

Dated 10.3.22 v1

UDRC Summer School 2022

Please note that for this Summer School a number of actions will be undertaken to comply with the University of Edinburgh's policy on Covid19.

- Rooms are currently operating at 50% of normal venue capacities
- An event risk assessment will be undertaken
- Ensure attendance register and attendee contact details as per NHS Test & Protect Scotland requirements
- Communicate importance of adhering to COVID-19 guidelines to event attendees
- Follow all event safety guidance, which currently includes the mandatory wearing of face-covering (unless exempt) in all University spaces, including catering station areas
- Appropriate safety guidance signage is in place throughout rooms, public and circulation areas within buildings
- Hand sanitising stations are available at building entrances and at other points within buildings
- Toilets are marked for physical distancing and disposable paper towels are available for hand drying in addition to hand dryers
- Teaching rooms are cleaned twice-daily, once in the morning and again over the midday period (Cleaning focuses on hard surfaces and high touch points, such as: tables; chairs; light switches; AV equipment; and door handles)
- All bookable rooms have been surveyed and confirmed safe for use in the event appropriate ventilation guidance is followed
- All existing mechanical ventilation has been adjusted to ensure safe air circulation
- Windows should be opened to increase air flow
- All rooms have appropriate ventilation signage guidance
- Catering adheres to strict health & safety measures when preparing food and have modified service styles & menus to reduce contact points
- Service styles have been adjusted to ensure guests and catering staff feel safe at all times and food is individually packaged.