

## **HARPER ADAMS UNIVERSITY - ADDENDUM TO THE COMMUNITY CHARTER COVID-19 RESPONSIBILITY AGREEMENT - APPLIED DURING THE PANDEMIC**

In addition to the statements in the University's published Community Charter - <https://www.harper-adams.ac.uk/documents/Community-Charter.pdf> - **Harper Adams University students and staff agree to operate in accord with the statements set out below.**

The statements cohere with guidance from UK Government, Public Health England advice, current health and safety legislation and the agreement between the Universities and Colleges Employers Association (UCEA) and the sector trade unions on campus operations.

The health, safety and wellbeing of students, staff, visitors, and the wider Harper Adams community will be the priority in decisions relating to the application or easing of Covid-19 restrictions in the University. All staff, students and members of the wider Harper Adams community are required to abide by the statements and work together to achieve these. Periodic updates are provided by email which staff and students are expected to check on a daily basis. These documents are also accessible from the front page of the [Learning Hub](#) (for students, under 'Coronavirus (COVID-19) FAQs for students') and the front page of the [Portal](#) (for staff, under 'Coronavirus update for staff'). Where students or staff deliberately ignore extant guidance without good cause, the relevant disciplinary procedure will be invoked.

### **1. Health, Safety and Wellbeing**

#### **The University and its staff will:**

- Use a variety of communication channels to remind students and staff of the importance of public health guidance (e.g. washing hands, social distancing, use of face coverings if required, self-isolation in the event of symptoms) and to ensure they are aware of the measures in place to protect them.
- Provide information and raise awareness of NHS services or other health facilities within the university or nearby, as well as up to date health guidance and information such as the NHS 111 service.

#### **Students will:**

- Pay attention to all communications and follow guidance carefully.
- Frequently wash/sanitise their hands, take all precautions to minimise risk of transmission to themselves and others, adhere to social distancing, wear face coverings if required and self-isolate when necessary.
- Behave responsibly, with due care and attention for health and safety, and not carry out actions which may increase the risk of virus transmission to themselves or others.

### **2. University Campus, Layout and Infrastructure**

#### **The University and its staff will:**

- Take all precautions in accordance, at the minimum, with public health advice, including guidelines on social distancing and the use of face coverings if required.

- Implement social distancing regulations across all university spaces including classrooms, laboratories, the library, cafes, Students' Union, sports facilities and other social or recreational spaces.
- Adapt the teaching schedule and class sizes for 2020-21 (and review this in line with any changes to Public Health England guidelines) and manage student accommodation in line with social distancing guidelines.

**Students will:**

- Adhere to all safety precautions and obey the social distancing measures laid out in buildings and university spaces.
- Cooperate with the teaching schedule requirements by being punctual in attending classes and taking all necessary care when entering and leaving University buildings.
- In private accommodation, abide by social distancing and health and safety measures as stipulated.
- In University accommodation, abide by social distancing and health and safety measures being respectful of fellow residents, voluntary Student Wardens and any staff who regularly need to access the accommodation or provide an associated service such as catering.
- Remain within their assigned accommodation 'primary herds' while necessary, and behave in a way which minimises health risks.

**3. Teaching, Learning and Assessment**

**The University and its staff will:**

- Ensure there is the required flexibility in place to deliver a high-quality experience and support students to achieve their learning outcomes in a safe manner.
- Deliver high-quality blended learning with a mix of online and face-to-face methods, without large numbers of students in lecture spaces until Covid-19 guidelines allow.
- Adapt assessments to cohere with safe social distancing guidelines.

**Students will:**

- Apply themselves diligently to their learning activities under the Covid-19 planned approach, engaging fully in online lectures, face-to-face sessions and related tasks.
- Complete assessments, seeking guidance and support whenever needed.

#### **4. Welfare and Mental Health**

##### **The University and its staff will:**

- Regularly review the welfare and mental health needs of students and staff and take steps to ensure preventative measures and appropriate support are in place.
- Communicate the availability and accessibility of support services, especially mental health and wellbeing support, including for students and staff not physically attending the university.
- Work with local NHS providers and communicate how support can be delivered in line with public health and social distancing advice, including using online resources and counselling appointments via phone, or online video conferencing platforms.

##### **Students will:**

- Seek support and guidance relating to Covid-19 whenever they need this or assist other students to seek such support if they feel it will be helpful.
- Take careful note of communications and, wherever possible, assist the University in its approach to supporting students and staff, including helping others where necessary and alerting an appropriate member of staff or warden if another is in need.

#### **5. Welcome and Induction Support for UK and International Students**

##### **The University and its staff will:**

- Develop effective processes to welcome and support UK and international students, including throughout any required self-isolation period.
- Source and provide accommodation, support and facilities for any international students/staff required to complete a self-isolation period, ensuring the legal implications of breaking any self-isolation requirements are understood.
- Provide UK and international student inductions, welcome and orientation programmes in a safe and secure fashion.

##### **Students will:**

- Engage fully in the student induction, welcome and orientation programmes, seeking further information and clarifications if required.
- Complete self-isolation periods if required to do so, accepting the provided support of the University during this time.
- Read all Covid-19 related guidance and information provided at welcome week/inductions, ensuring they understand this, abide by it and participate in any Covid-19 related training provided by the University.

## **6. Hygiene and cleaning protocols**

### **The University and its staff will:**

- Regularly review hygiene and cleaning protocols in all university spaces.
- Adapt protocols in response to changing public health advice and risk levels, to ensure students, staff and visitors have confidence in their safety.
- Provide measures such as hygiene points in University buildings for handwashing and/or hand sanitising and enhance cleaning and disinfecting of high-touch areas. (E.g. library facilities, study spaces, door handles, light switches, accommodation, SU etc.)
- Install suitable barriers in cafes, libraries, and other spaces to protect students, staff and visitors as appropriate.

### **Students will:**

- Make regular and careful use of hygiene points for hand washing/sanitising.
- Minimise the risk of virus transmission by reducing the use of touch points and self-sanitising these whenever possible.
- Respect installed barriers, one-way systems and social distancing measures, including the use of face coverings where required, and support hygiene and cleaning standards at all times.

## **7. Research Activities**

### **The University and its staff will:**

- Carry out appropriate risk assessments related to all research activities.
- Introduce measures to enable research to be conducted in a safe and responsible manner, following government guidance specifically designed to protect researchers, technicians and cleaners in laboratories and other research facilities and spaces.

### **Students will:**

- Abide by risk assessments and the measures stipulated to undertake field research safely in line with social distancing requirements in place at the time.
- Undertake risk assessments as requested and as related to their work in research laboratories and other research spaces.

## **8. Working with Staff Unions and the Students' Union**

### **The University and its staff will:**

- Engage with students and staff, including consultation with the recognised trades unions and the Students' Union, to ensure the transition from lockdown both protects the wellbeing of staff and students and enables the safe resumption of university activities.

- Regularly provide staff and student facing communications on the lifting of Covid-19 restrictions, including opportunities for staff and students to inform and provide feedback.
- Publish key information, including the University's Covid-19 risk assessments on the intranet and our external website.
- Provide inductions for staff and students before they return to campus, including resources to ensure new university protocols and systems are understood.

**Students will:**

- Engage in Students' Union consultations wherever appropriate and support the University in the careful transition from lockdown to the safe resumption of University activities.
- Read all University communications and information on the Covid-19 restrictions, providing feedback and seeking clarifications whenever required.
- Engage seriously with inductions and resources related to Covid-19 protocols and systems.

## **9. Working with Civic and Local Partners**

**The University and its staff will:**

- Wherever appropriate during the pandemic liaise with civic and local partners, including the local parish and town councils, Telford and Wrekin Council and community groups.
- Engage with councils and residents to understand any local concerns about the University emerging from lockdown and the return of students.
- Take steps to provide reassurance to residents and public bodies that the safety of the wider community is being treated as a priority and engage with the local police and the local authorities in relation to this.

**Students will:**

- Be respectful, courteous and helpful to local residents during the pandemic, both near to campus, in Newport and in the surrounding area.
- Abide by all public health guidelines on and off campus and obey town and parish specific requirements related to the pandemic.
- Demonstrate good behaviour at all times to minimise risk of virus transmission to and from local residents.

Students and staff of the University agree to abide by these requirements and take all necessary precautions to reduce transmission of the virus.

**Behaviour and actions that do not comply with requirements, cause risks or promote concern amongst other members of the University or local communities may lead to student or staff disciplinary procedures being invoked.**

The above coheres with the University's circulated documents:

- Principles for Working Safely on Campus during the Covid19 Pandemic.
- Handling a Case of Covid-19.
- UCEA/Trades Union Agreement on Returning to Campus Operations.
- Guidelines for the return to Campus Operations.