

Teaching / Event guidance from 17th May 2021

The UK government has permitted face to face teaching to resume for all students from Monday 17th May. This also allows the College to host educational events, but we need to remain cautious and vigilant to protect our community.

Events for educational purposes may be held at the College from 7th June. All events must follow COVID-19 restrictions as detailed in the COVID-19 [Health and Safety Policy and Procedures](#).

The College will have exam resits from the 12th to the 16th July, and the campus will be prioritised for exams throughout that week.

Everyone will be required to wear a facemask in College at all times, unless exempt. Social distancing of 1m+ remains in place.

Any member of staff who has concerns about returning to 19 Bedford Square to undertake duties, should contact [Sheena Van Der Merwe](#).

Testing

Anyone attending campus is encouraged to take twice weekly lateral flow tests. It is recommended that events are held on Tuesdays and Thursdays in accordance with testing availability.

Onsite testing

- The test centre is open at 19 Bedford Square on Tuesday and Thursdays between 10.00 - 15.00. To book a lateral flow test please complete this [form](#).

Collect regular rapid flow tests from NCH

- You can pick up a pack of 7 tests to take at home. Collection is available on Tuesdays and Thursdays between 10.00 - 15.00. Please complete this [form](#) to arrange a collection.

Order regular rapid flow tests online

- You can order tests online [here](#)

Please note - lateral flow tests cannot be used for International travel purposes.

Booking process for Teaching

All teaching needs to be scheduled in advance with the timetabling team as normal. They will book an appropriate room for any dissertation one to one sessions.

Booking Process for events

All events should serve an educational purpose. Please book via the [Event booking form](#). You will be contacted by a member of the events team who will discuss the logistics of your event and make sure it meets COVID-19 regulations. Any events which do not satisfy this criteria or do not serve an educational purpose may be rejected.

Group size and movement

- There are no restrictions on group size however all attendees must comply with College's regulation of 1 metre + social distancing.

- We have outlined the capacities of each room [here](#).
- We recommend keeping groups under 30, if possible.
- Please wherever possible, participants should remain seated for the duration of the event. If people need to move around, please use floor markings to maintain social distancing.
- Please do not move furniture in the room.
- A nominated member of the group should act as the Responsible Officer to ensure people are following social distancing rules.
- Where possible, please consider holding events outside (for example in Bedford Square Gardens) to reduce the risk of transmission.

Attendance lists

All events will require an attendance list to be created, which must be sent to the Events team no later than 24 hours after the event has finished. Attendance lists must accurately reflect who has attended the event. This is a necessary precaution for the College to monitor contact tracing in the case that somebody becomes symptomatic after attending the event.

You can download an attendance list template from [here](#).

If you develop COVID-19 symptoms, you must report this to the College using the relevant form.

Any external speakers or attendees who develop symptoms must inform the event organiser. The event organiser should notify covidreporting.student@nchlondon as soon as possible.

Food and Beverage

- Hot drink facilities and food preparation equipment have been removed from College.
- Staff and students are required to bring personal water bottles and travel mugs to premises.
- Due to the risk of transmission, no food is to be consumed on site.
- Providing non-alcoholic drinks for events is permitted as long as glasses / cups are disposable and recyclable. Recycling bins will be located in event space for individuals to use.
- Government guidance states that hospitality and catering on campus is permitted only where table service is provided and attendees are seated. If there is no table service and regular cleaning, no alcohol should be served for consumption on the premises.

Examples of educational activities that are permitted

Dissertation supervision

- Dissertation supervision sessions can be scheduled but you must comply with the College's rule of 1 metre + social distancing.
- Follow COVID-19 policies including wearing a mask, fresh air ventilation etc.
- Students / Staff should bring their own laptops to teaching rooms. No loans of laptops or devices will be available.
- Teaching contact hours are to be scheduled the usual way, by contacting the Timetabling team. An event form is not required for normal teaching events.

Wellbeing sessions

- Group wellbeing sessions are permitted. You must comply with College's rule of 1 metre + social distancing. An event form is required to be completed.
- One to one sessions can run. Please book a room by contacting the Timetabling team.

Careers support events

- Group Careers sessions are permitted. You must comply with College's rule of 1 metre + social distancing. An event form is required to be completed.
- One to one sessions can run. Please book a room by contacting the Timetabling team.

Educational visits

- Educational day trips are permitted, you must follow COVID-19 regulations. Maintain consistent groups on the visit if possible.
- It is recommended that trips are kept to a minimum and groups are limited to approximately 30 students, or smaller if possible, to help manage transmission risks.
- Physical handouts during events are still prohibited due to the transmission risk, all events should display information using the Audio Visual equipment located in the booked room. An event form is must be completed.

Discussion groups

- There are no restrictions on group size however all attendees must comply with the College's requirement of 1 metre + social distancing.
- Consider how rooms are used and if movement is required in the event space or if people can be seated.
- An event form must be completed.

Faculty-led Meetups

- We welcome Faculty to host their socials onsite so that students can meet with their tutors and peers face to face . There are no restrictions on group size however all attendees must comply with College requirement of 1 metre + social distancing.
- Consider how rooms are used and if movement is required in the event space or if people can be seated.
- An event form must be completed.

Society events

- We welcome NCH societies to host their socials onsite
- No restrictions on group size however all attendees must comply with College requirement of 1 metre + social distancing.
- Consider rooms used and if movement is required in the event space or if guests can be seated.
- An event form must be completed.

Use of Bedford Square for events in the garden

- All events must follow the latest UK Government [guidance](#)
- Events of more than 20 people need to have an area cordoned off by the estate and costs £12 per head.
- Face coverings do not need to be worn outdoors.
- An event form must be completed.

Events that are not permitted

- Student led parties on site are classified as hospitality and catering, which we are unable to support due to the UK Government's guidelines.
- Live music / bands due to increased risk of droplet transmission.
- JCR social meet ups. The JCR has been converted into a teaching room and it is not possible to clean the furniture regularly to meet COVID-19 protocols. To protect the community please host your social meet ups either in Bedford Square gardens or alternative venues.

First Aid

- Emergency treatment, for example, the provision of first aid, should be prioritised and given promptly in the event of an emergency. This means that people do not have to stay 2 metres apart if emergency assistance is required. People involved in the provision of the assistance of others should pay particular attention to hygiene measures immediately afterwards, including washing hands.
- The College will ensure that a first aider is available on campus for any events or teaching.