Phasing a safe return to our campus

Our aim in planning our phased return is to create a vibrant, active campus to welcome students in September. With restrictions on social distancing and travel likely to remain in place for some time, we will build in mechanisms to support both a strong presence on campus and the ongoing need for flexible and remote working and studying.

These phases may vary in pace and length, and will be guided at all stages by Government advice and the safety of our community. We will only progress to the next phase if we are confident that doing so will not compromise the safety and health of our students, colleagues and visitors.

Given our multiple campuses and hugely varied activities, local risk assessments will play an important role in ensuring all arrangements are appropriate to the space and the activity. This includes off-campus activity such as fieldwork and placements.

### Activity

#### Teaching
- Majority of colleagues focussing on grading and exam boards.
- Preparation of module requirements, timetabling and technology needs.
- Support in preparing teaching materials.
- On-site recording facilities, bookable as required.
- Timetabling and room requirements discussion.
- English language testing on campus if safe and feasible.

#### Student support
- Support services and information available online and by email and telephone.
- Student & staff information on services, preparation for rest, enrolment and induction preparation undertaken remotely.

#### Research
- On site facilities for conduct of Head of School-approved externally funded research on critical timelines.
- Further buildings made safe for external research.
- Access for limited numbers unable to conduct research at home.

#### Technical services
- Delivery of essential services and equipment, including support for critical research.
- Support for phased return of researchers, specialist spaces and fieldwork as approved by Heads of Schools.

#### Library, museums & collections
- Focus on provision of free content and diversion of resource to digital content.
- Click & collect service introduced for collections research.

#### Grounds and buildings
- Outdoor work extended. Prepare buildings for reoccupation and complete planning to accommodate social distancing. Deep cleans of buildings.
- Successive preparation of buildings for restricted access and social distancing. Plans prepared for external areas of campus as necessary. Deep cleans of buildings.

#### Food, accommodation, sport & recreation
- Limited takeaway food service.
- Staff return for essential preparation and services such as deep cleaning, preparing food outlets for use and some outdoor sports areas.

#### RUSU
- Preparation for social distancing.
- Limited Nursery reopening with appropriate safety measures.

#### Office-based working
- Very limited office-based work to support on-campus services as required.
- Limited amount of office work with redesigned, socially distant workspaces to support prioritised on-campus activity.

#### Events
- Delivery of virtual events only – resource priority given to student recruitment activities. No physical events.
- Delivery of virtual events continues – resource priority given to student recruitment activities. Consider socially distanced outdoor smaller scale on-campus student recruitment activity if safe and feasible and there is demand. No other physical events.

### Principles guiding phased return

We must be guided first and foremost by the safety and wellbeing of colleagues, students and visitors while ensuring a high-quality student experience.

A phased reopening of buildings may require some people who are returning to campus to work temporarily somewhere other than their normal location.

Where buildings are re-opened, access will not be automatic and will be agreed with Heads of Schools and Functions based on priority activities and needs.

Where feasible, we will facilitate continued working at home.

Provision will continue to be made for short-term access to buildings, in a managed way, to allow colleagues to collect materials that they require for teaching, research or other priority activities.

### Activity

<table>
<thead>
<tr>
<th>Phase</th>
<th>Teaching</th>
<th>Research</th>
<th>Technical services</th>
<th>Library, museums &amp; collections</th>
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<th>Events</th>
</tr>
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<tbody>
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<td>1 (FROM JUNE 2020)</td>
<td>Majority of colleagues focussing on grading and exam boards.</td>
<td>On site facilities for conduct of Head of School-approved externally funded research on critical timelines.</td>
<td>Delivery of essential services and equipment, including support for critical research.</td>
<td>Focus on provision of free content and diversion of resource to digital content.</td>
<td>Outdoor work extended. Prepare buildings for reoccupation and complete planning to accommodate social distancing. Deep cleans of buildings.</td>
<td>Limited takeaway food service.</td>
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<td>2</td>
<td>Preparation of module requirements, timetabling and technology needs.</td>
<td>Further buildings made safe for external research. Access for limited numbers unable to conduct research at home.</td>
<td>Support for phased return of researchers, specialist spaces and fieldwork as approved by Heads of Schools.</td>
<td>Click &amp; collect service introduced for collections research.</td>
<td>Successive preparation of buildings for restricted access and social distancing. Plans prepared for external areas of campus as necessary. Deep cleans of buildings.</td>
<td>Staff return for essential preparation and services such as deep cleaning, preparing food outlets for use and some outdoor sports areas.</td>
<td>Limited Nursery reopening with appropriate safety measures.</td>
<td>Limited amount of office work with redesigned, socially distant workspaces to support prioritised on-campus activity.</td>
<td>Delivery of virtual events continues – resource priority given to student recruitment activities. Consider socially distanced outdoor smaller scale on-campus student recruitment activity if safe and feasible and there is demand. No other physical events.</td>
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<td>3</td>
<td>Support in preparing teaching materials. On-site recording facilities, bookable as required. Timetabling and room requirements discussion. English language testing on campus if safe and feasible.</td>
<td>Based on success of previous phase, expansion of access where research cannot be conducted at home.</td>
<td>Support for expanded on-site research activity in specialist areas as approved by Heads of Schools.</td>
<td>Click &amp; collect service continues for collections research. Scan on demand service from the museums and special collections introduced.</td>
<td>Final preparations of buildings for occupation by increasing numbers prior to start of term including additional hygiene requirements.</td>
<td>Reconfiguration for social distancing across all facilities. Preparation of accommodation.</td>
<td>Reduced services. Preparation to reopen building with deep cleaning and reconfiguration for social distancing.</td>
<td>Increasing amount of office work with redesigned, socially distant workspaces, to support prioritised on-campus activity.</td>
<td>Clearing activity on-campus, with social distancing measures. Ongoing virtual delivery of student recruitment events, supported by on-campus activity where safe and feasible. Detailed planning for wider programme of virtual events.</td>
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<td>4</td>
<td>Blended model for enrolment and welcome activities, teaching and assessment combining online and on-campus activity with social distancing.</td>
<td>Based on success of previous phase, further expansion of access where research cannot be conducted effectively at home.</td>
<td>Support for face-to-face teaching, including practical/interactive activity, and for on-site research in specialist areas.</td>
<td>Click &amp; collect and scan on demand services continue. Socially distant study space.</td>
<td>Service preparations for start of term. Additional hygiene requirements.</td>
<td>Maximum feasible service across all food and recreation facilities, including Sportspark, with social distancing and additional hygiene measures. Accommodation ready for occupancy.</td>
<td>Building open with services also offered online. Food outlets and social spaces open, subject to social distancing and government regulation. Nursery provision increased.</td>
<td>Expanded office working, with social distancing, to deliver on campus services. Support continued for working at home as appropriate and feasible.</td>
<td>Blended approach, including both virtual and on-campus events, subject to social distancing and government regulation. Resource priority for student welcome and student recruitment.</td>
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