



**Northumbria
University**
NEWCASTLE

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Welcome to Northumbria University London Campus

Staying Safe on Campus

WE ARE NORTHUMBRIA.

IT'S ON ME. IT'S ON YOU. IT'S ON US.

COVID-19 – Keeping You Safe and Healthy

- The health, safety & well-being of our staff and students during the COVID-19 pandemic is paramount.
- We have followed the latest UK Government & wider Health & Safety advice to ensure you are kept safe and healthy whilst on campus with us.
- The following presentation & accompanying guide sets out what we all need to do to ensure buildings & spaces can be used safely during the COVID-19 pandemic.
- As students you are required to follow the University-wide guidelines at all times.

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COVID-19 – Keeping You Safe and Healthy

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COVID-19 INFORMATION

Please be assured, we are doing everything possible to keep our staff, students and visitors safe.

KEEP YOUR DISTANCE
Maintain social distancing from other staff, students and visitors at all times.



COVER YOUR MOUTH
If you need to cough or sneeze, please cover your mouth with a tissue or use your arm.



USE HAND SANITISER
If you have a hand sanitiser, please use it when entering and leaving.



WASH YOUR HANDS
Please wash your hands thoroughly when you return home.



SHOWING SYMPTOMS
If you are showing symptoms, please **DO NOT ENTER**, please return home and follow the Government and NHS guidelines.



STAY ALERT ▶ CONTROL THE VIRUS ▶ SAVE LIVES

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KEEP YOUR DISTANCE

STOP THE SPREAD



For the safety of yourself, other students, staff and visitors, maintain social distancing at all times.

THANK YOU

STAY ALERT ▶ CONTROL THE VIRUS ▶ SAVE LIVES

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COVID-19 – Travelling to Campus

- Majority of you will travel to campus using public transport
- We have scheduled your timetabled classes to avoid peak hour travel
- Please plan your route carefully & adhere to all social distancing and COVID-19 requirements such as wearing appropriate face covering whilst you are using public transport
- Plan to arrive on campus **as close to your class start time as possible.**
- **You should not be travelling to campus if you do not have a timetabled class or have a confirmed booking to be on campus**

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COVID-19 – Travelling to Campus

- Plan your journey in advance & where possible, travel when it is quiet
- Wear a face covering over your nose and mouth, unless you are exempt for age, health or accessibility reasons
- Maintain 2m social distancing where possible
- Follow signs, listen to announcements & pay attention to transport staff
- Wash your hands before & after your journey
- Carry hand sanitiser or use sanitiser points at stations
- Use contactless or Oyster to pay for your journey

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COVID-19 – Arriving on Campus

- You should arrive on campus & enter the building at **114 Middlesex Street**.
- **Maintain 2m social distancing & wear a face covering.**
- You must wear a face covering at all times when circulating through the building unless you are exempt for age, health or accessibility reasons.
- **You must also wear your Northumbria University ID or temporary pass at all times when on campus.**

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COVID-19 – Arriving on Campus

- When you arrive you will sign into the building as follows:
 - Scan the QR code with your smart phone & complete the online form. Code not scanning? You can also visit: london.northumbria.ac.uk/trace or speak to our team.
 - You will also be issued with an antibacterial wipe pack.
 - When you have signed into the building you should **go directly to your teaching room or booked learning space following the signed routes. Lifts are not available at present** unless you have mobility issues. If this is the case you should advise the Ask4Help team as you enter the building.

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COVID-19 – Going to Your Class

- When travelling to your teaching room, follow the arrows & signage maintaining 2 m social distancing
- You should wait outside your teaching room maintaining 2m social distancing & wearing your face covering until told by your tutor you can enter
- You should hand sanitise using the available hand sanitiser regularly
- Use anti-bacterial wipes (provided) if you need to

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COVID-19 – Going to Your Class

- Your teaching space has been socially distanced at 1m+ or 2m. You should maintain face covering whilst in your teaching room unless you are exempt for age, health or accessibility reasons. Only remove your face covering if the tutor advises you it is safe to do so.
- You should sit at a desk starting at the back of the room following the guidance of your tutor.
- **Do not** move the furniture or move around the room unnecessarily.
- Use antibacterial wipes, provided in your room, should you wish to clean any surfaces or equipment.

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COVID-19 – Going to Your Class

- Should you need to leave the room during your taught session please do so in a safe and responsible manner maintaining 2m social distancing.
- When you leave your classroom please ensure you take everything with you including any rubbish. Anything left on desks at the end of a session will be disposed of.
- Your teaching will be typically scheduled in three hour blocks. Your tutor will schedule breaks during the sessions. If you wish to leave the building during these breaks please follow the exit routes, maintaining 2m social distancing. When re-entering the building you must enter via 114 Middlesex Street.

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COVID-19 – Leaving the Building

- When your teaching session has ended & you no longer need to be on campus you should follow the exit routes, again always maintaining 2m social distancing. You will exit the building at the rear of 110 Middlesex Street, opposite Pizza Union
- Exits will be signposted
- There will be another QR code to scan as you leave the building & you will be asked to confirm the email address you used to sign in
- **Do not congregate around this exit or attempt to re-enter the building using this route**
- **If you need to re-enter the building, use 114 Middlesex Street**

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COVID-19 – Using the Campus When I Don't Have Classes

- The building is normally open as follows:
 - Monday – Thursday 8.30am – 9pm
 - Friday 8.30am – 5.30pm
 - Saturday and Sunday 9am – 5pm
- We have rooms allocated for study space on Floor Three.
- You can book these via our [Web booking system](#).

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COVID-19 – Using Study Space Responsibly

- When you arrive on campus the Ask4Help Team will advise you on the location of your learning space
- You must wear a face covering at all times when circulating through the building or using your learning space unless you are exempt for age, health or accessibility reasons
- When you have signed into the building you should **go direct to your allocated learning space**
- When travelling to your learning space, follow the arrows and signage maintaining 2m social distancing. You should hand sanitise using the available hand sanitiser regularly.

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COVID-19 – Using Study Space Responsibly

- Your learning space has been socially distanced at 2m
- You must also maintain 2m if working in groups
- You do not need to wear face covering when you reach your study space unless you wish to do so
- **Do not** move the furniture or move around the space unnecessarily
- Should you need to leave the learning space please do so in a safe and responsible manner maintaining appropriate social distancing
- When you leave your learning space please ensure you take everything with you including any rubbish. **You must also use the antibacterial wipes provided and clean down any surfaces or equipment you have used before you leave**
- **Remember you are required to leave your learning space when your allocated time is complete, unless you have been given permission to remain.**

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COVID-19 – Working in Groups

- When you are in scheduled classes your tutor will of course encourage you to be working in small groups. They will do this in a socially distanced way to ensure your safety
- They may also allow you to move into breakout areas located on the floor where your class is taking place.
- When you are studying with fellow learners remember to maintain social distancing. At 1m+ you are required to wear a face covering at all times.
- If you are able to socially distanced at 2m in learning spaces you can remove your face covering but please check with your tutor or member of Ask4Help Team.

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COVID-19 – Safe Tutorial Sessions

- You can still have tutorials with your program leader or module tutors whenever you need them. To arrange a tutorial you should contact your tutor by email
- Tutorials will typically take place via Telephone, Blackboard Collaborate or Microsoft Teams, however we also have socially distanced tutorial space across building so if you would prefer to meet face-to-face with your tutor please let them know and we will arrange a time and location
- Your booking will be recorded with the Ask4Help Team who will direct you to the meeting space when you arrive in the building. They will also advise your tutor that you have arrived and are ready for your tutorial

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COVID-19 – Can I Use Printing Facilities?

- Printing facilities will remain available on campus. Printers can be located at:
 - 1st Floor
 - 3rd Floor
 - 4th Floor
- When using the printers please remember to maintain 2m social distance if others are waiting
- When you have finished using the printer please **use the antibacterial wipes provided and clean down any surfaces you have used before you leave** & return to your learning space

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COVID-19 – What If I Feel Unwell?

- If you are displaying any of the following symptoms, **you should isolate yourself and stay off campus**. You should advise the Ask4Help Team immediately:
 - a high temperature – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)
 - a new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)
 - a loss or change to your sense of smell or taste – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal
- Once we are aware you were unwell we will do all we can to support you and check regularly on your welfare

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COVID-19 – What If I Feel Unwell?

- To protect others, do not go to places like a GP surgery, pharmacy or hospital if you have any of the above symptoms. Call the non-emergency 111 Service
- If you feel unwell on campus please advise your Tutor or Ask4Help Team and we will support you. We have an Isolation Room available on Floor 4

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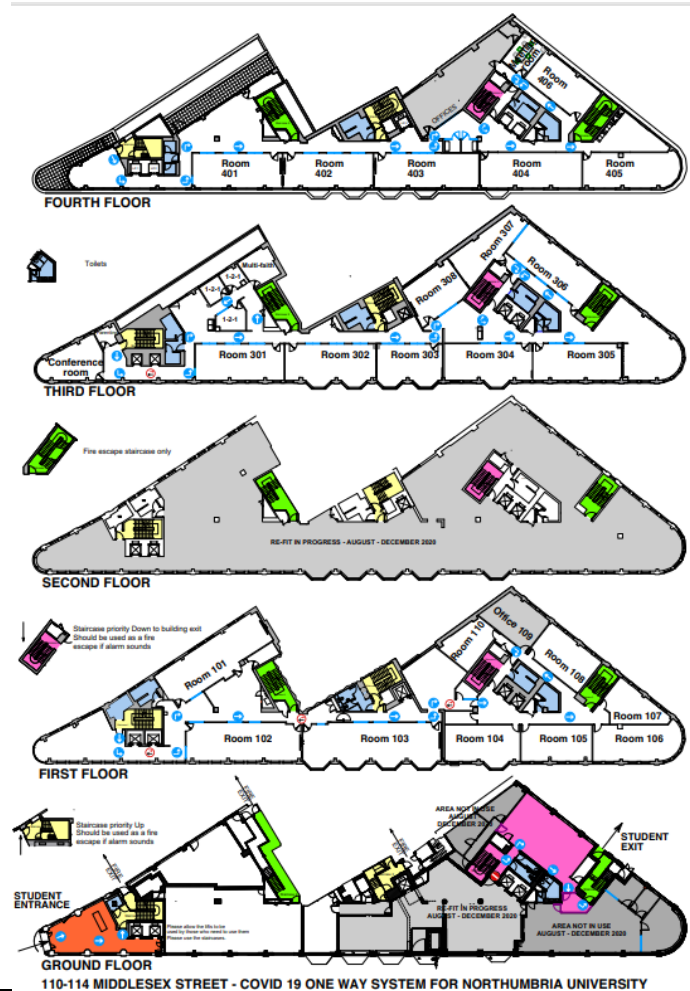
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Routes Around The Campus



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Ask4Help

- You can contact the Ask4Help Team in the following ways:
 - Notify us via the [Student Portal](#)
 - Email us at NU.London@northumbria.ac.uk
 - Call us on +44 (0)191 349 5901

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