

Supervision Rooms and Shared Spaces Guidelines: COVID-19

The purpose of these guidelines is to provide indicative numbers for the occupation and use of supervision rooms and shared spaces. The number of person's calculations is as follows:

Room size in metres squared. Divided by 4 metres squared (space allocation per person to incorporate current 2m social distancing guidelines – these numbers can be increased for 1m+ social distancing with risk mitigation as described in point 5 of the document.)

This calculation presumes an empty room with clear space for movement. Of course, most rooms are furnished with desks, tables and chairs and so this reduces the available floor space. Please use the following guidelines to maximise potential space and minimise risk of potential transmission during room occupancy. In all circumstances ensure you are creating a working environment that both you, your colleagues and your students are comfortable with and feel safe in.

1. **Make yourself aware of Public Health England guidance** about protecting yourself and others around you: <https://www.gov.uk/government/collections/coronavirus-covid-19-list-of-guidance#guidance-for-the-public>
2. **Read and adhere to the Returning to Work Guidelines and Risk Assessment** – available on the intranet.
3. **Maintain social distancing between individuals when they are at their workstations and/or during supervision sessions.**
4. **Workstations should be assigned to an individual and not shared.** If they need to be shared they should be shared by the smallest possible number of people. Workstations should be wiped down with antibacterial wipes before and after use.
5. **If maintaining 2m social distancing in shared spaces is not possible:**
 - Review layouts and processes to allow people to work further apart from each other.
 - Only where it is not possible to move workstations further apart, arrange people to work side by side or facing away from each other rather than face-to-face.
 - Ensure rooms are well ventilated with windows kept open to encourage fresh air flow.
 - Take regular breaks (every 15 minutes) if possible to minimise time spent in close proximity and leave the building to spend time outside, maintaining social distancing. Wash hands thoroughly before returning.
 - Where equipment is shared use the sanitising wipes to clean down and sanitise workstations between different occupants.
 - Use remote working tools to avoid in-person meetings.

- Only absolutely necessary participants should physically attend meetings and should maintain social distancing (2m, or 1m with mitigation where 2m is not viable).
- To avoid transmission during meetings do not share pens, documents and other objects.
- Wearing a face covering is recommended. A face covering can be very simple and may be worn in enclosed spaces where social distancing isn't possible. It just needs to cover your mouth and nose.
- If you choose to wear one, it is important to use face coverings properly:
 - wash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser before putting a face covering on, and after removing it
 - when wearing a face covering, avoid touching your face or face covering as you could contaminate them with germs from your hands
 - change your face covering if it becomes damp or if you've touched it
 - continue to wash your hands regularly
 - change and wash your face covering daily
 - if the material is washable, wash in line with manufacturer's instructions. If it's not washable, dispose of it carefully in your usual waste
 - practise social distancing wherever possible

You can make face-coverings at home. [Find guidance on how to wear and make a face-covering on GOV.UK](#)

Assistant Bursar
10/08/2020

Recommended Occupancy Numbers

Supervision Rooms

Queen's Wing

QW106	18m	2-4 persons
QW 107	18m	2-4 persons
QW 112	27m	2-6 persons
QW204	13.5m	2-3 persons

Leah Manning

2	13.5m	2-3 persons
5	6m	1-2 persons

Cavendish Building

CAV 206	14m	2-3 persons
CAV302	14m	2-3 persons

Dance Studio

72m² 18 persons

North Wing Auditorium

104m² 26 persons

Lower Study Room

72m² 18 persons


Social Distancing - 2M

Room Size 6m x 6m = 36m²

Social Distancing 2m x 2m required per person = 4m²

$36m^2 / 4m^2 = 9$ persons

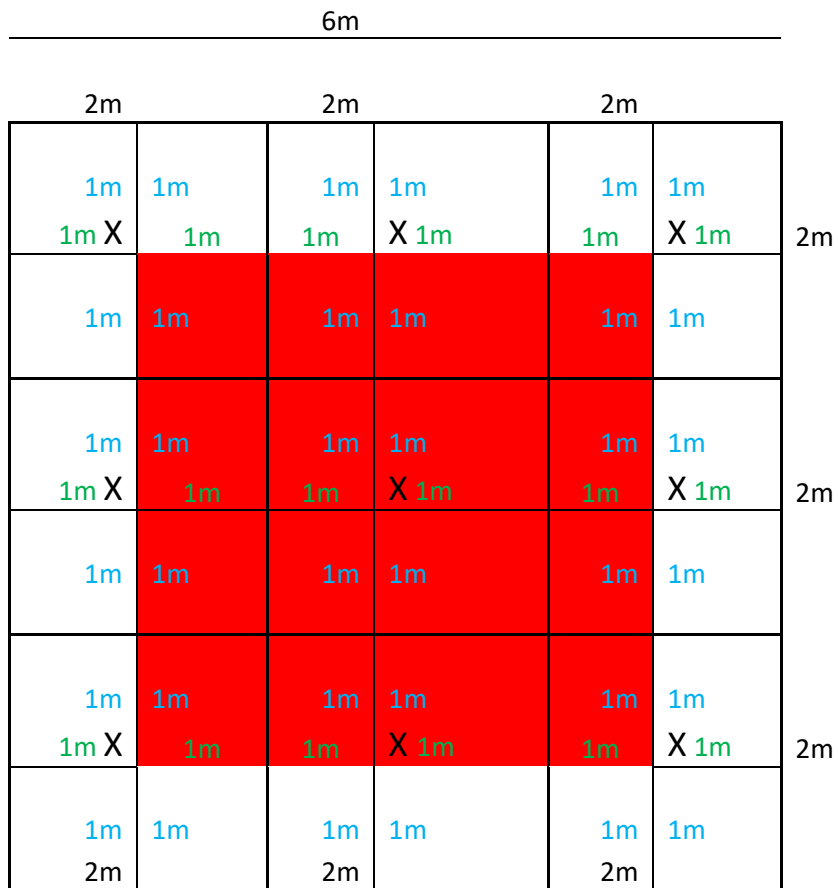
X = Person

 Social Distancing To Be Maintained between X

1m Vertical Distance

Horizontal

1m Distance



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Social Distancing - 1M

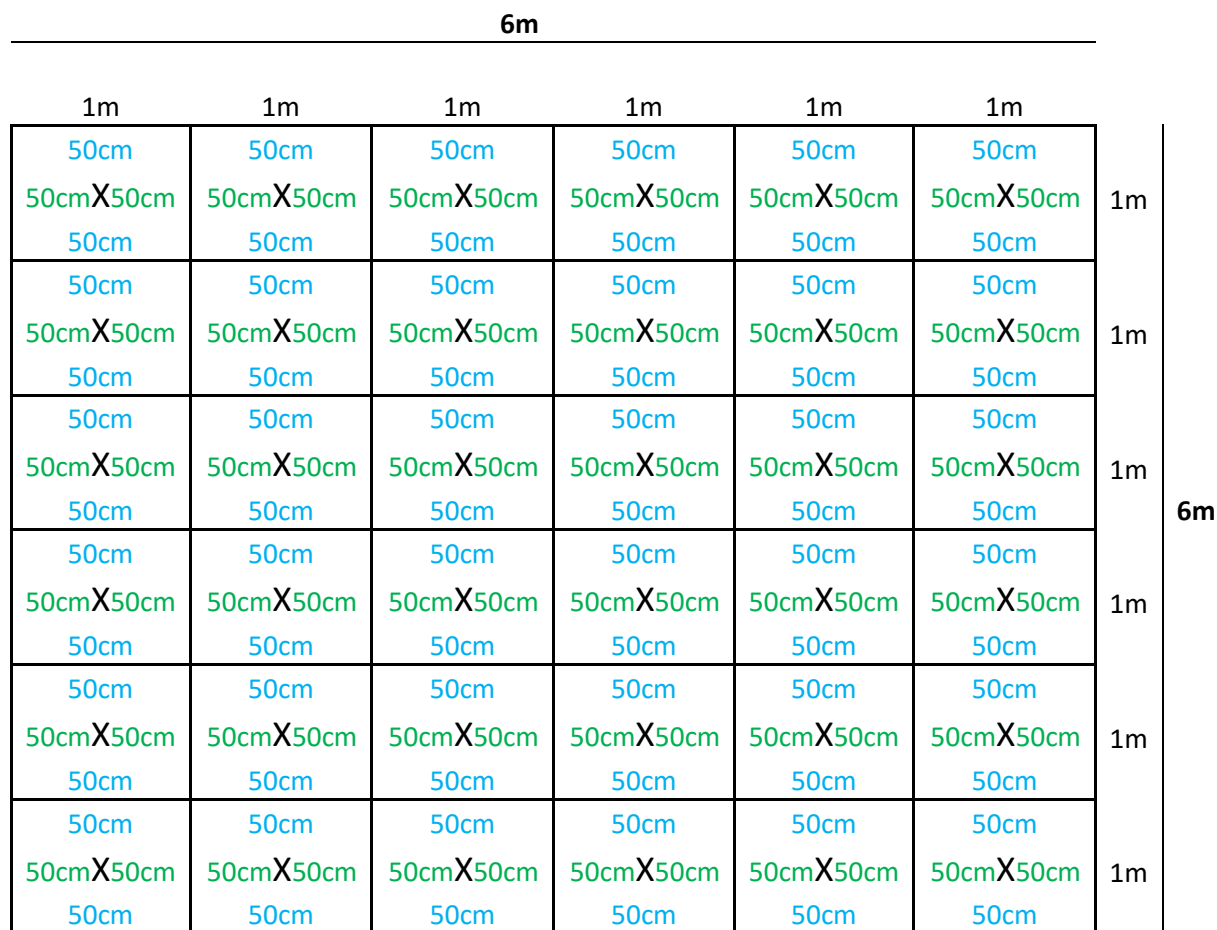
Room Size 6m x 6m = 36m²

Social Distancing 1m x 1m required per person = 1m²

36m²/1m² = 36 persons

X = Person

50cm Vertical Distance
 50cm Horizontal Distance



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