

Fol document 1

From: [redacted]@cityofglasgowcollege.ac.uk

Sent: 31 August 2020 08:41

To: [redacted]@gmail.com; [redacted]@gov.scot; [redacted]@gov.scot; [redacted]@gov.scot

Cc: [redacted]@unison.co.uk; [redacted]@unison.co.uk; [redacted]@eis.org.uk>;

[redacted]@eis.org.uk>; [redacted]@glasgowkelvin.ac.uk

Subject: Re: Update on sectoral guidance

Hi

I completely agree with [redacted] comments in his email. although in regards to "consulting" things have been rushed somewhat. There are succinct differences between Colleges and Universities, some of which [redacted] has pointed out.

Although both are adult education organisations, by the very nature of what both respectively deliver in courses can be quite different too, particularly in colleges where practical skills taught for employability are prominent and therefore more practical hands on lessons, which is important to consider during this Covid pandemic.

Can I also point out that I had not had sight of the Sector Advice Card draft document until [redacted] provided a draft with his comments. Thank you to [redacted] for providing this. If it wasn't for that, I would not have had sight of at all.

Please therefore see attached with my additions to [redacted], in track change comments.

Regards

[redacted]

Fol document 2

From: [redacted]@unison.co.uk

Sent: 31 August 2020 14:44

To: [redacted]@gov.scot; [redacted]@UCU.ORG.UK; [redacted]@UCU.ORG.UK;
[redacted]@unitetheunion.org; [redacted]@eis.org.uk; [redacted]@unison.co.uk;
[redacted]@cityofglasgowcollege.ac.uk

Cc: [redacted]@gov.scot; [redacted]@gov.scot

Subject: Re: URGENT: revised guidance

Hi [redacted],

I'm just back from leave today, and apologies for being behind the curve on these exchanges, but I would like to make clear my support for previous points raised by UNISON (FE), UCU and UNITE.

I also urge the Scottish Government to tighten up the guidance in these areas:

-Rather than refer to the Fair Work statement with the STUC, the SG should simply state that outsourced workers on HE & FE sites (e.g. cleaners, security, maintenance staff at a small number of institutions) must be provided with full pay sick pay so there is no forced choice between public health compliance & hardship for these workers. People need to abide by public health measures, but forcing this financial dilemma will create needless risk in dozens of cases over the coming months. We have seen this happen in social care, & this has rightly been addressed at a high level by the Scottish Government - we are asking for the same for HE & FE.

-This point should be made very clear to private accommodation providers - trade union density & organisation there is negligible, & without clear guidance, these employers will only provide statutory sick pay to people needing to self isolate - I have made this point repeatedly in various forums, but **I must emphasise again that failure to force proper sick pay for outsourced facilities services & private accommodation workers will compromise general safety measures over time**

-It should be made clear that enhanced cleaning necessitates investment in cleaning provision (which would also create redeployment opportunities for displaced catering workers where outlets are closing beyond the end of the furlough scheme) as we will not tolerate a massive intensification of cleaners' work where extra staff / hours are clearly necessary

Thanks & regards,

[redacted]

Fol document 3

From: [redacted]
Sent: 31 August 2020 17:33
To: [redacted]@glasgow.ac.uk
Subject: RE: URGENT - IN CONFIDENCE - revised guidance

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.

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

[redacted]

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

Nothing to add from my perspective, [redacted], 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

[redacted]

[redacted]

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

M: [redacted]

E: [redacted]

The University of Glasgow, charity number SC004401.

Fol document 4

From: [redacted]@gov.scot **On Behalf Of** Covid-19 Advisory Group Secretariat

Sent: 31 August 2020 14:08

To: [redacted]

Cc: [redacted]@gov.scot; Chief Medical Officer <CMO@gov.scot>; DCMO Health COVID19 <DCMOHealth.COVID19@gov.scot>; [redacted]@gov.scot; Johnston P (Paul) <Paul.Johnston@gov.scot>; Chief Scientific Adviser for Scotland <ChiefScientificAdviser@gov.scot>; [redacted]@gov.scot; Director of Advanced Learning and Science <DirectorofAdvancedLearningandScience@gov.scot>; Leitch J (Jason) <Jason.Leitch@gov.scot>; Covid-19 Advisory Group Secretariat <C19AG_Secretariat@gov.scot>

Subject: RE: Immediate : Reopening of colleges and universities - Cap on face to face teaching

Colleagues,

I discussed this with the Chair of the Advisory Group. His view was that the Group was focused on the principles of risk minimisation rather than the setting of thresholds in terms of class sizes – which speaks to my interpretation below.

[redacted]

From: [redacted]@gov.scot **On Behalf Of** Covid-19 Advisory Group Secretariat

Sent: 31 August 2020 12:33

To: [redacted]@gov.scot

Cc: [redacted]@gov.scot; Chief Medical Officer <CMO@gov.scot>; DCMO Health COVID19 <DCMOHealth.COVID19@gov.scot>; [redacted]@gov.scot; Johnston P (Paul) <Paul.Johnston@gov.scot>; Chief Scientific Adviser for Scotland <ChiefScientificAdviser@gov.scot>; [redacted]@gov.scot; Director of Advanced Learning and Science <DirectorofAdvancedLearningandScience@gov.scot>; Leitch J (Jason) <Jason.Leitch@gov.scot>

Subject: RE: Immediate : Reopening of colleges and universities - Cap on face to face teaching

Colleagues,

Just to say that the C19 Advisory Group here hasn't proposed capping a FE/HE class size – I suspect because they would point to that being an operational decision related to risk assessment and local context. I see DCMO and clinical colleagues are considering in any case.

However, the SAGE work being developed by the HE/FE subgroup this weekend does contain a relevant section on segmentation. In draft what it currently says is:

There will be some benefit to segmenting groups in reducing transmission risk and limiting outbreak sizes, but also in detection and outbreak response:

- *Segmentation of groups may support easier detection of linked cases - two or more cases in the same segment would provide a signal of where transmission is likely to be occurring.*

- *Rather than isolating an entire course, use of segments may also mean that certain classes can be isolated instead, minimising wider disruption.*

There is already some natural segmentation and use of “rotas” in FE, through the part-time attendance of some courses. Where institutions provide multiple part-time courses on different days, it would be sensible to ensure to minimise interaction between these courses and reduce overlapping schedules across groups on-site. Reduction of any overlapping networks with other institutions and workplaces will help to reduce outbreak risk and size of outbreaks if they occur. For example, where there is a work component (e.g. apprenticeships), it would be helpful to ensure alignment of study and work cohorts – so those from the same course tend to be in the same workplace, rather than across multiple workplaces (and possibly with apprentices from other FE institutions).

Staff should also be included in segments where possible rather than bridging groups.

The effectiveness of segmenting groups on transmission will be affected by the wider context and population measures in place – segments will have greater impact if there are fewer contacts outside the group (i.e. fewer relaxation of measures).

From: [redacted]@gov.scot

Sent: 31 August 2020 11:06

To: [redacted]@gov.scot

Cc: [redacted]@gov.scot; Covid-19 Advisory Group Secretariat
<C19AG_Secretariat@gov.scot>

Subject: Immediate : Reopening of colleges and universities - Cap on face to face teaching

Hi [redacted] see below re Sage and caps on nos. [redacted]

From: Johnston P (Paul) <Paul.Johnston@gov.scot>

Sent: 31 August 2020 10:51

To: Director of Advanced Learning and Science

<DirectorofAdvancedLearningandScience@gov.scot>; Leitch J (Jason)

<Jason.Leitch@gov.scot>; DCMO Health COVID19

<DCMOHealth.COVID19@gov.scot>; Chief Medical Officer <CMO@gov.scot>;

[redacted]@gov.scot <Fiona.McQueen@gov.scot>; Smith G (Gregor)

<Gregor.Smith@gov.scot>

Cc: [redacted]@gov.scot; Covid-19 Director <covid-19.director@gov.scot>; DG

Education, Communities & Justice <DGECJ@gov.scot>; Chief Scientific Adviser for

Scotland <ChiefScientificAdviser@gov.scot>

Subject: RE: Reopening of colleges and universities - Cap on face to face teaching

Should we go to a max of 50 which I think would bring us into line with places of worship?

We could look to enhance mitigations – such as requiring face coverings at all times when over a certain number. I expect that might be resisted in settings where the focus is on discussion rather than listening in silence.

Would be good to know whether SAGE plans to say anything about a cap on numbers – can we find that out?

I'm adding Sheila to the copy list for any views on this.

Paul

From: Director of Advanced Learning and Science
<DirectorofAdvancedLearningandScience@gov.scot>
Sent: 31 August 2020 08:44
To: Leitch J (Jason) <Jason.Leitch@gov.scot>; DCMO Health COVID19 <DCMOHealth.COVID19@gov.scot>; Johnston P (Paul) <Paul.Johnston@gov.scot>; Chief Medical Officer <CMO@gov.scot>; [redacted]@gov.scot; Smith G (Gregor) <Gregor.Smith@gov.scot>
Cc: [redacted]@gov.scot; Director of Advanced Learning and Science <DirectorofAdvancedLearningandScience@gov.scot>; [redacted]@gov.scot; Covid-19 Director <covid-19.director@gov.scot>; DG Education, Communities & Justice <DGECJ@gov.scot>
Subject: RE: Reopening of colleges and universities - Cap on face to face teaching

[Here re some further comments from Universities Scotland:](#)

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

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

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

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

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

Lorna Gibbs

Interim Director for Advanced Learning and Science

Scottish Government

[redacted] | Atlantic Quay | Glasgow | G2 8LU |  skype |

Pronouns: she \ her



From: Leitch J (Jason) <Jason.Leitch@gov.scot>

Sent: 30 August 2020 19:15

To: DCMO Health COVID19 <DCMOHealth.COVID19@gov.scot>; Johnston P (Paul) <Paul.Johnston@gov.scot>; Chief Medical Officer <CMO@gov.scot>; Bain MB (Marion) <Marion.Bain@gov.scot>; McQueen F (Fiona) <Fiona.McQueen@gov.scot>; Smith G (Gregor) <Gregor.Smith@gov.scot>

Cc: [redacted][@gov.scot](mailto:[redacted]@gov.scot); Director of Advanced Learning and Science <DirectorofAdvancedLearningandScience@gov.scot>; [redacted][@gov.scot](mailto:[redacted]@gov.scot); Covid-19 Director <covid-19.director@gov.scot>; DG Education, Communities & Justice <DGECJ@gov.scot>

Subject: RE: Reopening of colleges and universities - Cap on face to face teaching

But...it will NOT be 70....

Professor Jason Leitch CBE
National Clinical Director

[redacted]

@jasonleitch



From: DCMO Health COVID19 <DCMOHealth.COVID19@gov.scot>
Sent: 30 August 2020 19:14
To: Johnston P (Paul) <Paul.Johnston@gov.scot>; Leitch J (Jason) <Jason.Leitch@gov.scot>; Chief Medical Officer <CMO@gov.scot>; [redacted]@gov.scot; McQueen F (Fiona) <Fiona.McQueen@gov.scot>; Smith G (Gregor) <Gregor.Smith@gov.scot>; DCMO Health COVID19 <DCMOHealth.COVID19@gov.scot>
Cc: [redacted]@gov.scot; Director of Advanced Learning and Science <DirectorofAdvancedLearningandScience@gov.scot>; [redacted]@gov.scot; Covid-19 Director <covid-19.director@gov.scot>; DG Education, Communities & Justice <DGECJ@gov.scot>
Subject: RE: Reopening of colleges and universities - Cap on face to face teaching

Thanks Paul – I presume this is why it's still being debated.

[redacted] is getting some more information for us on precedents already set in community learning (see attached email trail) before we make a clinical recommendation on this.

With warm regards,

Nicola.

Dr Nicola Steedman

Interim Deputy Chief Medical Officer
Scottish Government

nicola.steedman@gov.scot

[redacted]

From: Johnston P (Paul) <Paul.Johnston@gov.scot>
Sent: 30 August 2020 19:10
To: Leitch J (Jason) <Jason.Leitch@gov.scot>; Chief Medical Officer <CMO@gov.scot>; [redacted]@gov.scot
Cc: [redacted]@gov.scot; Director of Advanced Learning and Science

<DirectorofAdvancedLearningandScience@gov.scot>; [redacted]@gov.scot;
[redacted]@gov.scot; Covid-19 Director <covid-19.director@gov.scot>; DG Education,
Communities & Justice <DGECJ@gov.scot>; Steedman N (Nicola) (DCMO)
<Nicola.Steedman@gov.scot>

Subject: RE: Reopening of colleges and universities - Cap on face to face teaching

My apologies - I actually wrote the message on Friday and thought it had gone then. Somehow it got stuck.

Glad we are working on it.

Paul

From: Leitch J (Jason) <Jason.Leitch@gov.scot>

Sent: 30 August 2020 19:08

To: Johnston P (Paul) <Paul.Johnston@gov.scot>; Chief Medical Officer
<CMO@gov.scot>; [redacted]@gov.scot>

Cc: [redacted]@gov.scot; Director of Advanced Learning and Science
<DirectorofAdvancedLearningandScience@gov.scot>; [redacted]@gov.scot; Covid-19
Director <covid-19.director@gov.scot>; DG Education, Communities & Justice
<DGECJ@gov.scot>; Steedman N (Nicola) (DCMO) <Nicola.Steedman@gov.scot>

Subject: RE: Reopening of colleges and universities - Cap on face to face teaching

Adding Nicola who did some work on this today for us...

Professor Jason Leitch CBE

National Clinical Director

[redacted]

@jasonleitch



From: Johnston P (Paul) <Paul.Johnston@gov.scot>

Sent: 30 August 2020 19:05

To: Leitch J (Jason) <Jason.Leitch@gov.scot>; Chief Medical Officer
<CMO@gov.scot>; [redacted]@gov.scot>

Cc: [redacted]@gov.scot; Director of Advanced Learning and Science
<DirectorofAdvancedLearningandScience@gov.scot>; [redacted]@gov.scot; Covid-19
Director <covid-19.director@gov.scot>; DG Education, Communities & Justice
<DGECJ@gov.scot>

Subject: Reopening of colleges and universities - Cap on face to face teaching

Gregor

Jason

[redacted]

You'll see the attached sub highlights the controversy that our proposed cap of 30 people is causing in the sector.

It would be very helpful to have your view on whether you think there is a clinical justification for this.

There are also some policy considerations.

In my mind, arguments for a cap:

- Makes clear we are in "not normal" times
- Some seem to be planning groups of up to 70 – that's a big group.
- Still allows tutorials and small groups
- We have caps in settings such as places of worship.
- 30 reflects the sizes we expect in schools (more or less)

Arguments against:

- We have not shared an intention to do this until now
- It is not supported by at least some in the sector
- We don't have caps in some settings such as cinemas and restaurants.

Any comments from your perspective much appreciated.

Very many thanks

Paul

Fol document 5

From: [redacted]

Sent: 31 August 2020 18:00

To: [redacted]@gov.scot; Director of Advanced Learning and Science
<DirectorofAdvancedLearningandScience@gov.scot>; [redacted]@gov.scot

Subject: University - college - student accommodation - guidance - combined - August 2020 (vA43229637)

Hi [redacted],

I've picked up most of [redacted] changes (all pretty reasonable) and added in some extra stuff on quarantine enforcement.

Lorna – a lot of the trade union changes are minor, would you prefer they are just accepted rather than tracked?

Fol document 6

From: [redacted]@eis.org.uk>

Sent: 01 September 2020 09:40

To: Deputy First Minister and Cabinet Secretary for Education and Skills

<DFMCSE@gov.scot>

Subject:

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

Dear John

I write to register the concern of the EIS, on behalf of both our self-governing bodies serving Higher and Further Education respectively, ULA and FELA, with regard to the very rushed timescale for consultation on what is now merged advice as cited above.

This appears to have been dictated by political considerations and whilst we have submitted comments, in the single working day allowed, there has been no time for any broader consultation with lay members.

Whilst we welcome much of the Guidance, therefore, our SGAs are unable to endorse it fully given the flawed consultation process. At a very basic level we do not believe the advice for both sectors should have been conflated in the manner proposed.

I assume that the final publication will be subject to ongoing review so it may be that further consultation is possible.

Best wishes

[redacted]

The Educational Institute of Scotland

46 Moray Place, Edinburgh, EH3 6BH

Tel: [redacted]

Twitter: @eisunion

www.eis.org.uk

Fol document 7

From: [redacted]
Sent: 01 September 2020 11:27
To: [redacted]@eis.org.uk; [redacted]@gov.scot; [redacted]@gmail.com
Cc: [redacted]@gov.scot; [redacted]@eis.org.uk; [redacted]@gov.scot
Subject: RE: URGENT: revised guidance

Hi [redacted],

Thanks to you and [redacted] for looking at this and returning comments so quickly – I apologise again for the short turnaround time here.

We value your input and are taking on board as many of your comments as we can.

I can confirm we've fully consulted with NUS also.

[redacted] is finalising the text now for publication, and will send to you shortly.

I'd welcome the opportunity to discuss with you, [redacted] and [redacted] from UNISON the approach we have taken to consolidating the different publications and incorporating the text previously agreed on colleges – while we hope that we've caught all the important points, I appreciate that we may need to weave back in some of the nuances and I'm keen to work with you on this.

Please let me know if you'd be available for a call and we can set up.

Kind regards,

[redacted]

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

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

From: [redacted]@eis.org.uk
Sent: 31 August 2020 18:13
To: [redacted]@gov.scot; [redacted]@gmail.com
Cc: [redacted]@gov.scot; [redacted]@gov.scot; [redacted]@eis.org.uk
Subject: RE: URGENT: revised guidance

Dear [redacted]

Please find attached EIS comments on the Guidance document we received this morning. Whilst we agree with large sections of the guidance, we have recorded a significant of requested amendments. We also believe that the principle of a joint university/college guidance has led to the college sector specific needs being lost within a university centric guidance.

Furthermore, unfortunately the draft guidance was also given to us at the very last minute and that timescale has not allowed us to consult in the way we would wish to with our branches in advance of this commentary - i.e. a response the same working day. It also means that some unions, who observe the English bank holiday will have had no opportunity to comment at all prior to publication. This is very far from satisfactory. We would hope that future requests for comments would come in a more timely manner and consideration given to our need to consult with our own H&S teams who work on the chalk-face in these sectors.

We would also like assurances that Scot gov will be consulting with relevant student bodies and that all links will be tested in advance of your guidance going live.

We look forward to seeing the updated guidance before it is published and hope our comments will be fully considered and included in the updated version.

Please do not hesitate to contact me should you have any queries regarding the EIS comments and suggested amendments.

Best
Wishes

[redacted]

From: [redacted]@cityofglasgowcollege.ac.uk>
Sent: 31 August 2020 17:04
To: [redacted]@gov.scot; [redacted]@eis.org.uk; [redacted]@gmail.com
Cc: [redacted]@gov.scot; [redacted]@gov.scot;
Subject: Re: URGENT: revised guidance

Hi [redacted]
please attached with my comments. I believe the EIS ([redacted]) is submitting a version with their comments also.

Regards

[redacted]

Fol document 8

From: Alastair Sim <alastair@universities-scotland.ac.uk>

Sent: 31 August 2020 12:23

To: Director of Advanced Learning and Science

<DirectorofAdvancedLearningandScience@gov.scot>; David Lott

<david@universities-scotland.ac.uk>

Cc: [redacted]@gov.scot; [redacted]@gov.scot

Subject: RE: Combined university - college - student accommodation guidance -31 August 2020 - 1000 version

Hi Lorna, I've not been close enough to the various versions to know whether the text below (from page 8) is new – it sounds more restrictive on in-person teaching than I recall, and more restrictive than the overall Phase 3 policy which says: “Universities and colleges – phased return to on campus learning as part of a blended model with remote teaching”.

The text that troubled me was:

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

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

That seems to create a presumption against in-person learning rather than a presumption that there will be a safe blended approach. Is that the intention? If so it sounds more restrictive than the basis on which institutions have been planning for the safe start of the academic year.

As I say, I don't have the detailed version control knowledge to know if this is new text, but if there's an intentional change of policy or emphasis could you let me know please? You'll understand the chaos that would be caused if at this stage institutions were being invited to revise their planned blend of digital and in-person learning.

Alastair

Alastair Sim
Director, Universities Scotland

[redacted]

alastair@universities-scotland.ac.uk

Fol document 9

From: David Lott <david@universities-scotland.ac.uk>

Sent: 31 August 2020 19:50

To: Director of Advanced Learning and Science <DirectorofAdvancedLearningandScience@gov.scot>; Alastair Sim <alastair@universities-scotland.ac.uk>; [redacted]@gov.scot; [redacted]@gov.scot

Cc: Macdonald R (Roddy) <Roddy.Macdonald@gov.scot>

Subject: RE: Revised sector guidance

Lorna

We discussed how the guidance can support the safe, blended restart that institutions have been planning for some time.

A couple of our members have noted the wording on page 8:

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

They feel that this could helpfully be repeated on page 5 and page 21 instead of the current wording there which is:

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

Regards

David

From: DirectorofAdvancedLearningandScience@gov.scot

Sent: 31 August 2020 18:17

To: David Lott ; DirectorofAdvancedLearningandScience@gov.scot; Alastair Sim ; [redacted]@gov.scot; [redacted]@gov.scot

Cc: Roddy.Macdonald@gov.scot

Subject: RE: Revised sector guidance

Latest on where we **might** end up:

the aim should be to keep group numbers for face to face teaching at a minimum, and ideally less than 30. This should be supported by other IPC measures such as 2m+ physical distancing and the use of face coverings, particularly where strict physical distancing is not easy.

Group numbers of up to 50 may be considered some circumstances, but only where supported by a risk assessment, and also to include the provision of all other mitigations including physical distancing (2m+), face coverings, environmental hygiene and adequate ventilation.

The suggestion around face coverings is new I know but is being considered by SAGE this week so might end up being the default.

Lorna

From: David Lott <david@universities-scotland.ac.uk>
Sent: 31 August 2020 15:38
To: Director of Advanced Learning and Science <DirectorofAdvancedLearningandScience@gov.scot>; Alastair Sim <alastair@universities-scotland.ac.uk>; [redacted]@gov.scot'; [redacted]@gov.scot
Cc: Macdonald R (Roddy) <Roddy.Macdonald@gov.scot>
Subject: RE: Revised sector guidance

Lorna, I think that would capture the overwhelming majority of the what are exceptional circumstances from the norm of face to face which is of course the minority of provision overall.

I am anxious about a specific figure. An earlier draft had the suggestion of using the places of worship guidance as a reference point – which I believe is 50? I wonder whether it would be best to revert to that wording?

Regards
David

From: DirectorofAdvancedLearningandScience@gov.scot <DirectorofAdvancedLearningandScience@gov.scot>
Sent: 31 August 2020 15:34
To: Alastair Sim <alastair@universities-scotland.ac.uk>; David Lott <david@universities-scotland.ac.uk>; DirectorofAdvancedLearningandScience@gov.scot; [redacted]@gov.scot; [redacted]@gov.scot
Cc: Roddy.Macdonald@gov.scot
Subject: RE: Revised sector guidance

If a cap were set at 50 not 30, would that help?

Lorna

From: Alastair Sim <alastair@universities-scotland.ac.uk>
Sent: 31 August 2020 13:58
To: David Lott <david@universities-scotland.ac.uk>; Director of Advanced Learning and Science <DirectorofAdvancedLearningandScience@gov.scot>; [redacted]@gov.scot; [redacted]@gov.scot
Cc: Macdonald R (Roddy) <Roddy.Macdonald@gov.scot>
Subject: Re: Revised sector guidance

4pm works for me thanks.
Alastair

Get [Outlook for iOS](#)

From: David Lott <david@universities-scotland.ac.uk>
Sent: Monday, August 31, 2020 1:49:10 PM
To: DirectorofAdvancedLearningandScience@gov.scot

<DirectorofAdvancedLearningandScience@gov.scot>; [redacted]@gov.scot'
[redacted]@gov.scot

Cc: Alastair Sim <alastair@universities-scotland.ac.uk>;
Roddy.Macdonald@gov.scot <Roddy.Macdonald@gov.scot>

Subject: RE: Revised sector guidance

4pm is good for me – shall I send a Teams booking?

David

From: DirectorofAdvancedLearningandScience@gov.scot
<DirectorofAdvancedLearningandScience@gov.scot>

Sent: 31 August 2020 13:45

To: David Lott <david@universities-scotland.ac.uk>;
DirectorofAdvancedLearningandScience@gov.scot; [redacted]@gov.scot'; [redacted]@gov.scot

Cc: Alastair Sim <alastair@universities-scotland.ac.uk>; Roddy.Macdonald@gov.scot

Subject: RE: Revised sector guidance

Hi

I will come back on comments but in terms of a time to speak would 4.00pm suit?

Lorna

From: David Lott <david@universities-scotland.ac.uk>

Sent: 31 August 2020 13:23

To: Director of Advanced Learning and Science <DirectorofAdvancedLearningandScience@gov.scot>;
[redacted]@gov.scot' [redacted]@gov.scot>

Cc: Alastair Sim <alastair@universities-scotland.ac.uk>

Subject: Revised sector guidance

Importance: High

Lorna

Thanks for sharing the draft document. You suggested that a quick discussion could be possible. Is there a time that we might do that this afternoon? If so, when might suit?

In the meantime, some thoughts on a quick scan are set out below.

Regards

David

These passages are confusing:

Relevant areas to which physical distancing applies include all parts of the college or university campus, outdoor areas, entrances and exits, break rooms, canteens and similar settings. Institutions and providers will take a risk-based approach and put in place measures to manage brief interactions within 2 metres which cannot reasonably be avoided, such as limited numbers of people passing each other in corridors. (page 5)

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. (page 6)

We noted previously the question about “canteens and similar settings” – I assume that these are not commercial cafes etc as they are covered by the relevant guidance which is in the second extract above which is worded in a confusing way to my eye. I assume that it is not suggesting that the guidance now requires 2 metres in these settings too?

This on page 6 is worded poorly:

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.

Its also people arriving from within Scotland – eg someone arriving into a situation like the Aberdeen lockdown

As Alastair has already highlighted, the following section has been the subject of our exchanges over the last 24 hours. If the intention is to include a number this risks being hugely damaging to the delivery of education as we have discussed. And re. the overall tone, do you feel it is compatible with the reality of necessary face to face that we have described to yourselves?

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

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

If some face to face teaching is carried out, mitigation measures should be put in place to manage risk. For contact tracing purposes, a record of the contact details of students attending in-person sessions should be kept. Colleges and universities should keep records of staff and students who have attended on-site classes and activities. Records should also be kept of visitors and contractors. Particular attention should be made to the guidance on lawful data collection and management.

For this section, (page 9 with a similar section elsewhere) I wonder whether it might open with something a little more positive about the work done locally with students to set out the expected behaviours. You will recall that our members were citing the use of non-academic sanctions – we would need to check whether the wording below is in that category. Also, if the behaviour is in private purpose built halls (which the guidance applies to overall?) then we have noted the challenge for institutions re investigation etc.

Colleges and universities are expected to ensure that they have appropriate disciplinary arrangements in place should staff or students fail to comply with the law on social gatherings. We expect non-compliance to be treated as a serious breach in terms of disciplinary procedures. Sanctions will be determined on a case by case basis but it must be clear that they include the

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

On the following section, page 19, is there a commitment to the HPT acting in a given time? Universities will want to work with HPT to put in place their plans but of course will not want to / be able to wait for a long time for a HPT response – is there a commitment from HPT to agree a way forward within an hour or two?

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.

Fol document 10

From: David Lott <david@universities-scotland.ac.uk>

Sent: 31 August 2020 18:20

To: Director of Advanced Learning and Science <DirectorofAdvancedLearningandScience@gov.scot>; Alastair Sim <alastair@universities-scotland.ac.uk>; [redacted]@gov.scot'; [redacted]@gov.scot>

Cc: Macdonald R (Roddy) <Roddy.Macdonald@gov.scot>

Subject: RE: Revised sector guidance

Thanks Lorna – a quick thought and I am not an expert, but would the wearing of a standard (paper / cloth) face covering in a laboratory where there may be a bunsen burner for instance be wise?

Could the sentence end at 'mitigations' until we can clarify what these should sensibly be in these diverse settings?

Regards
David

From: DirectorofAdvancedLearningandScience@gov.scot

Sent: 31 August 2020 18:17

To: David Lott ; DirectorofAdvancedLearningandScience@gov.scot; Alastair Sim ; [redacted]@gov.scot; [redacted]@gov.scot

Cc: Roddy.Macdonald@gov.scot

Subject: RE: Revised sector guidance

Latest on where we **might** end up:

the aim should be to keep group numbers for face to face teaching at a minimum, and ideally less than 30. This should be supported by other IPC measures such as 2m+ physical distancing and the use of face coverings, particularly where strict physical distancing is not easy.

Group numbers of up to 50 may be considered some circumstances, but only where supported by a risk assessment, and also to include the provision of all other mitigations including physical distancing (2m+), face coverings, environmental hygiene and adequate ventilation.

The suggestion around face coverings is new I know but is being considered by SAGE this week so might end up being the default.

Lorna

Fol document 11

From: David Lott <david@universities-scotland.ac.uk>

Sent: 01 September 2020 07:45

To: Director of Advanced Learning and Science <DirectorofAdvancedLearningandScience@gov.scot>

Cc: Alastair Sim <alastair@universities-scotland.ac.uk>; Macdonald R (Roddy)

<Roddy.Macdonald@gov.scot>; [redacted]@gov.scot; [redacted]@gov.scot

Subject: Guidance further concern from members

Lorna

I have had a few strong concerns raised late last night about the words used late in the document about working with our trade unions. The formulation used is "in conjunction with" which is less precise and could be misinterpreted vs the "in consultation with" that we have used previously and reflects the reality of process and responsibilities.

Regards
David

Fol document 12

From: David Lott <david@universities-scotland.ac.uk>
Sent: 01 September 2020 11:55
To: Director of Advanced Learning and Science
<DirectorofAdvancedLearningandScience@gov.scot>
Cc: Macdonald R (Roddy) <Roddy.Macdonald@gov.scot>; Alastair Sim
<alastair@universities-scotland.ac.uk>; [redacted]@universities-scotland.ac.uk>
Subject: Final Draft Guidance - potential big issue re medicine
Importance: High

Lorna

Thanks for sight of the final draft. Its great to see a range of concerns addressed.

Re. the formulation on 50 people. I think this could cause a major issue re medicine and could be avoided by removing the specification that it is staff and students.

I offer the following from St Andrews as an illustration:

'Basically any reduction in class size from the planned numbers plus demonstrators and lead staff member (42 students in the dissecting room and multi-purpose lab) will result in the need for increased rotations (from 4 or 5 to 7) resulting in reduced experience and a proportion of the class not getting the dissection experience they need. The current plan has already doubled the number of rotations and halved the experience; any further reduction would, to use his words, destroy the dissection room plan resulting in students not getting the cadaver experience they need. Increased rotation will put demonstrator staff under extreme work pressure and they are already saying that they are under pressure.

[redacted] also asked for clarification of class sizes, in such practical classes there are additional demonstrators for every 5-6 students and resulting in increased (live) bodies in the rooms – would the class size be about student numbers or people in the room?'

Regards
David

Fol document 13

From: Alastair Sim <alastair@universities-scotland.ac.uk>

Sent: 01 September 2020 12:11

To: David Lott <david@universities-scotland.ac.uk>; Director of Advanced Learning and Science <DirectorofAdvancedLearningandScience@gov.scot>

Cc: Macdonald R (Roddy) <Roddy.Macdonald@gov.scot>; [redacted]@universities-scotland.ac.uk>

Subject: Immediate - typo in the Final Draft Guidance

Importance: High

Lorna

Typo on page 35 – can you correct before publication?

There's an orphan 'conjunction'.

- providers will take an equality, human rights and risk based approach to protect the health and safety of staff and students. Conjunction
- unions and staff, students and student associations will be fully engaged in this process.

Thanks a lot for all the work overnight,

Alastair

Fol document 14

From: [redacted]@nus-scotland.org.uk >

Sent: 31 August 2020 15:16

To: [redacted]@gov.scot>

Subject: RE: URGENT - IN CONFIDENCE - revised guidance

Hi [redacted],

Our comments are below.

Thanks for the opportunity to feed in!

[redacted]

Page	Wording	Comment
General	N/a	<ul style="list-style-type: none">• The guidance should make clear that it applies to students' associations and unions (which are often independent of the institution).• The document should make clearer that institutions should regularly engage with students' associations in developing local policies and procedures relating to Covid-19. Anecdotally, while some institutions did this well at the outset of the outbreak, some institutions did not include students' associations.• Students' associations will be important in communicating key messages and in ensuring student voice.
p. 6	"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."	<ul style="list-style-type: none">• This sentence could be made clearer, e.g. "Bars and catering facilities should comply with national hospitality guidance on while leisure facilities should comply with national guidance for leisure facilities. In all other areas of college and university campuses 2m physical distancing should be maintained."• It should be made clear that this applies to students' associations hospitality operations.
p. 6	"Colleges and universities must take active steps to ensure that quarantine arrangements are complied with."	<ul style="list-style-type: none">• It's not clear what "active steps" would be taken.
p.7	"People who are self-isolating can have food and other necessities delivered. They should not have visitors, including friends and family, unless they are	<ul style="list-style-type: none">• In limited circumstances it is permitted to leave your accommodation, e.g. to get food. This should be referenced. https://www.gov.scot/publications/coronavirus-covid-19-public-health-checks-at-borders/pages/self-isolation/ This should be reflected.

	<p>providing essential care. The only friends and family they can have contact with are those they travelled with or people they are staying with."</p>	
p.7	<p>"Colleges and universities are expected to ensure that they have appropriate disciplinary arrangements in place should staff or students fail to comply with the law on quarantine. If failure to quarantine has created a risk of a localised outbreak, colleges or universities should take advice from their NHS Health Protection Team (see section on outbreak management). We expect non-compliance to be treated as a serious breach in terms of disciplinary procedures. Sanctions will be determined on a case by case basis but it must be clear that they include the maximum sanction of removal from the course."</p>	<ul style="list-style-type: none"> • Could this be moved to the "compliance" section. The introduction of text relating to disciplinary action under the international students section is abrupt. A sentence signposting the reader to the compliance section would suffice.
p. 9	<p>"It is an offence in Scotland for someone to have a party indoors in their house with more than fifteen people from more than one household present, with limited exceptions."</p>	<ul style="list-style-type: none"> • Should this be 8 persons?
p. 9	<p>"Colleges and universities are expected to ensure that they have appropriate disciplinary arrangements in place should staff or students fail to comply with the law on social gatherings. We expect non-compliance to be treated as a serious breach in terms of disciplinary procedures. Sanctions will be determined on a case by case basis but it must be clear that they include the maximum sanction of removal from the course. Institutions and accommodation</p>	<ul style="list-style-type: none"> • Again, could the reader be signposted to the compliance section?

	providers must ensure all staff and students are informed of this.”	
p. 20	“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.”	<ul style="list-style-type: none"> We would welcome inclusion of students’ associations in the list of bodies and groups to be communicated with.
p. 24	“The open and ongoing engagement between trade union or workforce representatives should enable adjustments to be made quickly and smoothly at the relevant stage, including potentially tightening workplace restrictions or reducing numbers on-site if the dynamic risk assessments indicate this is necessary. Phase 3.”	<ul style="list-style-type: none"> We would welcome inclusion of students’ associations in the engagement process.
p. 29	“Institutions and providers are expected to have in place robust processes to ensure compliance with COVID-19 rules and requirements. Any breaches are expected to be dealt with through existing misconduct policies. Institutions must put in place suitable ways of enforcing failure to comply with regulations or guidance by students, including making it clear that failure to adhere may be treated as student misconduct.”	<ul style="list-style-type: none"> We would welcome wording that makes clear that enforcement is a last resort. Below is what Jason Leitch said at the last Ministerial call. <ul style="list-style-type: none"> Q7. <i>How do we enforce guidance and ensure it is adhered too – particularly with the international students arriving in Scotland</i> A. <i>Enforcement is required but shouldn’t be the first thing on the list. We are looking at every possibility for this. The best way to get compliance is through human engagement and not law. Universities and colleges have to help with what enforcement will look like locally.</i> We would welcome wording that makes clear that students will be subject to existing disciplinary procedures, and have access to due process. We would also welcome wording that makes clear that student misconduct relates to incidents off the university or college estate.
Other		<ul style="list-style-type: none"> The most recent version of the student accommodation guidelines included the following: “This should include ensuring 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.” We would welcome its continued inclusion.
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From: [redacted]@gov.scot

Sent: 31 August 2020 11:21

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]@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]@sfc.ac.uk; [redacted]@sfc.ac.uk; [redacted]@gov.scot; [redacted]@gov.scot

Subject: URGENT - IN CONFIDENCE - revised guidance

Importance: High

[EXTERNAL]: This email originated from outside of the organisation. Treat all links and attachments with caution.

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 [redacted] 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,

[redacted]

Fol document 15

From: [redacted]@UCU.ORG.UK>

Sent: 31 August 2020 16:04

To: [redacted]@gov.scot

Cc: [redacted]@UCU.ORG.UK>; [redacted]@gov.scot; [redacted]@gov.scot;

[redacted]@UCU.ORG.UK>

Subject: Re: URGENT: revised guidance

Hi [redacted]

Apologies it's a bank holiday today, so staff are not working. I am away and it is difficult to read the detailed documents when I'm in transit and working from my phone.

So we are not able to comment further on the document today.

You will have seen the points we shared last week on the draft received on

Thursday, these points are still relevant as our position.

Kind regards

[redacted]

Sent from my iPhone

On 31 Aug 2020, at 14:07, [redacted]@gov.scot wrote:

Hi [redacted],

I just wanted to confirm if you were picking this up – grateful if you could let me know please.

[redacted]

From: [redacted]

Sent: 31 August 2020 11:58

To: [redacted]@UCU.ORG.UK>

Cc: [redacted]@gov.scot; [redacted]@gov.scot; [redacted]@UCU.ORG.UK>;

[redacted]@UCU.ORG.UK>

Subject: FW: URGENT: revised guidance

Hi [redacted],

I've received out of offices from [redacted] and [redacted] for the below. In their absence, would you be able to pick this up please (we're looking for comments by COP today) or be able to direct me to the best person to do so?

Thanks,

[redacted]

Fol document 16

From: [redacted]@gov.scot

Sent: 31 August 2020 19:21

To: [redacted]@gov.scot

Cc: Macdonald R (Roddy) <Roddy.Macdonald@gov.scot>; [redacted]@gov.scot;

Director of Advanced Learning and Science

<DirectorofAdvancedLearningandScience@gov.scot>

Subject: RE: URGENT - HE draft

[redacted]

Tracked changes in the attached.

As discussed, the textual changes reflect the feedback from the FM but these will need to be seen and agreed by DFM – particularly the cap of 50.

Regards

[redacted]

[redacted]

[redacted]

Fol document 17

From: [redacted]@gmail.com

Sent: 01 September 2020 11:45

To: [redacted]@gov.scot>

Cc: [redacted]@eis.org.uk>; [redacted]@gov.scot>; [redacted]@gov.scot>; [redacted]@gov.scot>;

[redacted]@eis.org.uk

Subject: Re: URGENT: revised guidance

Hi [redacted],

Thanks for the email. It would be helpful if we could have a group conversation about the consolidation issue. I'm available all day today, or tomorrow (Wednesday) morning.

Kind regards,

[redacted]

Fol document 18

From: [redacted]@eis.org.uk

Sent: 01 September 2020 11:47

To: [redacted]@gov.scot>; [redacted]@gmail.com >; [redacted]@gov.scot>

Cc: [redacted]@gov.scot>; [redacted]@eis.org.uk; [redacted]@gov.scot

Subject: Re: URGENT: revised guidance

Hi [redacted]

We would welcome the chance to engage with you further on this. We are very aware of the need to get this guidance as finely tuned as possible. It affects tens of thousands of our fellow citizens and I appreciate that you guys are also aware of that. It's a responsibility to our members, colleagues and students that we don't take lightly.

I've asked my office to look for some dates and we'll get back to you with a couple of options.

best wishes

[redacted]