

Guide to Studying and Working in the Graduate School for Students and Staff

This document has been written to provide an overview to students and staff returning to work in the Graduate School, highlighting changes and how we can work together to keep everyone safe and well.

Our approach is based on the [Queen's University Return to Campus: A Framework](#).

Our [Campus Community Pledge](#) sets out the commitments and behaviours that the entire University community is asked to adhere to this year as we continue to support one another and ensure a safe and healthy campus. The Graduate School's Community Agreement is below.

Capacities, movements and activities will be restricted in response to assessed risks to staff and/or students. They will be continually reviewed and reconsidered in response to feedback and observed behaviours. Activities that would have previously been simple and accessible may now have additional considerations or authorisations in place to keep our staff and students safe and well, while we continue to strive for the Graduate School to be an inclusive, accessible and positive working environment for students and our team members.

We welcome your feedback where we have not met this standard, but ask that you respect the current ways of operating and work with us to keep everyone as safe as possible.

Guiding Principles

- Stay at home if you or anyone in your household or whom you have been in contact with develops symptoms of Covid-19. All staff and students must self-assess their symptoms daily and should not come onto campus if they have any COVID-19 symptoms.
- The University has published a suite of videos setting out the safety measures in place on campus, as well as key ways in which we can all play our part in preventing the spread of the virus. These are online at:
<https://www.qub.ac.uk/home/play-your-part/>

This includes the University policy on face coverings and why they are important to reduce spread, cleaning protocols in place, why hand washing is important (and how to do it right) and what to do if you develop symptoms, receive a positive test or are contact traced.

- Actively work to implement social distancing at all times. This is new for all of us, and it is easy to lapse. It is ok to politely remind someone if they are repeatedly forgetting about social distance with respect to you. People will have different tolerances and anxieties about proximity to other people – if you are not comfortable, please express this in a polite but clear way. If someone else expresses their discomfort to you, respect their level of comfort and respond in a considerate way.
- Remember that there may be a reason you are not aware of relating to someone not wearing a mask. You can choose to ask anyone to keep a distance of 2m if you have concerns.
- To protect staff and students, any interaction which is more than a few minutes should be undertaken digitally (see 'How to get in touch with us digitally'), or where this is not possible, with Perspex screens between you. 1-2-1 appointments and meetings will continue to take place digitally at this time. We are working to implement the University's Connected Learning approach to our training and development, which includes options

about face-to-face and digital delivery for some activities.

- Every individual is responsible for cleaning their working area / other areas used before they use it, using supplies provided at cleaning stations.
- Staff / students responsible for clearing up after themselves and disposing of their own waste in the relevant waste bins.
- For any immediate or urgent concerns, Security is on site 24 hours by calling 028 9097 2222, and there is a free phone for calling Security (x2222) at the reception desk, on the right-hand side.

Using Student Working Spaces

To use individual or group study spaces, you must book online, which can be done through Queen's OnLine (QOL). Instructions for doing this are [here](#).

Bookings are currently available for between 1 to 6 hours at a time, between 9am – 9pm on Monday – Sunday (as of the 1st November 2020).

Booking for a day will open at two days in advance, e.g. for Monday 21 September, bookings open on Saturday 19 September.

Capacity in the study area is 19 work stations. We will also be opening 3 rooms as individual study rooms (capacity 3 or 4 where mitigations such as mask is worn, 1 without mitigations).

Keep up to date with any changes through our [Weekly Update](#) and social media (see details below).

All student working spaces are based on the first floor, up the spiral staircase or using the lift (1 person at a time).

Cleaning supplies are available for work stations / furniture, and wipes for equipment. Each individual should take responsibility for cleaning a work station before they start to use it, and also when they finish.

Moving around the Graduate School

A new priority one-way system has been put into place with separate stairways for entering and leaving the first floor of the building. The floor plans are at the end of this document, please refer to the floor plans to inform yourself about the one-way system. There is signage in the Graduate School to help you with this.

For staff or students who are in the Graduate School for scheduled teaching, who do not have card access to use the silent study exit, can use the spiral staircase (Priority Up) to go down, as long as you have checked that this can be done safely while maintaining distance.

The reception team is there to support you from 9am – 5pm Monday to Friday. Outside of these times, issues, queries or feedback can be sent to graduateschool@gub.ac.uk. Our 'virtual reception' remains in operation to support all current and incoming students, with contact details [here](#).

We would recommend using low contact options where possible, such as staff/student card for access rather than pin number. Where contact is unavoidable (e.g. printer options) please use the wipes available to clean equipment before use.

Please use the toilets on the first floor where possible. Please check capacity before you enter.

The ground floor is largely a staff access point, apart from a teaching room (TR1) and Graduate School training rooms (TR2 and 3). The corridor outside of TR1 is priority 'exit' (towards doors), but can be 2 way to access the teaching rooms, in a safe and distanced way.

We have a boiling water tap available for students to use beside the vending machines, but will not provide tea / coffee. The water cooler remains available on the first floor, please bring your own bottle.

How to get in touch with us and keep up to date

We would ask that issues, queries or feedback are sent to graduateschool@qub.ac.uk in the first instance, or you can call 028 9097 2585.

Our 'virtual reception' remains in operation to support all current and incoming students, with contact details [here](#).

We will update regularly using our Weekly Update and social media for any urgent messages.

Keep Updated here:

[Weekly Update](#)

[Facebook](#)

[Twitter](#)

[Instagram](#)

[LinkedIn](#)

Our Community Agreement

We are incredibly proud of the ingenuity and innovation of our postgraduate community, and believe strongly in a partnership approach.

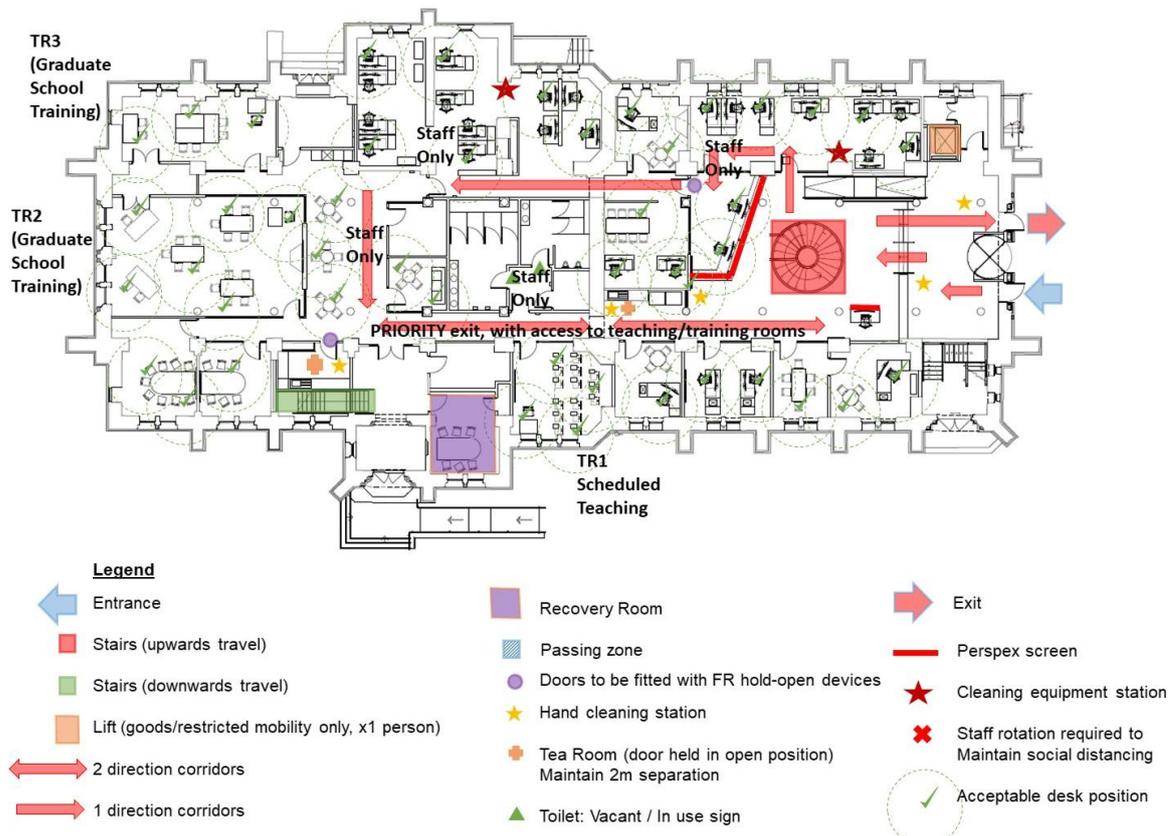
If you have ideas which can help to improve the way we keep students and staff safe during this time, please email graduateschool@qub.ac.uk.

If you wish to discuss your experience or elements of our operations, you can contact us by email (graduateschool@qub.ac.uk) in the first instance.

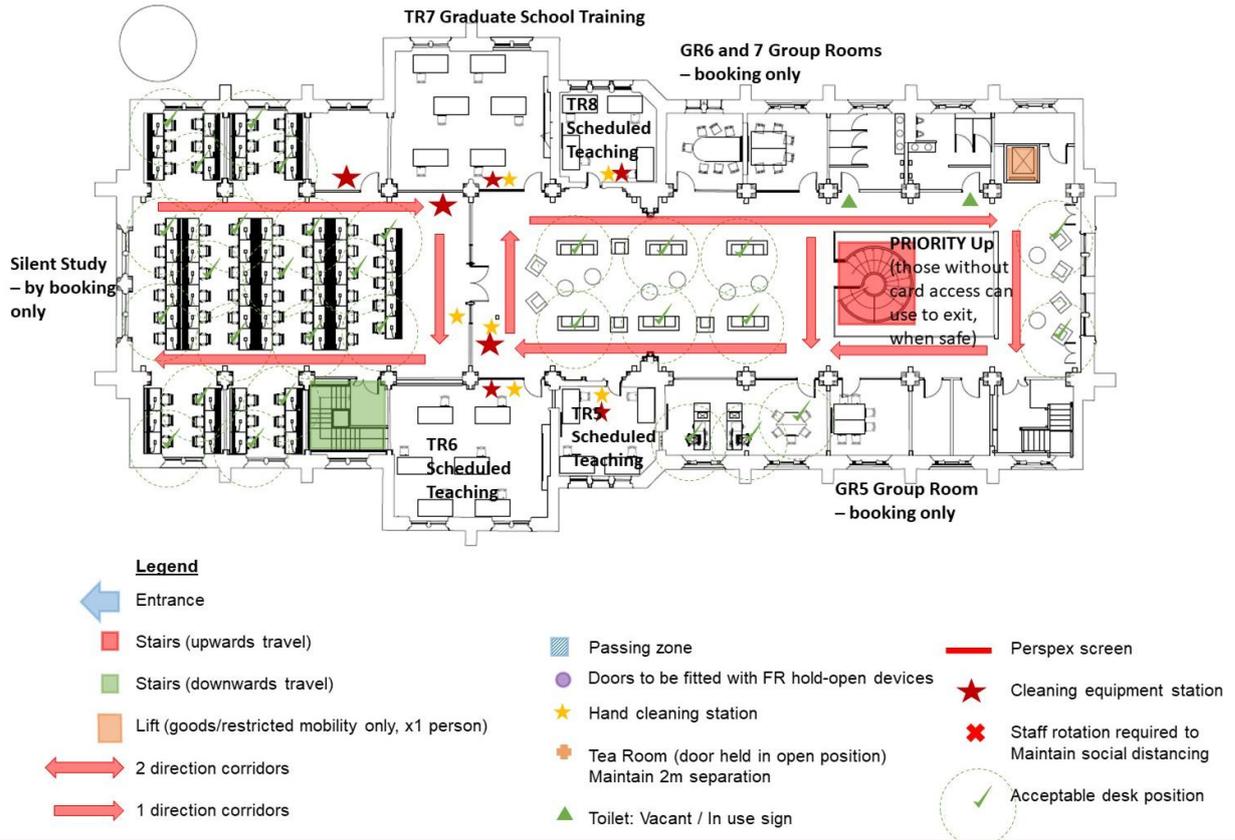
Together we are a University community built on Queen's values of [ICARE](#). We hope that by clearly setting out our expectations for how students and staff can safely work in the Graduate School under Covid-19 conditions, and with respectful and well intentioned reminders, we can work together to protect all members of our community.

Where a member of the community is repeatedly showing that this is not the case, and is not responding to feedback from other community members, then they may be asked not to attend the campus environment at this time.

Graduate School layouts



Operational Recovery - Graduate School (Ground Floor)



Operational Recovery - Graduate School (First Floor)