

Homeroom Set-up Guide

This document serves as a guide to setting up the “EBE Homerooms” with regards to COVID compliancy. For this mock-up, the Snape Teaching Studio 4B was used. This venue was used, as most of the Snape Venues are quite similar, especially the B and C venues and these form the majority of the “Homerooms”. The Snape “A” venues are slightly smaller and have a different layout. Obviously, each venues requirements will be slightly different.

Each Department will be responsible for the set up and configuration of their own “Homerooms”.

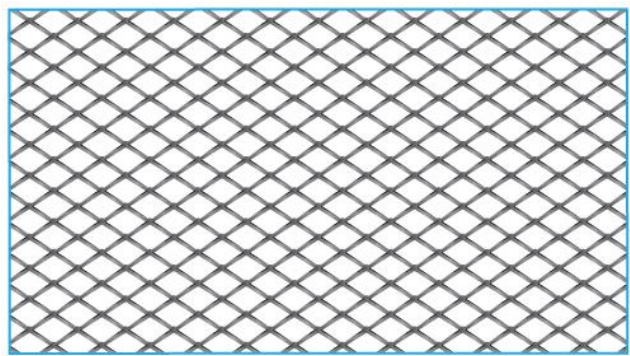
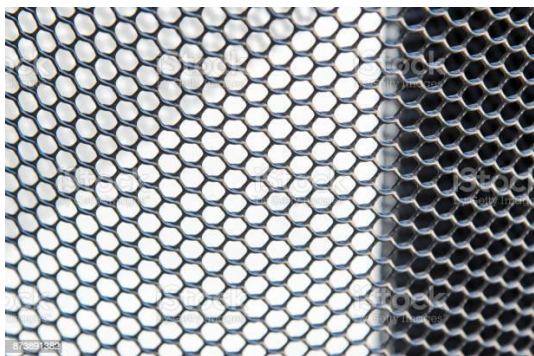
Venue: Snape TS 4B

Normal Capacity:	110
COVID Capacity:	33
Ventilation:	Fresh air Aircon - recirculating



Venue set up:

Ventilation – ensure that all operable windows are open and that the doors remain open. If no door stays are available, the doors should be propped open. The hand sanitiser units can be used for this purpose or sandbags or similar. Care should be taken, not damage the doors. Birds entering the venues are a challenge, so some thought needs to be given to address this matter. Bird netting or mesh is suggested, with the latter also adding to security. Attention to practicality and aesthetics should be paid. It must still be possible to open and close the window. Window stays, may also need to be installed.



Examples of mesh

Safety and security are also concerns, both with regards to keeping people in and out of the venues.

If birds are not an issue, burglar bars are suggested. Again, practicality and aesthetics should be considered.

Clear bars, serve this purpose and can be easily fitted to most aluminium windows, as seen in the image on the right.

(PS these will not keep the birds out)

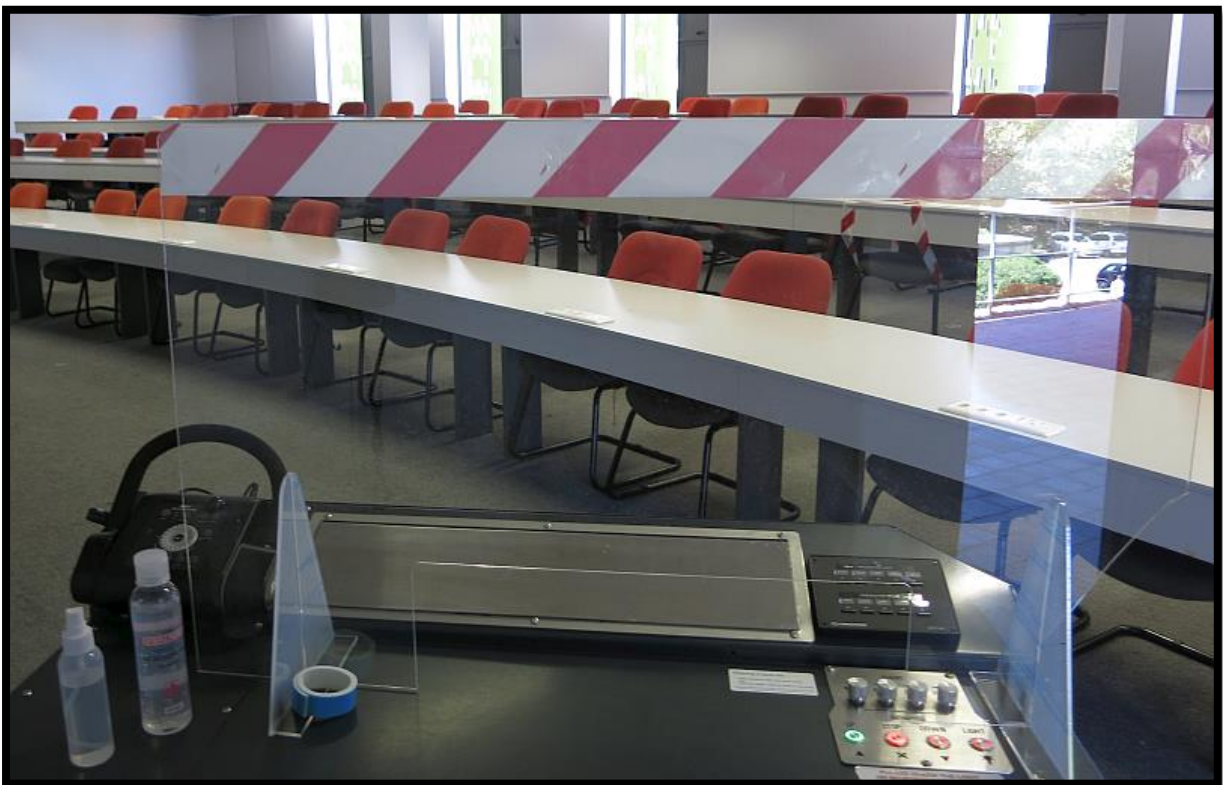




Lecture podium

- a perspex screen should be fitted in front for when students approach
- It is recommended that these screens be secured to the podium with double-sided tape to prevent them from toppling over.
- A mobile perspex screen could also be considered in smaller venues. In this venue, the first row of seats will be kept empty, to allow the lecturer to move around and still remain a safe distance from the students.

Note: In this example the red & white tape was only added to increase the visibility of the screen. It is not required.



Microphones:

For those lecturers wanting to use a microphone (if available) it is recommended that you carry a small bottle of spray sanitiser to disinfect the microphone before and after use. It is also possible use the hand sanitising unit, located at the doors.

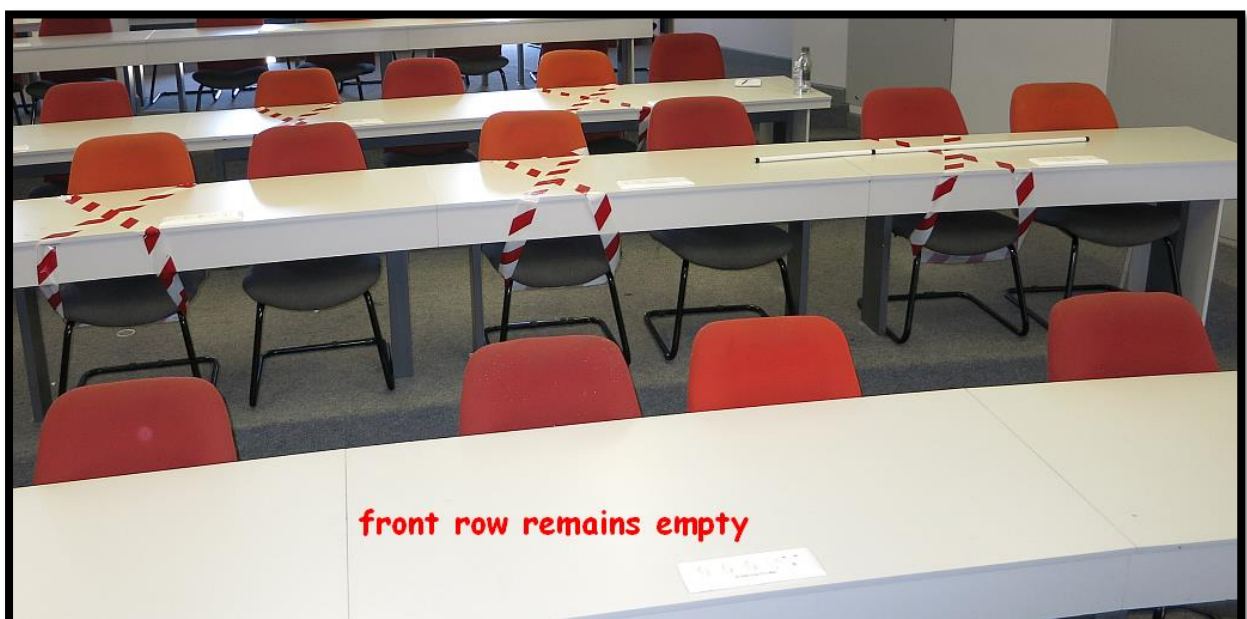
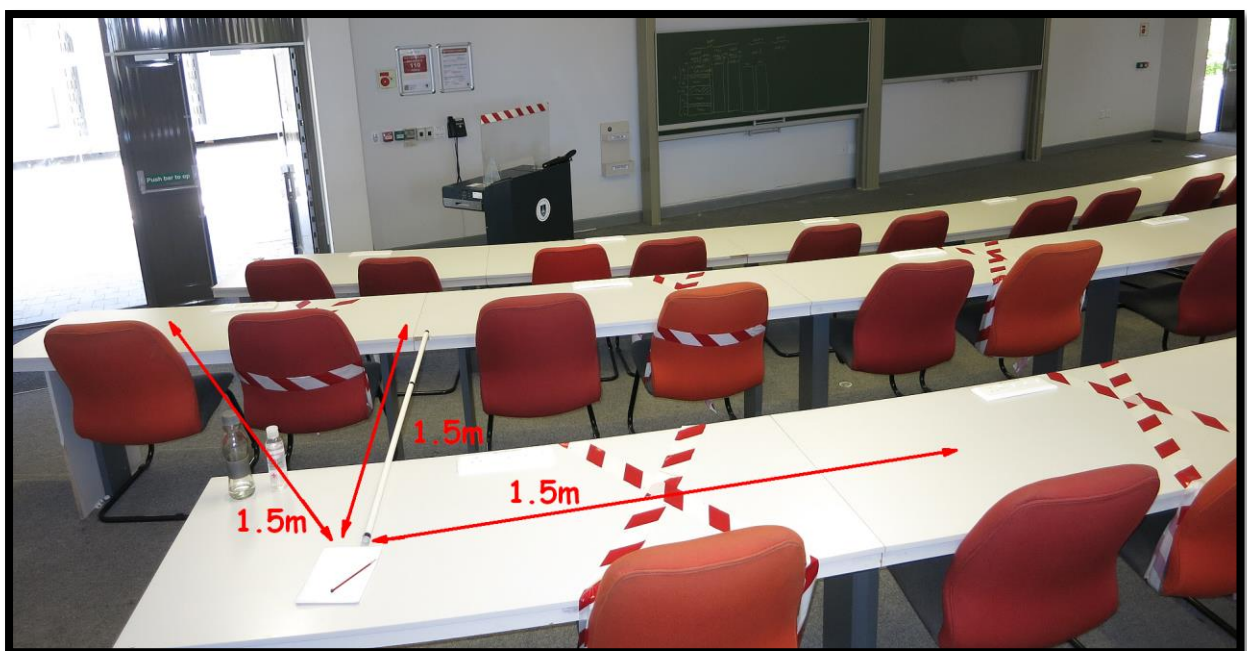
Normal storage and charging procedures should be followed. Lecturers chose to use their own microphone and just plug it into the pack.

Care should be taken to sanitise the battery pack before and after use. Spray bottles similar to this, can be purchased for less than R20 and filled from the standard hand sanitiser unit's refill bottles.

Seating – given the reduced capacities, it is recommended to seat only one person per desk. In this venue it is also possible to leave the entire front row vacant, ensuring that the lecturer is free to move from the podium to the boards and front of the class whilst remaining at least 1.5m from the students.

Chairs can either be physically removed, but this may lead to storage concerns, or clearly marked not for use. In this case it was decided to “tape” the unused chairs in place, to act as a further barricade to enforce social distancing. Every second chair was secured to the table to prevent students from rearranging them. Fortunately in this venue the rows are already 1.5m apart so that wasn’t a concern. Seating must be at least 1.5m apart unless a physical barrier/screen is put in place.

Since each venue will be slightly different, a unique venue specific plan will be required. It may be possible to obtain CAD drawings from P&S and these can be used to implement 1.5m bubbles to get a realistic number of people per venue. This obviously should not exceed the max numbers provided via the COVID 19 analysis tool. It may also be an option to swap furniture between venues.



Timetabling:

Careful scheduling will be required to prevent clashes outside of the venues. when classes start/end and also to limit the number of students, in the social spaces at any given time. Departments which are sharing venues in the same area will need to consult with each other. The maximum time allowed in the venues and vacant times will need to be considered. These are still under discussion and will be published when available. Basically, the longer use, the longer vacant time required.

Daily preparation of venue prior to first lesson:

- Venue must have been cleaned and sanitised (who will be responsible for this and how). This must be indicated on the entrance door of the venue by use of the green/red card
- A cleaning register should be maintained inside the venue, clearly indicating when the venue was last cleaned. Venues must be cleaned and sanitised before lectures begin each day and students will be responsible for sanitising their own spaces, ideally students should remain in the same seat for the whole day (this reduced cross contamination)
- Sanitiser stations checked and topped up if required.
- All windows must be opened
- All doors must be opened (door stays to be fitted or doors propped with hand sanitiser units as shown the image below)
- Air conditioner turned off unless otherwise indicated. Students not allowed to touch the aircon or windows.
- Lecturer to enter first and set up.
- Lecturer to ensure that they are happy with the venue set up and that COVID compliance has been achieved
- Lecturer to sanitise the microphone or use their own microphone (microphones may not be required with the reduced size classes)



Procedure for students entering the venue:

- Mask must be worn properly and in good condition. Compliance Officer may deny a student access, if their mask is not adequate.
- Spare masks should be available
- Sanitise hands correctly
- Enter in single file and avoid congestion
- Fill up from the back of the venue first
- No one to sit in the first row (in applicable)
- Enter through one door and exit through the other if possible and practical.
- Swipe Access reader for the AV equipment – this will serve as a form of contact tracing – TBC
- No eating or drinking in the venue as this would require the mask to be removed
- Late comers? The lecturer/Department to decide on a policy.

Exiting the venue – students should exit the venue from the front rows first. The lecturer must remind the students that they need to still comply with the COVID protocols whilst outside the venue.

COVID compliance officers – compliance is vitally important to ensure the success and prevent continual closures due to COVID cases. Safety of students and staff is paramount.

Suggestion: Compliance officers to be issued with high Vis vests to create awareness. Perhaps EBE branded? This matter is still being debated and a final policy was not available at this time. CPS should have a visible presence on campus and around the venues.

Tutors: should be issued with face shields, to be worn in addition to their face masks for added safety. Consultations with students should be kept as short as possible and under 5 minutes at any given time. Gloves may also be considered since the tutors will most likely come in closer contact with the students.

Cleaning and sanitising of venues:

Venues must be cleaned and sanitised prior to use each day. This should include the lectern and tables being wiped down with sanitiser.

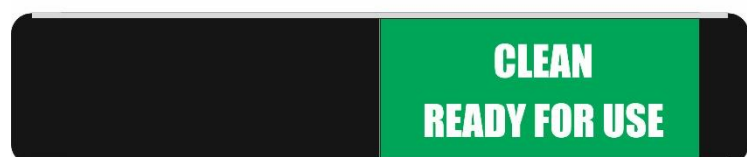
Windows and doors should remain open during cleaning but the venue must be securely closed at the end of the day.

All waste should be removed from the venue on a daily basis and bags should be sealed inside the venue to prevent possible cross contamination.

A sliding sign similar to that shown here should be used to indicate if the venue has been cleaned and is ready for use.



Lecturers and Covid compliance officers must not allow students to enter a venue that has not been cleaned and sanitised.



Laboratories –the lab managers are probably the best people to compile a guide for their laboratories, since each lab and its requirements will vary. Standard COVID protocols should be applied. 1.5m social distancing, physical barriers if necessary (screens and face shield). Correct and sufficient signage. Entry and exit protocols. Contact tracing systems.

Social spaces/Waiting areas – students must be reminded to maintain COVID protocols at all times and COVID compliance officers need to continually monitor that this is the case. During the breaks students will vacate the Homerooms to waiting areas. For example, from the Snape venues, Civil students can vacate to the quad, weather permitting and/or the foyer of the NEB. In these spaces it is vitally important that students continue to wear their masks (this is the law and mandatory whilst on campus) and practise social distancing. To aid in this regards, visual reminders should be used.



Chairs should be placed in such a way as to encourage social distancing. Signage to act as a reminder and hand sanitising units should be easily available.





Plastic tape can be used to indicate where people can and cannot sit. The plastic tape is easy to apply, affordable and shouldn't cause damage to the furniture.

Visual reminders

Yellow and black marking tape can be used to indicate where people may and may not sit.

Signage

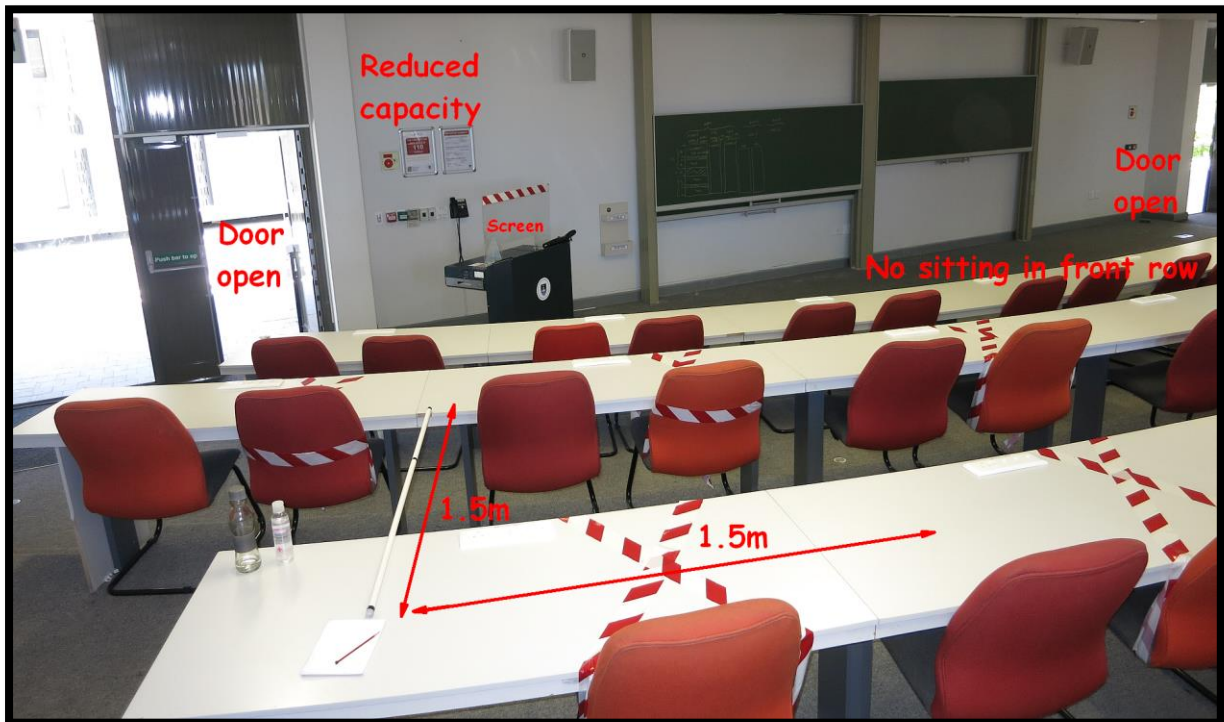
Posters are available from the Faculty



Social distancing dots can be placed on the floor to remind everyone to remain 1.5m away from each other and also to give a visual reminder of what 1.5m is.



Summary:



- **Ventilation** - all windows and doors opened
- **Masks** – masks must be worn at all times and correctly fitted
- **Social distancing** of 1.5m at all times
- **Sanitising** – everyone must be vigilant and sanitise/wash their hands as often as possible. Everyone needs to sanitise their hands on entering the venue.
- **Breaks** – regular breaks are required so that the venue can “vent”. More information on the time constraints will follow.
- **Sharing** – previously “*sharing, may have been caring*” but the new norm is that “*not sharing, is caring.*” Students must be reminded not to share equipment, stationery, food, or drinks.