

| Area                        | Action needed in the event of an outbreak:<br>LEVEL 1           | Time needed to<br>implement action plan<br>LEVEL 1 | Action needed in the event of an outbreak:<br>LEVEL 2           | Time needed to<br>implement action<br>plan LEVEL 2 | Action needed in the event of an<br>outbreak: LEVEL 3           | Time needed to<br>implement action<br>plan LEVEL 3 | Action needed in the event of an<br>outbreak: LEVEL 4           | Time needed to<br>implement action<br>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             |

|                                 |                                                                                                        |                |                                                                                                                                                                                                                                  |                |                                                                                                                             |                 |                                                                                                          |                  |                                       |
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| 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                                    |