SAFETY ON CAMPUS

New ways same citizens

Studying safely guidelines
Contents

1. Studying safely during COVID-19  3
2. General principles  3
3. What to do if you feel unwell  3
4. Hygiene packs  3
5. Cleaning, handwashing and personal hygiene  4
6. Face coverings  4
7. Household groups  5
8. Travelling to and from campus  6
9. Attending the University campus  6
10. Moving around the University campus  6
11. Toilet facilities  6
12. Timetabled teaching  7
13. Face-to-face teaching activities  8
14. Working in laboratories, workshops and computer rooms  8
15. Studying in the library and other study spaces  9
16. Studying in University accommodation  9
17. Studying online  9
18. Access to IT equipment  10
19. Self-isolation and quarantine  10
20. Personal details and emergency contact information  10
21. Shielding  11
22. Accessing services and support  12
23. Support from your School  14
24. Sport and active life  14
25. Student events and activities on campus  14
Studying safely during COVID-19

This guidance is intended to support University of Leicester students on taught programmes so that they can engage with their studies safely during the COVID-19 pandemic. It outlines the measures that students and staff should take to protect themselves and others and to prevent the spread of COVID-19, while ensuring that learning and teaching can continue effectively and that students can access a wide range of services. This guidance relates specifically to studying safely during COVID-19, and is in addition to all other University health and safety policies and procedures which must also still be followed.

General principles

The University’s primary aim is to ensure the safety and wellbeing of our students and staff, acting in accordance with UK government guidelines for the control of COVID-19 and any social distancing measures in force. All members of the University community have a responsibility to abide by the guidelines and to act in ways that protect themselves and others, and to help and encourage each other to do the same. The University will seek to maintain a safe, COVID-secure campus through mutual cooperation and shared responsibility, and students will be expected to act in accordance with the University’s code of conduct in this respect.

What to do if you feel unwell

If you develop any symptoms of COVID-19 or have been in close contact with someone who has symptoms, do not attend campus. Follow NHS guidance.

For students who live in Leicester and Leicestershire there are test centres, and appointments can be booked nationally online or by calling 119. We encourage anyone who has symptoms, or if you’ve been in close contact with someone who has had symptoms, to get tested as soon as possible.

If you live in Leicester we encourage you to report any COVID-19 symptoms or self-isolation to us so we can identify the best way to support you – complete the online form.

Stay at home for 7 days and follow UK government advice on self-isolation.

If you have been on campus and you have symptoms or have tested positive, please complete the online form. The Student Welfare Service is open from 9am to 5pm, Monday to Friday. Outside of these hours contact University Security: control@le.ac.uk or call 0116 252 2023.

If you have a pre-existing health condition, please contact your doctor by phone for advice.

Hygiene packs

All students will receive a personal hygiene pack at the start of term.
containing hand sanitiser, gloves, a face covering and sanitising wipes.

**Cleaning, handwashing and personal hygiene**

Good personal hygiene and maintaining clean working and living spaces is essential in minimising the spread of the virus:

- Cover your mouth and nose with a tissue when you cough or sneeze, and throw used tissues in the bin. If you don’t have a tissue, cough or sneeze into your elbow, not your hands.

- **Wash your hands thoroughly** and frequently, including when you arrive at the University campus or your accommodation, after travelling on public transport, before eating, following toileting and frequently during the day.

- Use hand sanitiser if you are unable to wash your hands – sanitiser points will be available in University buildings and our accommodation.

- Wipe down surfaces and equipment you have used in teaching rooms, learning and social spaces and accommodation – cleaning materials will be provided.

**Face coverings**

Face coverings (non-surgical face masks, scarves etc.) may help protect other people from contracting the virus but tend not to help protect the wearer, and they do not replace the need for good hand and respiratory hygiene. Face coverings are currently mandatory inside all University buildings and students are also advised to wear them in outside spaces on University property. It’s also mandatory to wear face coverings when
using public transport. We will provide you with a face covering and you can also make your own.

You should wear a face covering during face-to-face teaching. If you cannot do so due to your individual circumstances, an individual risk assessment must be undertaken to define suitable control measures. If your personal circumstances prevent you from wearing a face covering, please contact welfare@le.ac.uk to arrange for a risk assessment to be undertaken.

When applying or removing the covering, it is important that you wash your hands first and avoid touching your face. After each use, you must wash reusable face coverings at 60 degrees centigrade. For single-use face coverings, these should be disposed of safely.

**Household groups**

Much of the UK Government guidelines on what social activity is permitted is based on ‘households’, for example currently everyone in most parts of England may spend time outdoors with groups of up to six people from outside their household whilst maintaining social distancing, but you don’t need to socially distance from members of your household. Whilst at University, your household will be the people you live with at your term-time address, for example:

- The other students in your flat within University-managed or privately-run accommodation, but not everyone in the whole accommodation block.
- The other people in your house or flat if you live in shared, privately-rented accommodation.
- The other people in your family home if you live at home during term time.

Your household will be able to do as a group any activities that UK Government guidelines permit people to do with members of their household, without needing to socially distance from each other, such as:

- Travel to and from campus and around the city together.
- Sit and eat together in your accommodation and other venues.
- Socialise together within your accommodation, outside and within any bars/restaurants/leisure facilities that are allowed to be open.
- Study together in your accommodation and any University open-learning spaces.

Within University-managed accommodation, where possible, you will be grouped in a flat with other students on your course. It may not be possible for all accommodation groups to be set up in this way, if there are insufficient students from some courses living in University-managed accommodation, or insufficient students from a single course selecting the same accommodation price point/room type.
Travelling to and from campus

You are encouraged wherever possible to travel to and from campus independently, or only to travel with other members of your household.

The safest way to travel to and from campus is to walk or cycle. The University is looking to increase the amount of bike storage space on campus, to enable more students to cycle. If you are unable to avoid using public transport, you should maintain social distancing when queuing for transport and during the journey, and wherever possible, use contactless forms of payment for travel. It is a legal requirement in England to wear a face covering on public transport to minimise virus spread.

However you travel, you should wash your hands immediately after travelling, when you arrive at the University campus and when you get home again.

Attending the University campus

You should follow UK Government guidelines for the control of COVID-19 and any social distancing measures in force. Currently that includes staying at home (or your term-time address) as much as possible and limiting contact with other people, so you should only travel to the University campus when you need to do so, such as:

- To attend face-to-face timetabled teaching sessions.
- To use the University library.
- To attend a booked appointment with a student support service or your tutor if this is not being held online.
- To use any other University facilities that are open.

When you need to attend the University campus, you should only remain on campus for as long as necessary.

Moving around the University campus

Around some parts of the campus, one-way systems or designated walking routes will be in place to support social distancing. Not all University buildings will be open so you may find that your face-to-face teaching sessions, or your School’s reception, are in different buildings to those you are used to using.

Any specific routes you are required to take will be clearly signposted. When moving around the University campus, and if you need to wait or queue in any indoor or outdoor spaces, you should maintain social distancing.

Toilet facilities

Toilets will be available in all buildings that are open. Toilet facilities in University buildings differ greatly, ranging from single lockable WCs to larger communal facilities. You should maintain social distancing and always wash your hands after using the toilet.
All facilities must be left in a clean, respectable condition.

- Single lockable facilities – if waiting to use the toilet, ensure you stand at least 2m from the door to allow the previous occupant sufficient space to leave safely.

- Multi-occupancy facilities – where possible, facilities will change to a ‘one-in, one-out’ system, with knock and call signs on the outer doors.

Timetabled teaching

Programmes of study will comprise a mixture of:

- Pre-prepared content accessed online, some (but not all) of which may be scheduled in your timetable to help you plan your time, but which can be accessed remotely at any time.

- Live-cast online timetabled teaching sessions which you join remotely at the scheduled time.

- Face-to-face timetabled teaching sessions which you attend in person on campus, some of which will also be live-cast online so that if necessary (e.g. if you are self-isolating), you can also join remotely at the scheduled time.

For face-to-face timetabled teaching sessions, you should arrive at the building your session is taking place in early enough to allow plenty of time for
safe entry to the teaching room, which may take longer than usual owing to one-way routes and distanced queuing. It may not always be possible to group together your face-to-face teaching sessions in your timetable. You may therefore find you have face-to-face teaching sessions back-to-back with sessions that are online-only, or days where you have more than one face-to-face teaching session at different times of the day with online-only sessions in between. In these circumstances you should use available on-campus study spaces to engage with your online sessions. Access to and use of on-campus study spaces will be subject to social distancing measures which you will be required to follow.

Face-to-face teaching activities

You should maintain social distancing when attending face-to-face teaching sessions on campus and give yourself additional time to move around campus. When arriving, observe any safety measures in place in the building, such as hand-sanitiser stations, one-way systems, keeping left in two-way corridors or stairs, or reduced capacity limits on lifts. Requirements may vary from building to building, depending on the layout and usage, but in all buildings signage will make clear what you need to do.

You should not enter the teaching room until previous groups have left and while waiting outside keep a safe distance from other students and leave space for those in the room to leave safely. If the room is already empty when you arrive, go straight in to avoid waiting in corridors. When you enter and leave the room, follow any signed routes around the room and fill up and vacate the seating in a way that reduces the need to pass by others.

Cleaning materials will be provided in teaching rooms so that you can wipe down surfaces and equipment you have used.

Working in laboratories, workshops and computer rooms

As with other teaching spaces, the maximum occupancy in laboratories, workshops and computer rooms will be reduced in accordance with Government guidelines. Each facility will have been assessed and signage will be in place to show how the space should be used, including:

- reducing the number of students in bay-system laboratories or workshops.
- avoiding working face-to-face.
- in facilities with more than one point of entry and exit, a one-way system may be in place.
- safe transit routes may be marked in laboratories or workshops where necessary and where they are not marked, care should be taken when moving around to stay a safe distance away from others.
follow any specific safety measures for the facility you are using and the activity you are doing.

Studying in the library and other study spaces

To enable social distancing the David Wilson Library will have fewer study spaces available and access will be more limited than usual. When using the library:

- use the hand-sanitiser stations near the barriers when entering and leaving.
- follow the one-way system on stairs and corridors.
- do not eat in the library – bottled water only.
- use the cleaning materials provided to wipe down surfaces and PC equipment you have used.
- only use the designated study spaces and do not move chairs or furniture – they will be set out to meet social distancing requirements.
- keep your distance from others.

Remember, the majority of library resources are available electronically. Use Library Search on the Library home page to find material for your assignments. You can contact the Library using our Enquiry Service or email library@le.ac.uk. To book a 1-2-1 consultation with a librarian for help with topics such as finding information for your assignments and referencing email librarians@le.ac.uk.

Study spaces will be available in other University buildings or in the Students’ Union. You should follow the same safety measures as for studying in the library, as well as any other measures specific to the building.

Studying in University accommodation

If you are living in University-managed accommodation, please read our Living Safely guide, and follow all the social distancing and safety measures that are in place for your arrival and in your accommodation block, communal areas and social spaces.

As many of your timetabled teaching sessions will be held remotely, you are likely to engage in these from your flat or in designated quiet learning spaces in your accommodation block. Available spaces and how you can access them will vary from block to block so you should follow the information provided by your residence team.

Studying online

As many of your timetabled teaching sessions will be held remotely, you are likely to spend more time working at a computer, either in your accommodation or a campus study space, than you would do if all teaching was taking place face-to-face. Make sure you take regular breaks – a short break taken often can be more
beneficial than a longer break less often. Consider how you set up your working space to sit comfortably at your desk or workstation.

The Academic Skills Centre has produced a range of advice for studying online, including learning from lecture capture and getting the most out of online discussions. You can also book online consultations with our Academic Skills Consultants for help with academic writing and maths support.

Access to IT equipment

We are expanding our laptop loan service to significantly increase the number of laptops available for loan to students.

Self-isolation and quarantine

If you need to self-isolate for a period because: you have arrived from overseas and are following UK Government quarantine requirements; because you or someone in your household has coronavirus symptoms; or you have been in contact with someone who has tested positive for COVID-19, you must not attend campus.

If you are well and self-isolating, you may engage with your studies remotely. If you are self-isolating because you are unwell, you must stay away from campus for the full period of isolation even if you feel better earlier. Whenever you have to self-isolate please inform your School and also complete this online form so that our Student Support Services can offer you support.

For international students living in University-managed accommodation, the accommodation will be available up to six weeks before the start of your contract, enabling you to quarantine before the start of term. Travellers who arrive together will be allocated flats together. You will be given the option to be in a group flat together, or to become a mixed household following quarantine.

If you choose to become a mixed household following quarantine, your flat will be made up of a maximum of three students who have travelled and quarantined together and UK-based students arriving after your quarantine. To form a mixed household after quarantine, the University recommends that you arrive by 5 September to enable you to complete your quarantine period before the start of term, but you may still live in our accommodation if you arrive after this date.

Personal details and emergency contact information

It’s always important to keep your personal details up to date in MyStudentRecord. You can check and update your home and term-time addresses, phone numbers and details of your nominated emergency contact at any time, under the My Details tab in MyStudentRecord.

We will only use your emergency contact details in accordance with the University’s policies and relevant UK
data protection legislation. We will only contact your emergency contact in two distinct types of circumstance:

- In extreme circumstances in your vital interests without requiring consent, where we have justifiable concerns for your life.

- In other situations where there are serious concerns about your health, safety or wellbeing and where it may be in your best interests to do so, only if you have consented to this. We ask for your consent through online registration, and you can also review and update your consent at any time in MyStudentRecord.

Further information is available in our Student Emergency Contact Protocol.

To update your consent to contact your emergency contact, login to MyStudentRecord and click on the My Details tab and then click on My Consent at the bottom of the screen. You can also update your responses there to other consent questions asked in online registration.

**Shielding**

Before the start of term, all students will be contacted to ask you to advise us if you have previously been shielding and to ask you to consent to that information being shared with University staff in your School, accommodation (if applicable) and our Student Support Service, so that you can be provided with appropriate support.
Accessing services and support

The University’s wide range of services for students will continue to be available and will in most cases be delivered remotely. Where support needs to be given face-to-face, social distancing will be maintained.

<table>
<thead>
<tr>
<th>Service</th>
<th>Help available</th>
<th>Contact details</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Student Services Centre</strong></td>
<td>The Student Services Centre provides a central point for information and advice for all students, including student fees, visas and immigration and student ID cards.</td>
<td>Location: Charles Wilson Building e: <a href="mailto:studentservices@le.ac.uk">studentservices@le.ac.uk</a> t: 0116 252 2448</td>
</tr>
<tr>
<td><strong>Student Support Service</strong></td>
<td><strong>Counselling and Wellbeing</strong></td>
<td>Location: Charles Wilson Building e: <a href="mailto:wellbeing@le.ac.uk">wellbeing@le.ac.uk</a> t: 0116 223 1780 [Book an appointment]</td>
</tr>
</tbody>
</table>
|                          | **Student Welfare Service**  
- including finance and carers and childcare advice. | Location: Charles Wilson Building e: welfare@le.ac.uk t: 0116 223 1185 |
|                          | **AccessAbility Centre**  
- including advice for students with dyslexia, sensory or mobility disabilities, mental health conditions and autism. | Location: David Wilson Library e: accessable@le.ac.uk t: 0116 252 5002 |
| **Career Development Service** | The Career Development Service provides advice on job applications and CVs, interviews and assessments and exploring different careers. | Location: Charles Wilson Building [Contact webpage] |
| **University Library** | The [University library](#) provides access to over 800,000 eBooks, e-journals and nearly 1 million print items, as well as silent and group study space. | Location: David Wilson Library  
e: library@le.ac.uk  
t: 0116 252 2043 |
|------------------------|-------------------------------------------------------------------------------------------------|--------------------------------------------------|
| **Academic Skills Centre** | The [Academic Skills Centre](#) provides help with academic writing, finding information for your assignments, maths support and referencing. | Location: David Wilson Library  
e: studyhelp@le.ac.uk |
| **Doctoral College** | The [Doctoral College](#) provides support for PhD and early career researchers. | e: pgresearch@le.ac.uk  
t: 0116 229 7666 |
| **Healthy Living** | The Student Welfare Service provides information about health and wellbeing, runs health promotion events throughout the year and works with external organisations to provide support. | [Healthy Living information](#) |
| **Accommodation Office** | Information and advice on [University accommodation](#). | Complete the [contact form](#) |
| **Report and Support** | Witness or experience something that concerns or distresses you? Access Report and Support to let us know. | [Report and support](#) |
Support from your School
To facilitate social distancing, some School offices may be operating from locations different to their ‘home’ building. Details will be available for all Schools shortly.

Sport and active life
The University is planning for a phased, safe re-opening of our sports facilities and services.

Our LeicStayHome plan also offers 30 days of exercises that can be completed in the comfort of your own home.

Student events and activities on campus
Student life will be a little different for 2020/21, but you will still be able to benefit from joining a strong and vibrant student community. The University is developing an exciting programme of online and socially distanced on-campus activities for you to get involved with, from Welcome Week to regular activities throughout the term, as well as student societies and sports clubs. There will be plenty of opportunities for you to meet new people, make new friends and develop new skills, both digitally and in-person.
For new undergraduate students, you can look forward to your virtual matriculation where you will be officially welcomed to the University by the President and Vice-Chancellor, your Head of College and your Students’ Union Executive Officers, as well as hear from students who were once in your shoes, about their experiences at Leicester.

There will also be a number of virtual fairs to help you familiarise yourself with all aspects of student life, and our virtual campus tours will help you get to know campus from the comfort of your own room. There will also be virtual and in-person ice-breaker activities to help you to meet new people and make friends, such as the opportunity to meet societies and sports groups, scavenger hunts, quizzes and more.

The University is introducing a live-and-learn approach for first year students in 2020/21 to support you to make friends with others on your course in University accommodation, and to help keep you safe by reducing the number of different contacts you have in small-group teaching.

If you are living in University-managed accommodation, where possible, you may be grouped in a flat to form a household bubble with other students on your course. It may not be possible for all accommodation groups to be set up in this way, if there are insufficient students from some courses living in University-managed accommodation, or insufficient students from a single course selecting the same accommodation price point/room type.

Living with other students on your course will help you to make friends initially with students you can also study with, and there will still be plenty of opportunities to meet other students too.