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THE RETURN TO OUR CAMPUSES ROADMAP SHOWS ALL OF THE COVID-19 DOCUMENTS AVAILABLE, PLEASE CLICK HERE TO VIEW THE ROADMAP.
The Government has published its COVID-19 recovery strategy which is supplemented by more detailed guidance documents. Although this guidance is helpful it does not contain all of the answers, as all working and operational environments are unique.

The aim of this document is to set out the policy approach and guidance to returning activities to our campuses in relation to the operation of our premises and spaces. The document sets out the required responsibilities of the University, departments, schools, sections, managers, staff, students and visitors.

The University has made its own assessments which are detailed in this Premises Policy Guidance. The assessments follow government and Public Health England guidance as a minimum, with some measures going further.

The document provides the current guidance status and will be updated as work-streams are further developed, and new government and Public Health England guidance is introduced.

The University has introduced 5 Levels of Operation within its Business Continuity Plan, which are:

1. **Advanced Protection**, where essential services only are delivered on campus with all activities that are not essential to support the needs of students remaining on our campuses being delivered remotely;

2. **Enhanced Protection**, with the majority of activities still being delivered remotely, but where limited services may be available safely on campus, with strict limits on the numbers of people coming onto campus at any one time to facilitate rigorous social distancing;

3. **Sustained Protection**, a new stage, providing measures that enable more elements of on-campus activity to resume than within Enhanced Protection but retaining arrangements where a significant number of staff will continue to be working from home; once we are confident that it is appropriate to move to this level it would, if circumstances deem necessary, be possible to remain in this mode for an extended period of time, given the risks of further waves of infection that might occur;

4. **Targeted Protection**, a stage in which most activities would be able to resume on campus, but where protective measures would continue, limited to particular groups of individuals that may be especially vulnerable, or to particular activities that pose heightened levels of risk.

5. **Steady State**, a new form of business as usual, as yet undefined but which may encompass aspects of our working and learning experiences over the recent months where these have worked well for staff, students and the delivery of our mission.

This Premises Policy Guidance focuses on Enhanced Protection and Sustained Protection; however, additional guidance and adjustments to the Policy will be made as our community moves towards a Steady State.
SECTION 2: RESPONSIBLE ACTIONS WHEN USING THE PREMISES

This policy aligns with the Business Continuity Plan and other relevant policies as our approach to returning activities onto our campuses.

All members of the University community are asked to abide by social distancing measures. In the early stages, social distances will be maintained at 1 metre+, in line with government advice, with lower occupancy levels in spaces where this is deemed necessary. All activities and spaces will be risk assessed in order to identify the appropriate distancing to be used, and to ensure that our response to COVID-19 is measured sustainable and effective.

The overall responsibilities of staff are described in the document entitled Health, safety and wellbeing responsibilities of all staff during the COVID-19 pandemic. Students will also be asked to comply with overall safety requirements.

The actions outlined below provide further detail about our responsibilities for safeguarding our campuses, with specific reference to our estate.

1. Personal responsibilities: all staff, students and visitors will share responsibility as we collectively work towards a Steady State.

These responsibilities include:

- Frequent and effective handwashing. Additional facilities have been provided throughout campus.
- Maintaining social distance in accordance with policy and guidance from Workplace Health Safety and Wellbeing.
- Following University guidance across campus regarding access and egress from buildings.
- Following University guidance regarding the use of internal spaces to maintain social distancing.
- Following University guidance on self-isolation and testing.
- Wearing, where requested, face coverings in areas where social distancing cannot be maintained and in indoor areas where there are high volumes of people passing through. All staff and students are requested to wear one of the two washable face coverings provided or a suitable alternative when in public spaces where social distancing cannot always be maintained.
- Being alert to and addressing health and safety issues through action within their own responsibility and by reporting to their line manager.

Face coverings are requested to be worn in the following University areas:

- All internal corridor, lobby/access areas
- All kitchens and WC facilities.
- Lifts when these are available for general use and limited to one occupant.
- All internal catering facilities.
- Library general areas.
- Shower/changing/locker rooms.
- Where staff or students feel social distancing is likely to be reduced below the prescribed distance.
- In any circumstance where staff or students through personal choice wish to wear a face covering.
- When directed to do so by specific departmental risk assessments which may include use of specific Personal Protective Equipment (face masks/gloves/aprons) relating to particular activities.
The University has prepared a Staff Agreement for a return to campus working during the COVID-19 pandemic which, combined with the Moodle course ‘Keeping safe on campus (COVID-19)’, provides staff with training and further information.

In addition, before returning to campus all staff are requested to confirm that:

- They have been authorised by their Head of Department or Head of Section to return to campus.
- They have completed the Moodle course ‘Keeping safe on campus (COVID-19)’.
- They are aware of the policies and procedures in place to protect staff from COVID-19.
- They have seen a COVID-19 risk assessment related to safety at work, and work activities, and that they will comply with it.
- They have completed their individual health questionnaire.

If a member of staff has had contact (within 2 metres for 15 minutes or more) with another member of staff who has a confirmed case of COVID-19 but the staff member who has had the contact does not have symptoms, they need to self-isolate for 14 days. Please email ohquery@essex.ac.uk and let them know of their potential exposure and they will be contacted shortly after with more information.

If a member of staff has had contact (within 2 metres for 15 minutes period or longer) with a confirmed case outside of work, they will be asked to self-isolate for a period of fourteen days from the day they last have had contact from that person. If they know that they have been in contact (a distance less than 2 metres for more than 15 mins) with a person who has a confirmed case of COVID-19 they must isolate for fourteen days even if they have not been contacted by NHS Test and Trace. Please email ohquery@essex.ac.uk and let them know of the potential exposure and they will advise on the action that needs to be taken.

Where a member of staff lives with a member of their household who develops symptoms of COVID-19 they will need to self-isolate, working from home where they are able and remaining off work for a 14 day period, self-isolating from the first day of the household member’s symptoms. Should they become ill during the 14 days they will need to remain off work for another 7 days from the first day of their symptoms. If the household member with symptoms has a negative COVID-19 test result the staff member can stop isolating and return to work.
2. **Managerial responsibilities:** managers will be required to implement policies, supervise staff and adjust and update practices as we move between the various levels of operation, following updated government guidance. These will consist of a number of General and Specific responsibilities.

The University has prepared a [Managers Agreement](#) for a return to campus working during the COVID-19 pandemic which, combined with the Moodle course *Keeping safe on campus (COVID-19)*, provides staff with training and further information.

In addition, before returning to campus all staff are requested to confirm that:

- They have been authorised by their Head of Department or Head of Section to return to campus.
- They have completed the Moodle course *Keeping safe on campus (COVID-19)*.
- They are aware of the policies and procedures in place to protect staff from COVID-19.
- They have seen a COVID-19 risk assessment related to safety at work, and work activities, and that they will comply with it.
- They have completed their individual health questionnaire.

In addition, managers are requested to confirm that:

- They will ensure that there is a suitable and sufficient work activity risk assessment and health risk assessment in place for a return to campus for all employees under their control.
- They will ensure that all PPE identified in a risk assessment as being required to protect employees is provided and used correctly.
- They will ensure that all procedures in place to manage the risks of COVID-19 will be thoroughly shared with all employees to ensure they have a full understanding of the risks and the control measures in place to protect them.
- They will ensure that before the workplaces under their control are brought back into use, that they will complete a Workplace Inspection to ensure that the areas concerned are safe to be re-populated.

- If any member of staff becomes symptomatic, the manager will record and report the incident and investigate as advised by the Workplace Wellbeing Team.
- They will be alert to and address health and safety issues through action within their own responsibility and by reporting to their line manager.

General responsibilities include:

- Supervision of office accommodation and introduction of smaller team/staff shift systems to ensure adequate social distancing within the workplace, using the third or half rule (ensuring a limited number of staff come into direct contact). Where a mix of teams occupy an office space, managers should agree a "lead manager" with overall responsibility for this.
- Supervision of spaces to ensure social distancing and adherence to entry and exit guidance to teaching spaces. The managerial responsibility for this will depend on use but will usually include:
  - Academic staff for teaching areas.
  - Managerial professional services staff for specific areas (e.g. Library, catering venues, Sports Centre).
  - All staff and students for areas of general use and study.
- Supervision of general areas (such as corridors, kitchens, toilets, Common Rooms) to ensure guidance is being followed.
3. **Specific and Technical Responsibilities**: some areas of the University's operation will have specific needs. Risk Assessments and Method Statements (RAMS) will be developed for these areas before operations resume. All staff and students must adhere to these requirements. A local risk assessment framework is being created to assist in this process.

Departments and sections are responsible for risk assessing the activities that take place within their allocated spaces.

It is critical to the University’s success in reducing the transmission risk of COVID-19 that all staff and students play their part and adhere to institutional guidance. Our success in seeking to ensure that staff and students remain safe on campus and that our community can continue to thrive depends on all following the guidance issued. Our personal and collective response will over time have a positive impact and help us return to a new form of Steady State.
SECTION 3: USING OUR BUILDINGS AND FACILITIES

The following sections describe how the spaces on our campuses should be used.

Teaching/Tutorial spaces: The University has undertaken detailed desktop space modelling of all teaching/tutorial spaces upon the basis of 2 metre/1.5 metre/1 metre social distancing models. Physical space analysis is also being undertaken to match assumptions with desktop planning and to ensure that the safe occupancy maximums of each room are identified. Current government guidance will be followed, with appropriate mitigations to ensure optimal safety within environments.

All rooms will have clearly displayed the University's current level of operation, maximum number of room occupants, seating locations that must be used (these will be clearly marked), together with a safe method of access and egress to and from the room, and within the room.

Teaching/tutorial spaces should only be used for pre-booked activity.

The University will be clearly marking which desks / seating spaces can be used depending upon the social distancing model in operation.

The government may change the social distancing requirements. Examples of a number of teaching spaces modelled at different levels of social distancing are attached as Appendix A.

A schedule of revised room capacities for Colchester, based on social distancing of 2m/1.5m/1m is attached as Appendix B.

Meeting rooms: The use of meeting rooms should follow the same guidance as for teaching/tutorial spaces in terms of users maintaining the recommended social distance; however, it is advised that alternative meeting methods such as Zoom are used as the default meeting method to reduce the level of social mixing.

To assist with cleaning regimes staff and students are requested to only use meeting rooms when they have been formally booked.

IT Labs: The guidance for teaching spaces will apply save for any amendments introduced following evaluation and approval under the Local Risk Assessment Framework.

Language labs / Media labs: The guidance for teaching spaces will apply save for any amendments introduced following evaluation and approval under Local Risk Assessment Framework.

Library facilities: Library facilities consist of a number of different areas which will be treated as follows:

- Study spaces will be subject to the guidance set out for teaching spaces and where appropriate specific layouts/seating plans provided to ensure effective social distancing.
- General areas/seating staff and students should adhere to social distancing measures as directed.
- Circulation areas: staff and students should follow specific guidance where one way circulation routes are designated, or alternatively adopt social distancing measures in all other two way general circulation areas.
- Staff and students are advised to wear face coverings when not seated and accessing and egressing any specific library area.

Specific areas of library operation will be subject to Risk Assessments and Method Statements before operations resume.
**Offices:** The University has undertaken detailed space modelling of all large open plan office spaces upon the basis of 2 metre/1.5 metre/1 metre social distancing models. Smaller offices have been covered by the production of generic room layouts which can be used by all staff (in conjunction with Space Planning where necessary) to assess appropriate seating positions and numbers.

Government social distancing guidance will be regularly reviewed and activities risk assessed to ensure safe operating environments.

The University will be clearly marking which desks can be used depending upon the social distancing model in operation.

Examples of offices space configurations are attached as Appendix C.

Mitigation within offices will include a mix of the following:

- **Staff working smaller team/shift systems** and so limiting the number of staff in the office at any one time. Staff working in these smaller teams should be kept together wherever possible to limit exposure the number of people coming into contact.
- **Limited circulation within offices under “one-way systems”** may be possible to maximise social distancing.
- **Movement of staff between separate offices** should not take place in order to minimise the possible impact of increased social contact.
- The University wishes to avoid, where possible staff having to sit at desks “face on” where such are occupied at the same time. This can be achieved by consideration of staff shift systems and in exceptional circumstances by staff relocating to alternative desks (IT will need to relocate desk top computers), or staff utilising alternative desks using a laptop etc. In very limited circumstances “face to face” seating styles may be needed in which case mitigation measures such as desk screens will be considered.
- All staff are requested to remove all non-essential items from desktops and to operate a clear desk protocol at all times.

All rooms will clearly display the University’s current level of operation, maximum number of room occupants, seating locations that must be used depending upon the smaller team/staff shift system in operation. **We will, as best we can, be trying to maintain your existing seating position where social distancing permits.**

**Kitchens:** The majority of staff and student kitchen facilities are small and therefore access will be strictly limited to one person at a time. Kitchen doors are Fire Doors and must not be wedged open.

**WC facilities:** The majority of WC facilities are small, and therefore require measures to enable social distancing. It is safe for more than one person to access multiple toilet facilities as long as cubicles are vacant. Please wait in the cubicle if there is no sink available to use before exiting. Please always wash your hands. Lids will be fitted to any toilets that currently do not have benefit from one.

**Shower/changing and baby changing facilities:** Where shower and changing facilities are required, clear use and cleaning guidance for showers, lockers, changing rooms and baby changing facilities will be introduced to ensure they are kept clean and clear of personal items and that social distancing is achieved as much as possible.

**Lifts:** The enclosed environment within lifts and limited space is such that the maximum level of occupancy at any one time would have to be limited to one person. Continued use during busy periods would result in long queues generally within limited circulation areas, which would jeopardise social distancing measures. Therefore, the University has resolved that during Monday – Friday 08:00 – 18:00 lifts on campus, except for those in residences, must not be used by staff, students, visitors or tenants, except for those with mobility impairment or staff transporting items of equipment that cannot be safely transported via stairways. More information is provided below regarding lifts in residences.

Outside of these hours all lifts must be restricted to a maximum occupancy of one person.
General areas – Common Rooms/study areas/staff rooms: The University will be undertaking space analysis and setting a maximum occupancy numbers on the basis of required social distancing. Room occupancy levels will be clearly displayed. All staff and students will be expected to use these areas appropriately, maintaining social distancing when seated.

The majority of such areas will not have specific seat areas designated for use but all must recognise that occupancy levels must not be exceeded and all are required to sit in positions appropriate to others in the room.

Some areas will, through necessity, have some seating designated as not for use. Such instructions must be followed at all times.

Research Lab spaces: Departments will be responsible for setting up equipment within research lab spaces, and ensuring separate workstations are in line with social distancing requirements. The guidance for teaching spaces will apply save for any amendments introduced following evaluation and approval under local risk assessment frameworks.

Workshops, technical stores, cleaning stores, plant rooms, risers, access tunnels: These areas are already subject to specific Permits to Work and RAMS (Risk Assessments and Method Statements) with access limited to designated persons and supervision by “Responsible Persons”. These areas have continued to operate throughout COVID-19 with modification to working practices introduced through:

- Social distancing
- Staggered start and shift breaks
- Tool Box talks

Adjustments to current safe working practices will be formalised through the completion of specific Risk Assessments and Method Statements. A local risk assessment framework is being created to assist in this process.

Departments and sections are responsible for risk assessing the activities that take place within their allocated spaces.

Faith Centre / Prayer Facilities:
The University will be undertaking space analysis and setting a maximum occupancy number based on required social distancing. Occupancy levels will be clearly displayed. Once usage protocols have been agreed, all staff and students will be expected to use these areas appropriately maintaining social distancing. The guidance for teaching spaces will apply save for any amendments introduced following evaluation and approval under the local risk assessment framework.
Ventilation systems: The University has carefully considered available NHS, government, scientific and technical guidance regarding the operation of buildings during the COVID-19 pandemic. This guidance indicates that maximising air changes within a building by opening windows or by facilitating mechanical air intake and extract systems reduces the spread of airborne droplets which could contain COVID-19. Government guidance on reducing the risk of transmission in NHS setting states:

- A single air change is estimated to remove 63% of airborne contaminants. After 5 air changes, less than 1% of airborne contamination is thought to remain.

The emphasis here is on effective air changes within a building environment and not that such air changes can only take place through opening windows. In addition there is some evidence that water vapour in the form of “micro particles” can remain airborne until removed by air circulation either via opening windows or mechanical extract systems.

The Health and Safety Executive have advised as follows:

The University will therefore be adopting the following Guidelines across the estate:

- All multi-occupancy environments with opening windows should have such windows open to maximize air changes. This is particularly important before and after a room is occupied.
- All environments containing mechanical air intake and extract systems will be subject to the following:
  - Mechanical ventilation systems will be calibrated to maximize air changes during the day.
  - Mechanical ventilation systems will be calibrated to maximize fresh air supply.
  - Mechanical ventilation systems where appropriate will be set to “run on” when areas/buildings are unoccupied to purge ventilate all areas.
  - Enhanced maintenance and monitoring regimes will be introduced.
  - Maintaining a higher social distancing regime (2 m as opposed to 1 m).
- Environments which contain no opening windows or mechanical ventilation systems will be the subject of specific risk assessments before use is continued or modified. Mitigation measures for such areas would consist of the following measures or combination of measures:
  - Cease use where area is not essential.
  - Modify use to mitigate number of users and/or frequency of use.
  - Reduce use frequency and number of persons accessing the area.
  - Deployment of appropriate PPE.
  - Use of stand-alone air filtration units.

The University during the initial phases of re-opening will be introducing a social distancing regime within office and teaching environments resulting in a reduced overall level of occupancy at any one time. Our building ventilation systems were designed with a far higher level of occupancy in mind and therefore continuing to run these systems in enhanced modes will achieve a higher level of air changes per occupant than previously existed.
Contractors/third party service providers on campus: All contractors/third party service providers will be expected to follow University policy and guidance in relation to COVID-19 and prior to commencement of any works and at regular intervals will be expected to provide their updated Risk Assessments and Method Statements (RAMS) to the University. “Responsible Persons”/Project Managers are responsible for reviewing these RAMS at regular intervals.

Catering spaces and facilities: The advice on social distancing measures within catering spaces applies to everyone. We must minimise opportunities for the virus to spread by maintaining appropriate social distance between individuals. This advice applies equally to spaces both inside the food business and those in the external public areas where customers may need to queue. People should be reminded to wash their hands for the recommended time and more frequently than normal.

Key points about catering facilities are:

- Information will be displayed in customer facing areas to provide confidence in food preparation procedures in relation to COVID-19.
- All catering facilities will initially continue to offer takeaway options only.
- Entry will be regulated so that the premises do not become overcrowded.
- Floor markings will be used in public spaces to facilitate compliance with social distancing measures, particularly in the most crowded areas, such as serving counters and tills.
- Vertical signage will direct customers into lanes if feasible to facilitate movement within the premises while maintaining social distancing.
- Regular announcements will be made to remind customers to follow social distancing advice and to clean their hands regularly.
- Protective screens will be in place at tills.
- Hand sanitiser units will be available both at the beginning of the customer journey and at the point of sale.
- Essex Food will develop a click-and-collect app function for customers, to further reduce the potential of queues and gathering of people at the point of sale.
- Outside seating areas will be created adhering to social distancing guidelines, with table service being offered, thereby limiting customer requirements for entering cafes and restaurants.
- A maximum number of staff in central work areas will be observed with clear traffic flows introduced in high footfall areas.
- An extensive cleaning regime will be implemented in all public facing areas and all back of house areas.
- Single use cutlery and crockery will be used in all restaurants and cafes.
- All cafes and restaurants will introduce optimum customer flows.
- External signage and markings will further support social distancing protocols.
- A phased introduction back into indoor seating will occur. This will be modelled on a maximum number of seats allowed whilst following social distancing guidelines.
- An office delivery service will be introduced.
- All cafes and restaurants will remain cashless with only card or smartphone payments accepted.
Sports spaces and facilities: Sport facilities and physical activities will resume in line with government guidelines, fitness industry best practice, and sports’ National Governing Body (NGB) advice. Currently the full detail of this practice and advice is still emerging, and Essex Sport staff are maintaining close contact with colleagues working in sport across the sector in the UK and Europe in order to inform plans. The Essex Sport Arena will require extensive deep cleaning following use as a clinic space, prior to returning to normal use.

Current planning for Essex Sport re-opening of facilities and activities includes the following considerations:

- Sports activities will resume in line with government advice. Initially, this is likely to be restricted to activities where social distancing can be maintained, such as badminton, tennis, table tennis, and basketball shooting. Group activities and team sports will resume in line with government guidelines and NGB advice.
- Larger scale sporting events, including those attracting spectators will be re-introduced in line with government timelines and advice.
- Sports activities in different areas will be timetabled to start and end at different times, and a member of staff will be detailed to perform spot cleaning between bookings throughout opening hours.
- Opening hours of sports facilities will be reduced to facilitate staffing of increased cleaning duties.
- Screens will be installed at reception areas in the Sports Centre, the Essex Sport Arena and the Essex Sport Gym.
- Floor tape or specific floor coverings will be used to mark out required social distancing at the Sports Centre reception.
- Initially, during busy periods, a member of staff will positioned at the entrance to the Sports Centre to manage any queueing. The ongoing need for this will be reviewed periodically.
- It is likely that government advice will not require participants in sporting and physical activities to wear face coverings.
- Staff will be required to wear appropriate face coverings or masks for specific tasks where a risk assessment identifies a need, except those involved directly in instruction of activities (fitness instructors, sports coaches, etc).
- The approach to use of changing facilities will be considered in line with government guidance for re-opening sports facilities.
- Outdoor sports spaces are only to be used for pre-booked sporting activity.

- Calculations for maximum capacity of the Essex Sport Gym based on required social distancing. This will be managed by putting some pieces of equipment out of use. As guidelines on the extent of social distancing changes (e.g. 1.5 m, 1 m), more pieces of equipment will become available, and capacity increased.
- All gym users will be required to book a one hour slot in order to strictly manage adherence to capacity. Users will have their access to the sports centre controlled by the turnstiles at the reception area, with only those with a current booking able to access the facilities.
- An enhanced cleaning protocol will be undertaken in the gym, with a member of staff detailed to carrying out this work continuously during the opening hours of the gym. Staff performing cleaning activities will wear appropriate PPE (face mask, eye wear, gloves).
- Additional cleaning materials stations will be positioned around the gym, and signage will be in place to instruct customers to clean down equipment after they have used it. Staff will also remind customers of the need to clean equipment after use.
- Calculations for maximum capacity for fitness classes in fitness studios will be based on social distancing requirements. Floor tape will be used in the fitness studios to indicate required social distancing.
- Some fitness classes may be moved to take place in larger spaces, and where appropriate in outdoor spaces in order to increase class capacity. This would have an impact on the space available for other activities.
**Student accommodation spaces and facilities:**
Student occupants living in the same cluster flat within a building are a household. Therefore social distancing measures will not apply within a flat, unless an occupant or occupants are self-isolating. Information about self-isolating in the residences can be found at this link: [https://www.essex.ac.uk/student/healthcare/coronavirus-student](https://www.essex.ac.uk/student/healthcare/coronavirus-student). Arrivals information will be provided to new and returning students by Accommodation Essex.

Student residents will not be able to invite guests or visitors into their flats or buildings until government guidelines permit separate households to meet indoors.

Care must be taken to maintain social distancing when entering and exiting the buildings and using common areas outside the flats. Social distance must be maintained.

Lifts can only be used by a maximum of one person as social distancing cannot be achieved in the available space, unless students are members of the same household.

**Front facing reception desks and facilities:**
The University will be re-configuring these areas in line with social distancing and, where required, suitable protective screens will be installed.

**Corridors/circulation spaces:**
The University's approach towards social distancing within corridors and circulation spaces will have regard to the limitations imposed by the built environment:

- The majority of our corridors are less than 2 metres wide.
- Some of our spaces are accessible via multiple routes at various levels.
- Some staff and student spaces are located on single access routes.

Our response will therefore be based upon a range of measures to include:

- Clearly delineated traffic routes in operation. These are expected to be two-way systems, with mitigations in place, and one-way systems featuring where essential. Where such routes have been designated they must be followed.
- Directional way markers and social distancing markers will be present on the floor of some internal corridors. Staff and students should utilise these to ensure the appropriate social distance is maintained whilst travelling and/or queuing.
- Staff and students should travel directly to their destination following the appropriate external and internal directional signage. Staff and students are requested to leave such circulation areas as quickly as possible and not to socialise and congregate in these areas.
- Staff operating activities in timetabled rooms must ensure that all attendees depart at the end time of their booking. All staff and students attending timetabled activities must arrive at the appointed start time and not before. These measures will ensure that there will not be unnecessary contact between groups or static queuing impacting corridors.
**External areas around campus:** With the necessary restrictions imposed across our built environment, the University recognises the importance to our staff and students of being able to use our external areas with as few restrictions as possible whilst maintaining social distancing. We do not therefore envisage substantive restrictions at this stage; however, it may be necessary to close certain external areas or facilities if safety is compromised.

There will be some alterations to access routes to aid the safe movement of people through our campuses and to help our community to maintain a safe social distance while using the external spaces. Available routes may become longer, less direct and different to those previously used. Alterations will be implemented through signage, markings on the ground such as arrows, or harder measures such as barriers. The following policy should be followed at all times:

- A social distance must be maintained whether standing or seated.
- Large social gatherings should not take place.
- Any guidance such as floor markings, signage or physical measures to aid or instruct the direction of travel for pedestrians through the campuses, including one way and priority designations should be strictly adhered.
- When queuing, all must follow the distancing designations present and queue in the designated areas and directions indicated and to the maximum number permitted if stated.
- Any closed areas or facilities must be avoided.

Certain areas around campus will be subject to specific restrictions, which may consist of limits on numbers, specific areas in which to walk, queue or areas that are closed. All of the campus community must follow these instructions at all times.

**Travel and Transport:** There is an expectation that the University’s Travel and Transport provision will be operating without substantial restrictions; however, the following guidance should be followed at all times:

- **Car Parks:** car park users should adhere to social distancing guidelines when entering and exiting their vehicles when parking. There will be directional guidance in car parks to assist with the direction users should take to get from their vehicle to main campus and back again. Some car parks may be taken out of use; when they are, this will be clearly communicated and sign posted.

- **Bus Stops:** bus stops will be available for use with clear floor markings designating the locations and direction of queuing. Social distancing should be adhered to at all times. The supplied hand sanitiser should be used when alighting from a bus. Any information signage advising subsequent pedestrian routes to and from main campus should be adhered, as normal routes may have been altered to assist with social distancing.

- **Cycle Parks:** cycle parks will remain in operation; however, users should adhere to social distancing guidelines at all times and the supplied hand sanitiser should be used when entering and leaving the cycle parks. Any information signage advising subsequent pedestrian routes to and from main campus should be adhered to, as normal routes may have been altered to assist with social distancing.

- **Electric Vehicle charging points:** electric vehicle charging points will remain in operation; however, users should adhere to social distancing guidelines when connecting /disconnecting their charging cables.

- **Parking pay machines:** alternative payment methods such as cashless, app and browser based will be introduced, allowing pay machines to be phased out. During this time some pay machines will have limited availability; however, there will be clear floor markings designating the locations and direction of queuing. Social distancing should be adhered to at all times and the supplied hand sanitiser should be used before and after using the machine.
Cleaning Services: Buildings will be deep cleaned prior to re-occupation. Once deep cleaning has taken place, areas will be cleaned in accordance with government guidance for enhanced cleaning.

Standard Cleaning Regime in Enhanced Protection through to Steady State
Government guidance states that frequent cleaning and disinfecting of objects and surfaces that are touched regularly should take place and enhanced cleaning of busy areas should be implemented. Implementing new cleaning regimes will help to achieve and sustain a safe environment for all staff, students and visitors to our campuses.

The government requirement to successfully implement new cleaning regimes will require all staff, students, contractors and visitors to play their part in helping to ensure the working, studying and living environments remains safe and hygienic for all.

Appendix D provides details of cleaning regimes (standard and enhanced) for different types of spaces. Cleaning will be focused on areas that have been re-opened and are in use. Therefore, if an area (e.g. a seminar room) has not been used on a particular day, it will not require cleaning. Cleaning will resume when the area is next used.

The cleaning regimes detailed at Appendix D denote responsibility for various aspects of enhanced cleaning to all users of specific areas. Where the use of sanitising wipes is cited, these will be virucidal; such wipes are effective at eradicating both bacteria and viruses from surfaces. Sanitising wipes will also be food safe.

Wall Mounted Hand Sanitiser Gel Units
Government guidance states that employers are to provide hand sanitiser around the workplace in addition to washrooms, but it is for individual employers to determine what the provision should be. There are a number of units across each of the campuses, with in excess of 400 units located across the Colchester campus, 59 at Southend and 37 at Loughton. The locations of these units ensures that sanitisers are readily available within short distances to staff and students. Soft FM and Southend & Loughton FM teams will replenish all hand sanitiser gel units.

Wall Mounted Sanitiser Wipe Dispensers
Wall mounted sanitiser wipe dispenser units are being provided to all seminar rooms, lecture theatres, E15 studios, health labs, bio labs, research labs, PC labs, communal PC study spaces and for the scanners located at the Albert Sloman Library. Waste bins are provided in these spaces for the disposal of used hand wipes. Soft FM and Southend & Loughton FM teams will replenish all wipe dispenser units and empty bins.
Sanitiser Wipe Packs
Staff working in office and reception areas should use individual packs of sanitiser wipes so that they are able to keep their work stations and areas sanitised each day. The budget for the purchase of sanitiser wipes is held centrally.

For Colchester, packets of sanitising wipes should be ordered and collected from Central Stores. For Southend and Loughton, packets of sanitising wipes should be ordered and collected from Southend and Loughton FM Services. Sanitising wipes will be virucidal (eradicating both bacteria and viruses from surfaces) and food safe.

Disinfecting
Government guidance for cleaning non-healthcare settings where a person with suspected coronavirus has been present requires all surfaces that the symptomatic person has come into contact with to be cleaned and disinfected. This includes all hard surfaces, floors, chairs, door handles and sanitary fittings.

Disinfectant sanitiser machines (T360) have been purchased for each campus and will be used to clean and disinfect areas of potential coronavirus contamination. The T360s are suitable for use on all work areas and surfaces, including:

- Touch points
- Hard surfaces
- Door handles
- Office furniture
- Electronic equipment including computers and keyboards
- Toilet and shower areas
- Reception areas

Staff are able to use the areas immediately after the electrostatic cleaning has taken place.
Forum – Southend: The University will consult with Southend Borough Council and South Essex College with regard to the provision of Soft FM cleaning services in order to ensure that appropriate cleaning regimes, social distancing measures and suitable hand sanitiser and disinfectant wipes are made available in joint use/shared areas.

A separate report has been prepared with details of resources required to implement these new cleaning, sanitising and disinfecting regimes.

Specialist areas and services: Our University provides a unique mix of services across a diverse operational estate. Many of our areas of operation will have specific responses to COVID-19, covered in their risk assessments.

Departments / sections will be producing Risk Assessments and Method Statements (RAMS) specific to their activities and appropriate space modelling and operating procedures that will seek to ensure that our campus and operations remain safe. Certain specialist facilities (labs as one example) may require repositioning of specialist equipment in order to ensure that social distancing models/Departmental RAMS can be followed.

Knowledge Gateway

General
- Specific Risk Assessments and Method Statements (RAMS) will be provided for the external common areas and Block A, Unit B4, Block C and Block F
- Signage will be placed within common areas asking occupants to clean their hands when entering premises and to ensure physical (social distancing) at all times
- Corridors within buildings with common areas (Block A, B4, Block C and Block F) are predominantly less than 2 metres, therefore occupants will be reminded to regulate entry and travel so that individuals do not break social distancing measures
- The common meeting room in Block C is not to be used

Cleaning
- Office suites: with the exception of Studio X and the first floor of Block C (University of Essex) and Unit B3 (Essex Chamber of Commerce), the cleaning of offices will be the responsibility of the tenant.
- With respect to Studio X and first floor Block C, the cleaning regimes of the University of Essex will apply.
- Sanitisers will be installed in the common areas for which the KG landlord entity is responsible. The sanitisers are an additional mitigation to risk and tenants should continue to provide their own sanitation measures.

All commercial tenants and business partners operating on our campuses

All commercial tenants and business partners operating on our campuses are requested to provide their business continuity plans in response to the measures they are putting place to manage the COVID-19 pandemic. These will be reviewed for suitability by the University to maintain our ability to comply with our duties.
Summary

The approach outlined above represents the University's initial response to the management of our campuses, based on a cautious move from Advanced Protection into Enhanced and Sustained operational levels. Our response will be regularly updated taking into account government guidelines as well as the University's own assessments.

In the early stages social distances will be maintained at 1 metre+, in line with government advice, and 2 metres where it is deemed necessary. All activities will be risk assessed in order to ensure that our response to COVID-19 is measured sustainable and effective.

Over time as we move into Targeted Protection and Steady State operational status, we will be able to introduce some relaxation of the restrictive measures detailed in this policy guidance. We will only do this when the University has decided it is safe to do so. The University also recognises that it may be necessary to both "ramp down" and ramp up" the restrictive measures we have introduced in response to COVID-19 and that such responses may be required University wide or on a focused basis in response to rapidly changing circumstances. The University will be ready to respond to changing circumstances.
APPENDIX A
Note: Physical space analysis will also be undertaken to match assumptions with desktop planning.
ICLH (1000 Capacity)
2M shown

2M Distancing Occupancy: 126

1.5M Distancing Occupancy: 146

1M Distancing Occupancy: 462

Seating Capacity = 1002 (includes 12 wheelchair spaces)
APPENDIX B

Part 1  Colchester teaching spaces. Note: 1m Numbers are subject to final review regarding 2 m social distance between lecture position and students.
## COVID-19: PREMISES POLICY

### APPENDIX B

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### Room No. | Dept. | Room type | 2M capacity | 1.5M capacity | 1M capacity
---|---|---|---|---|---
STEM.2.3 | Biological Sciences | Laboratory | 11 | 15 | 20
STEM.4.1 | Biological Sciences | Laboratory | 13 | 26 | 39
STEM.4.2A | Biological Sciences | Laboratory | 16 | 17 | 24
STEM.4.2B | Biological Sciences | Laboratory | 9 | 9 | 12
EBS.1.4 | EBS | Computer Lab | 12 | 13 | 16
EBS.1.2 | EBS | Computer Lab | 17 | 20 | 33
TC.2.11 | IT Services (Not including) | Computer Lab | 5 | 5 | 7
TC.2.16 | IT Services (Not including) | Computer Lab | 13 | 16 | 16
4.730 | Psychology | Laboratory | 1 | 1 | 2
4.735 | Psychology | Laboratory | 1 | 1 | 2
4.129 | Lang and Ling | Laboratory | 3 | 3 | 4
5A.101 | IT Services (Not including) | Computer Lab | 15 | 17 | 22
5.000 (Now IT Lab A) | IT Services (Not including) | Computer Lab | 8 | 8 | 8

| Room | Cap (Inc Lctr) | Cap (Stdnt) | 2M (Inc Lctr) | 2M (Stdnt) | 2M % of Cap | 1.5M (Inc Lctr) | 1.5M (Stdnt) | 1.5M % of Cap | 1M (Inc Lctr) | 1M (Stdnt) | 1M % of Cap |
---|---|---|---|---|---|---|---|---|---|---|---|
LOUGHTON CAMPUS CURRENTLY UNDER REVIEW

**Part 4** Loughton All spaces. Note: 1m Numbers are subject to final review regarding 2m social distance between lecture position and students.
Finance Office

SHIFT 1

SHIFT 2
APPENDIX D
Cleaning Specification

### LOBBIES, CORRIDORS, STAIRWELLS, LIFTS

<table>
<thead>
<tr>
<th>Standard Clean</th>
<th>Responsibility</th>
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<tbody>
<tr>
<td><strong>DAILY</strong> Monday to Friday; damp dusting of surfaces, removal of general waste and recycling, cleaning of floor surfaces</td>
<td>Cleaning Staff</td>
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<table>
<thead>
<tr>
<th>Enhanced Clean</th>
<th>Responsibility</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>DAILY</strong> Monday to Friday; sanitising of touch points such as door handles, door locks, push plates, drinking fountain spouts and handles, lift control panels and hand rails</td>
<td>Cleaning Staff</td>
</tr>
</tbody>
</table>

NB, the majority of cleaning staff work from 5.30am to 8.30am. Cleaning staff who work during the day will clean high touch points, but all users must ensure they wash their hands frequently and sanitise their hands regularly, using the wall mounted hand sanitiser gel units provided throughout the campus buildings.

### TOILETS, CHANGING ROOMS & SHOWERS

<table>
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<th>Standard Clean</th>
<th>Responsibility</th>
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<tbody>
<tr>
<td><strong>DAILY</strong> Monday to Friday; cleaning of toilets, cisterns, toilet seats, flush handles, sinks, shower cubicles, mirrors, wall tiles, whiterock, faucets, hand dryers, cleaning of floor surfaces</td>
<td>Cleaning Staff</td>
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<table>
<thead>
<tr>
<th>Enhanced Clean</th>
<th>Responsibility</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>DAILY</strong> Monday to Friday; sanitising of touch points such as door handles, door locks, push plates and mobility rails, flush handles and faucets</td>
<td>Cleaning Staff</td>
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</tbody>
</table>

NB, the majority of cleaning staff work from 5.30am to 8.30am. Cleaning staff who work during the day will clean high touch points, but all users must ensure they sanitise their hands before using these facilities, and wash and sanitise their hands after using these facilities. Wall mounted hand sanitiser gel units are provided at entry points to these facilities.
## LECTURE THEATRES, SEMINAR ROOMS, AUDITORIUMS AND E15 STUDIOS & WORKSHOPS

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<tr>
<td>DAILY Monday to Friday; damp dusting of surfaces, removal of general waste, cleaning of floor surfaces</td>
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<table>
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<td></td>
<td>Cleaning Staff</td>
</tr>
<tr>
<td>DAILY Monday to Friday; Sanitising of touch points such as door handles, door locks, push plates and hand rails</td>
<td>✔</td>
</tr>
<tr>
<td>Use of provided sanitising wipes to sanitise door handles, door locks, push plates, teaching tools such as AV, lectern etc</td>
<td></td>
</tr>
<tr>
<td>Use of provided sanitising wipes to sanitise shared learning tools &amp; equipment, work surfaces and chair legs (if touched)</td>
<td></td>
</tr>
<tr>
<td>NB, furniture should not be moved, and if it is, it is to be placed back in its original position by the person or people who moved it and sanitised using the provided sanitising wipes.</td>
<td></td>
</tr>
</tbody>
</table>
### HEALTH LABS, BIO LABS, RESEARCH LABS

<table>
<thead>
<tr>
<th></th>
<th>Standard Clean</th>
<th>Enhanced Clean</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Cleaning Staff</strong></td>
<td>DAILY Monday to Friday; damp dusting of surfaces, removal of general waste, cleaning of floor surfaces</td>
<td>DAILY Monday to Friday; Sanitising of touch points such as door handles, door locks and push plates</td>
</tr>
<tr>
<td><strong>Responsibility</strong></td>
<td></td>
<td>Use of provided sanitising wipes to sanitise door handles, door locks, push plates, work surfaces and equipment.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>Cleaning Staff</th>
<th>Staff User</th>
<th>Student User</th>
<th>External Contract</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Responsibility</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- **Standard Clean**
  - Cleaning Staff: ✓
  - Staff User: □
  - Student User: □
  - External Contract: □

- **Enhanced Clean**
  - Cleaning Staff: ✓
  - Staff User: ✓
  - Student User: ✓
  - External Contract: ✓
### PC LABS, COMMUNAL PC STUDY SPACES

<table>
<thead>
<tr>
<th>Standard Clean</th>
<th>Responsibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>DAILY Monday to Friday; damp dusting of surfaces, removal of general waste, cleaning of floor surfaces</td>
<td>Cleaning Staff</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Enhanced Clean</th>
<th>Responsibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>DAILY Monday to Friday; Sanitising of touch points such as door handles, door locks and push plates</td>
<td>Cleaning Staff</td>
</tr>
<tr>
<td>Use of provided sanitising wipes to sanitise keyboard, mouse and screen before and after usage.</td>
<td></td>
</tr>
<tr>
<td>Use of provided sanitising wipes to sanitise door handles, door locks, push plates, work surfaces and chairs.</td>
<td></td>
</tr>
<tr>
<td>Specialist cleaning of keyboards, mice, screens and computers to take place four times a year</td>
<td></td>
</tr>
</tbody>
</table>

### PHOTOCOPIERS, PRINTERS AND SCANNERS

<table>
<thead>
<tr>
<th>Standard Clean</th>
<th>Responsibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>DAILY Monday to Friday; damp dusting of external surface area only</td>
<td>Cleaning Staff</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Enhanced Clean</th>
<th>Responsibility</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Photocopiers</strong> - users must ensure they sanitise their hands before and after using the photocopiers. Wall mounted hand sanitiser gel units are located next to or near photocopier machines</td>
<td>Cleaning Staff</td>
</tr>
<tr>
<td><strong>Scanners (Library)</strong> - Use of provided sanitising wipes to sanitise keypads and glass before and after usage</td>
<td></td>
</tr>
<tr>
<td><strong>Other</strong> – Specialist cleaning of photocopiers takes place as per ITS service contract specification</td>
<td></td>
</tr>
</tbody>
</table>
### LIBRARY AND STUDY SPACES

<table>
<thead>
<tr>
<th>Cleaning Staff</th>
<th>Staff User</th>
<th>Student User</th>
<th>External Contract</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Standard Clean</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>DAILY Monday to Friday; damp dusting of surfaces, removal of general waste, cleaning of floor surfaces</td>
<td>✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Enhanced Clean</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>DAILY Monday to Friday; Sanitising of touch points such as door handles, door locks and push plates</td>
<td>✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Use of wall mounted hand sanitiser gel units provided in the buildings to sanitise hands on arrival and before exiting.</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Use of provided sanitising wipes to sanitise study desk.</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
</tbody>
</table>

### COMMON ROOMS

<table>
<thead>
<tr>
<th>Cleaning Staff</th>
<th>Staff User</th>
<th>Student User</th>
<th>External Contract</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Standard Clean</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>DAILY Monday to Friday; damp dusting of surfaces, removal of general waste, cleaning of floor surfaces</td>
<td>✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Enhanced Clean</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>DAILY Monday to Friday; Sanitising of touch points such as door handles, door locks and push plates</td>
<td>✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Use of wall mounted hand sanitiser gel units provided in the buildings to sanitise hands on arrival and before exiting.</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
</tbody>
</table>

NB – When the University returns to a normal operating environment (i.e. when enhanced cleaning is no longer required), common room cleaning will take place weekly.
### Standard Clean

- **DAILY Monday to Friday:**
  - damp dusting of surfaces, cleaning of floor surfaces

<table>
<thead>
<tr>
<th>Responsibility</th>
<th>Cleaning Staff</th>
<th>Staff User</th>
<th>Student User</th>
<th>External Contract</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>✔</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Enhanced Clean

- **DAILY Monday to Friday:**
  - Sanitising of touch points such as door handles, door locks and push plates
  - Use of sanitising wipes to clean touch points such as door handles, door locks, push plates, keyboard, screen, computer and telephone

<table>
<thead>
<tr>
<th>Responsibility</th>
<th>Cleaning Staff</th>
<th>Staff User</th>
<th>Student User</th>
<th>External Contract</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>✔</td>
<td>✔</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
## OFFICE AREAS (SINGLE, SHARED AND OPEN PLAN)
### ALL OTHER DEPARTMENTAL/SECTION/SERVICE RECEPTION AREAS

<table>
<thead>
<tr>
<th>Enhanced Clean – Soft FM Staff</th>
<th>Responsibility</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Large open plan office areas (25+ staff members sharing an office space);</strong> DAILY sanitising of door handle and push plates, dusting of sills and radiator tops, vacuuming of floor surface</td>
<td>Cleaning Staff</td>
</tr>
<tr>
<td><strong>Medium to large open plan office areas (13-24 staff members sharing an office space);</strong> TWICE WEEKLY(twice a week) sanitising of door handle and push plates, dusting of sills and radiator tops, vacuuming of floor surface</td>
<td></td>
</tr>
<tr>
<td><strong>Small to medium open plan office areas (2-12 staff members sharing an office space);</strong> WEEKLY sanitising of door handle and push plates, dusting of sills and radiator tops, vacuuming of floor surface</td>
<td></td>
</tr>
<tr>
<td><strong>Single occupancy offices;</strong> TWO WEEKLY (once every two weeks) sanitising of door handle and push plates, dusting of sills and radiator tops, vacuuming of floor surface</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Enhanced Clean – Office Users</th>
<th>Responsibility</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Use of sanitising wipes to clean keyboard, mouse, screen, computer, telephone, desk, and other work / personal items.</strong></td>
<td>Cleaning Staff</td>
</tr>
<tr>
<td><strong>Use of sanitising wipes to clean touch points such as door handles, door locks and push plates</strong></td>
<td></td>
</tr>
</tbody>
</table>
NB – When the University returns to a normal operating environment (i.e. when enhanced cleaning is no longer required), offices will revert to a standard clean. Soft FM will aim to undertake standard office cleaning within the following timeframes;

<table>
<thead>
<tr>
<th>OFFICE AREAS (SINGLE, SHARED AND OPEN PLAN)</th>
</tr>
</thead>
<tbody>
<tr>
<td>ALL OTHER DEPARTMENTAL/SECTION/SERVICE RECEPTION AREAS</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Standard Clean</th>
<th>Responsibility</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Cleaning Staff</td>
</tr>
<tr>
<td>Large open plan office areas (20+ staff members sharing an office); WEEKLY dusting of hard surfaces (if clear of items) and vacuuming floor surfaces</td>
<td>✔</td>
</tr>
<tr>
<td>Shared office areas; TWO WEEKLY dusting of hard surfaces (if clear of items) and vacuuming floor surfaces</td>
<td>✔</td>
</tr>
<tr>
<td>Single occupancy offices; MONTHLY dusting of hard surfaces (if clear of items) and vacuuming floor surfaces</td>
<td>✔</td>
</tr>
<tr>
<td>Cleaning of keyboards, mice, screens, computers and telephones will take place during vacation periods – Christmas, Easter and Summer</td>
<td>✔</td>
</tr>
</tbody>
</table>
### KITCHEN AREAS – STAFF AND STUDENT (NON-RESIDENTIAL)

<table>
<thead>
<tr>
<th>Standard Clean</th>
<th>Responsibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday to Friday; DAILY removal of general waste</td>
<td>Cleaning Staff</td>
</tr>
<tr>
<td>WEEKLY Cleaning sinks, draining board, sanitising worktops, cleaning of floor surfaces</td>
<td>✔️</td>
</tr>
<tr>
<td>Washing and drying up. Putting cutlery and crockery away. Keeping cupboards, worktops etc tidy. Wiping counter tops to deal with spillages, food debris as it occurs. Cleaning spillages and splatter in microwaves and spillages in fridges and freezers. Disposing of out of date items in fridges, cupboards etc.</td>
<td>✔️</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Enhanced Clean</th>
<th>Responsibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>WEEKLY Sanitising touch points such as door handles, door locks and push plates</td>
<td>Cleaning Staff</td>
</tr>
<tr>
<td>Use of wall mounted hand sanitiser gel units to sanitise hands before entering and after exiting the kitchen area. Wall mounted hand sanitiser gel units are available next to or near kitchen areas</td>
<td>✔️</td>
</tr>
</tbody>
</table>
### STAFF MEETING ROOMS AND STAFF ROOMS

<table>
<thead>
<tr>
<th>Standard Clean</th>
<th>Responsibility</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Cleaning Staff</td>
</tr>
</tbody>
</table>

**DAILY** Monday to Friday; damp dusting of surfaces, removal of general waste, cleaning of floor surfaces

**Enhanced Clean**

**DAILY** Monday to Friday; Sanitising of touch points such as door handles, door locks and push plates

Use of wall mounted hand sanitiser gel units to sanitise hands before entering and after exiting meeting rooms. Wall mounted hand sanitiser gel units are available next to or near meeting rooms

---

NB – When the University returns to a normal operating environment (i.e. when enhanced cleaning is no longer required), staff meeting room and staff room cleaning will take place weekly.

### EXTERNAL AREAS

<table>
<thead>
<tr>
<th>Standard Clean</th>
<th>Responsibility</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Cleaning Staff</td>
</tr>
</tbody>
</table>

- **Squares, Plazas, Causeways, Pathways**
  - DAILY removal of litter and debris, emptying and cleaning of bins and butt bins

- **Squares, Plazas, Causeways**
  - WEEKLY washer / scrubber

- **TERMLY (4 times a year)** pressure wash of squares.

- **Under Podia**
  - DAILY removal of litter and debris
  - ANNUAL pressure wash

- **Barbeque areas, tables, cycle racking, smoking shelters, bus shelters**
  - TERMLY clean

**Enhanced Clean**

None Proposed
Departmental / Section / Service Specific Equipment

In addition to the above specification, a number of areas have specific items or equipment for their type of work. Determining and implementing cleaning processes for such items and equipment and implementing necessary protection around machines and equipment is the responsibility of managers and staff working within those areas. Examples of specific types of equipment and the variation of such items between services are provided below (NB this list is not at all exhaustive).

<table>
<thead>
<tr>
<th>Department</th>
<th>Equipment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Essex Sport</td>
<td></td>
</tr>
<tr>
<td>Sports Centre</td>
<td>Turnstiles</td>
</tr>
<tr>
<td></td>
<td>Fitness machines</td>
</tr>
<tr>
<td></td>
<td>Mats</td>
</tr>
<tr>
<td>Grounds</td>
<td></td>
</tr>
<tr>
<td>Barn</td>
<td>Hand Tools</td>
</tr>
<tr>
<td></td>
<td>Mowers</td>
</tr>
<tr>
<td></td>
<td>Gators</td>
</tr>
<tr>
<td>E15</td>
<td></td>
</tr>
<tr>
<td>Studio Spaces</td>
<td>Armouy</td>
</tr>
<tr>
<td></td>
<td>Musical Equipment</td>
</tr>
<tr>
<td></td>
<td>Video Equipment</td>
</tr>
</tbody>
</table>

The Residential Estate

Cleaning to the residential estate can be summarised as follows:
- Lifts – cleaned once a day
- Common Rooms – cleaned once a day
- Kitchen general waste – removed daily
- Kitchen recycling waste – removed weekly, or when full if earlier
- Common Room general waste – removed daily
- Common Room recycling waste – removed weekly, or when full if earlier
- Shared entrances, stairwells and landings – cleaned once a week
- Kitchens, flat entrances and hallways – cleaned once a week
- Shared shower areas (Towers and Wolfson Court) – cleaned three times a week
- Bedrooms – cleaned at the end of each tenancy
- En-suite areas – cleaned at the end of each tenancy
- Deep cleaning of shared areas takes place on a termly basis, during the winter and spring vacations, and in July for PG areas.
- Launderette areas are cleaned daily and deep cleaned as per the above deep cleaning information.

Enhanced cleaning takes place during the standard clean programme. This involves sanitising door handles, door locks, push plates, lift control panels and hand rails as part of the cleaning of shared entrances, stairwells and landings. As flat occupants are one household, enhanced cleaning is not required to take place in flats.
Other Cleaning Provision

A number of other services provide their own cleaning, or purchase cleaning services from Soft FM Services and Southend & Loughton FM. They have, therefore, not been included in the specifications provided in this report. These are detailed below.

Essex Food
Staff working in Essex Food undertake the vast majority of cleaning in the catering outlets and kitchen areas. The only exception to this will be the floors in Bytes, Bonds and Lakeside when they become available (as they were pre COVID-19) to students as seating areas on a 24/7 basis or are accessed for evening theatre performances.

Wivenhoe House Hotel
Wivenhoe House employs their own cleaners.

Students’ Union
The Students’ Union employ their own cleaners.

Grounds Team
Directly employed staff undertake cleaning to barbeque areas, tables, cycle racking and bus shelters.

Waterstones & Arts Gallery
Directly employed staff undertake cleaning in these areas. Soft FM Services provide cleaning services to toilet and corridor areas shared with University and UECS staff.

University Events
The preparation and servicing of events such as Graduation, Open Days, Visit Days and VC Receptions will continue, although will incur additional costs if a greater number of staff or external contractors are needed to provide enhanced cleaning throughout the event.

Charged Cleaning Provision
Essex Abroad, Parkside, Innovation Centre and the Business Incubation Centre purchase cleaning services from Soft FM Services and Southend & Loughton Facilities Management. These arrangements will continue on the basis that we are able to provide the level of service agreed prior to lockdown, otherwise these services will need to be purchased externally by the customer.

Any other cleaning services requested that are not included within this specification will be charged at cost.
COVID-19: PREMISES POLICY

POLICY CREATOR: PEOPLE & CULTURE

Created: 02 July 2020
Amended: 28 September 2020
Review Date: In line with government guidelines, or as the University considers moving to a new protection level, whichever is sooner.