

## COVID-19 Reoccupation and HCARE Orientation September 2020 – New Students

### Message from the Head of School

I would like to take this opportunity to welcome you as a student of the School of Healthcare Sciences, and outline the actions taken by School along with the wider University and colleagues, to ensure the safe return of staff and students within the School.

It is all our responsibility as staff and students to adhere to the guidance and measures in place to ensure that we are operating as safely as possible in the current climate.

Please take the time to read this information thoroughly, alongside other guidance already shared by the University in 'Welcome to Cardiff' emails, and included in the University's [web](#) pages dedicated to a [safe campus experience for 2020/21](#), and the [COVID Community Commitment](#).

As a School and members of Healthcare Professions, we take our responsibilities to prevent the spread of COVID very seriously. These measures are in place for the safety of all staff, students and other members of the public and are the responsibility of all individuals representing the University and School of Healthcare Sciences. Failure to read and comply with the guidance could be considered as non-professional behaviour.

With very best wishes,

David

**Professor David Whitaker**  
**Dean and Head of School**

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*Note – in order to activate links in this document you will need to be logged in to the Student Intranet / Learning Central*

### 1. Orientation video

A building orientation video, specific to School of Healthcare Sciences, is available on Learning Central for [Undergraduate](#) and [Postgraduate](#) taught students.

### 2. Entering and Exiting Buildings

Ty Dewi Sant	Eastgate House
<ul style="list-style-type: none"><li>• One way in and one way out</li><li>• Enter via the basement level</li><li>• Exit on the ground floor level</li><li>• Please use the designated entry and exit points to avoid congestion</li></ul>	<ul style="list-style-type: none"><li>• Landlord controlled entry to the building by use of electronic double doors</li><li>• Revolving doors are not in use</li></ul>

### 3. Control Measures in place within buildings

- Please observe all signage and allow sufficient time to get to your session in order that the measures in place can be observed
  - You may need to queue to get in or take a longer route
- Start times for multiple sessions will be staggered to reduce congestion
- Once your session has ended, we would ask you to promptly leave the building and do not congregate in large groups inside or outside the building which could compromise control measures put in place.

Ty Dewi Sant	Eastgate House
<ul style="list-style-type: none"> <li>• A one-way system is in place, the main stairwell from the basement entry is designated as 'up' and the far stairwell on the way to the ground floor exit is designated as 'down'</li> <li>• Lifts are 1 in 1 out</li> </ul>	<ul style="list-style-type: none"> <li>• Lifts are 1 in 1 out</li> <li>• Stairs are 2 way but 'stop and give' way and / or social distancing will need to be observed</li> <li>• 'Stop and give way' will also need to be adopted in the narrow corridors in order that social distancing can be maintained</li> <li>• One-way system is not possible therefore 'stop and give way' is a key factor within the narrow corridors</li> </ul>

### 4. Entering and Exiting Rooms

- When you enter the room we need to 'fill up' in a managed way, for example:
  - If the doors are at the rear of the room, then enter and fill up from the front first, you will then be asked to leave from the back of the room first
  - If the doors are at the front of the room, then enter and fill up from the rear first, you will then be asked to leave from the front of the room first
- Some rooms will allow for a one-way flow through the room
- All rooms will be clearly signed and marked to indicate the appropriate routes to take and staff who are leading your teaching sessions will direct you accordingly.

### 5. Changing Facilities, Lockers and Rest Areas

- Changing facilities and lockers will not be available until further notice.
- Please arrive with minimal personal belongings, in order that they can stay with you for the duration of your session.
- Rest areas are for essential use only i.e. if you are in for a full day with a break between sessions, you may be allocated a specific room for breaks.
- Due to reduced capacity through social distancing, furniture has been removed from rest areas so that they can only accommodate safe numbers of people and we ask all students to observe this.

## 6. Uniforms

- As we are unable to provide large changing areas, we are relaxing the wearing of uniform during skills/mandatory training sessions
- As you will not be able to change please arrive wearing loose comfortable clothing and flat, closed shoes for skills/mandatory training sessions
- Uniform standards still expected include hair tied back, 'bare below the elbow' and short clean nails.

## 7. Control Measures within taught sessions

- For some standard tutorials / workshops / seminar activities, seating has been rearranged to accommodate reduced capacity based on social distancing
- For activities where social distancing is not possible, PPE will be provided.

## 8. Donning and Doffing

- There are specific guidelines for donning and doffing of PPE, please follow the guidance [poster](#) and [video](#) for donning and doffing of PPE in specified sessions. Staff will be available to provide advice.

## 9. Fire Safety

- In the event of a fire alarm sounding all stairways and exits should be used
  - Students should use the nearest fire exit irrespective of one-way systems
- If social distancing is not possible on exiting, students should consider using a face covering, mask or item of clothing. However, students are not to delay their exit to find a face covering.

## 10. First Aid

- First aiders might not always be available, and you should contact the nearest member of staff for advice or guidance on general first aid concerns. In any emergency please dial 999.

## 11. Face Coverings

- All students will be issued with two face coverings (distribution details to be confirmed)
  - If you are involved in any sessions ahead of this time, please provide your own coverings
- Please wear a face covering at all times when moving around Cardiff University buildings, including movement to and from sessions, movement within taught sessions i.e. comfort break, etc.

## 12. Toilets

- Washrooms have been made gender neutral and single use with a lock installed on the outer door to protect users
- Signage has been installed at the entrance of the washrooms to confirm revised protocol for use

- Additional cleaning protocols are in place to ensure that soap is replenished and that the facilities are cleaned frequently.

### 13. Cleaning and Sanitising

- The University has organised enhanced cleaning arrangements in place specifically to meet the requirements of COVID-19 Secure Building status, and forms part of the organisational risk assessment
  - This includes more frequent out of hours and daytime cleaning, in addition to significant enhancements such as regular disinfecting of touch points i.e. toilets, door handles, lift buttons
- Enhanced arrangements also include the provision of effective disinfectant products for staff and student self-use to sanitise individual work / study space in shared teaching spaces
  - You will be directed to use these before and after sessions
- Staff and students are encouraged to wash their hands at regular intervals and to utilise the additional hand sanitising facilities that are within our buildings.

### 14. Risk Assessments

- You can find the organisational, building and activity risk assessments on Learning Central via the following links:
  - [Organisational](#) (all students)
  - Building and Activities ([Undergraduate](#))
  - Building and Activities ([Postgraduate](#))
- An individual risk assessment is required for any student who might fall into any of the vulnerable categories, so please familiarise yourself with the [All Wales COVID Risk Assessment](#) for individuals
- If you identify yourself in any of the vulnerable categories and score above 3 then you should contact your personal tutor immediately
  - If you do not know who your personal tutor is, please refer to the student Handbook for further contact information relevant to your programme
- If you are due to attend placements, you should have completed a risk assessment as part of the preparation for placement - further advice will be provided during the early stage of your programme.

### 15. Social Distancing

- Social distancing of 2m applies within and outside of all Cardiff University buildings
- Please do not congregate en masse around the building
- Social distancing must always be observed in all locations both internally and externally.

### 16. ID Cards

- You must always carry your ID card with you, this will be issued to you on enrolment - if you have any access issues please contact [AccessControl@cardiff.ac.uk](mailto:AccessControl@cardiff.ac.uk) .

#### 17. Students with COVID-19 symptoms

- If you develop symptoms whilst in a session or on campus you must go home immediately and inform your session leader and personal tutor
- If you develop symptoms whilst at home, do not come to campus
- Await further advice from your session leader / personal tutor and check for the up to date guidance on the university web pages including management of bubbles and track and trace protocols
- You must follow the Welsh Government self-isolation guidance (<https://gov.wales/self-isolationstay-home-guidance-households-possible-coronavirus>) and arrange to be tested for Coronavirus
- Further information on testing facilities via Cardiff University will be communicated in due course
- The School will also be guided by Public Health Wales on any further actions required.

#### 18. Support Available and Key Contacts

In the interests of student and staff safety, the Programme Support Office and Deanery/ Reception points will not be re-opening in the first Semester for a drop-in service and we will continue to offer an online student support service via email, phone and using tools such as Skype, Microsoft Teams and Zoom. A reminder of the relevant teams' contact details is also available on the web page, and this information is also available in the School Handbook. However, we recognise that there are certain face-to-face activities that are necessary in our School such as, uniform collection/replacement, hard-copy portfolio submission and dosimeter badge collection and drop off, and we will coordinate these activities, via appointment, with student groups directly.

Please keep up to date with all COVID-19 related communications and [Welsh Government](#) / [Public Health Wales](#) announcements.