Teaching Space Checklist

**Staff will:**
- Arrive ten minutes (recommended) before the scheduled start time and enter the room before students arrive
- Wear a face visor or covering when inside the building
- Maintain social distance of two metres from students at all times
- Remind students (as needed) of the importance of maintaining social distancing when entering and leaving the room
- Use the wipes provided to clean the AV equipment before and after use – to include PC, monitor, keyboard, radio lapel microphone (all parts), mouse and visualiser, as appropriate
- Use hand sanitiser before and after the teaching session
- Encourage students to fill from the back of the room on entry and to leave from the front on exit
- Allow students to leave the room if they indicate they need to
- Ensure the safety of students when leaving the room by directing how students should make space
- Not move furniture
- In the event of a fire alarm leave the room by all available exits to the muster point maintaining social distancing as far as is reasonable
- At the end of the session ask students to check the space outside the room is clear before exiting and use flow direction of the room and walkways
- Encourage hand washing/sanitising at the earliest convenience
- Not allow the room capacity to be exceeded
- Challenge inappropriate behaviour politely and constructively, and respond to any concerns respectfully and thoughtfully

**Students will:**
- Arrive outside the building five minutes before the scheduled start time and enter and leave the room as promptly as possible
- Wear a face covering when inside the building (unless exempt)
- Maintain social distancing whilst in and while waiting to enter and on departure from the room
- Follow the directional signage and enter and leave the teaching room one at a time via the door indicated
- Use the wipes provided to clean the main surfaces of their workstation before the session
- Use hand sanitiser before and after the teaching session
- Find the first available seat starting from the back and fill rows/desks as indicated by the social distancing marking
- Remain seated throughout the teaching session – if a student needs to leave the room before the end of the session, they should indicate this to the member of staff
- (If allowing another student to exit the row of desks) exit their desk station and wait at a safe distance until the student has passed before returning to their seat
- Not move furniture
- In the event of a fire alarm leave the room by all available exits to the muster point maintaining social distancing as far as is reasonable
- Exit the teaching room promptly and in single file maintaining social distancing – as directed by the signage and/or Campus Marshalls
- Not loiter unnecessarily outside teaching rooms, and hand wash/sanitise at the earliest opportunity
- Maintain appropriate social distancing at all times on the campus
- Challenge inappropriate behaviour politely and constructively, and respond to any concerns respectfully and thoughtfully