

COVID SECURE CAMPUS GUIDELINES

ACADEMIC YEAR 2021 / 2022

For both new and continuing students

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UCFB is a world first in higher education, and together with its Global Institute of Sport delivers undergraduate and postgraduate degree courses in the operational and business facets of the football and sports industry from within world-class stadiums. We are dedicated to providing the expertise, resources and environment to help you to reach your potential during and after your studies, using our global networking opportunities to connect you with the sports industry.

As a result of the COVID-19 pandemic our 2019-20 academic year ended in a very different way than anyone could have expected and 2020-21 has been similarly disrupted but we are incredibly proud of the way our students and staff have adapted to the unparalleled, fast-moving change and uncertainty.

In choosing UCFB and GIS we know you have made a significant investment in your future, committing to learn and grow under our guidance. We continue to adapt to the ever changing circumstances and are confident that we will continue to deliver the strong, industry-informed degrees to help propel your career.

We know that our unique access to our iconic campuses which include Wembley and Etihad stadiums is a key part of your learning experience and your safety is our priority. As a result, we are working hard with our campus partners and continue to review and refine our COVID-19 guidelines and mitigation measures in line with Government guidance to ensure the safety and well-being of students and staff whilst they enjoy the campus experience.

We remain grateful for the efforts you have made so far and continue to do so as we all work together through these unprecedented times and towards a brighter future.



Brendan Flood
Founder, Chairman and CEO

Contents

1.	What is a COVID secure campus?	4
1.1.	Our aims and objectives	4
1.2.	Our six key principles to safeguard the UCFB community.....	8
2.	Our delivery model to return to campus.....	9
2.1.	Our three stage operational plan.....	10
3.	Our service plans	15
4.	Student Life.....	15
4.1.	Before students arrive on campus.....	15
4.2.	On campus life.....	15
4.2.1	When students are on campus	16
4.2.2	Student Accommodation.....	17
4.2.3	UCFB Students' Union.....	17
4.2.4	UCFB Athletic Union	17
4.2.5	Living and studying in Manchester and London	18
4.2.6	Student Support.....	18
4.2.7	Library and information services	18
4.2.8	Semester dates.....	19
4.3	Online life.....	19
4.3.1	The UCFB online hub.....	19
4.3.2	Global hub and campus access	20
4.3.3	The Global Insight Series.....	20
4.3.4	On-line semester dates.....	20
5	Staff work life.....	21
5.1	Before staff arrive on Campus.....	21
5.2	When staff are on Campus.....	21
5.2.1	Campus to Campus travel	21
5.3	Office Working.....	21
6	COVID Secure Environments.....	22
6.1	Teaching and Learning Environments.....	22
6.2	Public Spaces	23
6.3	Transport	23
6.4	Placements and other work based learning environments.....	24

1. What is a COVID secure campus?

With the future remaining uncertain, UCFB has been working to adapt to a new normal. These guidelines have been developed and refined to ensure we inform the UCFB community on the changes we have made to our unique campus environments. The following aims, objectives and key principles have helped guide us in this journey.

1.1. Our aims and objectives

Aim:

Providing a safe and inclusive campus which empowers and supports our students and staff towards achieving a rewarding experience for all during these challenging times.

Objectives:

- 1. Safety First** - In line with the latest government guidelines and sector regulations, we have created a healthy and COVID-19 secure campus, ensuring our students' and staff health and safety is at the centre of all that we do as we return to our workplace and campus environment.

We will achieve this objective by:

- Undertaking detailed risk assessments.
- Temperature checks available on request at reception.
- Continued enhanced cleaning measures including disinfectant and deep cleaning programmes.
- Safe circulation systems around campus facilities, including one-way systems, where appropriate
- Maintaining COVID secure campus signage to promote hand washing and good hygiene.
- Providing hand sanitiser stations throughout campus facilities.
- Face coverings will be required to be worn in our campus buildings when in transit, unless exempt, but will be allowed to be removed when seated in study areas or classes. However they are still encouraged when coming into close contact with others.
- Staff and students completing COVID Secure Campus guidelines inductions.



- 2. An inclusive and inspiring learning environment** – our 2021 / 2022 academic year plan is structured to ensure all our students and staff will be able to access, engage with and deliver a high-quality learning model which spans beyond the classroom and supports a fantastic student experience.

We will achieve this objective by:

- Preparing a delivery model that is free from previous COVID restrictions such as social distancing to provide the fullest possible student experience whilst retaining flexibility should circumstance change.
- At the time of writing it is intended that all on-campus academic content will be delivered face-to-face in line with government guidance but should further restrictions be imposed then academic delivery and content will be made available virtually as previously (subject to the availability of our venue partners)
- Providing high quality and regular student support.

3. Advancing Careers - We are dedicated to maximising the career opportunities of all our students, providing access to unique opportunities to learn from experts, develop insight into the industry and apply knowledge and skills in a wide range of sporting organisations. Our plan is to continue to provide these opportunities, making the most of digital innovation and virtual engagement alongside in-person experiences.

We will achieve this objective by:

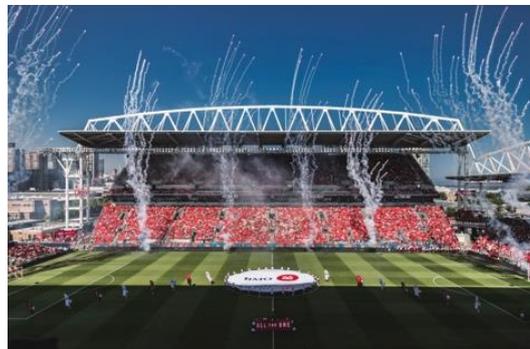
- Delivering an industry leading guest speaker insight series.
- Creating unique work placements with industry leading partners.



4. Continued innovation – In this unprecedented time, UCFB will create opportunity by working with our network of national and global partners to innovate and create unique experiences for our student community, ensuring the highest quality student experience possible.

We will achieve this objective by:

- Delivering an inspirational series of global summits.
- Delivering industry leading events, conferences and networking opportunities.



We have developed this set of COVID Secure campus guidelines, informed by the World Health Organisation, Public Health England, compliant with the British Government advice and regulation and reviewed against each newly issued guidance. The active application of these guidelines aims to create 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.

1.2. Our six key principles to safeguard the UCFB community

Our previous return to Campus was underpinned by six key principles to ensure the safeguarding of our UCFB community.

Principle	Description	Action
INFORM	To provide regular and supportive information, advice and guidance to assist with the protection and safeguarding of all students and staff.	<ul style="list-style-type: none"> • Complete Inductions • Provide information advice and guidance. • On-going support for safe operations
TEST	To provide reporting mechanisms for daily health self-assessment and provide students with information, advice and guidance on accessing testing kits or facilities.	<ul style="list-style-type: none"> • Daily wellness reporting • Self-Assessment • Symptom identification
SANITISE	To ensure all high use surfaces are regularly deep cleaned and disinfected and that all campus users are aware of their responsibilities to maintain high levels of personal hygiene including access to hand washing facilities.	<ul style="list-style-type: none"> • Disinfectant cleaning • Multi-sanitiser stations • Provide guidance for good personal hygiene • Provide enhanced hand washing / hand sanitising facilities
PROTECT	To encourage all campus users to wear facemasks in line with guidance and that protections are in place to prevent possible non-touch transmissions.	<ul style="list-style-type: none"> • Encourage continued usage of facemask in line with guidance • Enhanced deep cleaning
DISTANCE	To ensure routes around our campus facilities provide safe routes of travel	<ul style="list-style-type: none"> • Clear and frequent signage • Facility occupation plans
TRACK	To ensure campus users are regularly updated on campus	<ul style="list-style-type: none"> • Student services reporting

	<p>status. Students have detailed information about the arrangements for teaching and learning on their course. All staff members can deliver their roles in a COVID secure environment aligned with health needs and national policy changes.</p>	<ul style="list-style-type: none"> • Campus community wide communication. • Policy update • Alert level status plans • Line management reporting
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2. Our delivery model to return to campus

Following the COVID-19 outbreak, like many higher education institutions, UCFB made the decision to deliver the remainder of the 2019/2020 academic year remotely. The response from our staff and students was exceptional and ensured a successful completion of the academic year in unprecedented circumstances.

Over the summer of 2020 our team worked with our stadium partners and other facility landlords to ensure our campuses are as COVID secure as possible. We implemented a range of mitigation measures informed by government and sector guidelines, underpinned by our six key principles and summarised in our three-level plan outlined below. This approach is underpinned by ensuring we have a clear picture of the health status of our students' and staff before they arrive on campus.

We welcomed students and staff to our campuses in September 2020 and were delighted with the approach from students and staff who collectively ensured the successful implementation of our Outbreak Prevention and Management Plan.

In order to comply with government guidance on the safe mass transit of students at the end of the first semester UCFB moved all teaching online in December 2020 ahead of the national lockdown put in place by government.

All teaching remained online from the start of January 2021 up to the government's announcement that students on practical courses could return to teaching. UCFB followed the guidance accordingly and permitted one postgraduate program to return in accordance with the guidelines and given the guidance that where all courses could continue to be delivered online informed students that the remainder of the academic year would be delivered online.

Following confirmation of the end of COVID restrictions and that Higher Education providers should plan for full face-to-face delivery UCFB has reviewed and updated the following

- Detailed risk assessments for each facility.
- COVID secure safety measures implemented.
- New operational procedures agreed by stadia and facility landlords.
- Student and staff facility inductions.
- Health and safety self-assessments.

2.1. Our operational plan

UCFB initially implemented a five-stage plan based on the government's five-stage alert level. This determined UCFB's approach to define what student life and studying would be like for the academic year 2020 / 2021 and beyond. This plan was designed to give us the flexibility to adapt as the local and national situation and associated government guidance has changed.

We started the academic year with a flexible delivery mode with virtual delivery replacing large group teaching. Alongside this, some small group lectures, seminars, placement activities and events were able to place in their on-campus settings. Part of this flexible delivery mode ensured that all course content is made available virtually. Some elements were moved to virtual delivery temporarily and others have had to move according to the results of our Track and Trace system. We remain committed to delivering as much face-to-face activity on campus as is possible whilst adhering to government guidelines.

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. ***However, UCFB reserves the right to alter the level of service in response to local lockdowns, or UCFB-specific outbreaks, should they occur. As always, UCFB will be led by the government guidance in operation at any specific time.***

SEE NEXT PAGE

Operational Plan and Delivery Model:

Due to the changing nature of the pandemic and a changing picture of government enforced local and national restrictions, shaped initially by a five-stage alert level and now a three tier local system, in response, we have revised our operational model.

Our model has been simplified from a five-stage model to a three-scenario model, which more clearly reflects the scenarios we are faced with. The three scenarios shaping our model are as follows:

- **Scenario 1 (Green) – Face-to-Face delivery** – No national or local restrictions are in place which restricts on campus face to face delivery.
- **Scenario 2 (Amber) – Face-to-Face and Virtual delivery** - National and / or local restrictions reduces on campus face to face delivery and requires alternative and complementary virtual delivery. Should you not be able to attend face to face on campus activity for valid reasons your academic content will be made available online. Non-teaching elements, e.g. events involving the public may also be subject to national or local restrictions.
- **Scenario 3 (Red) – Virtual delivery** – National or local restrictions that prevent HEIs delivering any form of face-to-face on-campus activity. Should you not be able to attend virtually delivered activities for valid reasons your academic content will be made available online.
- **For the avoidance of doubt** – these three scenarios are informed by the government’s tier system but are not designed to mirror them, whilst giving UCFB & GIS the operational flexibility required to deliver to students.

3. Our service plans

Full service plans have been developed to enable UCFB to operate at every level of government alert levels. These detailed plans have been used to inform our COVID Secure Campus guidelines.

4. Student Life

4.1. Prior to arrival on campus

Before students are allowed to return to campuses at the beginning of each semester or following a lockdown occurring between semesters, the following is in place;

- In order to access all available services, students must complete an online enrolment and registration process, followed by compulsory induction and orientation activities.
- Students will continue to receive regular communications and updates in relation to COVID-secure guidelines.
- Students will receive details about the on-campus arrangements for their course.
- The COVID-19 vaccination is now being offered to everyone aged 18 or over.
- Students registered with a GP can book their appointment at a larger vaccination centre, a community pharmacy run site or at some GP run sites through the [National Booking Service](#) website or by phoning 119.
- Those who are registered with a GP will also receive an invitation to be vaccinated from their GP practice.
- While [registration with a GP](#) is encouraged to access the vaccine, individuals can request to book COVID-19 vaccination appointments as an unregistered patient through a local GP practice.
- [You can access NHS England's full set of COVID-19 vaccination FAQs for students in higher education institutions here.](#)
- Prior to returning to term time accommodation and the campus all students will be encouraged to take a COVID-19 test and if positive to remain at home in isolation for 10 days in line with guidance
- Students are encouraged to test twice upon arrival, 3-4 days apart

4.2. On campus life



UCFB's campuses are based in two of the world's leading student cities, providing an exceptional environment to live and learn in. Whilst COVID-19 has created a

new normal, we have created a COVID secure environment to enable a fantastic life and learning experience as a UCFB student.

4.2.1 When students are on campus

When students are on campus, students will:

- We are awaiting confirmation of the government's asymptomatic testing guidance for higher education for the 2021/22 academic year and will provide an update as soon as it is available.
- Provide health and well-being reports to student services should health status change.
- Always bring student identification and wear it.
- Follow all COVID Secure guidelines.
- Face coverings will be required to be worn in our campus buildings when in transit, unless exempt, but will be allowed to be removed when seated in study areas or classes. However they are still encouraged when coming into close contact with others.
- Continue to encourage students to disinfect workstations before and after use.
- Practice good hand hygiene through regular hand washing and sanitisation.
- 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
 - absenceetihad@ucfb.com
- Should you receive notification from NHS Test & Trace please isolate as instructed and inform Academic Admins as above
- If you are experiencing symptoms seek a COVID-19 PCR 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>
- In the event of receiving a positive COVID-19 test email:
 - covidaware@ucfb.comwith details, and you will be contacted as part of the UCFB Track and Trace process if required.

4.2.2 Student Accommodation

UCFB's accommodation partner is Unite Students (US). UCFB and US have worked extremely closely to ensure safe and COVID Secure student accommodation provision. The following provides a summary of our approach.

- Our partner accommodation in Manchester (Mill Point) and Wembley (Arch View House) are both open.
- All student accommodation has been fully risk assessed and meets all required COVID Secure government guidelines.
- Enhanced deep cleaning, hand sanitiser stations, clear and frequent signage.
- Gyms will be made available should government guidelines allow.
- We continue to review arrangements in partnered accommodation according to the latest guidance alongside monitoring COVID caseloads within the accommodation.

4.2.3 UCFB Students' Union

- The Students' Union role is to represent UCFB students and make your time here as rewarding as possible.
- UCFB will do all it can to ensure the Student's Union can meet this vital role in student life in the most effective way possible.
- Face-to-face meetings will be available by appointment and virtual meetings will continue to be facilitated.

4.2.4 UCFB Athletic Union

UCFB recognises the important role sport and physical activity plays to our student community. The health and well-being of our students is a central part of UCFB's strategy and we are taking every step possible to ensure sport and physical activity provision can be accessed in a safe and secure way.

The UCFB Athletic Union enables students to take part in a number of sports during their time here, whether competitive or recreational. We have a number of teams across both campuses for male and female students, however, COVID-19 has enforced new guidance and restrictions.

- UCFB Athletic Union sport and physical activity recreational activity will take place in line with government, Sport England and National Governing Bodies (NGB's) of sport guidelines.
- Sports facilities accessed by the UCFB Athletics Union are owned by local authorities in Manchester and Brent. Students can access local authority sport and leisure facilities in line with local authority guidelines.
- UCFB sports teams will train and play in accordance with BUCS, Sport England and sport NGBs guidance.

Further to group activities taking place in line with government and NGB guidelines, we encourage students to undertake individual recreational activities such as running, jogging, walking, cycling and other social distance sports such as are permitted by guidance in place at any time.

4.2.5 Advice for Living and studying in Manchester and London

UCFB students study in campuses that have two of the most iconic stadiums in the world, in two of the greatest cities in the world.

To ensure we appropriately support student life in these cities and provide the most up to date information, advice and guidance, UCFB have long established relationships with a network of partners in each city.

Current local Coronavirus advice in Manchester and Brent (local borough of London), please use the following links.

- <https://secure.manchester.gov.uk/info/500361/coronavirus/7928/coronavirus/26>
- <https://www.brent.gov.uk/coronavirus/>

4.2.6 Student Support



- The Student Services Team is here to support you across a wide range of areas throughout your studies at UCFB. Our priority is to ensure that you enjoy life at UCFB and feel supported to succeed both academically and personally.
- Support services and information will be available online, by email and telephone.
 - studentserviceswembley@ucfb.com
 - studentservicesetihad@ucfb.com
- Face-to-face support will also be available. This would be through bookable appointments:

4.2.7 Library and information services



Our library and information service is committed to providing access to relevant and pertinent resources to support you during your studies at UCFB. Our COVID Secure guidelines for our service includes:

- Detailed risk assessments completed for each campus Library.
- Screens in place at service desks.
- Availability of hand sanitiser.
- E-resources available and virtual support will continue.
- UCFB Online resources:
 - <https://my.ucfb.com/course/view.php?id=1536>
- UCFB library support:
 - library@ucfb.com

4.2.8 Semester dates



Your 2021/2022 semester dates can be found at:

<https://www.ucfb.ac.uk/studying-at-ucfb/student-life/campus-life/semester-dates/>

4.3 Online life



4.3.1 The UCFB online hub

ONLINE

The UCFB on-line hub is an easy-to-use platform, available on mobile, tablet and desktop. The on-line hub remains fully available during the academic year and allows you the flexibility to study on days of the week and times of the day that accommodate your other commitments within the deadlines of your programme.

Details of the hub can be found at: <https://www.ucfb.ac.uk/studying-at-ucfb/student-life/online-life/the-ucfb-online-hub/>



4.3.2 Global hub and campus access

As a UCFB student, you will have access to UCFB's series of elite sports industry networking centres and global study hubs. Our global hubs at Inter Miami CF Stadium, New York's Red Bull Arena, Atlanta's Mercedes-Benz Stadium, Toronto FC's BMO Field and the Melbourne Cricket Ground (MCG), will be available subject to travel restrictions, the COVID-19 alert level and government guidance of the time of the summits. Where face-to-face summits are not possible these will be delivered virtually and made available to all students post completion.

4.3.3 The Global Insight Series

Available online through UCFB digital publications, podcasts and videos, and through live seminars and annual summits across our UCFB campuses, global study hubs and networking centres, this key professional development facet of our offering is distributed to the mobile phone and laptop of every UCFB student and alumni. As an on-line student, you will also be able to register to attend guest speaker talks at both of our UK campuses, allowing you to experience both Wembley and Etihad stadiums.

4.3.4 On-line semester dates

Your 2021/2022 semester dates can be found at:

<https://www.ucfb.ac.uk/studying-at-ucfb/student-life/online-life/online-and-blended-semester-dates/>

5 Staff work life

5.1 Before staff arrive on Campus

Before staff are allowed to return to campuses at the beginning of each semester or following a lockdown occurring between semesters, staff must;

- Complete a re-induction training session on all COVID-Secure Campus guidelines.
- Avail themselves of the twice weekly Lateral Flow Testing programme made available by UCFB in partnership with the University of Manchester and London Borough of Brent

5.2 When staff are on Campus

When staff are on campus they will need to:

- Provide well-being reporting with line managers indicating health and assessment status to indicate any change from Status 1
- Bring staff identification and wear it at all times.
- Follow all COVID Secure guidelines.
- Disinfect their workstations.
- Practice good hand hygiene through regular hand washing and sanitisation.
- Leave campus immediately if they feel unwell or display any COVID-19 symptoms and contact their line manager.
- Conduct meetings via Microsoft Teams wherever possible.
- All staff will have completed online re-induction training

5.2.1 Campus to Campus travel

- Staff Campus to Campus travel should be minimised and cross campus meetings should be conducted via Microsoft Teams where possible.
- Staff require authorisation from line managers prior to any campus to campus travel. Approval should only be considered when campus to campus travel is an essential requirement, with all alternatives to travel explored.
- If cross campus travel is authorised, government travel advice should be followed.

5.3 Office Working

Our offices are open and available to staff, in line with the government guidance and according to the prevailing guidance re working from home. All staff received revised inductions on new office protocols and procedures in line with government advice, including:

- Staff and line managers conduct one-to-one meetings to consider individual circumstances where required
- Detailed risk assessments of each workplace have been carried out and are available on the staff intranet.
- A Health and Safety action plan evidencing measures taken against government guidance has been developed.
- Other safety measures implemented previously will be maintained and will include: increased deep cleaning, hand sanitisers, desk screens.
- Face coverings will be required to be worn in our campus buildings when in transit, unless exempt, but will be allowed to be removed when seated in study areas or classes. However they are still encouraged when coming into close contact with others.
- Flexibility with the approach, like all others will continue and office working will be kept under constant review and changes implemented as required.

6 COVID Secure Environments

Students and staff may find themselves in a number of other environments during their UCFB experience over the next academic year. Our 6 key principles outlined earlier are applied to each identified environment. These include as follows.

6.1 Teaching and Learning Environments

Face-to-face on campus activities

All face-to-face on campus activities will take place when safe to do so, in line with government guidance and following a range of measures to ensure they are COVID secure. These include:

- A detailed risk assessment process for each activity has been completed consistent with government guidelines.
- Face-to-face activities include:
 - course content
 - student one to ones.
 - events and Global Summits (depending on government guidelines in place at the time regarding indoor events and international travel).
 - library services and self-study (subject to study hub capacities).
 - counselling and student support services (booked by appointment).
 - sports activities (subject to national governing body guidance).
 - student council meetings with dual delivery face-to-face and online availability.
 - appropriate induction and freshers activities.

6.2 Public Spaces

A number of campus secure measures have been put in place to support the safety of students and staff across the variety of public spaces indicated below.

Lifts

- All staff and students should abide with any restrictions or guidance relating to the use in force at the time.

Reception and student facing services

- Mobile screens have been put in places such as receptions, service desks and other spaces where social distancing and risk assessments require it.

6.3 Transport

Travelling to and from Campuses

For students and staff travelling to and from our campuses the following guidelines should be followed:

Walk or Cycle

- Where possible, we encourage students and staff to walk or cycle as a preferred transport method, however we do recognise this is not always possible.
- Cycle storage is available at all locations.
- We offer a cycle to work scheme for all staff. Contact HR for details.

By public transport

- Students and staff should follow government advice for travelling on public transport.

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

- Local travel information can also be found using the following links:
 - <https://tfl.gov.uk/>

- <https://tfgm.com/>

6.4 Placements and other work-based learning environments



- Our placement recruitment process will be completed through a mix of face-to-face and virtual meetings
- Support will be provided face to face in a one-to-one environment by appointment with ongoing virtual support
- Supervision of work place visits can be conducted via Microsoft teams or face-to-face by appointment.
- Any face-to-face activity on campus will be conducted whilst observing social distancing requirements in place at the time.
- Students will be allowed to conduct in person placements in September. In this circumstance, the employer will sign to say the work placement environment is COVID Secure.
- Employers will complete and make available work placement risk assessments, informed by government and workplace sector guidance.
- Advice and guidance will be provided by the employer indicating how the placement will be managed in a COVID Secure way. New policies which sets this out will be provided to the student by the employer.
- The E+E team will provide regular support to the students during their placements, which can either be conducted face-to-face or via Microsoft teams.
- The E+E team will circulate regular surveys to students and employers to monitor and support work placements and workplace safety.

**Further to this COVID Secure Campus guidance document,
student and staff FAQ's are available as follows:**

- **Detailed student FAQ's for prospective and current students can be found on the Coronavirus web pages of our website www.ucfb.ac.uk**
- **Detailed staff FAQ's can be found on our staff intranet**