



**Northumbria
University**
NEWCASTLE

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Northumbria University London Campus

Keeping Safe on Campus

2020-21

A Message from the London Campus Leadership Team

On behalf of Northumbria University London Campus may we take this opportunity to welcome you or welcome you back to the Northumbria University family. As one of the largest universities in the UK we are delighted you have chosen to join us for your studies.

Our programmes in the coming semester will involve blended learning, meaning that face-to-face learning complements online learning and vice versa.

Blended learning does not normally mean that you can study wholly online with optional on-campus engagement. There is a requirement of your studies that you will join us on-campus as soon as you are able to do so.

This guide is designed to help you understand your way around the campus and outline how we are ensuring the health safety and well-being of our staff and students during the COVID-19 pandemic.

We ask you to read this document carefully and follow the guidelines to help keep yourselves and those around you safe. We all have a personal responsibility to comply with these guidelines and enjoy the campus and the learning which takes place within it.

Whilst we manage the CoVid-19 pandemic, you will only be able to access the campus on days when you have scheduled classes which appear on your timetable or when you have booked a learning space. More details on this is outlined in this guide.

Should you have any questions or concerns about your health, safety or well-being whilst on campus or generally as a student with us please do not hesitate to contact us. You can do this by speaking to one of our Ask4Help team whilst you are on campus, or contacting them via your [Student Portal](#) or via email at NU.London@northumbria.ac.uk.

On behalf of the entire Northumbria University London campus team we look forward to working with you and helping you achieve your study ambitions across the coming year.

Dr Guy Brown
Campus Director,

Dr Eustathios Sainidis
Campus Deputy Director

Dr Arshad Jamal
Campus Dean

This document has been prepared using the latest Government and Health and Safety advice. These guidelines set out what we need to do to ensure buildings and spaces can be used safely during the COVID-19 pandemic. **As students you are required to follow the University-wide guidelines.**

About the Campus

We are located at 110-114 Middlesex Street, London, E1 7HT.

The campus is spread across 5 floors as follows:

Ground Floor	<ul style="list-style-type: none"> • Entrance at 114 Middlesex Street • Exit at 110 Middlesex Street • Ask4Help Desk (114 Middlesex Street)
First Floor	<ul style="list-style-type: none"> • Room 101 Teaching • Room 102 Teaching • Room 103 Teaching • Room 104 Teaching • Room 105 Teaching • Room 106 Teaching • Room 107 Teaching • Room 108 Teaching • Room 110 Teaching
Second Floor	<ul style="list-style-type: none"> • No access during Semester One
Third Floor	<ul style="list-style-type: none"> • Room 301 Teaching • Room 302 Teaching • Room 303 Teaching • Room 304 Teaching • Room 305 Bookable Study Space • Room 306 Bookable Study Space • Room 307 Bookable Study Space • Room 307 Bookable Study Space • Ask4Help Desk • Tutorial Rooms
Fourth Floor	<ul style="list-style-type: none"> • Room 401 Teaching • Room 402 Teaching • Room 403 Teaching • Room 404 Teaching • Room 405 Teaching • Room 406 Teaching • Isolation Room
Fifth Floor	<ul style="list-style-type: none"> • Academic Office • Course Administration Office

Opening Hours

Our opening hours during semester are as follows:

Monday – Thursday	8.30am – 9pm
Friday	8.30am – 5.30pm
Saturday and Sunday	9am – 5pm

Please note you may be asked to leave the building up to 15 minutes before the closure time. This is to ensure safe evacuation of the building.

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 and adhere to all social distancing and COVID-19 requirements such as wearing appropriate face covering whilst you are using public transport.

Please read the following guidance from transport for London:

<https://tfl.gov.uk/campaign/safer-travel-guidance?intcmp=63123>

If you are travelling, follow these safety and hygiene measures. They help protect you and everyone else on the transport network.

- [Plan your journey in advance](#) and, 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 [social distancing](#) where possible
- Follow signs, listen to announcements and pay attention to transport staff
- Wash your hands before and after your journey
- Carry hand sanitiser or use sanitiser points at stations
- Use contactless or Oyster to pay for your travel
- Follow [government advice for safer travel](#) and [check the safer travel information sheet](#)

When you have Timetabled Classes

Arriving onto Campus

You will be spending some time each week in timetabled classes.

Carefully plan your travel to ensure you arrive on campus is close to your scheduled class time as possible. Unless you have pre-booked learning space you will not be able to use our learning space before your scheduled classes.

You should arrive on campus and enter the building at **114 Middlesex Street**.



When you arrive at 114 Middlesex Street remember to **maintain 2m social distancing** and **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.

When you arrive you will sign into the building as follows:

- Scan the QR code with your smart phone and complete the online form. Code not scanning? You can also visit: london.northumbria.ac.uk/trace or speak to our team.
- You will also need to scan a QR code as you leave the building to let us know you are no longer on campus.
- 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.** **Lifts are not available at present** unless you have mobility issues. If this is the case you should advise the ask for help team as you enter the building.

When travelling to your teaching room follow the arrows and signage maintaining 2 m social distancing.

- You should wait outside your teaching room maintaining 2 m social distancing and wearing your face covering until told by your tutor you can enter.
- You should hand sanitise using the available hand sanitiser regularly.
- Teaching rooms and social areas are being deep cleaned in between each taught session and again at the end of the evening.
- 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.
- Should you need to leave the room during your taught session please do so in a safe and responsible manner maintaining appropriate 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 2 m social distancing. When re-entering the building you must enter via 114 Middlesex Street.

When your class has ended you can continue to work in your teaching room until you are told otherwise. You can also work in the social learning areas on the floor in which you are being taught. Please avoid moving between floors if you possibly can.

Leaving the Building

When your teaching session has ended and you no longer need to be on campus you should follow the exit routes, again always maintaining 2 m social distancing. You will exit the building at the rear of 110 Middlesex Street, opposite Pizza Union. Exits will be signposted. **Do not congregate around this exit or attempt to re-enter the building using this route.**



When you want to use the Campus but do not have a have Timetabled Class

There will of course be occasions when you want to use the campus as a study space. We have created bookable study spaces on floor three which you can use across the week.

To Book a Learning Space

Please go to our [booking page](#). Once there you can select the resource you would like to book and then choose from the times available.

Please note: All slots last for a duration of 3 hours.

Once on campus the team will allocate you your study space. Please do not use any spaces marked as 'not in use' it is important to maintain socially distancing whilst on campus and in the study areas.

Arriving onto Campus

Plan your journey to ensure that you arrive on campus at the time you have booked your learning space. You should arrive on campus and enter the building at **114 Middlesex Street**.

You should sign in to the building as outlined earlier in this guide.

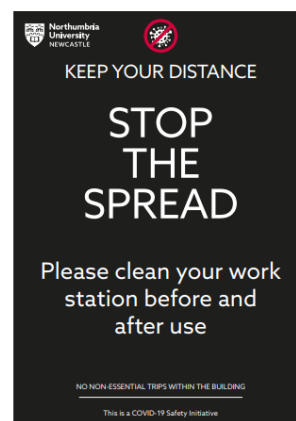
The Ask4Help Team will advise you whereabouts in the campus your learning space is located.

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. Lifts are not available at present** unless you have mobility issues. If this is the case you should advise the ask for help team as you enter the building.

When travelling to your learning space follow the arrows and signage maintaining 2 m social distancing.

- You should hand sanitise using the available hand sanitiser regularly.
- Your learning 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 a member of of Ask4Help team advises you it is safe 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



It is important you plan your time carefully when using the social learning space. You will be required to leave once your allocated time is over as there are likely to be other students waiting to use the space and we need to ensure it is thoroughly cleaned after you leave. You can of course ask the Ask4Help team to see if it is possible to extend your booked session and if this is possible we will adjust your end time.

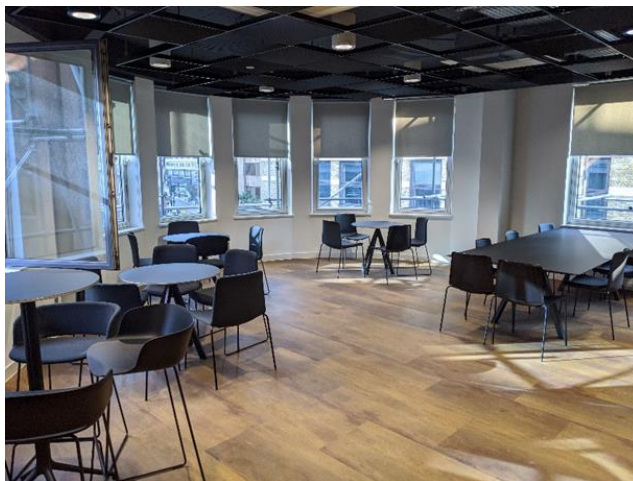
cancelling a Learning Space Booking

If you no longer need a learning space booking, please remember to contact the ask the help team to advise them. You can do this by emailing nu.london@northumbria.ac.uk or via telephone at +44 (0)191 349 5901.

Working in Groups On Campus

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 2 m in learning spaces you can remove your face covering but please check with your tutor or member of Ask4Help Team.

Similarly you can work in small groups with your fellow learners if you have booked one of our social learning spaces. If you want to work in a group please book the space as a group and we can then ensure furniture is laid out to allow you to work as a team whilst also maintaining social distancing. If you have any concerns please speak to a member of the Ask4Help Team.



Where Can I Find The Ask4Help Team?

When you are on campus you can find the ask the help team at the following locations:

- Ground Floor (114 entrance)
- 3rd Floor

You can also speak to a member of the Ask4Help team online via the [Student Portal](#) or by telephone at +44 (0)191 349 5901. The team are also available via email at NU.London@northumbria.ac.uk

Can I Have a Careers or Internship Tutorial?

Our careers and employability team will still be available and you can book a session with them by contacting via email on yourcareers@qa.com. Tutorials will typically take place via Blackboard Collaborate or Microsoft Teams. There will also be a range of online careers and employability workshops throughout the year. You will be notified of these via your university email account.

Can I Have An Academic or Personal Tutorial?

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.

Can I Use Printing Facilities on Campus?

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 2 m 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 and return to your learning space.

Can I Use The Multi Faith Prayer Room?

Our Multi-Faith Prayer Room is out of use at the moment, however, we will update you when this becomes available.

Will There Be Any Refreshment Facilities on Campus?

Unfortunately, we have had to remove all machines and microwave ovens. You can however bring refreshments with you to campus and take them into classrooms or social learning spaces. If you are carrying hot drinks around the building, please ensure they have a secure lid.

We have water dispensers available on each floor, however in order to reduce risk we ask all students to bring their own refillable bottles. Disposable cups will not be available.

Can I Continue My Studies If Cannot Attend Campus

We will continue to support your studies using a mixture of online classes, access to on-line materials and video sessions, plus regular one-to-one tutorials with your tutors and programme Leader. If you are unable to attend campus for whatever reason you should let us know immediately. Failure to do so may lead to your withdrawal from the programme.

You should advise us of any non-attendance by contacting us via telephone or email as follows:

- Notify us via the [Student Portal](#)
- Email us at NU.London@northumbria.ac.uk

Keeping Safe

Please follow the following guidance when you are on-campus.

 Northumbria University
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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

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

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

Once we are aware you were unwell we will do all we can to support you and check regularly on your welfare.

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.

More information can be found at <https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/>

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.

Campus Cleaning

Prior to the campus reopening we have completed a deep cleanse of the entire building. There will also be a continuous process of cleaning throughout the building seven days a week.

Prior to your taught classes your teaching rooms will be thoroughly cleansed.

Similarly in between bookings for social learning space areas will be cleaned.

In addition, hand sanitisers will be placed on stands or wall mounted at the entrances to buildings and in common spaces. These will form the first point of hygiene control in each building.

Stocks of sanitiser gels will be maintained by the Campus Cleaning team. The sanitisation stations will be positioned in buildings to reduce queuing.

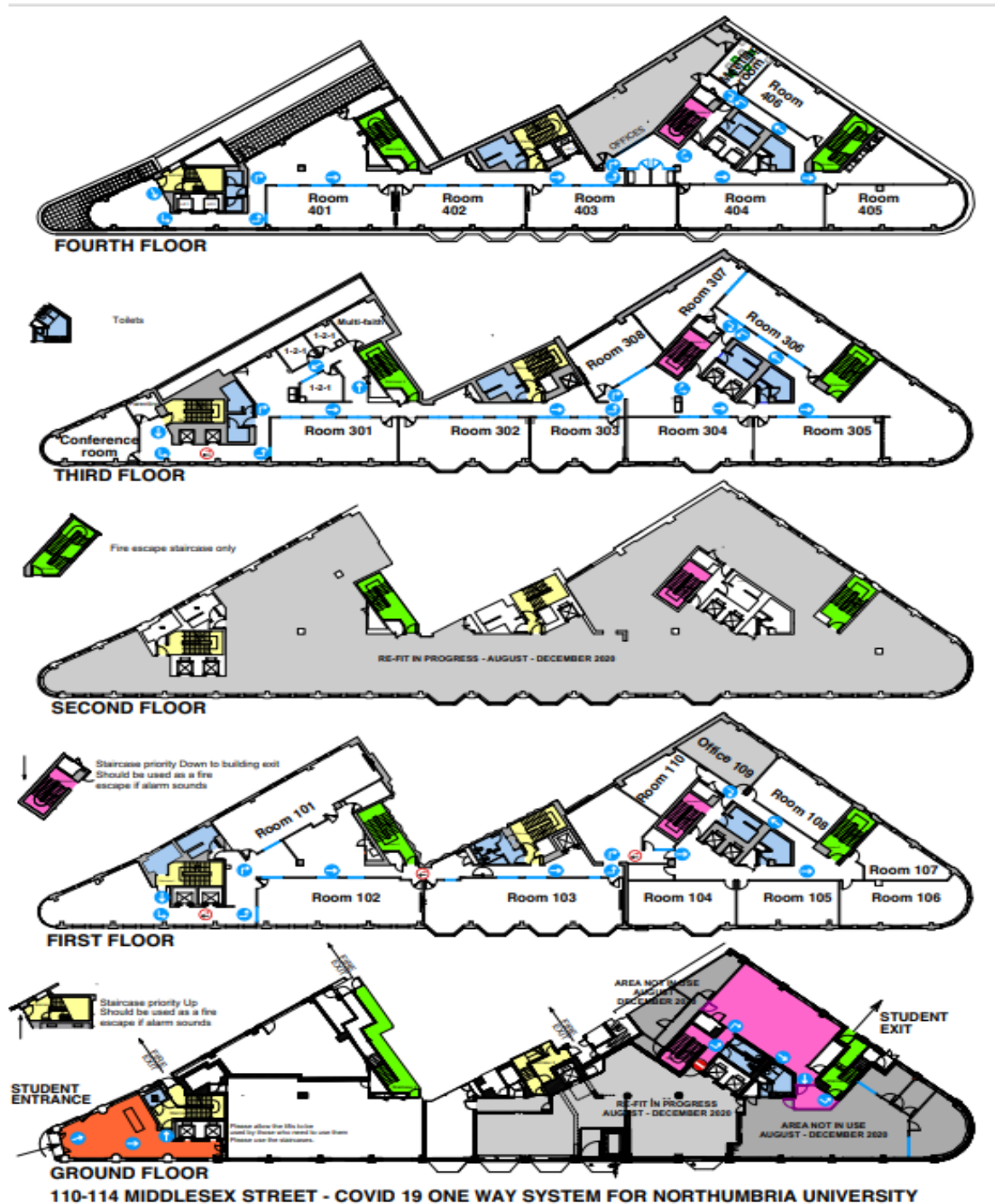
Another key control to mitigate COVID-19 is good ventilation. Surveys and risk assessments have been undertaken in air handling units and air conditioning systems to confirm the risk associated with the COVID-19 virus being transferred in air streams into rooms and modifications will be made where necessary

If you are concerned at any time on-campus but an area needs to be cleaned please advise the Ask4Help Team or speak to one of the cleaning staff as they move around the building.

Emergency Evacuation From Campus

In the event of any emergency such as a fire you should exit the campus following the emergency exit signs throughout the building. Evacuation routes are also posted in each teaching room. Please familiarise yourselves with these. You should congregate in a safe and socially distanced manner opposite the campus on Middlesex Street. Marshalls will guide you on next steps.

Floor Plans



Summary

Your health, safety and well-being alongside that of our teaching and support teams is paramount. I hope by reading this document you will feel reassured that your time at Northumbria London campus will be safe and secure.

We can achieve this safety and security by working together and carefully adhering to the COVID-19 guidelines.

Whilst your learning will be a mix of online and on-campus activity, we recognise an important part of your study with us is spending time with your tutors and fellow students. As restrictions relax we will allow greater freedom and flexibility on-campus, following government guidelines at all times.

Remember to keep up-to-date with how Northumbria University is supporting you throughout the COVID-19 period by checking our website <https://www.northumbria.ac.uk/covid19> and speak to us in person or via the Student Portal should you have any questions or concerns.