucial the next stage is for all of us we need clarity of intention and plans. This is to provide additional reassurances to Ministers that there are clear plans, which are being developed in a transparent manner, and which will allow further discussion on where additional clarity may be required.

To aid in this I would be grateful that by the 24th August providers of purpose built student accommodation forward to Natalie.wilson@gov.scot your actions plans setting out the steps you have taken which covers the following points (universities and colleges have been asked to include their halls of residence in the action plans they will provide):

- procedures in place for students from non-exempt countries to ensure respect of quarantine requirements
- procedures in place for students who need to self-isolate
- plans on processes to support contact tracing
- procedures in place to ensure maximum communication and understanding of Covid-19 requirements among students, staff and visitors and any compliance mechanisms you are considering.

We will examine these internally with our public health experts to identify gaps, good practice and areas of shared learning and provide sectoral wide comment. It is important to note that we will be considering your proposals against any relevant public health advice or guidance; we will not be assessing compliance with health and safety legislation or other legal duties. If you are in any doubt about the extent of your responsibilities, you should take independent legal advice or contact the Health and Safety Executive.

We will also host a workshop tailored to discussing strengths, gaps and weaknesses of these plans in the week of the 31st August and will ask that either you or a senior representative from your organisation attends this event.

We have also been clear that in mitigating broader harms by gradually opening elements of Scottish society, the increased opportunities for transmission in Phase 3 mean we must also focus on containing sporadic outbreaks. While our emphasis is on prevention we need to contain outbreaks if they do occur.

In the unfortunate event of the occurrence of the infection on campus or in accommodation and any outbreaks it is crucial that providers are clear what action to take. To that effect we request that providers of purpose built student accommodation provide us with your action plans/procedures to respond to outbreaks, including relationships with local public health teams, by the 24th August. The Covid-19 workbook (<https://www.gov.scot/publications/scottish-covid-19-workbook-2020>) provides further information including key contacts which will be relevant. Again we will examine your responses internally with the assistance of our public health experts and we will offer a further workshop week beginning 7th September and again will be seeking nominations for attendees.

Please note that as with the action plans, universities and colleges have been asked to provide action plans/procedures to respond to outbreaks, which include their halls of residence. We have asked them to also liaise where appropriate e.g. where nomination agreements are in place, with providers of purpose built student accommodation. Similarly in providing your action plans and action plans/procedures to respond to outbreaks, could you also where appropriate liaise with universities and colleges.

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We will also be urgently revisiting the Safer Workplaces guidance for colleges and universities and purpose built student accommodation. Several different factors have changed since these were first issued in June and July and my officials will be in touch with you to discuss further as well as sectoral advice cards.

There are a few further points I would like to highlight:

- Public health advice: We now have a dedicated representative of the Directors of Public Health who will be able to act as a direct contact for advice to the sector at a national level.
- Testing: Thank you for engagement to date with policy officials, later this week we expect to be able to share the position agreed with Ministers.
- Contact tracing app: It is our expectation that this will be available relatively soon and we would appreciate your promotion of this app within your workforce and with students.
- Communication: This is a vital aspect for both students and staff. We have established a communication group with participants drawn from a range of organisations to promote and support Covid safety. I am aware that there is significant activity already underway as well as a number of national campaigns that will be utilised. This communication group will help further the promotion of key messaging.

I wish to thank you again for your continued support and look forward to working together as we continue in this unprecedented times in forthcoming months.



RICHARD LOCHHEAD

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E: scottish.ministers@gov.scot

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Start of the next academic year

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We also know that having successfully suppressed the virus in Scotland we must do everything possible to avoid seeing the kind of resurgence which has occurred in other countries. Additionally, we have seen increasing evidence of substantial spread amongst young people, in many cases as the result of failure to respect the rules. Strong compliance with rules and advice is crucial as we move forward and it is vital we work together to support this.

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Given how crucial the next stage is for all of us we need clarity of intention and plans. This is to provide additional reassurances to Ministers that there are clear plans, which are being

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- plans on processes to support contact tracing
- plans to minimise the number of people on campus at any one time
- procedures in place to ensure maximum communication and understanding of Covid-19 requirements among students, staff and visitors and any compliance mechanisms you are considering.

We will examine these internally with our public health experts to identify gaps, good practice and areas of shared learning and provide sectoral wide comment. It is important to note that we will be considering your proposals against any relevant public health advice or guidance; we will not be assessing compliance with health and safety legislation or other legal duties. If you are in any doubt about the extent of your responsibilities, you should take independent legal advice or contact the Health and Safety Executive.

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We also request that your action plans and action plans/procedures to respond to outbreaks, include your halls of residence, and that you liaise with providers of purpose built student accommodation where appropriate e.g. where nomination agreements are in place, who will also be asked to provide these.

We will also be urgently revisiting the Safer Workplaces guidance for colleges and universities and purpose built student accommodation. Several different factors have

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I wish to thank you again for your continued support and look forward to working together as we continue in this unprecedented times in forthcoming months.



RICHARD LOCHHEAD

Cc: Alastair Sim – Director, Universities Scotland

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From: [REDACTED] universities-scotland.ac.uk>
Sent: 25 August 2020 11:52
To: [REDACTED]
Cc: Director of Advanced Learning and Science; [REDACTED]
Subject: RE: Face coverings in unis

Thanks [REDACTED]

I have had responses from around half of our membership who note that this reflects at least what is already in place.

On the issue of who supplies masks, not sure it needs specifying in guidance but it would be good to be clear to Ministers that the expectation would be that, as adults, students and staff provide their own. Institutions will of course ensure a supply for those that forget etc but one or two members noted that where they have supplied them to essential workers over the summer the supplies very quickly were used up. If students and staff rely on institution I think there could be an issue of supply. Moreover I would assume that students and staff are getting used to carrying a covering so that they can nip into Tesco etc.

Regards
[REDACTED]

From: [REDACTED] @gov.scot [REDACTED] @gov.scot>
Sent: 25 August 2020 08:20
To: [REDACTED] universities-scotland.ac.uk>
Cc: DirectorofAdvancedLearningandScience@gov.scot; [REDACTED] @gov.scot [REDACTED] gov.scot
Subject: Face coverings in unis

Hi [REDACTED]

As discussed below is our current thinking re: face coverings. I can't see anything obvious which would cause institutes any issues given some are already doing but grateful for any further feedback as soon as you are able. Please can you cc the above in the response.

Thanks
[REDACTED]

- Updating the sectoral guidance to make it clear that face covering is one of several mitigation measures with 2m physical distancing and good hand and cough hygiene being the most important.
- To be clear that it should continue to be the case that all staff and students are allowed to wear face coverings where they wish to do so.
- . While staff and students can continue to wear face coverings if they wish, face coverings will not generally be necessary in the classroom or other learning and teaching environments given the greater scope for physical distancing and the impact on learning and teaching face coverings can have. However it remains the case that where 2m distance cannot be observed and people are interacting face-to-face for a sustained period (about 15 minutes or more), face coverings should be worn.

- Face coverings should (unless exemptions apply) now be used where students and staff are moving about the HE/FE setting in corridors and confined communal areas (including toilets), where physical distancing is particularly difficult to maintain
- In the event of outbreaks in the community IMT may advise that the use of coverings is extended
- Existing face coverings regulations and guidance should apply in other parts of HE/FE campus eg Retail and hospitality and in use of FE/HE transport..

[REDACTED]
Head of College Policy
Scottish Government
Colleges, Young Workforce and
Scottish Funding Council Sponsorship Division
5 Atlantic Quay
Glasgow
Tel 0131-24 [REDACTED]
Mob [REDACTED]



T: 0300 244 4000
E: scottish.ministers@gov.scot

16 September 2020

CORONAVIRUS (COVID-19): The New Academic Term

Dear colleagues,

I am writing to thank you for the efforts you and your teams have made to prepare for the start of the new academic year, and to stress the need for vigilance and action to keep the virus under control.

I know that colleges, universities and accommodation providers have been working tirelessly to ensure the safest possible environment for staff and students. I want to express my gratitude to you for this: your collective and collaborative approach throughout the Covid-19 pandemic has been greatly appreciated.

However, as you know, the virus continues to pose a significant threat to public health. In recent weeks there has been a significant rise in the number of positive cases in Scotland and internationally. We have seen some cases amongst the staff of colleges and universities and now in the student population. We therefore cannot be complacent. The revised [guidance for universities, colleges and student accommodation providers](#) published on 1 September 2020 sets clear expectations and practical approaches to public health and health and safety that will support institutions in ensuring the safest possible environment for students and staff.

We also recognise the significant challenges and sensitivities in relation to compliance, particularly around gatherings and parties including in student accommodation. Nevertheless, this poses one of the biggest risks of transmission. I know that many students are behaving responsibly, but it is clearly essential that everyone follows the rules that have been put in place to protect themselves and others. We need to do all that we can to re-inforce positive behaviours and minimise transmission. I recognise your considerable efforts to provide students and staff with information about how to keep themselves and others safe during this period, and I am very grateful for your continued support in promoting Scottish Government information campaigns - including FACTS, Test and Protect, We are Scotland and Protect

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Scotland – and the recent letter from Scotland’s most senior clinicians on when to seek a Covid-19 test.

I am however setting out some further requests as follows:

- That you proactively promote the new contact app Protect Scotland, for example by making downloading the app part of students’ registration or induction process – and providing my official Paul Wilson (Paul.Wilson2@gov.scot) with an update on what you are doing by Monday 21 September.
- That your communications to students and staff continue to make it clear that they must comply with the law on social gatherings, local lockdown restrictions and other public health measures. These measures are designed to keep the academic and local communities safe.
- That you have processes in place to ensure compliance with public health measures in particular social gatherings, quarantine, self isolation procedures, and, for those experiencing symptoms of Covid-19, to arrange a test.
- That you undertake frequent reviews of your mitigation practices and risk assessments to ensure that these are operating effectively, and improve them as required.
- That you have clear plans and processes in place in the event of an outbreak with appropriate contingency plans.
- That, in addition to notifying public health contacts as set out in the guidance and [Sector Advice Card](#), you continue to liaise with the Scottish Government on cases and outbreaks so that we can co-ordinate any necessary action.

I would also like to give you an update following my letter on the 18 August where I asked for sight of action plans on mitigations around various aspects of the new academic terms and outbreak management.

These plans were reviewed using a checklist devised with the aid of public health professionals. There were clear strengths in some areas with further work required to support aspects around student accommodation, supporting students to comply with quarantine and self isolation, and processes on outbreak management.

I realise these were a point of time and, as ever with this situation, much has changed including publication of updated sectoral guidance and a number of workshops on mitigations, outbreak, surveillance and this week on student accommodation. I would however draw your attention to the snapshots of good practice drawn from these returns listed in Annex A and ask that you consider these.

In closing, can I re-iterate that we are all in this together, and our collective response to this pandemic has highlighted the power of collaboration across this crucial sector which is something I very much hope to see continue into the new academic year.

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I fully appreciate how difficult this situation has been for each and every institution across the country and I can reassure you that everything will remain under close and constant review as the new academic year unfolds.

I wish you, your staff, and your students all the very best for the new academic year.



RICHARD LOCHHEAD

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Snapshot of areas of good practice and areas to consider further drawn from the returns of action plans from universities, colleges and accommodation providers

Process and support for students who need to quarantine/self-isolate

Process

- Covid-19 Emergency Response Procedure which provides guidance on actions to take if a staff or student displays COVID-19 symptoms.
- Early Warning Monitoring systems which is an adaptation of existing staff and student absence reporting systems to enable management overview of the numbers of self-isolation cases, possible and confirmed cases from staff, students and others who have been on campus and reports of people on campus experiencing symptoms of Covid-19 while at work.
- Detailed Standard Operating procedures to support those who are self-isolating/in quarantine
- Publication of a 'Protocol for those developing COVID-19 symptoms while on campus' offering guidance to staff and students
- An APP that students can use to communicate if they have to quarantine or self-isolate.
- Tracking of students in quarantine or self-isolating
- Videos to share with student's prior arrival so they know what to expect.
- Processes on compliance monitoring.
- Regular visits to households in managed student accommodation to: (a) ensure that students understand COVID-19 requirements for their circumstances; and (b) to check compliance with
- Setting out existing measures available under (non-academic) codes of practice for student discipline, including a gradual escalation of steps.
- Creation of a new role of Building Manager to encourage compliance with COVID-19 related aspects of Standard Operating Procedures (SOPs), which are available per building across the estate.
- Students signing up to relevant codes of conduct combined with extensive guidance on the behaviours and practices required.

Student support

- Welfare support teams and 24/7 telephone support available through student support services
- Student accommodation team on-hand to provide additional support during the quarantine or self-isolation period (e.g. collection and delivery of medicines);
- Welcome packs provided and delivered to the room comprising food (e.g. 24 hour supply), bedding, toiletries, kitchen crockery
- Exclusive use of site laundry services at certain times
- Advice on COVID-19 safe grocery options (e.g. deliveries)
- Free airport collection service for students arriving from non-exempt countries.
- Adopting a proactive approach to managing student wellbeing and mental health during quarantine or self-isolation combined with clear procedures and resources in place for students to use directly if more urgent support is required (i.e. if issues aren't captured via the institutions proactive engagement around wellbeing);

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- Provision of online social events to help students maintain social engagement during this period;
- A 'hot tips' for quarantining update (e.g. Netflix and book recommendations)
- Provision of online yoga and mindfulness sessions.
- Ability to stagger arrivals by entering accommodation before the start of the course and free rent during quarantine
- Measures concerning distancing and formation of student households accounts for the personal circumstances and preferences of the students (e.g. allowing students to form households with existing friends / colleagues, where this is aligned with wider COVID-19 public health guidance and measures).
- Raising awareness of support available also that messaging is in the appropriate range of languages and formats, reflective of the local student population
- Clarity of support/provision for students not living on campus.

Process to support contact tracing and outbreak management

- Apps and digital technology to support contact tracing
- Enhancing building access system and the archiving of reports with contact details for each individual accessed if required for contact tracing.
- Supporting escalation measures with the development of a central absence monitoring system to collect self-isolation categories as well as survey to new and returning students asking for travel, contact and accommodation details
- Clear recording of contact details using a QR system
- Development of Covid case and outbreak response plans with local public Health Protection Team's.
- Defining engagement pathways with key partners such as local public health teams.
- Identification of roles, responsibilities and mechanisms to identify staff and students who present at particular campus locations and to be able to collate their contact details to pass to the Test and Protect
- Creation of a clear infographic to accompany Track and Protect Procedure.
- Staff communication such as The Staff Toolkit.
- Action plans and procedures to respond to outbreaks
- Centralised management process in place to monitor wellbeing and to identify and respond to actual or potential outbreaks. An overview of the process as a flowchart.
- Protocols and flowcharts relating to management of COVID transmission of on campus for students and staff.
- Clear definition of what the escalation points would be and then details of the response (e.g. who to report to, decision tree / process for declaring an outbreak, actions as a result e.g. closing buildings, deep clean of facilities, communications strategy).
- Consideration of local circumstances in response to cases/outbreaks aligned with central / corporate communication approaches
- Clear and regular communication adapted to the different target audiences approaches in the event of an outbreak a clear sequence of communications covering all aspects of outbreak management (e.g. cleaning, transport issues, self-isolation and the need for staff and students to take appropriate levels of responsibility for the actions, in line with communications).

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Institutional readiness, communication and adaptation

- Comprehensive, dynamic plans detailing the structure of leadership and operational input required to manage a safe return
- Clear reflection in documentation of implementation of the Scottish Government's sectoral guidance – revisited as necessary
- Comprehensive and rigorous use of risk registers and risk assessment (e.g. considering likelihood / impact of risk, mitigation, risk / mitigation responsibility, residual risks etc)
- Process to ensure consistency of practice, in keeping with public health and spatial distancing guidance and to provision of guidance and directives to operational areas.
- Consideration of how processes can be implemented in the long term to ensure compliance for the foreseeable future
- Participation in learning networks to disseminate good practice.
- Communication channels detailed include both staff and student intranet, use of websites and social media; internal publications, inductions and use of on-campus signage.
- Use of infographics
- Use of national communication campaign and co-production of messaging.
- Clear processes on application of the public health measures in accommodation settings.
- Engagement with staff and students in developing plans
- Communication of risk assessments to people accessing student accommodation
- Clear consideration of the formation of households within accommodation including allocating students to households on the basis of course / study area only

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From: [REDACTED]
Sent: 25 August 2020 15:58
To: [REDACTED]
Subject: FW: IN STRICTEST CONFIDENCE - RESPONSE REQUIRED BY 1600 TODAY - Face coverings in student accommodation settings

Face coverings feedback from College and University Business Officers (CUBO).

[REDACTED]
Policy Adviser | College Policy Team
Colleges, Young Workforce & SFC Sponsorship Division | Advanced Learning & Science Directorate
Scottish Government
[✉ \[REDACTED\]@gov.scot](mailto:[REDACTED]@gov.scot)



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

From: [REDACTED] <[REDACTED]@glasgow.ac.uk>
Sent: 25 August 2020 15:49
To: [REDACTED] <[REDACTED]@gov.scot>
Cc: [REDACTED] <[REDACTED]@cubo.ac.uk>
Subject: RE: IN STRICTEST CONFIDENCE - RESPONSE REQUIRED BY 1600 TODAY - Face coverings in student accommodation settings

Hi [REDACTED]

Thanks for sight of this – a couple of points to flag from a collated CUBO members perspective:

- The suggested approach broadly aligns with what most institutions are already doing so the increased emphasis from the ScotGov is welcomed. Many institutions are already asking students to wear face coverings in corridors/ stairwells and communal social spaces within buildings i.e. out with their own self-contained kitchen/ lounge areas. There was a desire to ensure there is clarity that once within their 'household' or bubble in their accommodation, students wouldn't be expected to wear a face covering.
- Some institutions have talked about the need to mandate face coverings where physical geography and the layout of older halls of residence already dictate this.
- Most institutions indicate that they would welcome reinforcement of the message. This would mean encouraging compliance rather than implementing enforcement measures, rather more focusing on a push for people to behave in considerate and socially responsible manner.
- Broad understanding as to why there would be a step up mitigating actions in the ways suggested as part of the early response to an 'outbreak'.

- For the future, there is a view that face coverings in lectures could be a challenge, without an indication of what might constitute a sufficient increase in community transmission to require it. It would be really helpful to have clarity about what factors would be taken into consideration in reaching this decision.

I hope this is helpful,

Thanks

██████████ | Director, Commercial Services
Commercial Services | University of Glasgow
<https://www.gla.ac.uk/myglasgow/commercialservices/>

M: ██████████
E: ██████████@glasgow.ac.uk

The University of Glasgow, charity number SC004401.



From ██████████@gov.scot ██████████@gov.scot>
Sent: 25 August 2020 12:33
To: ██████████@unitestudents.com; ██████████@nus-scotland.org.uk; ██████████emilytest.co.uk;
██████████@hw.ac.uk; ██████████@collegesscotland.ac.uk; ██████████@universities-scotland.ac.uk;
██████████@cubo.ac.uk; ██████████ed.ac.uk ██████████@unitestudents.com; ██████████@sfc.ac.uk;
██████████@sfc.ac.uk; ██████████@ed.ac.uk; ██████████@nus-scotland.org.uk ██████████@nus-scotland.org.uk;
██████████sparqs.ac.uk; ██████████glasgow.ac.uk>
Cc: ██████████@gov.scot; ██████████@gov.scot; ██████████@gov.scot ██████████@gov.scot;
██████████@gov.scot

Subject: IN STRICTEST CONFIDENCE - RESPONSE REQUIRED BY 1600 TODAY - Face coverings in student accommodation settings

Hi All,

I hope my email finds you well. Please be aware that we are sharing the below with you **in strictest confidence**.

We are aware that we have our meeting tomorrow afternoon, and apologies in advance for this additional pressure on your time, but we'd be really grateful to receive some swift feedback by **1600 today** on the below. This will allow us to provide advice to Ministers.

Some of you within the group may already be providing feedback in relation to this ask around face coverings in college and university settings, but I am seeking feedback specifically for student accommodation settings. If you feel your return to other colleagues in SG covers both, then please just let me know and we will link these up on our end without you having to send a further return.

You may have seen the announcement earlier today that, from 31 August, there will be changes to the wearing of face coverings in schools. We are providing swift advice to Ministers around applying a similar approach in colleges, universities and student accommodation settings, as described below. We would be grateful to receive feedback on what is proposed below from a student accommodation perspective, particularly around the wording and any issues you envisage.

Once we have your feedback, we will update you on how Ministers wish to proceed.

If you have any questions, please don't hesitate to get in touch. I look forward to hearing from you by 1600 hours today.

Kind regards,

[Redacted]

- Updating the sectoral guidance to make it clear that face coverings is one of several mitigation measures with 2m physical distancing and good hand and cough hygiene being the most important.
- To be clear that it should continue to be the case that all staff and students are allowed to wear face coverings where they wish to do so.
- While staff and students can continue to wear face coverings if they wish, face coverings will not generally be necessary in the classroom or other learning and teaching environments given the greater scope for physical distancing and the impact on learning and teaching face coverings can have. However, it remains the case that where 2m distance cannot be observed and people are interacting face-to-face for a sustained period (about 15 minutes or more), face coverings should be worn.
- Face coverings should (unless exemptions apply) now be used where students and staff are moving about the HE/FE setting in corridors and confined communal areas (including toilets), where physical distancing is particularly difficult to maintain.
- Existing face coverings regulations and guidance should apply in other parts of HE/FE campus e.g. retail and hospitality and in use of FE/HE transport.

Face covering relating to outbreaks

- 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 that Local Incident Management Teams may recommend a further strengthening of the use of face coverings in other areas of the campus (e.g. teaching spaces) when dealing with local 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.

[Redacted]

Policy Adviser | College Policy Team

Colleges, Young Workforce & SFC Sponsorship Division | Advanced Learning & Science Directorate

Scottish Government

✉ [Redacted]@gov.scot



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From: [REDACTED]
Sent: 25 August 2020 15:17
To: [REDACTED]
Subject: FW: IN STRICTEST CONFIDENCE - RESPONSE REQUIRED BY 1600 TODAY - Face coverings in student accommodation settings

Face coverings feedback from Edinburgh University.

[REDACTED]
Policy Adviser | College Policy Team
Colleges, Young Workforce & SFC Sponsorship Division | Advanced Learning & Science Directorate
Scottish Government
[✉ \[REDACTED\]@gov.scot](mailto:[REDACTED]@gov.scot)



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From: [REDACTED]@ed.ac.uk>
Sent: 25 August 2020 14:45
To: [REDACTED]@gov.scot>
Cc: [REDACTED]@ed.ac.uk>
Subject: RE: IN STRICTEST CONFIDENCE - RESPONSE REQUIRED BY 1600 TODAY - Face coverings in student accommodation settings

Hello [REDACTED]

Answers below, red.

If there's anything else, just let us know.

Many thanks,

[REDACTED]
Director – Property and Residential Services
Accommodation, Catering and Events
University of Edinburgh

From: [REDACTED]@gov.scot [REDACTED]@gov.scot>
Sent: 25 August 2020 12:33
To: [REDACTED]@unitestudents.com [REDACTED]@nus-scotland.org.uk; [REDACTED]@emilytest.co.uk;
[REDACTED]@hw.ac.uk; [REDACTED]@collegesscotland.ac.uk; [REDACTED]@universities-scotland.ac.uk;
[REDACTED]@cubo.ac.uk; [REDACTED]@ed.ac.uk> [REDACTED]@unitestudents.com;
[REDACTED]@sfc.ac.uk; [REDACTED]@sfc.ac.uk; [REDACTED]@ed.ac.uk>; [REDACTED]@nus-scotland.org.uk;
[REDACTED]@nus-scotland.org.uk; [REDACTED]@sparqs.ac.uk; [REDACTED]@glasgow.ac.uk
Cc: [REDACTED]@gov.scot [REDACTED]@gov.scot; [REDACTED]@gov.scot [REDACTED]@gov.scot;
[REDACTED]@gov.scot
Subject: IN STRICTEST CONFIDENCE - RESPONSE REQUIRED BY 1600 TODAY - Face coverings in student accommodation settings

Hi All,

I hope my email finds you well. Please be aware that we are sharing the below with you **in strictest confidence**.

We are aware that we have our meeting tomorrow afternoon, and apologies in advance for this additional pressure on your time, but we'd be really grateful to receive some swift feedback by **1600 today** on the below. This will allow us to provide advice to Ministers.

Some of you within the group may already be providing feedback in relation to this ask around face coverings in college and university settings, but I am seeking feedback specifically for student accommodation settings. If you feel your return to other colleagues in SG covers both, then please just let me know and we will link these up on our end without you having to send a further return.

You may have seen the announcement earlier today that, from 31 August, there will be changes to the wearing of face coverings in schools. We are providing swift advice to Ministers around applying a similar approach in colleges, universities and student accommodation settings, as described below. We would be grateful to receive feedback on what is proposed below from a student accommodation perspective, particularly around the wording and any issues you envisage.

Once we have your feedback, we will update you on how Ministers wish to proceed.

If you have any questions, please don't hesitate to get in touch. I look forward to hearing from you by 1600 hours today.

Kind regards,



- Updating the sectoral guidance to make it clear that face coverings is one of several mitigation measures with 2m physical distancing and good hand and cough hygiene being the most important – **yes, all covered by University of Edinburgh.**
- To be clear that it should continue to be the case that all staff and students are allowed to wear face coverings where they wish to do so – **UoE strongly encourage their use.**
- While staff and students can continue to wear face coverings if they wish, face coverings will not generally be necessary in the classroom or other learning and teaching environments given the greater scope for physical distancing and the impact on learning and teaching face coverings can have. However, it remains the case that where 2m distance cannot be observed and people are interacting face-to-face for a sustained period (about 15 minutes or more), face coverings should be worn. – **Yes, agree and manages access and egress routes/stair cores.**
- Face coverings should (unless exemptions apply) now be used where students and staff are moving about the HE/FE setting in corridors and confined communal areas (including toilets), where physical distancing is particularly difficult to maintain – **as per above**
- Existing face coverings regulations and guidance should apply in other parts of HE/FE campus e.g. retail and hospitality and in use of FE/HE transport. - **Agreed**

Face covering relating to outbreaks

- 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 that Local Incident Management Teams may recommend a further strengthening of the use of face coverings in other areas of the campus (e.g. teaching spaces) when dealing with local 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. – TBC by other colleagues feeding in on this separately.



Policy Adviser | College Policy Team

Colleges, Young Workforce & SFC Sponsorship Division | Advanced Learning & Science Directorate

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Coronavirus (COVID-19): guidance for universities

Overview

This guidance is for the [university sector in Scotland](#). It came into effect on 29 June 2020, and has since been updated to reflect the progress made through the route map. It will be further updated and renewed as circumstances change. It sets out both our current advice and guidance for universities in helping to minimise the risk of transmission of COVID-19.

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

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

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

Each university is an autonomous body and each has a distinct and diverse mix of teaching, research and related work as well as a range of services and commercial operations. Each institution's buildings and operations reflect these distinct mixes. It will therefore be for each institution to work with its trade unions, staff and students to determine specific actions to apply this guidance in their own particular circumstances. Policy and action will be guided by public health advice and a measured approach to managing risk through local consultation on appropriate measures.

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

Key Principles

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

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

These are:

- the health, safety and wellbeing of students, staff, visitors, contractors and the wider community will be the priority in decisions relating to the easing of COVID-19 restrictions in universities
- universities will make appropriate changes to university layout and infrastructure in accordance – at minimum – with public health advice, including guidelines on physical distancing
- universities will review their teaching, learning and assessment to ensure that there is the required flexibility in place to deliver a high-quality experience and support students to achieve their learning outcomes in a safe manner
- universities will regularly review the welfare and mental health needs of students and staff, and take steps to ensure preventative measures and appropriate support are in place and well communicated as restrictions are eased
- universities will develop effective processes to welcome and support international students, staff and visitors, including with symptom vigilance, testing and throughout any self-isolation period
- universities will regularly review their hygiene, waste disposal, and cleaning protocols in all university spaces, and adapt these in response to changing public health advice and risk levels, to ensure that students, staff and visitors can have confidence in their safety
- following appropriate risk assessment, universities will introduce measures to enable research to be conducted in a managed and responsible manner, following guidance specifically designed to protect researchers and support staff in laboratories and other research facilities and spaces
- universities will engage with staff and students, including consultation with recognised trade unions and student unions, to ensure the transition from lockdown both protects the wellbeing of staff and students and enables the safe resumption of university activities
- as well as the NHS, universities will work with other civic or local partners wherever appropriate including councils and community groups

These principles are complemented by [UK-wide principles](#) jointly agreed between the Universities and Colleges Employers Association (UCEA) and the UK sector

trade unions which includes Scottish universities and Scottish unions. This covers more detail on:

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

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

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

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

Health and safety

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

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

Employers must ensure that the risks are controlled so far as is reasonably practicable. All employers need to carry out an appropriate COVID-19 risk assessment, as they would for other health and safety related hazards. This is a risk-led approach to identify and implement sensible measures to control the risks. The

assessment should consider what measures need to be implemented to protect the health and safety of all staff, students, visitors and contractors. These will be influenced by site-specific factors. Further advice on carrying out COVID-19 risk assessments can be found [here](#).

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

Public health measures

Physical distancing

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

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

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

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

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

Example of activities universities may also consider include:

- the use of space by staff and students to ensure adherence to physical distancing guidance. This will be determined by a variety of factors including the dimensions and layout of buildings and the requirements of different disciplines
- the use of clear, appropriate signage across campuses which reinforces expectations of workers at relevant points
- workstations have a clear marking of physical distancing boundaries
- physical adjustments such as the use of Perspex shields at reception points

- one-way systems or other special controls on access to constrained spaces such as toilets and changing rooms while adhering to physical distancing guidance
- other measures such as adjusted/staggered working times, shifts and part-time on campus to minimise the numbers of staff on campus and in specific buildings at any one time
- considering opportunities to introduce technology and systems to aid safe working practices and in particular physical distancing
- communicating with visitors prior to arrival and on arrival to ensure visitors understand physical distancing and hygiene measures

Cleaning and disinfecting the workplace before reopening

Given the closure of universities during recent months, it is important that the workplace is thoroughly disinfected before reopening.

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

Legionella testing

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

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

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

Regular cleaning

COVID-19 [guidance for non-healthcare](#) settings sets out the expected cleaning regime. Routine cleaning should ensure regular cleaning schedules and procedures are in place using a product which is active against bacteria and viruses. Also

regular (at least twice daily) cleaning of commonly touched objects and surfaces (telephones, keyboards, door handles, desks, countertops etc) relevant to the setting

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

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

Hygiene

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

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

Common areas

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

- staggering break times to reduce pressure on break/eating areas
- using safe outside areas for breaks
- encouraging workers to bring their own food
- providing packaged meals to avoid opening staff canteens
- using workplace areas that have been freed up by home working
- reconfiguring seating and tables to maintain spacing

- using protective screening for staff in public facing areas
- regulating use of locker rooms, changing areas and other facility areas to reduce concurrent usage
- encouraging storage of personal items and clothing in personal storage spaces, for example lockers, during working hours considering use of physical distance marking for areas such as toilets, showers, lockers and changing rooms and in any other areas where queues typically form.

Ventilation

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

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

Use of Personal Protective Equipment (PPE)

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

Health and Safety Executive recommends a [risk-based approach](#) focussed on a hierarchy of control which seeks to reduce risk to the lowest reasonable practicable level. This will help determine in which settings and what type of PPE would be appropriate. Universities have considerable expertise in determining PPE requirements based on risk assessment. Where the need for PPE is identified, it will be clearly communicated to staff and students and will be readily available.

Face coverings

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

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

Supporting staff and students

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

Communication

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

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

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

Universities should ensure staff and students are aware of [Test and Protect](#).

It may be helpful to use the intranet system to direct staff and students to online resources such as [NHS Inform](#).

Work from home and transport

We are now in [Phase 3](#) of Scotland's route map and remote working remains the default position for those who can. Minimising the spread of the virus is fundamental in ensuring the overall protection of public health. Organisations should plan for the minimum number of people in the workplace to operate safely and effectively. A phased return will be necessary for many organisations. Home-working should be the default, where possible. Full home working guidance provides more information on this.

Universities are committed to following the evolving Scottish Government and public health guidance on stay at home through each phase of the route map.

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

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

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

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

Dedicated university transport should be regarded as an extension of the university estate.). Important mitigations include adherence to physical distancing guidance as it relates to public transport, hygiene, ventilation, improved cleaning regimes, including regular and thorough cleaning of surfaces, and regular handwashing. Particular attention should be paid to protecting drivers and staff from airborne and surface transmission. Hand sanitising should be required for everyone on every entry to dedicated university transport.

Universities will also take into account that [Health Protection Scotland \(HPS\) advice](#) which reiterates that people should not travel if they exhibit any COVID-19 symptoms.

Staff and students have a responsibility to ensure they adhere to overall [COVID-19 advice](#) which says people with symptoms should remain at home and self-isolate or if members of their household has symptoms then follow the household isolation guidance (stay at home). Organisations, workers and those identified through other means as having contact or being a COVID case (even if asymptomatic) should remain in regular communication throughout any period of self-isolation. Organisations are encouraged to work with trade union or workforce representatives to enable individuals to work from home while self-isolating if appropriate.

If an individual develops symptoms consistent with COVID-19, you should help them arrange to be tested by directing them to NHS Inform or having them call 0800 028 2816.

People who have tested positive for the virus will need to self-isolate for a minimum of 10 days. NHS contact tracers will interview them and get in touch with people they have been in close contact with, and tell them they must self-isolate for 14 days. If people are informed by a contact tracer that they should isolate, universities should help them to do so straight away. They may feel well, as the virus could still be incubating when they are asked to isolate.

As part of risk assessments organisations should explore with trade union or workforce representatives how to respond should anyone develop [symptoms](#) while at work, including whether it is possible to identify any particular parts of the site the individual may have accessed or equipment used while symptomatic. Consideration should be given to how best to monitor health of all individuals in a workplace.

Coming to work and leaving work

The following measures should be considered:

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

Shift patterns

Universities may develop plans to change shift patterns to protect the workforce and optimise productivity. This could include reducing the need for travel at peak times

and opportunities for flexible working patterns. This will require negotiation with trade union or workforce representatives if it involves a change in terms and conditions.

Meetings

Within the university setting to reduce or eliminate transmission due to face-to-face meetings consider:

- using remote working tools to avoid in-person meetings
- only absolutely necessary participants should attend meetings and should maintain physical distancing throughout
- avoiding sharing pens or other objects
- providing hand sanitiser in meeting rooms
- holding meetings outdoors or in well ventilated rooms
- using floor signage to help people maintain physical distancing

Where the [physical distancing guidelines](#) cannot be followed in full in relation to a particular activity, universities should consider whether that activity needs to continue. If so, they should take all the mitigating actions possible to reduce the risk of transmission. A risk assessment should be conducted and documented. Further mitigating actions include:

- increasing the frequency of hand washing and surface cleaning
- maximising the distance between people as much as possible
- using screens or barriers to separate people from each other
- reducing the number of people each person has contact with by using 'fixed teams or partnering' (so each person works with only a few others)
- if people must work face-to-face for a sustained period with more than a small group of fixed partners, then you will need to assess whether the activity can safely go ahead. No one is obliged to work in an unsafe work environment
- those who are deemed high risk should not be asked to work in areas where mitigation measures identified in the risk assessment are compromised

Physical distancing applies to all parts of a business, not just the place where people spend most of their time, but also entrances and exits, break rooms, smoking areas, canteens and similar settings. These are often the most challenging areas to maintain physical distancing in and may require clear communication and supervision to ensure mitigation measures are followed.

Following the physical distancing guidance will mitigate against the risk of staff being identified as a 'close contact' of a colleague who tests positive for coronavirus, and would have to self-isolate at home.

Moving around buildings and workplaces

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

- discouraging non-essential trips within buildings and sites
- reducing job rotation, equipment rotation and location rotation
- implementing one-way systems on walkways

- reducing maximum occupancy for lifts, providing hand sanitiser for the operation of lifts and encouraging use of stairs
- making sure that people who are disabled are able to access lifts whilst maintaining physical distancing measures
- regulating use of high traffic areas including corridors, lifts, turnstiles and walkways to maintain physical distancing

Special consideration for people at high clinical risk

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

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

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

Outbreak management

Universities should suspect an outbreak if there is either:

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

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

In the event of an outbreak:

- Continue to follow the general guidance above to reduce risk.

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

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

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

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

Test and Protect and self-isolating

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

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

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

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

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

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

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

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

Contact tracing

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

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

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

Teaching groups

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

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

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

Equity in the workplace

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

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

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

Progressing through the phases

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

Lockdown and beyond

During lockdown and Phase 1 universities have been at the forefront of supporting Scotland as it progresses through this health crisis. Examples include:

- key workers in, and supporting, the NHS, including through thousands of students joining the NHS workforce
- the contribution of staff, equipment and resources to COVID-19 testing capacity
- responding to government requests for coronavirus-related research to find solutions, including refocusing existing research capacity to address the pandemic across medical, engineering and other disciplines
- contributing equipment and resources to support community production of PPE
- maintaining key national infrastructure, including supercomputers, essential for COVID-19 research activities
- providing accommodation, support and maintenance services for thousands of students unable to travel home during lock-down, including specific support for those required to fully isolate
- essential public health services on campus including pharmacies and GP surgeries, following Scottish Government guidance
- necessary maintenance, cleaning, safety and security of facilities
- the ongoing operation of farms and the protection and care of livestock
- providing emergency veterinary care
- providing residential accommodation for key workers and some vulnerable individuals needing to self-isolate

These essential services will continue following appropriate risk assessment and the measures set out in this document.

Phase 2

To re-iterate, during this phase the universities will follow the appropriate risk assessment and use of public health measures as described above.

Phase 2 of the [route map](#) allows for indoor non-office based workplaces to resume including the reopening of additional laboratory and research facilities, including research libraries and research archives. It also enables universities to open some on-campus services such as small retail units, and **outdoor** sports facilities and expand some healthcare services. From 6 July 2020, outdoor hospitality spaces (such as bars and restaurants) will be able to open, subject to physical distancing guidance.

Universities can also (from 22 June) prepare for the new academic year; this can include preparing buildings, student accommodation and further adapt, where necessary, research facilities. A small number of people will also be permitted to

access facilities to collect materials to allow them to continue to work from home and to work. They will also be able to go onsite to prepare teaching materials, including digital content.

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

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

Research

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

Phase 3

Now we are in Phase 3, wider campus services such as indoor bars and eating areas, gym and sports facilities, museums, galleries and libraries and additional health services may open. Guidance for childcare services and indoor office spaces has also been published. In carrying out these activities universities will apply the appropriate Scottish Government guidance, for instance [for reopening early learning and childcare services](#). The full suite of SG guidance can be found at <https://www.gov.scot/collections/coronavirus-covid-19-guidance/>

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

Commencement of tuition in the new academic year

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

provision of equipment to support blended learning, while maintaining physical distancing, and also to minimise the impact of digital poverty on their students.

Dynamic assessment

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

Phase 4

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

Other issues

Accommodation

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

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

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

International arrivals and requirement to self-isolate

Universities, staff and students will need to plan for compliance with guidance for residents or visitors travelling to the UK. Those travelling from a country not yet exempt from quarantine requirements should complete a passenger locator form and

self-isolate for 14 days. Students and staff who are travelling to and from Scotland should check the Scottish Government website for the latest advice. Universities should make staff and students aware of these [requirements](#).

Contractors, visitors and deliveries

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

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

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

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

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

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

Facilities management

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

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

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

Estate management

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

Universities should put in place procedures to control the size of groups accessing buildings at any one time. This could involve implementing one-way systems, and staggering class times to distribute traffic. Hand sanitising facilities should be provided at entry and exit points.

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

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

Compliance

Under the Health and Safety at Work etc Act 1974, employers have a general duty to ensure, so far as is reasonably practicable, the health, safety and welfare of their employees and those affected by the work activity. This extends to the risks associated with COVID-19. Where the Health and Safety Executive (HSE) identifies employers who are not taking action to comply with the relevant public health legislation and guidance to control public health risks, they will consider taking a range of actions to improve control of workplace risks. The actions the HSE can take include the provision of specific advice to employers through to issuing enforcement notices to help secure improvements.

Next Steps

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

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

Related guidance

Below is a signposting link to the latest available guidance from the Scottish Government and other sources. In all cases, it is important that 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 aidin discussions about return to work.

DRAFT

Coronavirus (COVID-19): guidance for universities, colleges and student accommodation providers – 1 September 2020

Overview

This guidance is for the college, university and student accommodation (including student associations, halls of residence and Purpose Built Student Accommodation Providers) sectors in Scotland. The following guidance applies from 1 September 2020 and replaces the guidance issued for colleges and universities on 29 June and the guidance issued for student accommodation providers on 22 July. It will be updated and renewed as circumstances change. It sets out both the Scottish Government's 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 \(COVID-19\): 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 has a distinct and diverse mix of 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 that during lockdown 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 2m 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 (SRSC).

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. See: [further advice on carrying out COVID-19 risk assessments](#).

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
- 2m physical 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](#).

From 22 July, colleges and universities have been able to commence a phased return to on campus learning as part of a blended (or 'hybrid') model with some remote teaching.

This blended model will continue. Staff and students will be on campus albeit less frequently and in lower numbers than before the virus.

Institutions should continue to make reasonable efforts to facilitate working and studying remotely. Staff and students can expect to spend time working or studying from home. This will not always be possible and, where that is the case, public health measures (including physical distancing) must be in place.

All reasonable measures must be taken to implement physical distancing (currently 2m) 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](#).

Physical distancing rules must be followed in all parts of the college or university campus, including 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 2m 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 or in line with the appropriate guidance, for example, in relation to pubs and bars. Appropriate mitigating actions should be taken 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 tills, reception and other service 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, to allow for physical distancing,
- 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 [national guidance for indoor hospitality](#) while leisure facilities should comply with [national guidance for leisure facilities](#). 2m physical distancing must be maintained throughout all other 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. Institutions and providers must also ensure that students arriving from other parts of Scotland are provided with clear information on any local Coronavirus restrictions or guidance.

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. There are [limited circumstances](#) where people who are self-isolating can leave their accommodation including for medical assistance or for access to basic necessities.

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 must have appropriate disciplinary arrangements in place should staff or students fail to comply with the law on quarantine, in addition to existing legal penalties in Scotland. 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 full weight of the disciplinary procedures.

The police have special enforcement powers under the Health Protection (Coronavirus) (International Travel) (Scotland) Regulations 2020. Where the police have reasonable grounds for suspecting that a person has breached a requirement to quarantine under the Regulations, they may return that individual to the place where they are staying or remove the individual to other accommodation (such as government quarantine facilities).

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 on campus.

Building on planning during the various phases of the Scottish Government's route map, a blended or 'hybrid' approach will remain in place. This will see a combination of digital and face-to-face delivery that reflects public health guidance. Institutions will identify the appropriate blend of delivery, reflecting what will best ensure compliance with public health requirements while providing high quality learning 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.

Staff and students may spend time on campus, albeit not in the numbers or as frequently as before the virus. The learning environment will be different from 'normal', at least at the beginning of the new term.

Recognising that there may be negative impacts to students and others if access to education is limited, colleges and universities should carefully consider the appropriate use of risk and equality impact assessments in deciding the scope and scale of face-to-face teaching.

Where face to face teaching is carried out, mitigation measures should be put in place to manage risk.

Large scale teaching events indoors must be avoided. 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.

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](#).

Teaching groups

Where face-to-face learning is delivered on campus, teaching groups must be kept as small and consistent, with physical distancing measures in place.

This will help 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 reduce the mixing of groups. The approach taken to configuring groups should be risk-based and adapted to the specific circumstances of the college or university.

The aim should be to keep group numbers for face to face teaching at a minimum, and generally less than 30. This should be supported by other Infection Prevention Control measures such as 2m+ physical distancing and the use of face coverings (in circumstances where the use of face coverings is recommended), particularly where strict physical distancing is not easy.

Group numbers of up to 50 students may be considered in some circumstances, but only where supported by a risk assessment, and with the provision of all other mitigations including 2m physical distancing, face coverings (in circumstances where the use of face coverings is recommended), environmental hygiene and adequate ventilation

Sharing of resources must be kept to a minimum. If unavoidable, resources and the surrounding area should be sanitised between use, with a suitable risk assessment and safe systems of work to ensure the previous user has cleaned / sanitized the area before the next user.

Where risk assessments indicate an increased risk due to sharing of resources, appropriate control measures must be introduced to minimise the risk of transmission. These risk assessments must be appropriate to the subject and equipment as well as the space.

Social groups

Institutions and providers should ensure students are aware that opportunities to socialise 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.

Guidance on seeing friends and family 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 and stay 2m 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](#).

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

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

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, where possible
- 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 good hand and respiratory hygiene as set out in Coronavirus (COVID-19): [guidance for non-health care settings](#), with further advice available from NHS Inform.

Institutions and providers should provide appropriate hygiene facilities (hand sanitising facilities), particularly at key areas such as entry and exit points, and follow 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](#) focused 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

[Guidance on the use of face coverings](#) has been published, which provides a definition of [face coverings](#) (which should not be confused with PPE). 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 2m 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 the above face coverings 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 indoor 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 indoor 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 if prevalence rises, and their use may then 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 institution 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. Colleges and universities should consider identifying isolation rooms in the event the person having symptoms cannot return home immediately.

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 members with any of the symptoms of COVID-19 should self-isolate and go online to www.nhsinform.scot to book a test. If they cannot get online, they should call 0300 303 2713 for assistance in booking a test.

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. Universities, colleges and accommodation providers should ensure that [fair work principles](#) are followed when staff members have to self-isolate.

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.

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.

Testing has an important part to play in our response to COVID-19, and has a vital but limited role as a confidence-building measure. In a disease with a 14 day incubation period, a negative test result before the end of the incubation period does not remove the possibility that a person who tests negative could go on to develop the disease and infect others. Testing has a role alongside all the other arrangements being put in place to reassure staff, students and the local communities around universities that appropriate arrangements are in place to keep people safe.

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 physical 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, student associations 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, student associations 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

Scotland's route map highlights that remote working remains the default position for those who can from lockdown to and including Phase 3. In Phase 4, it states that remote and flexible working remains encouraged.

Remote working will be supported, where possible and appropriate, and staff will begin to return to campus where government guidance allows for it and roles require it.

Institutions and providers 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.

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, including the wearing of face coverings 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 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 student 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, student associations 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, 2 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 and student associations 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, and student associations 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

The college guidance applies to senior phase school pupils attending college.

Senior phase school pupils attending college will be expected to follow the guidelines put in place by their 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.

Schools and colleges should work together to consider first whether remote or blended learning arrangements can be put in place for school pupils, to limit the amount of face to face on-campus learning required. It is noted that some colleges and local authorities have already put in place such arrangements.

Where this is not feasible, and school students require to attend on-campus learning, as an additional layer of risk mitigation, colleges should consider whether school students attending colleges can be maintained in consistent groupings.

All public health measures must be strictly observed, including in circumstances where school students are being taught separately from the wider college population.

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 metre) – 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

Providers should ensure that all students have access to Wi-Fi in accommodation to enable them to access college and university wellbeing and counselling services as well as online learning. Providers should also provide local information regarding access to GP registration, outdoor spaces and third sector services. 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, such as through the use of appointments 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.

Estates 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. Fire safety risk assessments should be reviewed and kept up to date to reflect these adaptations..

Physical distancing should be maintained at evacuation assembly points. In an emergency, for example an accident or fire, people do not have to stay 2m apart if it would be unsafe. . Institutions should also consider PEEPs (personal emergency evacuation plans) for persons with additional mobility needs and ensure that sufficient numbers of trained staff are available. 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 and disciplinary procedures with due process. 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 on or off campus 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 2m 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 consultation 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](#)

Safety Representatives and Safety Committees Regulations 1977

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.