

COVID Operating Policy and Procedure (COPP)

COPP No:	05
Campus:	All
Title:	COVID-19 Prevention and Outbreak Response Plan
Commencement Date:	14/09/20
Valid until:	31/12/21
Review Date:	01/06/21 – or if Government Guidelines change
Senior Responsible Owner (SRO)	Lee Preston
COVID Officer Authorisation:	Lara Owen (Wembley Campus) and Lucy Phelan (Etihad Campus)
MIMG Review date	11 March 2021
Approved and Adopted by	Gold Command
Approval and Adoption date	12 March 2021

1. Introduction

This policy sets out the approach UCFB/GIS will take to prevent Sars COV-2 (COVID-19) and also to respond to an outbreak should one occur.

UCFB/GIS has a vital role in protecting the health and wellbeing of the UCFB/GIS community. Every effort has been made to reduce the potential transmission of COVID-19. This COVID-19 Prevention and Outbreak Response Plan is one of the many measures put in place by UCFB/GIS to safeguard the well-being of the UCFB/GIS community.

In line with the latest government guidelines and sector regulations, UCFB/GIS ensures our Etihad and Wembley campuses are safe and COVID-19 secure, doing all that is practicable to ensure the ongoing health and safety of its students' and staff remains at the centre of all that we do as we return to our workplace and campus environment.

This policy should be read in conjunction with the COVID Secure Campus Guidelines document which can be found [here](#).

2. Purpose / Scope of this policy

The purpose of the UCFB/GIS COVID-19 Prevention and Outbreak Response Plan is to act as the high-level programme plan for the UCFB/GIS Community. This document will give assurance that appropriate systems are in place for outbreak prevention and management.

This plan provides operational level detail for our staff and students and / or advice to the public. This is an iterative plan which will continue to be informed

by local circumstances, emerging evidence and ongoing engagement with our wider communities.

The UCFB/GIS COVID-19 Local Prevention and Outbreak Response Plan has been developed to respond to the specific threat caused by COVID-19 and has been informed by a number of existing plans:

- Manchester Health Protection Outbreak Plan ([here](#))
- Manchester COVID-19 Local Prevention and Response Plan ([here](#))
- Greater Manchester COVID-19 Outbreak Management Plan ([here](#))
- Brent COVID-19 Management Plan ([here](#))
- Our plan to rebuild: The UK Government's COVID-19 recovery strategy ([here](#))
- Higher Education: reopening buildings and campuses ([here](#))
- Higher Education coronavirus (COVID-19) NHS Test and Trace Handbook ([here](#))
- Health and Safety Executive: Working safely during the coronavirus (COVID-19) outbreak ([here](#))
- Unite Students COVID-19 Management Plan ([here](#)).

This policy covers staff, students and visitors to any UCFB/GIS campus and describes outbreak prevention and response operational procedures.

3. Guiding Principles

The Association of Directors of Public Health (ADPH) sets out four principles for the design and operation of Local Outbreak Plans. ([here](#))

The prevention and management of the transmission of COVID-19 should:

1. Be rooted in public health systems and leadership;
2. Adopt a whole system approach;
3. Be delivered through an efficient and locally effective and responsive system including being informed by timely access to data and intelligence; and
4. Be sufficiently resourced.

UCFB/GIS endorses these four principles which have guided our plan alongside the principles outlined on our COVID Secure Campus Guidelines issued in August 2020, updated in December 2020 and again in March 2021.

4. Background

Following the global COVID-19 outbreak at the beginning of 2020, UCFB developed a set of COVID Secure Campus Guidelines, informed by the World Health Organisation, Public Health England, compliant with the British Government advice and regulation. The active application of these guidelines

has ensured we have created a healthy COVID-secure campus environment, which develops a high level of confidence in our ability to manage and mitigate the risk of COVID-19 transmission.

We have planned for multiple scenarios, each informed by detailed risk assessments, which enable the adaptability required through any changes in government COVID related policy. These guidelines have been informed by six key principles of: Inform, Test, Sanitise, Protect, Distance and Track.

Our COVID Secure Campus Guidelines shared details of the range of mitigation measures we have implemented which have been informed by government and sector guidelines, underpinned by our six key principles. Full details of these measures can be found in our COVID Secure Campus Guidelines.

Furthermore, we have developed a three-level plan which ensures we have a clear picture of the health status of our students and staff before they arrive on campus. We have designed our model to be flexible and we have planned for a range of scenarios due to the changing nature of the pandemic. We believe this approach enables us to meet our moral obligation to restrict the spread of COVID-19 and our duty of care to safeguard the well-being of our students and staff.

UCFB reserves the right to alter the level of service in response to lockdowns, or UCFB-specific outbreaks, should they occur. This will be in accordance to guidance provided by The Office for Students, Guidance for providers about quality and standards during the COVID-19 pandemic. As always, UCFB will continue to be led by the government guidance in operation at any specific time.

Prior to re-opening our campus facilities and welcoming back students and staff, the following was put in place.

- Detailed risk assessments for each facility;
- COVID secure safety measures implemented;
- New operational procedures agreed by stadia and facility landlords;
- Staff and student facility inductions;
- Health and safety self-assessments;
- Access to asymptomatic testing in line with government guidance.

In addition to our COVID Secure Campus Guidelines, a number of COVID-19 Operational Policies and Procedures have been developed which sets out our operational response to managing COVID-19, keeping the UCFB/GIS community safe and well.

Our COVID Secure Campus Guidelines, along with this COVID-19 Prevention and Outbreak Response Plan and each of the following policies should be read and consider as part of our whole system approach in reducing the risk of transmission.

- Student Self Risk Assessment / Symptom Questionnaire Policy ([available here](#))
- Test and Trace Policy (see section 5.3 and Appendices A&B)
- Cross Campus Travel Policy (see section 11)
- Face Covering Policy (see section 12)

5. Outbreak Management

5.1 Definition (as per government guidance [here](#))

Non-residential settings (for example a workplace, a school, a restaurant¹)

Cluster criteria

Two or more test-confirmed cases of COVID-19 among individuals associated with a specific non-residential setting with illness onset dates within a 14-day period. (In the absence of detailed information about the type of contact between the cases).

End of cluster - No test-confirmed cases with illness onset dates in the last 14 days.

Outbreak criteria

Two or more test-confirmed cases of COVID-19 among individuals associated with a specific non-residential setting with illness onset dates within 14 days, and one of:

- identified direct exposure between at least 2 of the test-confirmed cases in that setting (for example under one metre face to face, or spending more than 15 minutes within 2 metres) during the infectious period of one of the cases
- when there is no sustained local community transmission - absence of an alternative source of infection outside the setting for the initially identified cases

End of outbreak

No test-confirmed cases with illness onset dates in the last 28 days in that setting.

Note: The threshold for the end of an outbreak is higher than the end of a cluster.

5.2 Tiers of Restriction (Government's Local Action Committee)

The government's Local Action Committee command structure may recommend some level of restriction to HE provision in such areas. In such a situation, restrictions will be implemented in a phased manner - the key aim being to retain face-to-face provision where it is possible to do so safely. These 'tiers of restriction' relating to teaching provision are outlined below.

Regardless of the tier of restriction currently in place for teaching provision, all providers, students and staff should comply with guidance issued on wider restrictions. National Institute for Health Protection (NIPH) will issue and regularly update guidance on how any additional restrictions imposed will apply to students moving between university and home. Unless told otherwise, in the event of additional restrictions being imposed locally during term, students should remain in their current accommodation and not return to the family home, which would increase the risk of transmitting the infection.

Explanation of tiers:

- **Tier 1 (default position):** HE providers are expected to provide blended learning, with face-to-face tuition, following the provisions of this guidance, and public health guidance, including, for example, the appropriate use of face coverings
- **Tier 2 (fall-back position):** HE providers should move to an increased level of online learning where possible. Providers should prioritise the continuation of face-to-face provision based on their own risk assessment. We expect that, in the majority of cases, this will be for those courses where it is most beneficial (for example, clinical or practical learning and research)
- **Tier 3 (where stricter measures are needed):** HE providers should increase the level of online learning to retain face-to-face provision for priority courses (for example, clinical and medical courses), and in as limited a number of situations as possible. Students should follow government guidance published as part of any additional restrictions applied locally, including where this says that students should remain in their current accommodation and not return to their family home or other residential accommodation to reduce the risk of transmitting the virus through travel. In these circumstances, providers should support students to do so by keeping services for students, such as university libraries and catering facilities, open
- **Tier 4 (last resort):** We expect the majority of provision to be online, with buildings open for essential workers only. This should include the continuation of essential research

The UCFB/GIS three scenario operational plan, described within our COVID Secure Campus Guidelines document, remains operationally consistent with the 4 Tier approach described above. UCFB/GIS delivery model will remain based on this approach.

5.3 Test and Trace

5.3.1 Eligibility for testing

In order to maintain a COVID-secure environment, it is important that all students on campus should get regular COVID-19 tests. The latest government guidance is as follows:

- Students are encouraged to get tested for COVID-19 before they travel back to campus, where community testing facilities are available to them. Check whether this is available in your area via www.gov.uk
- All students should get a COVID-19 test immediately on return to campus and then again three days later. Students should then get a test on a twice weekly basis thereafter. If a test is not taken on return the student should self-isolate for 10 days on your return to campus, prior to attending any classes.

If you are a student who has arrived from overseas and have completed a period of quarantine then you are not expected to be tested upon your return to campus. However you should still get the twice weekly test thereafter.

If anyone develops one of the three main coronavirus symptoms, they should seek a COVID-19 PCR test as soon as possible, and must self-isolate until they get a result. This means not leaving their accommodation for any reason other than getting a test. People living in the same household must also self-isolate.

The three main COVID-19 symptoms are:

- **a high temperature** – this means feeling hot to touch on the chest or back (temperature does not need to be measured)
- **a new, continuous cough** – this means coughing frequently for more than an hour, or 3 or more coughing episodes in 24 hours (if someone usually has a cough, it may be worse than usual)
- **a loss or change to sense of smell or taste** – this means not being able to smell or taste anything, or things smell or taste different to normal

It is important to only get a PCR test if you have coronavirus symptoms or have been asked to get tested. This will help make sure people who need a test can get one.

Leave campus immediately if you feel unwell or display any COVID-19 symptoms (<https://www.gov.uk/coronavirus>) ensuring absences are reported to Academic Admins

- absencewembley@ucfb.com

- o absenceetihad@ucfb.com

Self-isolate for 10 days

Seek a COVID-19 test. You can find out how here: <https://www.gov.uk/get-coronavirus-test>

Keep up to date with the latest government stay at home guidance: <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection>

For those students permitted back to campus in January 2021 UCFB has worked with the University of Manchester and the London Borough of Brent to ensure the availability of asymptomatic rapid lateral flow device (LFD) testing twice a week as per the government guidance ([here](#)).

Students were strongly encouraged to be tested on return back to campus and twice weekly thereafter and if they did not avail themselves of testing to isolate for 10 days prior to attending any classes.

This arrangement was further extended to facilitate testing for the cohort of students permitted to return on 15 March 2021.

5.3.3 What to do if you test positive

Anyone who has symptoms – or who lives in the same household as someone with symptoms – should continue to self-isolate while waiting for the results of their test.

If their test result is positive, it is essential to continue self-isolating to prevent transmitting the virus to other people. The person who has tested positive **must continue to self-isolate for 10 days** from when they first developed symptoms – or longer if they still have a high temperature. However, if coronavirus symptoms get worse it is important that they seek medical attention. Other members of their household must continue to self-isolate for 14 days from symptom onset.

In the event of receiving a positive COVID-19 test email:

- o covidaware@ucfb.com

with details, and you will be contacted as part of the UCFB Track and Trace process.

There is guidance at <https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/what-to-do-if-symptoms-get-worse/>.

Self-isolating means staying at home and not going outside your home for any reason.

5.3.4 UCFB/GIS Track and Trace Coordination system

UCFB/GIS Track and Trace Coordination system (via EBS) will be used to inform and assist response to outbreaks in specific settings, in conjunction with external partners such as Local Health Protection Teams (see below). Outbreaks will be risk assessed on an ongoing basis and decisions to manage the outbreaks will be taken by ESB (Gold Command) in partnership with the Major Incident Management Group (MIMG) and the particular setting, (i.e. Etihad and Wembley Stadium).

All outbreaks within UCFB/GIS settings, have the potential to cause larger scale impacts, involving high numbers of cases or across a wider range of settings. Reporting of all outbreaks will be escalated to ESB as Gold Command. This Gold Command structure will closely monitor all data sources so that any decisions taken are based on the best available evidence of what is happening at a programme level, facility level, campus level or multi-campus level.

MIMG (silver level command) will play a key role in ensuring staff and students are fully informed about what is happening in relation to high risk outbreaks and provide clear information about actions that can be taken.

6. Local Health Protection Teams and Testing Centres

To support the management of any outbreak experienced amongst the UCFB/GIS community, MIMG's appointed representatives – Our COVID-19 Officers and Gold Command representative, will work close with our local health protection teams in Manchester and Brent, details of which are provided below.

Manchester

PHE Greater Manchester Health Protection Team,
2nd Floor 3 Piccadilly Place, London Road,
Manchester,
M1 3BN

[View on Google Maps](#)

[View on Open Street Map](#)

Phone: [0344 225 0562 option 3](tel:03442250562)

Out of hours for health professionals only: please phone 0151 434 4819 ask for on call duty team.

Lateral Flow Testing Site Arrangements:

The test centre will be at University Place.

The testing centre is open from 9am until 1pm Monday to Friday.

Students do not need to book an appointment, just present themselves to the test centre registration team with student ID badge.

Local COVID testing sites for Greater Manchester

- Rochdale - Town Hall car park
- Oldham - Southgate Street car park
- Middleton, Rochdale - Market Place car park
- Rochdale - Heywood Civic Centre
- Trafford - Brighthouse car park
- Oldham - Honeywell Centre
- Manchester - Abraham Moss Leisure Centre
- Partington, Trafford- Former Moss View Community School
- Manchester - Manchester - Belle Vue Speedway car park
- Moss Side, Manchester - Denmark Road Sports Hall
- Ancoats, Manchester - Central Retail Park, corner of Redhill Street and Great Ancoats Street
- Oldham - Peel Street car park
- Stockport - Brinnington Park Leisure Complex
- Bolton - New Bury Community Learning Centre car park
- Wythenshawe, Manchester - Brownley Road staff car park between Wavell Road and Simonsway Way

Brent

PHE North West London Health Protection Team,
61 Colindale Avenue,
London,
NW9 5EQ

[View on Google Maps](#)

[View on Open Street Map](#)

phe.nwl@nhs.net

Phone: [020 3326 1658](tel:02033261658)

Fax: [020 3326 1654](tel:02033261654)

Out of hours for health professionals only: please phone 01895 238 282

Lateral Flow Testing Site:

- Brent Civic Centre - Engineers Way, Wembley Park, Wembley, HA9 0FJ

PCR Testing Site:

- Wembley Local Testing Site - Large Car Park, London Road, Wembley, HA9 7EU

7. Inequalities in COVID-19 Impact

There are a number of population groups or communities that are known to have experienced a disproportionate impact from COVID-19. These include:

- Men and older people
- People experiencing homelessness
- Black, Asian and minority ethnic groups
- Certain religious groups
- Refugees and asylum seekers
- Certain occupational groups
- People living in deprived areas
- Care home residents
- People with long term illnesses and disabilities

A number of UCFB/GIS students will fall into one or more of these categories and therefore may experience a disproportionate impact of COVID-19. Regular testing is available to all students to minimise the risk of contracting COVID-19. If students choose not to participate in regular testing, to further ensure we have a detailed understanding of the risk to individual students due to existing health conditions or demographic, we have developed a Student Self Risk Assessment / Symptom Questionnaire Policy. The associated questionnaire is provided to help students identify whether they may be at increased risk due to COVID-19 and to inform a discussion with Student Services about how best this risk can be managed.

If students choose not to participate in regular testing, then those students will answer specific COVID-19 symptom related questions. This will allow UCFB to review and follow up with any students who indicate they have symptoms.

8. COVID-19 Outbreak Procedure

This policy and the associated procedure is designed to address and manage multiple scenarios. As per government guidance, our plan covers a number of scenarios including:

- increased prevalence of infection locally that requires interventions on the whole community, including students and staff;
- a large-scale outbreak that may result in substantial restrictions implemented at a local level that impact on UCFB/GIS activities;
- a localised outbreak in student accommodation; and
- a localised outbreak involving a particular student or staff member, faculty or department

In the event of a possible outbreak on site, UCFB/GIS approach is set out in our **COVID-19 Positive Test Outbreak protocols**, which can be found in **Appendices A & B**. These flowcharts have been informed by the principles identified in

COVID-19 Early Outbreak Management Action Card, which can be found in Appendix C. The stages of the action card are summarised as:

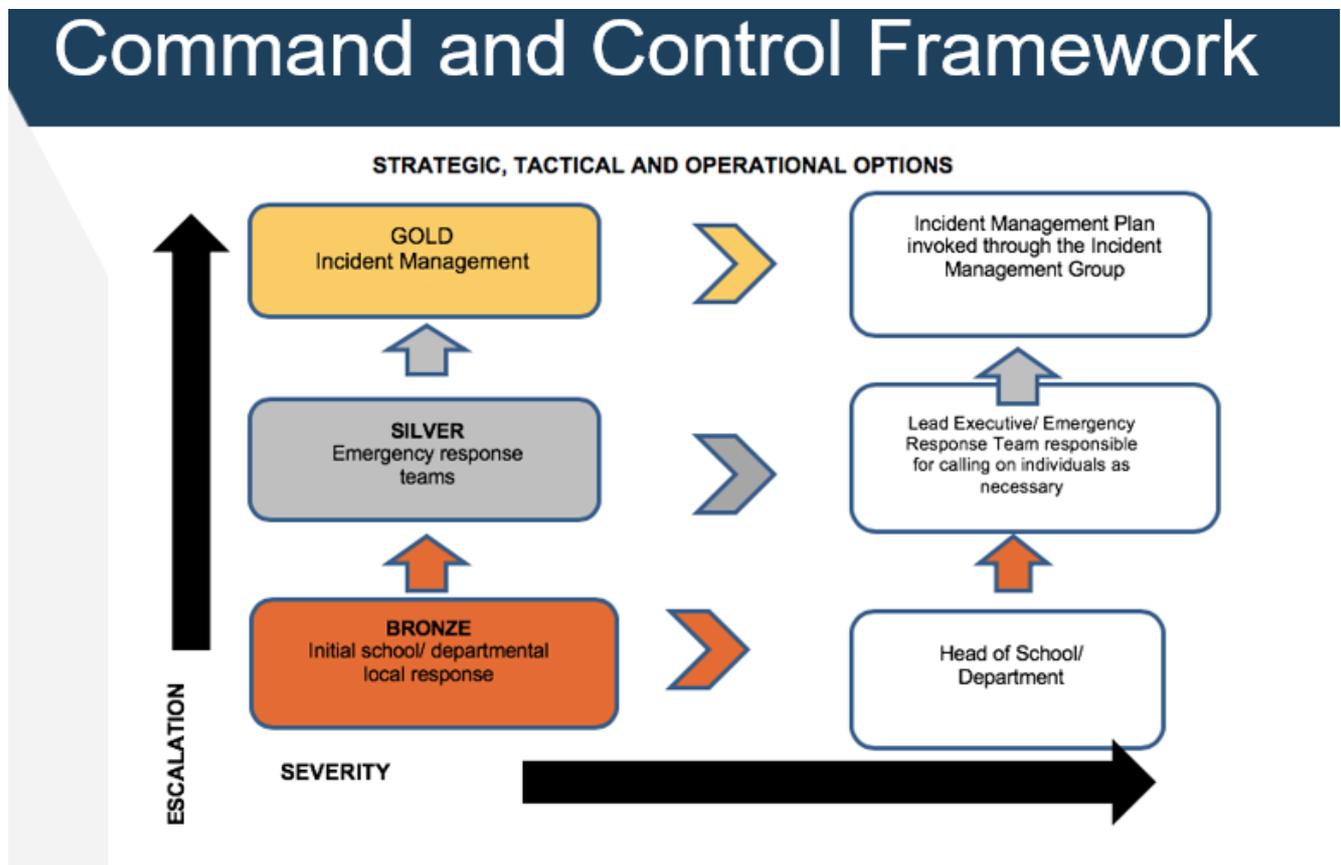
- Step 1 – Identify
- Step 2 – Report
- Step 3 – Respond

9. Local Lockdowns

Due to the multi-campus model at UCFB/GIS, we have the added dynamic of responding to local lockdowns in both Manchester and Wembley, should such events occur.

To manage our approach to local lockdowns, MIMG representatives will gather and review the local lockdown restrictions and make recommendations for action to ESB (Gold Command) should action be required. Any action required to be taken is purely dependant on the nature of the local restrictions imposed.

10. Management Structures



11. Cross Campus Staff Procedures

1. Introduction

This policy sets out the approach for staff in relation to cross-campus staff to travel between sites.

UCFB/GIS has an important role in protecting the health and wellbeing of their community. Every effort has been made to reduce the potential transmission of Coronavirus (COVID-19 / COVID). Cross-campus staff to travel between sites is one of the many measures put in place by UCFB/GIS to safeguard the wellbeing of the UCFB/GIS community.

In line with the latest government guidelines and sector regulations, UCFB/GIS has created a safe and COVID-19 secure campus, ensuring its students' and staff health and safety is at the centre of all that we do as we return to our workplace and campus environment.

This policy should be read in conjunction with the COVID Secure Campus Guidelines document and UCFB COPP Outbreak Management Plan.

2. Scope of this procedure:

2.1 Departments to be involved:

- Facilities
- HR
- ESB representatives
- Any department with identified cross-campus staff

2.2 General Statements

- Where possible cross campus meetings should still be conducted virtually.
- Failure to comply with the procedures set out in this document may result in disciplinary action.

3. Cross-campus staff to travel procedure

3.1 Protocols covered under this procedure:

- Cross-campus travel for staff as a general rule is significantly restricted;
- All staff who require to travel between campus to carry out their work duties, must be identified in advance by their line managers. Once identified, this staff list to be issued to the respective ESB member for travel authorisation in advance of travel. Following ESB authorisation, each occasion where cross campus travel takes place, staff to email ESB member to indicate travel taking place;
- Cross campus staff should attend induction sessions for and at each campus;

- Cross campus staff should only attend one campus on any given day e.g. a staff member should not attend a meeting in Wembley in the morning, then travel to Etihad to attend a meeting in the afternoon of the same day;
- Cross-campus staff must inform the facilities team when they are attending the other site to their contractual base location, prior to travel. This is for track and trace purposes;
- Cross-campus staff should get an LFT test regularly at either their home location or the teaching location. Tests are available for staff in both Manchester and Wembley;
- Cross-campus travel ceases to be in effect if the government reintroduces lockdown; and
- Cross-campus travel ceases to be in effect if either campus area goes into a local lockdown.

3.2 Protocols NOT covered under this procedure:

- Transport and hotel bookings continue to be done as per the normal booking procedures; and
- Stadium/Site entry is covered by the stadium entry processes e.g. even if a cross-campus staff member travels to the other site, if they do not pass the temperature check they will be denied entry.

4. Further guidance

Further guidance on travel can be found by clicking the following link. All staff should review this guidance prior to travel to ensure the latest advice can be followed.

<https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers>

12. Face Coverings Policy

1. Introduction

This policy sets out the approach for staff, students, visitors and contractors in relation to face coverings.

UCFB/GIS has an important role in protecting the health and wellbeing of their community. Every effort has been made to reduce the potential transmission of the Coronavirus (COVID-19). The wearing of face coverings is one of the many measures put in place by UCFB/GIS to safeguard the well-being of the UCFB/GIS community.

In line with the latest government guidelines and sector regulations, UCFB/GIS has created a safe and COVID-19 secure campus, ensuring its students' and staff

health and safety is at the centre of all that we do in our workplace and campus environs.

This policy should be read in conjunction with the COVID-19 Secure Campus guidelines document and UCFB COPP Incident and Outbreak Management Plan.

2. Scope of the policy

In line with the latest government guidelines and sector regulations, UCFB/GIS has created a safe and COVID-19 secure campus, ensuring its students' and staff health and safety is at the centre of all that we do in our workplace and campus environs.

UCFB/GIS's COVID Secure Campus guidelines have been developed using a 1 metre plus social distancing model. The decision to make the wearing of a face covering compulsory, is an essential part of the additional measures implemented where 2 metres social distancing cannot be guaranteed.

In addition to this, the UK Government announcement that from Friday 24 July, a face covering is to be worn in all shops, supermarkets and on public transport, supporting the rationale that UCFB/GIS has made in the decision to mandate the wearing of a face covering in all UCFB/GIS student campus facilities.

The introduction of a new national restrictions on 5 November has further updated the requirements for wearing of face coverings in educational settings:

*We have previously advised that face coverings should be worn as an additional risk mitigation measure by students, staff and visitors, where social distancing is difficult to maintain outside of teaching situations, such as in corridors and communal areas. **Additionally, for the period of the national restrictions, we advise that face coverings should be used in all HE learning environments**, providing the use of face covering does not impact teaching and learning. Some individuals are exempt from wearing face coverings, and we expect staff and students to be sensitive to those needs.*

Social distancing and good hygiene practices remain the most effective controls, however, there is increasing evidence that wearing face coverings can reduce transmission of COVID from an infected person to others since they cover the nose and mouth, which are the main confirmed sources of transmission of virus that causes the infection.

The wearing of face coverings is to be considered a social responsibility for staff and students at UCFB/GIS who can wear them, with the aim of providing increased reassurance to all including those most vulnerable to serious illness.

Face coverings are still required to be worn, even on receipt of a negative test.

Please remember that you should not be entering a UCFB/GIS facility without authorisation, following the appropriate induction.

2.1 About Face coverings

- A **face covering** is typically a cloth covering for the nose and mouth. (A **face mask** is a form of personal protective equipment (PPE), such as a fluid-resistant surgical mask, typically used in healthcare settings. A departmental risk assessment would identify circumstances in which face masks are required to be worn as PPE. **Face coverings** are not a form of PPE.)
- Face coverings are not a substitute for this and other hygiene and safety measures, such as enhanced cleaning regimes, regular hand-washing and being tested when displaying symptoms, self-isolating when unwell or advised to. These primary mitigation measures should always be followed.
- Face coverings must be worn as a separate item. Face coverings cannot be an extension of clothing worn by an individual i.e. a t-shirt or jumper pulled up around the face. Face coverings ideally include at least two layers of fabric (the World Health Organisation recommends three depending on the fabric used).

2.2 How to wear and remove a face covering:

When wearing a face covering:

- You should wash your hands prior to putting a face covering on
- It should cover your nose and mouth while allowing you to breathe comfortably
- It should fit comfortably but securely against the side of the face without gapping
- It should be secured to the head with ties or ear loops
- You should avoid touching and adjusting the covering where possible

When removing a face covering:

- Wash reusable face coverings after every use
- Put disposable coverings straight into a bin
- Touch the mask as little as possible when removing and wash your hands immediately after

3. Face Covering Policy

3.1 When to wear a face covering

- It is compulsory for all staff, students, visitors, contractors, and members of the public to use face coverings within **ALL** UCFB/GIS student campus facilities, except where exemptions apply to individuals as noted below.
- All facilities are operating to a 1 metre plus social distancing layout due to room capacities and identified student numbers on all courses.
- During 1-2-1 student and staff meetings, staff and students must wear face coverings at all times.
- All rooms will be laid out allowing, where possible, for a 2 metre 'buffer zone' between students and lecturers/speakers. This "buffer zone" has been created to enable staff members to deliver sessions without wearing a face covering. However, teachers should wear a protective face shield. Should such a buffer zone be impossible to achieve then alternative spaces will be considered, specific guidance will be provided for that room and face-coverings should be worn.
- Face coverings must not be removed when in common areas, corridors, circulation areas and toilets.
- All staff, students and visitors of UCFB/GIS who are not exempt should have a clean face covering readily available. They should put on the face covering before entering a campus facility and continue to wear it in the required settings identified below. Exemptions for individuals and exceptions for particular settings are set out below.

3.2 Exemptions

In line with the exemptions that apply in public spaces such as on public transport and in shops, there are a number of other exemptions which includes:

- Specific medical conditions or exemptions, including invisible conditions such as anxiety
- People who cannot put on, wear or remove a face covering because of a physical or mental illness or impairment, or disability
- When outside a UCFB/GIS facility. For clarity, if outside a stadium box, face coverings should still be worn within the stadium bounds.
- Where putting on, wearing or removing a face covering will cause you severe distress
- If instructed not to wear a face covering by a member of staff following a risk assessment
- If working alone at a single workstation with 2m separation from others
- When in a single occupancy setting.

- If a barrier, such as a screen, is in place between people who are less than 2m apart
- When conducting a sports activity, in line with Government legislation and sport's National Governing Body Return to Play guidance.
- Where interacting with someone who uses lip reading to communicate, or who has social communication impairments
- To avoid harm or injury, or the risk of harm or injury, to yourself or others – including if it would negatively impact on your ability to exercise or participate in a strenuous activity

There is no requirement to provide evidence that you have a legitimate reason not to wear a face covering, or that you may require others to briefly remove theirs so that you can understand them (e.g. to lip read).

Some people may feel more comfortable showing something that says they do not have to wear a face covering. This could be in the form of an exemption card, badge or even a homemade sign (some examples are shown on the Government COVID-19 pages [here](#)). This is a personal choice and is not required.

It is not appropriate to challenge someone who is not wearing a face covering. It should be assumed that there is a legitimate reason why they cannot.

3.3 Caring for and Disposing of Your Face Covering

- You should wash reusable face coverings after each time it is worn, in line with manufacturer's instructions, at the highest temperature appropriate for the fabric.
- Single use face coverings can be disposed of in a general waste bin (i.e. not a recycling bin).

3.4 Forgetting Your Face Covering

- Staff and students (and contractors, visitors, and members of the public) are responsible for providing their own face coverings for use within UCFB/GIS campus buildings.
- If a student forgets their face covering, students will be provided with a single disposable mask at facility entrances. We encourage all students to make a voluntary donation every time a face covering is required. UCFB/GIS will gift 100% of all donations received to the local NHS trust.

3.5 Further information

For further information on face coverings please see the government advice using the following link:

<https://www.gov.uk/government/publications/face-coverings-when-to-wear-one-and-how-to-make-your-own/face-coverings-when-to-wear-one-and-how-to-make-your-own>