**School of English and Drama**

**Covid-19 Good Practice Guidance**

This document covers the measures we are taking for everyone’s safety and the behaviours we encourage from our staff and student body. As government guidance regarding Covid-19 continues to change w**e all need to act in a responsible way to help protect the vulnerable among us, and help to keep our community safe.**

**While the easing of most restrictions means that some mitigations will no longer be a legal requirement, we know that many staff and students remain cautious and we feel it is important to continue to act with additional consideration for the safety of others when face to face teaching begins in September.**

We are guided by the latest official government and Public Health England guidance and will update this document if this advice changes in the coming months.

**Vaccination**

Being fully vaccinated is the best way to protect yourself and others against Covid-19. It also means you can get an NHS Covid Pass, which you may be asked to show to travel abroad, or to enter some public events and venues. You can find more information and book your vaccinations on the [NHS website](https://www.nhs.uk/conditions/coronavirus-covid-19/coronavirus-vaccination/).

**Testing**

Students and staff can [book a test](https://outlook.office365.com/owa/calendar/QueenMaryUniversity1%40qmulprod.onmicrosoft.com/bookings/) or pick up take-home testing kits from the following location on our Mile End campus:

* Mile End: Mucci's - Monday, Tuesday, Wednesday, Thursday, Friday

These tests are for Queen Mary students and staff who do not have coronavirus symptoms. It is vital for the safety of others that you do not collect tests if you are showing any symptoms. If you develop symptoms you should book an [NHS Covid-19 test](https://www.gov.uk/get-coronavirus-test) (PCR) or arrange for a [postal test](https://www.gov.uk/get-coronavirus-test) as soon as possible.

**Hygiene**

Make sure that you [wash your hands regularly](https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/) with soap and water, for at least 20 seconds each time.

Ensure you wash your hands as soon as possible upon arrival to campus, after contact with high touch surfaces (e.g. lifts, shared desks or equipment, reception desks), before and after eating or drinking and after travelling on public transport.

If you cough or sneeze, cover your mouth and nose with disposable tissues. If you do not have a tissue, sneeze into the crook of your elbow, not into your hand. Dispose your tissues into a bin and immediately wash your hands with soap and water for 20 seconds, or use hand sanitiser.

Avoid touching your face including your eyes, nose and mouth with unwashed hands.

There will be hand sanitisers and multi-surface cleaning wipes for you to use in common areas, as well as plenty of hand-washing facilities.

**Self-isolation**

If you are travelling from certain countries you may be required to self-isolate on arrival in the UK. Please refer to the latest [UK Government guidance on this requirement](https://www.gov.uk/uk-border-control).

Find out more about the steps the University is taking in Queen Mary Halls for your safety and security in our [Living Safely](https://www.qmul.ac.uk/residences/media/residential-services/college/documents/LivingSafely.pdf) document. Please contact residences@qmul.ac.uk for further guidance or visit their website [here](https://www.qmul.ac.uk/residences/).

You must self-isolate if you:

* Experience symptoms of Covid-19
* Test positive for Covid-19
* Experience symptoms of Covid-19 and are in the process of arranging a test
* Arrive in England from a [country that requires you to self-isolate](https://www.gov.uk/guidance/coronavirus-covid-19-travel-corridors).

More information, including the length of self-isolation, is [available on the UK government website](https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection).

If a student or member of staff is struggling to support themselves whilst self-isolating, they should notify the university via the studenthealth@qmul.ac.uk or staffhealth@qmul.ac.uk email address.

**Symptoms and Testing Positive**

If you or any member of your household develop symptoms of coronavirus or have tested positive you must follow the [latest government guidance here](https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance) .

Symptoms of coronavirus are:

* A high temperature
* A new cough where you keep on coughing. This means coughing a lot for more than an hour or three or more episodes of coughing in a day
* A loss or change to your sense of smell or taste

**If you are worried about your symptoms and are not sure what to do** [**get help from NHS 111 online**](https://111.nhs.uk/) **In an emergency call 999.**

Students who receive a positive test should inform**studenthealth@qmul.ac.uk**immediately.

Staff who receive a positive test should inform**staffhealth@qmul.ac.uk**immediately.

**Cleaning protocols**

The University has enhanced hygiene and cleaning procedures in place across the campus. Perspex screens will also be used across the campus in reception and service areas where any in-person interaction occurs.

There will be hand sanitisers and multi-surface cleaning wipes for you to use in common areas, as well as plenty of hand-washing facilities.

Please wipe down shared equipment and desks both where possible.

**Face coverings**

The latest government guidance on face coverings can be [found here](https://www.gov.uk/government/publications/face-coverings-when-to-wear-one-and-how-to-make-your-own/face-coverings-when-to-wear-one-and-how-to-make-your-own).

At this time, for the wellbeing of all our staff and students, we strongly encourage everyone to continue to wear face coverings when moving around inside buildings on our campuses. This includes all common indoor, enclosed circulation spaces such as corridors, stairwells, toilets and lifts and when moving from place to place within seminar rooms and shared offices. Additional guidance may be given to ensure the safety of some modes of work and study, including in Drama practical workshops.

The [face covering policy](http://vhttps://qmulprod.sharepoint.com/sites/HSDWebsiteDocuments/Shared%20Documents/Forms/AllItems.aspx?sortField=Modified&isAscending=false&id=%2Fsites%2FHSDWebsiteDocuments%2FShared%20Documents%2FHSD%20Website%2FCOVID19%20Secure%20Guidance%2FProcedures%2FQMUL%5FHS%5F229%5FCOVID%2D19%20Face%20coverings%5FPolicy%20and%20Procedure%2Epdf&parent=%2Fsites%2FHSDWebsiteDocuments%2FShared%20Documents%2FHSD%20Website%2FCOVID19%20Secure%20Guidance%2FProcedures) will be kept under constant review on a weekly basis from the 19 July across all our campuses, taking into account all our operational activities, and working closely with Government and our local Directors of Public Health. This will include a full review before the beginning of Semester A.

From mid-August face coverings will be available for collection for free from University libraries and will be handed out to all new students as part of their welcome package. Staff can also arrange a delivery of face coverings for their School/Institute/Directorate by emailing sas@qmul.ac.uk.

**Ventilation**

A ventilation survey and assessment has been completed by EAF to ensure adequate ventilation of indoor teaching spaces to comply with the Workplace (Health, Safety and Welfare) Regulations 1992. Rooms that have not been validated have been removed from the timetabling system for 2021/22 and will not be used.

Occupants of single offices are still encouraged to maximize fresh air ventilation, especially where the local risk assessment permits visitors.

**Moving around campus and attending on campus activities**

* Ensure you follow any booking systems required for [study space](https://qmul.libcal.com/).
* Follow any seating plans as marked, do not use seating marked “out of use” or “do not sit here”.
* Follow any one-way and entry/exit systems as directed.
* Be considerate of other people and their personal space.
* Avoid crowded spaces where possible.
* Open doors and windows, if you can.
* If you start to feel unwell with possible coronavirus symptoms, please go home and take care travelling home keeping as physically distant from others as possible, and wearing a face covering if you have one with you. If you need assistance whilst on campus, call 0207 882 3333 from your mobile and state what assistance is required.
* Only use lifts if you really have to.
* Keep LEFT in corridors and on stairs unless signage instructs you differently.
* Do not to stop on stair wells or congregate in corridors.
* You'll find important safety information in the form of posters, floor graphics, stickers and digital screens around the University to help minimise the likelihood of Covid-19 transmission.

**Drama Practical Work Additional Precautions**

When making performance work, avoid practices that might increase the risk of transmission (e.g., touching, shouting, singing, spitting).

Use of certain technical equipment might require additional care so always consult with a member of Drama’s Technical Team before using it.