



University of Essex

# COVID-19: PREMISES POLICY

## January 2022 – Targeted Protection

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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.

# COVID-19: PREMISES POLICY

## SECTION 1: INTRODUCTION

**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.**

The latest amendment to the COVID-19 Premises Policy has been made in response to the Government's latest phase of its "roadmap" being introduced .

The Government's published COVID-19 recovery strategy, supplemented by more detailed guidance documents has seen regular review in response to the pandemic and this country's response.

Although this guidance is helpful it does not contain all of the answers, as all working and operational environments are unique. The University since 2020 has adopted its own COVID-19 response adopting a multi-layered and cautious response ensuring that the safety of our students, staff and visitors is at the centre of all operational decisions.

Since the start of the pandemic the University has operated various protection levels. The current level of protection is **Targeted Protection**.

The aim of this document is to set out the policy approach for and guidance associated with 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**, 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.
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 has been updated as the University has moved into **Targeted Protection**; however, additional guidance and adjustments to the Policy will be made as and when required in response to changing circumstances.



## 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.

This University's position is summarised below.

### Face coverings

The University **strongly encourages** the use of face coverings in student teaching spaces, study spaces, library, all circulation areas, toilets, kitchens, retail spaces.

Face coverings are not required in staff office spaces unless these spaces are subject to frequent mixing between staff groups.

### Social distancing

The University **strongly encourages** people to maintain a level of social distancing, where possible. To assist with this appropriate signage will remain installed in internal areas and where appropriate in external areas.

### Large gatherings

The University **strongly encourages** people to gather only in small groups.

**All members of the University community are strongly encouraged to follow this guidance on face coverings and social distancing measures.**

Under **Targeted Protection** social distancing measures have been refined where possible in line with government recommendations and University policy. All activities and spaces have been risk assessed in order to identify the appropriate distancing to be used, and to ensure that our response to COVID-19 is 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 are also be asked to agree 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 where possible social distance in accordance with policy and guidance from Workplace Health Safety and Wellbeing.
- Following University guidance regarding the use of internal spaces to maintain where possible social distancing.

This will relate to the maximum numbers permitted within certain spaces (clear instructions are provided on all entrance doors), and where possible maintaining a personal social distance within spaces where the opportunity to do so exists.

- Following University guidance on self-isolation and testing.
- Following University guidance about wearing face coverings whenever possible in all internal areas. Face coverings are particularly important where social distancing cannot be maintained.
- Being alert to and addressing health and safety issues through action within their responsibility and by reporting to their line manager.

**Face coverings** are strongly encouraged 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 more than one occupant is present.
- Internal catering facilities where specifically advised to do so.
- Library general areas.
- Shower/changing/locker rooms.
- In all lecture, tutorial and seminar spaces.
- In all private study spaces.
- In all lab and specialist study areas.
- In all face to face meetings.
- In all areas where staff or students feel

social distancing is limited. or where staff or students through personal choice wish to wear a face covering

- When directed 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 familiar with 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 relevant to their role, and that they will comply with it.
- They have completed their individual health questionnaire.

### **For Non-vaccinated, or partially vaccinated staff members.**

If a member of staff has had contact (within 2 metres for 15 minutes or longer) 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 10 days, please email [ohquery@essex.ac.uk](mailto: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 or longer) with a confirmed case of COVID-19 outside of work, they will be asked to self-isolate for a period of 10 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 10 days even if they have not been contacted by NHS Test and Trace. Please email [ohquery@essex.ac.uk](mailto: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 10 day period, self-isolating from the first day of the household member's symptoms. Should they become ill, or test positive during the 10 days, they will need to isolate in line with current government rules.

If the household member with symptoms has a negative COVID-19 test result the staff member can stop isolating and return to work.

## University of Essex COVID-19 Guidance

### Self-isolation guidelines

#### Positive cases:

If a person has COVID-19 symptoms and / or receives a positive lateral flow or PCR test they should isolate in line with Government rules.

#### Close contacts of positive cases

#### Self-isolation for fully vaccinated persons identified as close contacts working or studying on our campuses

As part of step 4 of the Government's COVID-19 roadmap, fully vaccinated people (or people who are fully vaccinated) will no longer be legally required to self-isolate if they are identified as a close contact of a positive COVID-19 case. This will include those who have a positive case within their household.

Although people who are fully vaccinated have less risk of catching the virus on and reduced risk of hospitalisation and death, they can still transmit the virus, including to people who are non or partially vaccinated.

The University is highly concerned about potential increase of transmission across our campus and infections rising throughout vaccinated and unvaccinated staff and students.

Throughout the pandemic the University has endeavoured to keep our community safe by ensuring that all the COVID-19 transmission risks are identified and mitigated against where possible. This has resulted in low numbers of COVID-19 transmission through work related or study activity.

Whilst COVID-19 remains highly transmissible through both the vaccinated and unvaccinated population, the University is operating with additional layers of protection to help to manage COVID-19 transmission. These include isolation where deemed appropriate. This includes mitigations such as targeted circuit breaks where outbreaks are noted in a particular community, continuing with contact tracing and follow up with advice for all close contacts and positive cases. Departments are also notified of COVID-19 cases (Warn and Inform). Additional Lateral Flow testing and Testing Hubs set up.

These measures are in addition to continuing current COVID-19 safety mitigations, such as Hands, Face, Space advice and enhanced cleaning, which will continue to reduce the risk of COVID-19 transmission across our campuses.

## 1. Managerial responsibilities

Managers are 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 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 required 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:

- Under **Targeted Protection**, supervision of office accommodation.
- In considering office occupancy levels managers should consider:
  - The **suitability** of office space in layout and ventilation terms, with regards to the number of staff expected to return to mitigate the risk of an entire team having to self-isolate.
  - The **operational requirement** needed for staff to return to campus.
  - **Business continuity** with regard to having a proportion only of a team on campus at any one time to mitigate the risk of an entire team having to self-isolate.
  - **Staff Individual Risk Assessments and Departmental Risk Assessments.**
  - Whilst **social distancing within the workplace is no longer required for office spaces with good ventilation**, maintaining social distancing measures where possible is a very good mitigation measure. Limiting staff numbers under **Targeted Protection** will ensure 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 where required social distancing to teaching spaces. The managerial responsibility for this will depend on use but usually includes:
  - Academic staff for teaching areas.
  - Managerial professional services staff for specific areas where social distancing requirements remain.
  - All staff and students for areas of general use and study.
- Supervision of general areas (such as corridors, kitchens, Common Rooms) to ensure guidance is being followed.

## 2. Specific and Technical Responsibilities

Some areas of the University's operation will have specific needs. Risk Assessments and Method Statements (RAMS) will continue to 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.



## 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 including ventilation assessments.

Under **Targeted Protection** the following occupancy model will be applied:

#### *Good ventilation*

- Pre COVID-19 occupancy levels (100% occupancy levels) apply to front facing and inward facing teaching rooms up to a maximum of 150.
- For spaces with over 150 occupancy levels (based upon pre COVID-19 levels) a cap of 80% occupancy is applied to all front facing and inward facing teaching rooms, labs and any other form of teaching environment. Occupancy levels may be increased if mitigated with additional controls and agreed by Senior Management.

#### *Adequate ventilation*

- For spaces with under 150 capacity (pre-COVID-19 level) a cap of 60% capacity is applied to all front and inward facing teaching rooms, labs and any other form of teaching environment.
- For spaces with over 150 capacity (pre-COVID-19 level) a social distancing measure of 1 metre + will be maintained and rooms will be set out to this standard.
- Where the difference between 60% capacity and 1 metre+ social distancing is marginal then the 1 metre+ rule will be maintained.

#### *Less than adequate ventilation*

Specific risk assessments of these areas have been undertaken and a mix of the following mitigations will be applied:

- Reduced occupancy numbers allowing social distancing as compared to pre-COVID-19 occupancy levels.
- Additional air filtration units.
- A limit of 1 hour on the period of occupation.
- A gap between occupancy of 1 hour to allow for air change/purging.

**Full details of all Teaching Space Occupancy levels have been provided to the Central Timetabling Office and the Health & Safety Team.**

**No adjustment to the maximum rates of occupancy or mitigation are permitted without express approval measures.**

The above approach goes beyond the rules introduced by the latest government guidance but will greatly assist in seeking to ensure optimal safety within environments.

All rooms have, where applicable, clearly displayed the University's current level of operation, maximum number of room occupants and seating locations that must be used (where this applies).

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

**The latest teaching space occupancy details for specific rooms can be obtained from Central Timetable Office or the Estates Help Desk.**

### 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 under **Targeted Protection** 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 are treated as follows:

- Study spaces are 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 by signage.
- Circulation areas: staff and students should follow specific guidance where one way circulation routes are designated, and in general continue to adopt social distancing measures in all other two-way general circulation areas.
- Staff and students are strongly encouraged to wear face coverings in all areas of the library including when seated and when entering or leaving any specific library area. This does not include staff only offices.

Specific areas of library operation will be subject to Risk Assessments and Method Statements before operations resume.

## Student Private study Spaces

The University is providing additional student private study spaces to facilitate online learning and examinations. These will be available in two forms:

- **Bookable private study spaces** – These rooms/spaces use the Libcal/QR codes system enabling students to pre book a specific desk in a room.
- **Non-bookable student private study spaces** – These rooms/spaces do not require booking and students can use such areas, subject to availability when they wish.

Regular updates on the availability and location of Student Private Study Spaces will be provided online (<https://www.essex.ac.uk/student/places-to-study>).

## Offices

Under **Targeted Protection** the University on campus occupancy level is likely to be reduced as compared with Pre-COVID-19 levels.

In considering office occupancy levels managers should consider:

- The **suitability** of office space in layout and ventilation terms, with regard to the number of staff expected to return to mitigate the risk of an entire team having to self-isolate.
- The **operational requirement** needed for staff to return to campus.
- **Business continuity** with regard to having a proportion only of a team on campus at any one time to mitigate the risk of an entire team having to self-isolate.
- Staff **Individual Risk Assessments** and **Departmental Risk Assessments**.
- Whilst **social distancing within the workplace is no longer required for office spaces with good ventilation**, maintaining social distancing measures where possible is a very good mitigation measure. Limiting staff numbers under **Targeted Protection** will ensure 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.

The University has undertaken detailed space modelling for various 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.

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

The University will no longer be marking which desks can be used. It is expected that staff and managers will take a pragmatic approach to ensure where possible staff on campus can be spread out within the office environment to provide opportunities for continued social distancing.



Mitigation within offices can include a mix of the following:

- Staff working in 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.
- Movement of staff between separate offices should not take place in order to minimise the possible impact of increased social contact.

Where “face to face” seating styles are unavoidable consideration should be given to:

- Staff within these environments being within the same “working bubble”.
- Staff within these environments not being under a Red/amber Personal Risk Assessment.
- Staff within these environments being fully vaccinated.
- The sharing of desks under **Targeted Projection** is permitted. All staff are requested to remove all non-essential items from desktops and to operate a clear desk protocol where possible.

We will, as best we can, try to maintain each member of staffs existing seating position where possible.

### Kitchens

The majority of staff and student kitchen facilities are small and therefore the numbers using the facility at any one time should be limited. Kitchen doors are Fire Doors and must not be wedged open.

### WC facilities

The majority of WC facilities are small. 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.

### Shower/changing and baby changing facilities

Where applicable the University will provide clear guidance and signage as required covering all amenities, including showers, lockers, changing rooms and baby changing facilities.

### Lifts

The enclosed environment within lifts and limited space is such that the maximum level of occupancy and use requires control. Subject to all users wearing face coverings continued use under pre-COVID-19 operating conditions will be permitted.

### General areas

Common Rooms/study areas/ staff rooms: where these areas have good ventilation pre-COVID-19 occupancy levels will apply however staff and students are **strongly encouraged** to wear face coverings. Where possible social distancing should be maintained.

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 are responsible for setting up equipment within research lab spaces, and ensuring separate workstations are in line with University 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.
- Toolbox 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 has undertaken space analysis and set a maximum occupancy numbers. Occupancy levels are clearly displayed. All staff and students will be expected to use these areas appropriately in accordance with University guidance. 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 has placed emphasis upon 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.

Under **Targeted Protection** the University will continue to operate a hybrid model differentiating between:

- Internal areas with good ventilation where pre-COVID-19 occupancy levels can be applied.
- Internal areas where ventilation is restricted where restrictions including the following will be applied:
  - Limitations on occupancy numbers
  - Limitations upon the duration of use
  - Gaps between separate users to facilitate rooms being opened to assist in air movement/purging.

- Air filtration units deployed in specific areas (these must be left running at all times at maximum speed).





The University has adopted 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 are subject to the following:
  - Mechanical ventilation systems have been calibrated to maximize air changes during the day.
  - Mechanical ventilation systems have been calibrated to maximize fresh air supply.
  - Mechanical ventilation systems where appropriate are set to “run on” when areas/buildings are unoccupied to purge ventilate all areas.
  - Enhanced maintenance and monitoring regimes have been introduced.
- Environments which contain no opening windows or mechanical ventilation systems are 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 undertakes regular monitoring of maintenance of mechanical ventilation systems as well as the additional air filtration units.

Where stand-alone air filtration units have been installed ventilation assessments have been undertaken based upon the following:-

1. That these units are left running at all times.
2. That air filtration units are set at their maximum speed setting.

It is accepted that some adjustment of the air filters speed may be required where noise levels adversely impact upon teaching. A reduction of

the air filters speed setting may be possible, dependent upon:-

- Specific occupancy levels within the room.
- The nature of the teaching event being undertaken.

**Before undertaking any adjustment of the air filtration units please consult with the EMS Help Desk.**

### **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 is displayed in customer facing areas to provide confidence in food preparation procedures in relation to COVID-19.
- Customer facing staff in catering facilities will continue to wear face coverings.
- Where social distancing cannot be assured, staff will be strongly encouraged to continue the use of face coverings.
- Entry will be regulated so that the premises do not become overcrowded.
- Floor markings will be used in public spaces to remind customers and staff that social distancing is encouraged.

- Signage will direct customers where required to facilitate movement within the premises.
- Regular announcements may be made to remind customers to follow government and University guidance and to clean their hands regularly.
- Protective screens will remain in place at tills.
- Hand sanitiser units are available both at the beginning of the customer journey and at the point of sale.
- Essex Food will continue to use alternative methods of customers service delivery (such as take away and street food options on the squares) to further reduce the potential of queues and gathering of people at the point of sale based on government guidelines at the time.
- Outside seating areas will continue to be used and additional services (such as table service) will be offered in response to local and national COVID-19 guidance. This would assist in 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 continue in all public facing areas and all back of house areas.
- External signage and markings will further support operating protocols.
- All cafes and restaurants will remain cashless with only card or smartphone payments accepted.

### Sports spaces and facilities

Government guidelines from step 4 of the COVID-19 re-opening roadmap allows for sport and leisure facilities to fully re-open without restrictions that have been in place during the pandemic. Essex Sport facilities will operate in line with University guidelines that are in place as additional control measures, such as encouraging customers to continue to wear face coverings, maintain social distancing where appropriate and possible, and enhanced cleaning regimes continuing to be implemented.

As Essex Sport fully re-opens facilities and activities it will do so with the following considerations:

- All activities will take place in line with National Governing Body return to play guidance and industry best practice.
- Additional risk-mitigating control measures, in excess of the above will be identified and implemented in line with the Essex Sport departmental risk assessment and individual activity risk assessments
- Larger scale sporting events, including those attracting spectators will be re-introduced in line with government timelines and advice.
- Screens installed at reception areas in the Sports Centre, the Essex Sport Arena and the Essex Sport Gym will remain in place
- Staff will continue to wear face coverings whilst moving around sports facilities, and will be asked to continue to undergo lateral flow testing twice per week.
- Changing facilities and showers will re-open.

### 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>.

Arrivals information will be provided to new and returning students by Accommodation Essex.

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 be used but students and staff are **strongly encouraged** to wear face coverings within lifts.

Front facing reception desks and facilities: the University has re-configured these areas in line with social distancing and, where required installed suitable protective screens.

### 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 are present on the floor of some internal corridors. Staff and students should follow 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 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.

There are 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 are implemented through signage, markings on the ground such as arrows, or harder measures such as barriers.

The following policy should be regarded at all times:

- Social distance should be maintained

wherever possible.

- Large social gatherings should be avoided.
- 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 followed.
- When queuing designations are present, these should be followed and queues should be sited in the designated areas and directions indicated and not beyond the maximum number permitted if stated.
- Any closed areas or facilities must be avoided.

Certain areas around campus are 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 remain operating without substantial restrictions; however, the following guidance should be followed at all times:

#### Car Parks

- Car park users should ensure social distancing when entering and exiting their vehicles when parking. Some car parks may be taken out of use; when they are, this will be clearly communicated and sign posted.

#### Bus Stops

- Social distancing should be maintained where possible. 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.

#### Cycle Parks

- Cycle parks remain in operation; however, users should maintain social distancing where possible. 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 remain in operation; however, users should maintain social distancing where possible when

connecting /disconnecting their charging cables.

## Cleaning Services

The academic, administrative and residential estates have been deep cleaned prior to re-occupation. All areas are cleaned regularly in accordance with the latest [Government Guidance](#) and University risk assessments. An enhanced level of cleaning will continue whilst the University remains in **Targeted Protection**.

Appendix B provides details of the cleaning regime for different types of spaces. The cleaning frequencies take into account the number and regularity of different people accessing spaces, with high usage areas such as teaching spaces and corridors having a greater frequency of cleaning than areas with low occupancy or limited usage. Frequently touched surfaces such as door handles and lift control plates are sanitised on a regular basis throughout the day.

All staff, students, contractors and visitors have a part to play in helping to ensure the working, studying and living environments remains safe and hygienic for all by using hand gel and wipes to sanitise door handles etc when accessing an area.

Cleaning regimes will be reviewed as government guidance is updated. The cleaning regime for a specific area will be reviewed if there is a change to the way the area is used (e.g. an office area becoming a teaching space).

Should the University's protection levels need to increase, cleaning activities will be reviewed in order to ensure our response to any COVID-19 outbreaks are effective in helping to keep our community safe. This may include introducing further enhancements to the cleaning regime or redirecting resources to specific areas. Consideration will be given as to how different buildings, or areas within a building, will be used should a COVID-19 outbreak occur, how often the area is accessed and by whom. These considerations will enable us to ensure any adjustment to the cleaning regime is agile and effective.

## Wall Mounted Hand Sanitiser Gel Units

There are a number of hand sanitiser units across each of the campuses. 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 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 workstations 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 are 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) are provided at each campus and will be used to sanitise and disinfect areas of potential coronavirus contamination where appropriate. 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 sanitising has taken place.



## Forum – Southend

The University will continue to 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 is 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.

### 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 are 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

Over time as we move through **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

### Part 1 Colchester teaching spaces

#### Good Ventilation- GREEN

- Pre-COVID-19 occupancy levels (100% occupancy levels) apply to front facing and inward facing teaching rooms up to a maximum of 150.
- For spaces with over 150 occupancy levels (based upon pre COVID-19 levels) a cap of 80% occupancy will be applied to all front facing and inward facing teaching rooms, labs and any other form of teaching environment. Occupancy levels may be increased if mitigated with additional controls and agreed by Senior Management.

#### Adequate Ventilation- AMBER

- For spaces with under 150 capacity (pre-COVID-19 level) a cap of 60% capacity will be applied to all front and inward facing teaching rooms, labs and any other form of teaching environment.
- For spaces with over 150 capacity (pre-COVID-19 level) a social distancing measure of 1 metre + will be maintained and rooms will be set out to this standard.
- Where the difference between 60% capacity and 1 metre + social distancing is marginal then the 1 metre + rule will be maintained.

#### Less than adequate ventilation- RED

- Specific risk assessments of these areas have been undertaken and the following mitigations have been applied:
  - Reduced occupancy numbers equating to greater social distancing .
  - Additional air filtration units.
  - A limit of 1 hour on the period of occupation.
  - A gap between occupancy of 1 hour to allow for air change/purging.

Full details of the accommodation capacities and the various mitigation measures have been supplied by:-

- Central Timetable Office.
- Faculty Managers.
- Technical Managers.
- UCU representatives.
- Health & Safety Team.

**Specific enquiries regarding room capacity and mitigation measures can be directed to the Estates Help Desk.**

APPENDIX B

**Cleaning Specification**

<b>Lobbies, Corridors, Stairwells, Lifts</b>				
<b>Standard Clean</b>	<b>Responsibility</b>			
	<b>Cleaning Staff</b>	<b>Staff User</b>	<b>Student User</b>	<b>Visitors (including contractors)</b>
DAILY Monday to Friday; damp dusting of surfaces, removal of general waste and recycling, cleaning of floor surfaces	✓			
<b>Enhanced Clean</b>	<b>Responsibility</b>			
	<b>Cleaning Staff</b>	<b>Staff User</b>	<b>Student User</b>	<b>Visitors (including contractors)</b>
Monday to Friday; Sanitising of touch points such as door handles, push plates, drinking fountain spouts and handles, lift control panels and hand rails take place on a regular basis during the working day	✓			
The majority of cleaning staff work from 5.30am to 8.30am. Cleaning staff who work during the day sanitise frequently used 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.		✓	✓	✓

<b>Toilets, Changing Rooms &amp; Showers</b>				
<b>Standard Clean</b>	<b>Responsibility</b>			
	<b>Cleaning Staff</b>	<b>Staff User</b>	<b>Student User</b>	<b>Visitors (including contractors)</b>
DAILY 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	✓			
<b>Enhanced Clean</b>	<b>Responsibility</b>			
	<b>Cleaning Staff</b>	<b>Staff User</b>	<b>Student User</b>	<b>Visitors (including contractors)</b>
Monday to Friday; Sanitising of frequently used touch points such as door handles and push plates take place on a regular basis during the working day	✓			
The majority of cleaning staff work from 5.30am to 8.30am. Cleaning staff who work during the day sanitise frequently used touch points, but all users of these facilities 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		✓	✓	✓

<b>Lecture Theatres, Seminar Rooms, Auditoriums and E15 Studios &amp; Workshops</b>				
<b>Standard Clean</b>	<b>Responsibility</b>			
	<b>Cleaning Staff</b>	<b>Staff User</b>	<b>Student User</b>	<b>Visitors (including contractors)</b>
DAILY Monday to Friday; damp dusting of surfaces, removal of general waste, cleaning of floor surfaces	✓			
<b>Enhanced Clean</b>	<b>Responsibility</b>			
	<b>Cleaning Staff</b>	<b>Staff User</b>	<b>Student User</b>	<b>Visitors (including contractors)</b>
Monday to Friday; The majority of cleaning staff work from 5.30am to 8.30am. Cleaning staff sanitise frequently used touch points, but all users of these facilities must also use provided sanitising wipes to sanitise door handles, door locks, push plates, teaching tools such as AV, lectern etc	✓	✓		✓
Use of provided sanitising wipes to sanitise shared learning tools & equipment, work surfaces and chair legs (if touched)			✓	
<b>NB</b> , 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.		✓	✓	✓



Health Labs, Bio Labs, Research Labs				
Standard Clean	Responsibility			
	Cleaning Staff	Staff User	Student User	Visitors (including contractors)
DAILY Monday to Friday; damp dusting of surfaces, removal of general waste, cleaning of floor surfaces	✓			
Enhanced Clean	Responsibility			
	Cleaning Staff	Staff User	Student User	Visitors (including contractors)
Monday to Friday; The majority of cleaning staff work from 5.30am to 8.30am. Cleaning staff sanitise frequently used touch points, but all users of these facilities must also use provided sanitising wipes to sanitise door handles, door locks, push plates, teaching tools such as AV, lectern etc	✓	✓	✓	✓
Determining and implementing sanitising process for equipment that cannot be washed/wiped down. Implementing necessary protection around machines and equipment		✓		
<b>NB</b> , 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		✓	✓	✓

<b>PC Labs, Communal PC Study Spaces</b>				
<b>Standard Clean</b>	<b>Responsibility</b>			
	<b>Cleaning Staff</b>	<b>Staff User</b>	<b>Student User</b>	<b>Visitors (including contractors)</b>
DAILY Monday to Friday; damp dusting of surfaces, removal of general waste, cleaning of floor surfaces	✓			
<b>Enhanced Clean</b>	<b>Responsibility</b>			
	<b>Cleaning Staff</b>	<b>Staff User</b>	<b>Student User</b>	<b>Visitors (including contractors)</b>
Monday to Friday; Sanitising of touch points such as door handles, door locks and push plates	✓			
Use of provided sanitising wipes to sanitise keyboard, mouse and screen before and after usage.			✓	✓
Use of provided sanitising wipes to sanitise door handles, door locks, push plates, work surfaces and chairs.			✓	✓
<b>Other</b>	<b>Cleaning Staff</b>	<b>Staff User</b>	<b>Student User</b>	<b>Visitors (including contractors)</b>
Specialist cleaning of keyboards, mice, screens and computers to take place termly (during winter, spring and summer vacation periods)	✓ (Southend & Loughton)			✓ (Colchester)

<b>Photocopiers, Printers and Scanners</b>				
<b>Standard Clean</b>	<b>Responsibility</b>			
	<b>Cleaning Staff</b>	<b>Staff User</b>	<b>Student User</b>	<b>Visitors (including contractors)</b>
DAILY Monday to Friday; damp dusting of external surface area only	✓			
<b>Enhanced Clean</b>	<b>Responsibility</b>			
	<b>Cleaning Staff</b>	<b>Staff User</b>	<b>Student User</b>	<b>Visitors (including contractors)</b>
<b>Photocopiers</b> - 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		✓	✓	✓
<b>Scanners (Library)</b> - Use of provided sanitising wipes to sanitise keypads and glass before and after usage		✓	✓	✓
<b>Other</b>	<b>Cleaning Staff</b>	<b>Staff User</b>	<b>Student User</b>	<b>Visitors (including contractors)</b>
<b>Other</b> – Specialist cleaning of photocopiers takes place as per ITS service contract specification				✓

Library and Study Spaces				
Standard Clean	Responsibility			
	Cleaning Staff	Staff User	Student User	Visitors (including contractors)
DAILY Monday to Friday; damp dusting of surfaces, removal of general waste, cleaning of floor surfaces	✓			
Enhanced Clean	Responsibility			
	Cleaning Staff	Staff User	Student User	Visitors (including contractors)
Monday to Friday; Sanitising of frequently used touch points such as door handles, push plates, drinking fountain spouts and handles, lift control panels and hand rails take place on a regular basis during the working day	✓			
Use of wall mounted hand sanitiser gel units provided in the buildings to sanitise hands on arrival and before exiting.		✓	✓	✓
Use of provided sanitising wipes to sanitise study desk.		✓	✓	

Common Rooms				
Standard Clean	Responsibility			
	Cleaning Staff	Staff User	Student User	Visitors (including contractors)
WEEKLY Monday to Friday; damp dusting of surfaces, removal of general waste, cleaning of floor surfaces	✓			
All users of these facilities must ensure they tidy up and dispose of their own litter in the recycling and general waste bins provided in corridor areas		✓	✓	✓
Enhanced Clean	Responsibility			
	Cleaning Staff	Staff User	Student User	Visitors (including contractors)
Monday to Friday; Sanitising of touch points such as door handles, door locks and push plates	✓			
Use of wall mounted hand sanitiser gel units provided in the buildings to sanitise hands on arrival and before exiting.		✓	✓	✓

<b>Main Reception Areas in the following locations;</b>				
Albert Sloman Library Help Desk Reception Estates Management Help Desk Gateway Building Main University Reception (Ground Floor) Hatfield House Main University Reception Information Centre Reception Silberrad Student Centre Main University Reception (Ground Floor) Silberrad Student Centre Student Services Hub Reception (First Floor) Sports Centre Reception The Forum Student Services Hub Reception				
<b>Standard Clean</b>	<b>Responsibility</b>			
	<b>Cleaning Staff</b>	<b>Staff User</b>	<b>Student User</b>	<b>Visitors (including contractors)</b>
DAILY Monday to Friday; damp dusting of surfaces, cleaning of floor surfaces	✓			
<b>Enhanced Clean</b>	<b>Responsibility</b>			
	<b>Cleaning Staff</b>	<b>Staff User</b>	<b>Student User</b>	<b>Visitors (including contractors)</b>
Monday to Friday; Sanitising of frequently used touch points such as door handles and push plates take place on a regular basis during the working day	✓			
Use of sanitising wipes to sanitise touch points such as door handles, door locks, push plates, keyboard, screen, computer and telephone		✓		

<b>Office Areas</b>				
<b>All other departmental/section/service reception areas</b>				
<b>Standard Clean</b>	<b>Responsibility</b>			
	<b>Cleaning Staff</b>	<b>Staff User</b>	<b>Student User</b>	<b>Visitors (including contractors)</b>
Shared office areas; FORTNIGHTLY dusting of hard surfaces (if clear of items) and vacuuming floor surfaces	✓			
Single occupancy offices; MONTHLY dusting of hard surfaces (if clear of items) and vacuuming floor surfaces	✓			
<b>Enhanced Clean – Office Users</b>	<b>Responsibility</b>			
	<b>Cleaning Staff</b>	<b>Staff User</b>	<b>Student User</b>	<b>Visitors (including contractors)</b>
Use of sanitising wipes to sanitise keyboard, mouse, screen, computer, telephone, desk, and other work / personal items.		✓		
Use of sanitising wipes to sanitise touch points such as door handles, door locks and push plates		✓		



<b>Kitchen Areas – Staff and Student (non-residential)</b>				
<b>Standard Clean</b>	<b>Responsibility</b>			
	<b>Cleaning Staff</b>	<b>Staff User</b>	<b>Student User</b>	<b>Visitors (including contractors)</b>
Monday to Friday; DAILY removal of general waste	✓			
WEEKLY Cleaning sinks, draining board, sanitising worktops, cleaning of floor surfaces	✓			
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.		✓	✓	
<b>Enhanced Clean</b>	<b>Responsibility</b>			
	<b>Cleaning Staff</b>	<b>Staff User</b>	<b>Student User</b>	<b>Visitors (including contractors)</b>
WEEKLY Sanitising 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 the kitchen area. Wall mounted hand sanitiser gel units are available next to or near kitchen areas		✓	✓	✓
Use of sanitising wipes to sanitise touch points such as door handles, door locks and push plates		✓	✓	✓

<b>Staff Meeting Rooms and Staff Rooms</b>				
<b>Standard Clean</b>	<b>Responsibility</b>			
	<b>Cleaning Staff</b>	<b>Staff User</b>	<b>Student User</b>	<b>Visitors (including contractors)</b>
WEEKLY Monday to Friday; damp dusting of surfaces, removal of general waste, cleaning of floor surfaces	✓			
<b>Enhanced Clean</b>	<b>Responsibility</b>			
	<b>Cleaning Staff</b>	<b>Staff User</b>	<b>Student User</b>	<b>Visitors (including contractors)</b>
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		✓		✓

<b>External Areas</b>				
<b>Standard Clean</b>	<b>Responsibility</b>			
	<b>Cleaning Staff</b>	<b>Staff User</b>	<b>Student User</b>	<b>Visitors (including contractors)</b>
<b>Squares, Plazas, Causeways, Pathways</b> DAILY removal of litter and debris, emptying and cleaning of bins and butt bins	✓			
<b>Squares, Plazas, Causeways</b> WEEKLY washer / scrubber	✓			
TERMLY (4 times a year) pressure wash of squares.	✓			
<b>Under Podia</b> DAILY removal of litter and debris ANNUAL pressure wash	✓			
<b>Barbeque areas, tables, cycle racking, smoking shelters, bus shelters</b> TERMLY clean	✓			
<b>Enhanced Clean</b>	<b>Responsibility</b>			
	<b>Cleaning Staff</b>	<b>Staff User</b>	<b>Student User</b>	<b>Visitors (including contractors)</b>
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).

<b>Essex Sport</b>	
Sports Centre	Turnstiles Fitness machines Mats
<b>Grounds</b>	
Barn	Hand Tools Mowers Gators
<b>E15</b>	
Studio Spaces	Armoury Musical Equipment Video Equipment

### 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 and toilet 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, spring and summer vacations, and in September for PG areas
- Launderette areas are cleaned daily and deep cleaned as per the above deep cleaning information for shared areas

**POLICY CREATOR: PEOPLE & CULTURE**

Created: 02 July 2020

Amended: 08 February 2022 - Targeted Protection

Review Date: In line with government guidelines, or as the University considers moving to a new protection level, whichever is sooner.