

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	Area Responsible
<b>COMMUNICATION</b>									
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	Estates
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	Marketing/IT
<b>SOCIAL DISTANCING</b>									
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	Estates
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	Estates
Classroom layout	Re-introduce classroom protocols and put up posters	4 days	N/A	N/A	N/A	N/A	N/A	N/A	AP's
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+A9:E9	N/A - restricted numbers in lifts are still in place	N/A	N/A - restricted numbers in lifts are still in place	N/A	Estates
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	Estates
Office layout	Review risk assessment	1 day	Review risk assessment	1 day	Review risk assessment	1 day	N/A	N/A	Estates
Vending	N/A	N/A	N/A	N/A	Close vending machines	Immediate	Close vending machines	N/A - already in place for Level 3	Estates
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	Estates
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	Marketing/IT
<b>PPE</b>									
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	Estates
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	Estates
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	Estates
<b>VENTILATION</b>									
Group activities	Move students activities outdoors where possible	Immediate	N/A	N/A	N/A	N/A	Reinstate bubbles and base rooms, if instructed to do so	1 week	AP's
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	Estates
<b>CLEANING</b>									
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	Estates
<b>TESTING</b>									
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	SLT
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		EMT
<b>Stocks are available</b>									
Educational Visits	N/A	N/A	N/A	N/A	Review risk assessment - reduce or stop all visits	3 days	N/A	N/A	AP's

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	Marketing
Taster Days	N/A	N/A	N/A	N/A	Review risk assessment - most probably postpone	immediate	Review risk assessment - most probably postpone	immediate	Marketing
Parents meetings	N/A	N/A	N/A	N/A	Review risk assessment - move on-line	One day	N/A	N/A	AP's
Live performances	Review risk assessment - reduce or stop all performances	Immediate	N/A	N/A	N/A	N/A	N/A	N/A	AP's
Face to face teaching	N/A	N/A	N/A	N/A	N/A	N/A	Return to on-line teaching	1 week	VP's
<b>AREA SPECIFIC ACTIVITIES</b>									
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	Sport and Public Services
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 transmission and potentially - Germ Bombs across all performance areas.	1 Week	Creative Arts
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 accommodate	Immediate	Organise technician team into bubbles for Animal Centre operation	Immediate	Animal Welfare and Veterinary Nursing
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	Hair, Beauty, Travel
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	SLT
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 communal 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.	HE