

| Area | Action needed in the event of an outbreak: LEVEL 1 | Time needed to implement action plan LEVEL 1 | Action needed in the event of an outbreak: LEVEL 2 | Time needed to implement action plan LEVEL 2 | Action needed in the event of an outbreak: LEVEL 3 | Time needed to implement action plan LEVEL 3 | Action needed in the event of an outbreak: LEVEL 4 | Time needed to implement action plan LEVEL 4 | Responsible Manager |
|-----------------------------|---|--|---|--|---|--|---|--|---------------------|
| COMMUNICATION | | | | | | | | | |
| Signage | N/A | N/A | Replace posters on any new key messages e.g. mask wearing | 1 day | Replace posters on any new key messages e.g. mask wearing | N/A - already in place for Level 2 | Replace posters on any new key messages e.g. mask wearing | N/A - already in place for Level 3 | AD |
| IT Bulletin / Pop ups | Update communication with staff and students on latest guidance | 1 day | Update communication with staff and students on latest guidance | 1 day | Update communication with staff and students on latest guidance | 1 day | Update communication with staff and students on latest guidance | 1 day | EB/SH |
| SOCIAL DISTANCING | | | | | | | | | |
| Furniture | N/A | N/A | N/A | N/A | Remove furniture from communal areas | 2 days | Remove furniture from communal areas | N/A - already in place for Level 3 | AD |
| Toilets | N/A | N/A | N/A | N/A | Re-introduce spacing of alternate sinks/urinals and posters | 1 day | Re-introduce spacing of alternate sinks/urinals and posters | N/A - already in place for Level 3 | AD |
| Classroom layout | Re-introduce classroom protocols and put up posters | 4 days | N/A | N/A | N/A | N/A | N/A | N/A | LJ/JD |
| Lifts | N/A - restricted numbers in lifts are still in place | N/A | N/A - restricted numbers in lifts are still in place | N/A | N/A - restricted numbers in lifts are still in place | N/A | N/A - restricted numbers in lifts are still in place | N/A | AD |
| Corridors | Re-enforce one way systems and social distancing markers | Immediate | Re-enforce one way systems and social distancing markers | N/A - already in place for Level 1 | Re-enforce one way systems and social distancing markers | N/A - already in place for Level 2 | Re-enforce one way systems and social distancing markers | N/A - already in place for Level 3 | AD |
| Office layout | Review risk assessment | 1 day | Review risk assessment | 1 day | Review risk assessment | 1 day | N/A | N/A | AD |
| Vending | N/A | N/A | N/A | N/A | Close vending machines | Immediate | Close vending machines | N/A - already in place for Level 3 | AD |
| Smoking Shelter | N/A | N/A | N/A | N/A | Close smoking shelters | Immediate | Close smoking shelters | N/A - already in place for Level 3 | AD |
| Clear desk policy | N/A | N/A | Re-enforce clear desk policy | Immediate | Re-enforce clear desk policy | N/A - already in place for Level 2 | Re-enforce clear desk policy | N/A - already in place for Level 3 | EB/SH |
| PPE | | | | | | | | | |
| Face Coverings | N/A | N/A | Re-introduce wearing of face coverings in communal areas | Immediate | Re-introduce wearing of face coverings in communal areas | N/A - already in place for Level 2 | Re-introduce wearing of face coverings in communal areas | N/A - already in place for Level 3 | AD |
| Face Coverings | N/A | N/A | N/A | N/A | Re-introduce wearing of face coverings in all areas | Immediate | Re-introduce wearing of face coverings in all areas | N/A - already in place for Level 3 | AD |
| Sanitizers / Sprays | N/A - these continue to be available in all areas | N/A | N/A - these continue to be available in all areas | N/A | N/A - these continue to be available in all areas | N/A | N/A - these continue to be available in all areas | N/A | AD |
| VENTILATION | | | | | | | | | |
| Group activities | Move students activities outdoors where possible | Immediate | N/A | N/A | N/A | N/A | Reinstate bubbles and baserooms, if instructed to do so | 1 week | LJ/JD |
| All rooms | N/A - ventilation arrangements are already in place | N/A | N/A - ventilation arrangements are already in place | N/A | N/A - ventilation arrangements are already in place | N/A | N/A - ventilation arrangements are already in place | N/A | AD |
| CLEANING | | | | | | | | | |
| All areas | Enhanced cleaning focussed on touch points and shared equipment | 2 days | Enhanced cleaning focussed on touch points and shared equipment | N/A - already in place for Level 1 | Enhanced cleaning focussed on touch points and shared equipment | N/A - already in place for Level 2 | Enhanced cleaning focussed on touch points and shared equipment | N/A - already in place for Level 3 | AD |
| TESTING | | | | | | | | | |
| On-site testing | N/A | N/A | Re-instate on-site testing on all campuses | 1-2 weeks | Re-instate on-site testing on all campuses | 1-2 weeks | Re-instate on-site testing on all campuses | 1-2 weeks | AT / AH |
| Staff testing | Staff advised to test at home twice weekly | N/A | Increase frequency of testing - Stocks are available | Immediate | See level 2 | | See Level 2 | | PH/LS |
| Stocks are available | | | | | | | | | |
| Educational Visits | N/A | N/A | N/A | N/A | Review risk assessment - reduce or stop all visits | 3 days | N/A | N/A | LJ/JD |
| Open Days | N/A | N/A | N/A | N/A | Review risk assessment - move on-line | 1 Week | Review risk assessment - move on-line | 1 Week | SH |
| Taster Days | N/A | N/A | N/A | N/A | Review risk assessment - most probably postpone | immediate | Review risk assessment - most probably postpone | immediate | SH |

| | | | | | | | | | |
|---------------------------------|--|----------------|--|----------------|---|-----------------|--|------------------|---------|
| Parents meetings | N/A | N/A | N/A | N/A | Review risk assessment - move on-line | One day | N/A | N/A | JD/LJ |
| Live performances | Review risk assessment - reduce or stop all performances | Immediate | N/A | N/A | N/A | N/A | N/A | N/A | JD |
| Face to face teaching | N/A | N/A | N/A | N/A | N/A | N/A | Return to on-line teaching | 1 week | LJ/JD |
| AREA SPECIFIC ACTIVITIES | | | | | | | | | |
| Sport | Move students activities outdoors where possible. Learners to wipe down equipment before and after use | Immediate | N/A | N/A | Rescheduling all practical activities towards the end of the academic year. Limit or close gym | 1 Week | N/A | N/A | PT (LJ) |
| Perform Arts | Enhanced cleaning regime, to include wipe down of key touch points and any equipment. | Immediate | Bubbles within Bubbles where necessary to ensure consistent groupings and reduce potential spread. | Immediate | Live performances (no audience) - Zoomed for people see externally. | Immediate | Fire-break within school to halt transmissoin and potentially - Germ Bombs across all performance areas. | 1 Week | NB (JD) |
| Animal Care | Covered by all actions listed above | N/A | Covered by all actions listed above | N/A | Move all animal centre activity to technicians only. Student assessments to be adapted to accomodate | Immediate | Organise technician team into bubbles for Animal Centre operation | Immediate | CP (LJ) |
| H&B | Increased cleaning of salon station and shared equipment | 2 Days | Increased PPE to be worn by learners when working on clients in salon areas | Immediate | Learners only permitted to work on each other in salons, whilst using PPE. All external appointments cancelled/rescheduled. | 1 Day | Close salon activity for groups asked to study from home. Learning to be online | Immediate | BD (LJ) |
| Apprenticeships/work placements | Covered by all actions listed above | | Covered by all actions listed above | | Covered by all actions listed above | | Communicate with all employers that learning needs to move online | within 2 days | RW |
| HE | Improve ventilation by opening classrooms windows and cleaning of shared equipment | 3 working days | Posters in the HE Centre and in HE Moodle pages to encourage students to undertake home testing. Temporarily reinstate Face Coverings, for students, staff & visitors in classrooms and comminal areas for a period of two weeks | 3 working days | Moving all HE open events to online, limiting educational visits | 5 Business days | Change delivery to online using Teams. Communicate with all HE learners and Partner Universities | 5 Business days. | MY |