We have drawn up some guidelines to help everyone start to understand what the limitations will be in General Teaching Spaces and how they will operate:

**Room capacity and physical distancing**
- You should not exceed the stated room occupancy in any circumstance, with the exception of a technician assisting as part of a support callout.
- If you are leading the activity in the room, you are responsible for ensuring that the room occupancy is not exceeded, and that users are appropriately spaced.
- Rooms will have clear markings showing which seats and desks or workstations can be used to maintain physical distancing.
- You must not move any of the furniture which is in the room.

**Use of AV / IT facilities**
- In rooms equipped with a lapel microphone, this must be used for students to hear you and to ensure your Lecture Recording has audio captured.
- Catchbox throwable and handheld microphones have been removed. Please repeat any audience member questions for Lecture Recording.
- Support callout technicians will not support individual devices of Academic Staff by using touch, instruction may be issued at 2 m distancing.

**Entering and exiting the room**
- When you enter a teaching or meeting space, the first person should sit at the available seat furthest from the door and each person take the next available seat working towards the door.
- On leaving, the person nearest the door should leave first, followed in order by each person (maintaining physical distancing) and ending with the person who entered the room first.
- Rooms may be marked as out of use for a variety of reasons. You should not enter these spaces until such times as the signage indicates that it is safe to do so.
- During an emergency evacuation, Lecturers must ensure all students evacuate safely in the quickest manner possible, possibly disregarding one-way systems etc., before assembling where 2 m distancing should be maintained where possible.

**Cleaning the room**
- Estates will conduct a thorough clean of the space twice daily.
- When using the AV and IT equipment, antibacterial wipes have been supplied and you are encouraged to wipe down anything you touch before and after use.
- Hand sanitisers are available at entrance and exit of buildings.

**Ventilation**
- Extract systems changed from recirculating to extract only.
- Openable windows are to be left open.

**Under no circumstances should the provision of face coverings or PPE be used to increase the occupancy level of a room.**