

## **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 working in the Graduate School, highlighting changes due to the Covid-19 pandemic 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.

- The University continues to offer asymptomatic testing to all students and staff. As per the email that you received in mid-December, you are asked to arrange asymptomatic tests before arriving or as soon as possible after you arrive on campus. You can arrange these tests via [this page](#) and you should not engage with any activity on campus until you have received at least one negative test result. You should have two tests no less than three days and no more than seven days apart. This testing is a significant step forward to ensure that the campus remains a safe place to live, work and study.
- 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.
- **Please note that you must wear a face covering when moving around the Graduate School building. You should also wear a face covering while seated at your desk if you cannot ensure 2 metres distance between yourself and others.** 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.

- 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

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.

### Group Study Rooms

Group Study Room Bookings are open on Queen's Online for groups of 3-4 students (depending on room capacity). These can be booked under Administration > Graduate Study Room Booking.

### Moving around the Graduate School

A 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.

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.

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](mailto:graduateschool@qub.ac.uk) in the first instance, or you can call 028 9097 2585.

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.

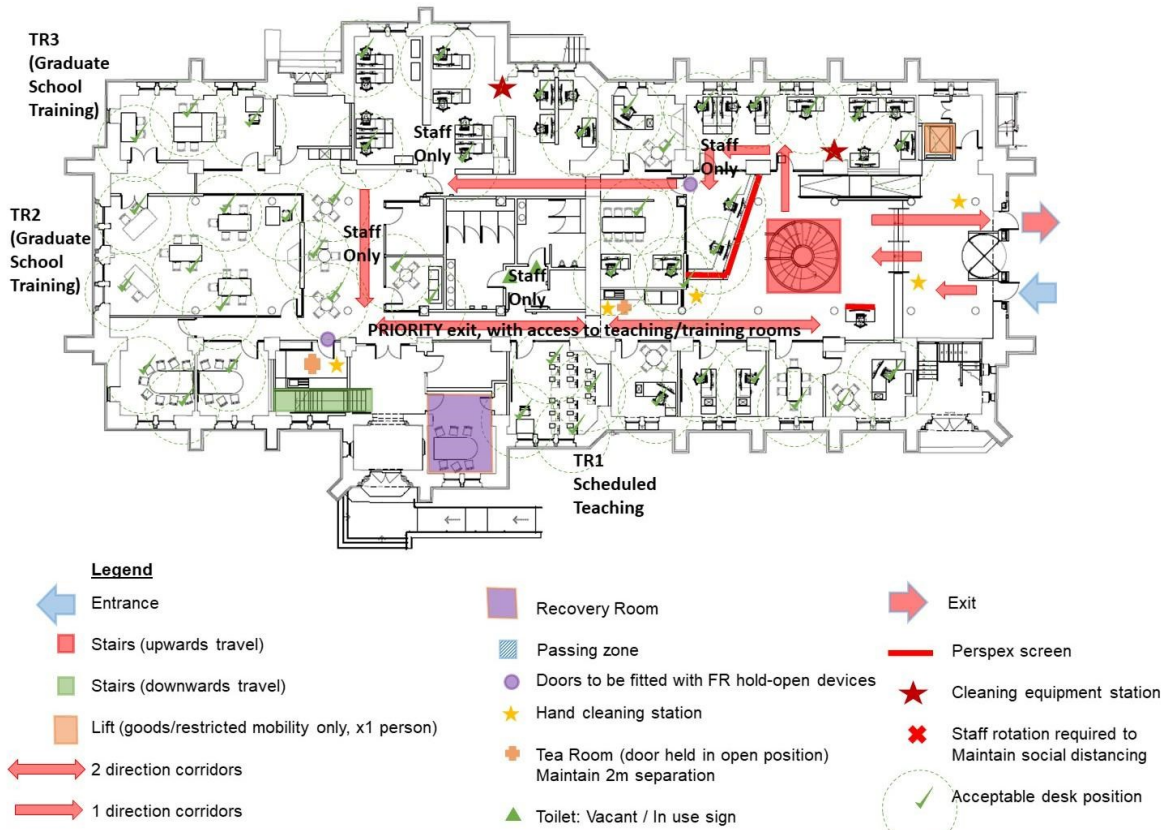
If you have ideas which can help to improve the way we keep students and staff safe during this time, please email [graduateschool@qub.ac.uk](mailto:graduateschool@qub.ac.uk).

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

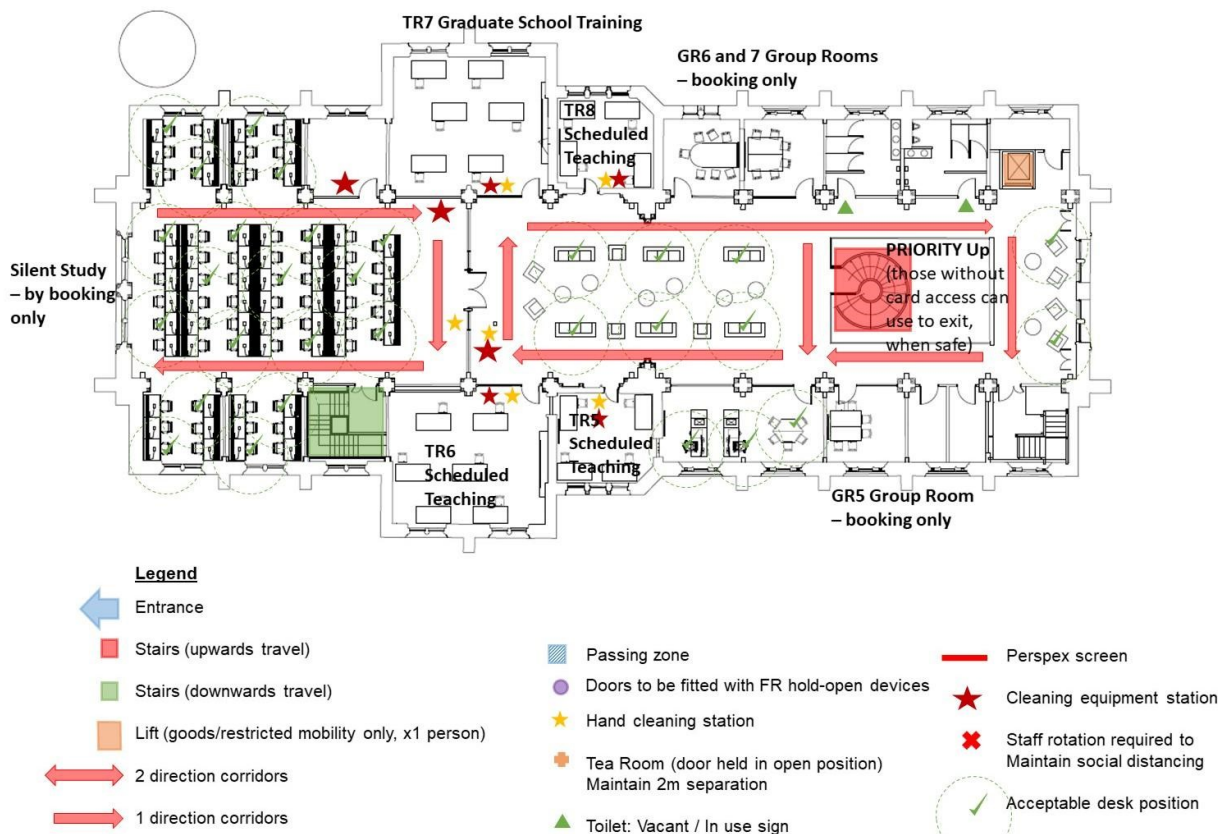
Together we are a University community built on Queen's values of [ICARE](#). We hope that by clearly setting out our expectations for how students and staff can safely work in the Graduate School under Covid-19 conditions, and with respectful and well intentioned reminders, we can work together to protect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