



## UPSU Student Groups Covid-19 Guidance

Guidance history	
Version 2	September 10 <sup>th</sup> 2020
Version 1	September 3 <sup>rd</sup> 2020

### Introduction

This guidance has been created to help keep you and your community safe. As an SU we are following and reflecting both guidelines and the law. As a student community we are all responsible our own wellbeing, as well as others within our University community. By following this guidance, you will help keep others safe and avoid disciplinary action against yourself and your student group.

Considering the fluidity of the rate of change of the Government guidance this will be a rapidly changing document. Our hope is that as restrictions ease, we will be able to increase the types of activities you will be able to offer.

The [charitable object](#) of the students' unions is to advance the University's educational purposes by providing representation and support for the students of the University, supplemented by the further object of helping members to develop their own charitable activities as active participants in civil society.

We recognise the importance of enabling you have a fun social experience at university, and we want to support you to have the best possible time with the safety of our university and local community as a priority. We recognise that physical interactions are the best way to get to know people and for students to connect with your groups, but we also recognise the risks involved and that social activity involving multiple households is highly problematic.

### You need to think digital first.

We recommend that all student groups consider digital platforms as the safest way to connect with your communities. Digital interactions can be delivered in multiple ways across various platforms, we encourage you to explore digital first as an option for connecting with members of your student group safely and it will not be impacted by law changes and government guidance. All digital events will be advertised on [upsu.com](https://upsu.com) and can be submitted through [here](#)

## Documents referenced for this guidance:

- [The Health Protection \(Coronavirus, Restrictions\) \(No. 2\) \(England\) Regulations 2020](#)
- [Higher education: reopening buildings and campuses](#)
- [Coronavirus \(COVID-19\): Meeting with others safely \(social distancing\)](#)
- [Staying alert and safe \(social distancing\)](#)
- [Coronavirus outbreak FAQs: what you can and can't do](#)
- [Face coverings: when to wear one, exemptions, and how to make your own](#)
- [Coronavirus \(COVID-19\): safer travel guidance for passengers](#)
- [When to self-isolate and what to do](#)
- [NHS Test and Trace: if you've been in contact with a person who has coronavirus](#)
- [Meeting people from outside your household](#)
- [University of Plymouth Student Code of Conduct](#)
- [UPSU Members Disciplinary Bye Law](#)

## Definitions

- **Student group**  
An official UPSU recognised sports club, society, fundraising or volunteering group of students
- **Support bubble**  
A group of people with whom you have close physical contact. Single adults living alone - or single parents whose children are under 18 - can now form a support bubble with one other household. The second household can be of any size and can now include people who are shielding. Support bubbles must be "exclusive". Once in one, you can't switch and start another with a different household.
- **Covid Secure venue**  
A venue that is following government guidance to ensure that the users are kept safe with social distancing measures in place
- **Covid Secure event**  
Event organisers running activities that follow the correct government guidance which adhere to social distancing guidance and the correct

## Social distancing principles

Social distancing involves reducing day-to-day contact with other people as much as possible, in order to reduce the spread of coronavirus (COVID-19).

The advice on social distancing measures applies to everyone and should be followed wherever possible. This includes the need to avoid crowding and minimise opportunities for the virus to spread by maintaining a distance of at least 2 metres, or 1 metre with 'additional risk mitigation' (1m+) where 2m is not viable between individuals wherever possible.

Further mitigating actions include (but are not limited to):

- the wearing of face coverings
- keeping the activity time involved as short as possible
- using screens or barriers to separate people from each other
- reducing the number of people each person has contact with by using 'fixed teams or partnering'
- further increasing the frequency of hand washing and surface cleaning

2

Government guidance: [Staying alert and safe \(social distancing\)](#)

From 14 September - when the new rules apply - it will be against the law to meet people you do not live with in a group larger than 6 (unless you are meeting as a household or support bubble). The police will have the powers to enforce these legal limits, including to issue fines (fixed penalty notice) of £100, doubling for further breaches up to a maximum of £3,200.

There are [exceptions](#) where groups can be larger than 6 people.

## Activities guidance

Based on Government Guidance we have put together a simple breakdown of activities that your student group 'can' and 'cannot' do, this is not an exhaustive list and is likely to grow as enquiries come in. We are hoping as government guidance changes we will enable you to have more options for activities as the year progresses

You can:	You cannot:
<ul style="list-style-type: none"><li>• host virtual events online which can be advertised on <a href="http://upsu.com">upsu.com</a>.</li><li>• hold 'Covid Secure' social events in 'Covid Secure' venues.</li><li>• hold meetings in Covid secure venues</li><li>• deliver sporting activity in line with your governing bodies guidelines in Covid secure spaces.</li></ul>	<ul style="list-style-type: none"><li>• hold 'bar crawls'</li><li>• hold house parties</li><li>• have stands on campus</li><li>• hold group BBQs</li><li>• hold fairs on campus</li></ul>

### If you are in doubt about your event or activity

We know the government guidance can be confusing, but we want to help you to stay safe and avoid any disciplinary risk against you and your student group. We are here to support you to make sure you are making the right decisions on the events and activities you would like to run. If you are in any doubt whether your activities are ok to run contact a member of the relevant UPSU department:

- Sports clubs: [sportsclubs@upsu.com](mailto:sportsclubs@upsu.com)
- Societies: [societies@su.plymouth.ac.uk](mailto:societies@su.plymouth.ac.uk)
- Volunteering and fundraising: [volunteer@su.plymouth.ac.uk](mailto:volunteer@su.plymouth.ac.uk)

## Social activities and trips

To support you to deliver safe activities and to help you to operate within legislation and the University code of conduct you must follow these points when planning activities:

- If you are planning face to face activities a full risk assessment must be completed and approved by UPSU. You should carry out a COVID-19 risk assessment to identify actions which could minimise the risk of transmission at the activity. No organised face to face socials should take place without prior approval from UPSU and a full risk assessment being completed.
- You must have a record of who attend your activity, this should be collected before the event and checked at the activity. You need to collect names and phone numbers to support NHS Track and Trace, they data must be held for 21 days.
- You must not hold or attend social activities where it is difficult to maintain social distancing.

- You must not use public spaces for social events eg Plymouth Hoe or city parks without prior approval from UPSU
- You must limit social interactions with anyone outside the group you are attending a place with, even if you see people you know.

## Sports

- If you are planning any sporting activities a full risk assessment must be completed and approved by UPSU. You should carry out a COVID-19 risk assessment to identify actions which could minimise the risk of transmission at the activity. No organised face to face sports should take place without prior approval from UPSU and a full risk assessment being completed.
- All sporting activity must comply with National Governing Bodies / Government guidance.
- You are not permitted to use public spaces e.g. city parks without prior approval from UPSU
- No sharing of equipment unless properly cleaned in-between usage.
- Attendance numbers will have to be managed in line with capacity of the venue ensuring you can adhere to social distancing.

## Face coverings

- You are strongly encouraged to wear a face covering in other enclosed public spaces where social distancing may be difficult and where you come into contact with people you do not normally meet.
- The University recommends the use of face coverings inside buildings except where appropriate social distancing can be achieved (i.e. in teaching rooms or office/work areas where 2m distancing is possible and/or additional control measures are in place). However, Staff, students, visitors, members of the public, MUST wear face coverings in buildings where the government requires it, as identified in the government guidance for face coverings:  
For example;
  - Libraries e.g. Charles Seale-Hayne Library
  - Shops e.g. SU shop
  - Galleries e.g. Levinsky gallery
- Face Covering Exemptions  
Under Covid-19 guidance from the UK Government some people are exempt from wearing face coverings. In order to support our staff and students, the University of Plymouth has joined the Hidden Disabilities scheme and sunflower lanyards will be available for all staff and students (including UPSU, UCSP and UPP staff). The lanyards will enable those exempt from face coverings to be able to identify themselves in a discreet way if they wish. [Find out more](#)

## Transport

- Walk or cycle if you can
- If you use public transport or taxi you must wear a face covering
- Private vehicles

- People from a household or support bubble can travel together in a vehicle.
- You should try not to share a vehicle with those outside your household or support bubble. If you need to do this, try to:
  - share the transport with the same people each time
  - keep to small groups of people at any one time
  - open windows for ventilation
  - travel side by side or behind other people, rather than facing them, where seating arrangements allow
  - face away from each other if possible
  - consider seating arrangements to maximise distance between people in the vehicle
- clean your car between journeys using standard cleaning products - make sure you clean door handles and other areas that people may touch
- ask the driver and passengers to wear face coverings if possible.

## Test and Trace

- If you learn of or experience a positive or symptomatic COVID-19, this must be reported to the University to [covidreporting@plymouth.ac.uk](mailto:covidreporting@plymouth.ac.uk) or via telephone on 01752 587676.
- If a member of your student group tells you they are symptomatic or have tested positive, please ask them to contact the university directly – do not do this for them.
- If you develop symptoms, you must continue to follow the rules to self-isolate with other members of your household and order a test to find out if you have coronavirus [more info](#)
- if you test positive for coronavirus, you must share information promptly about your recent contacts through the NHS test and trace service to help them alert other people who may need to self-isolate
- if you have had close recent contact with someone who has coronavirus, you must self-isolate if the NHS test and trace service advises you to do so
- You must have registers of people that all involved in all your activities, this register must include their name and mobile number.
- In SU venues we will be operating Check-In for NHS Test & Trace through [inkpass](#)

## UPSU Members Disciplinary Bye-Law

The Union's Members Disciplinary Bye-Law has authority over any premises managed by the Union, any Union activities, including the activities of any Union Club or Society, or any misconduct which takes place outside Union premises but is connected with the Union and is likely to affect the reputation of the Union.

If any student group breaches their activities risks assessment, the [University code of conduct \(appendix 4\)](#), or any [UPSU policies](#) it may be necessary in the interest of relevant parties to suspend an individual or group from participation in any Union activities including the activities of any Union Club or Society pending the outcomes of a Stage 3 disciplinary hearing.

## University code of conduct

The university have updated their [code of conduct](#) in relation to Covid-19, we would like to draw your attention to this section that should help you in your considerations when planning activities and expected behaviours:

*We expect students will respect and follow what is being asked of them and any instances where this is not happening is likely to be an oversight on an individual's behalf. In most instances, a simple reminder of expectations should be all that is necessary. However, a breach of the Code of Conduct could result where a student (not an exhaustive list):*

- *is verbally aggressive or abusive when they are reminded about what is expected*
- *refuses to follow Government legal requirements*
- *intentionally gathers in large groups against guidance*
- *deliberately arranges a large social gathering against guidance*
- *undermines University social distancing and safety guidelines on social media.*

*Then the matter will be dealt with formally as a matter of misconduct as per section 18 of the Student Code of Conduct*