

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