

Dear Colleagues,

With Covid-19 changing the ways we live our lives around the world, we thought it timely to update you on our plans to ensure your safety when on campus.

As you know, the University made the decision to switch to remote teaching in March 2020 after the UK Government announced restrictions on working and studying in person. Since then, students have enrolled in summer classes with remote teaching and are currently enrolling in classes for Fall 1 (A & B) using the same teaching delivery.

Our Fall 2 session, which will be delivered both in person and online, will begin on 2 November 2020 with new student orientation taking place one week in advance (26-31 October). A number of students will also be joining us between 10-12 October to commence 14 days self-isolation.

We are also working hard in our preparations for colleagues who will begin returning to campus over the same period. Clearly there is a lot to do but in short, we are:

- Completing risk assessments for all occupied buildings
- Putting in place signage, one-way floor markings and hand sanitisation stations
- Ensuring ventilation units are working properly and water is safe to use.
- Reducing classroom capacities to support social distancing
- Cleaning high touch areas more intensively (door handles, push plates and dining hall tables and chairs as well as washroom facilities).
- Putting in place a track and trace process utilising the governments recently launched app and QR code
- Setting up a text alert service in case of an outbreak on campus
- Speaking with higher risk employees regarding their specific needs and requirements
- Agreeing employee rotas with the Executive to help manage the number of employees onsite at any one time.

Understandably, we are getting questions from colleagues and Employee Reps about returning to campus. Amongst these we have had specific queries from faculty regarding on-site teaching for Fall 2; we discussed this issue with Employee Reps yesterday and are currently considering the points made and will provide a response shortly.

In the meantime, I hope the attached FAQ and 'walk through' videos for [Richmond](#) and [Kensington](#) answer many of the questions you might have, but please do let us know if your question isn't covered or you would like further information. We are also planning a 'Return to Campus' Town Hall in mid-October and will confirm details of this next week.

If you do have any queries or comments relating our plans, please contact HR@richmond.ac.uk or your Employee Reps.

Kind regards
Dean Morley

*Please note these videos were prepared for student orientation so please ignore the 'Before you arrive' slide