



COVID-19 SECURE FOR EVERYONE- GUIDANCE FOR UNDERGRADUATE STUDENTS

UPDATED 25th SEPTEMBER 2020

Welcome

We're looking forward to welcoming new and returning students back to the Marine Science programme this autumn. Our priority is to provide a safe learning environment for you. We want you to feel happy and confident about accessing our facilities, so we've introduced some changes on site over the summer period to ensure your health, safety and wellbeing. You will hear more about these changes during your induction week.

We will continue to review these safety precautions in line with current advice from the Scottish Government.

Teaching at SAMS in Semester 1

In line with the Scottish Government's Covid-19 Routemap, SAMS will be delivering courses in Semester 1 (August to December 2020) using mostly a remote approach to teaching. This includes using video conferencing and remote learning technologies. No face to face teaching will take place at SAMS in Semester 1. Where possible, practical teaching that was planned for Semester 1 will now take in Semester 2 if Scottish Government guidance permits. Students have received information on the delivery of modules and can check with the Programme Leader or Module Leader for more information.

Students should not come to SAMS unless there is a formal arrangement for them to do so. If you feel you have genuine and necessary reason to visit SAMS you must contact SAMS beforehand and receive instructions. See below for details.

COVID-19 symptoms

Students should only come onto site if they feel well. Do not attend SAMS if you, or anyone in your household, is showing signs of Covid-19.

The symptoms of COVID-19 are a new:

- continuous cough
- fever/high temperature (37.8C or greater)
- loss of, or change in, sense of smell or taste (anosmia)

If you suspect you may be showings signs of Covid-19, you must:

- go home and self-isolate per the Scottish Government's advice on [NHS Inform](#) If this is not possible, and you feel too unwell, please try to isolate in a room with the door shut. Make sure someone from the Education Department is told where you are, while taking all precautions to prevent the spread (e.g. face covering/social distancing) and staff will assist you;
- self-isolate at home along with other members of your household;
- visit NHS Inform and book a test online via the [NHS Inform](#) website;
- contact COVID19SAMSstudent@sams.ac.uk to inform SAMS that you have COVID-19 symptoms and/or are self isolating;
- inform your Personal Academic Tutor (PAT) immediately. You'll find out who your PAT is shortly.

Students who are at [heightened risk of Covid-19](#) or have been [shielding](#) should continue to follow Scottish Government advice. Our [Student Support Team](#) can provide advice on how we can support you in during your studies if you have any questions or concerns.

In the event of an outbreak of confirmed COVID-19, SAMS will support you and share relevant information in line with our outbreak management procedures.

As part of this you will be asked to self-isolate at home for 10 days if you have symptoms of COVID-19 or you have tested positive for it. If you live with someone who has symptoms or has tested positive, or if you have been in close contact with someone who has tested positive, you will be asked to self-isolate at home for 14 days.

What to Expect During Semester 1

If you do come to SAMS (following prior arrangement as detailed below) you can expect to see some changes when you enter our buildings this autumn.

The main teaching building will be closed for general access and teaching. Students should only come onto site if this is for a pre-arranged activity.

Accessing our buildings

Students should follow any guidance signs posted throughout our buildings.

Physical distancing and moving around our buildings

When using our buildings, you should adhere to Scottish Government guidance on physical distancing. This is currently set at two metres.

National guidance on **face coverings** should be followed unless you are exempt or have a reasonable excuse not to wear one. The use of a face covering is mandatory in the library in the John Murray Building when using circulation spaces like corridors and when preparing food and drinks in the cafe. You do not need to wear a face covering while seated and eating in the café. If you are exempt or have a reasonable excuse not to wear a face covering ensuring physical distance will be even more important (this does not apply to individuals or groups who have exemptions to social distancing e.g. care givers supporting students). You will receive guidance if you need to wear a face covering in other situations.

People should not stop for conversations within corridors.

Facilities

A transparent screen has been added to the reception area in the John Murray Building.

Cafe

In the teaching building, the café has been arranged to allow social distancing. The furniture should not be re-arranged.

Student Support

Student Registry and support services will be available from 9am to 5pm Monday to Friday, through the education team. Please use email as the primary contact route. For general enquires contact admissions@sams.ac.uk. For student support please see below. The main contact points are listed at the end of this document.

Library and learning resource centre

Library Services should be accessed through the online UHI Library facilities. If you wish to borrow a text book from the SAMS library please contact the SAMS Librarian (Rachel Culver) in the first instance. Further guidance will be issued about using the library.

The SMB will not be open for general access. If you have a genuine and necessary reason to come to SMB (ie to pick up text books from your locker), please apply by email to the Head of Student Services. Once permission is granted to come to SMB a date, time and instructions will be provided.

Final year Marine Science students who are undergoing a lab-based or field-based project who require access to the SMB while they are on the SAMS site MUST contact the Education Resource Coordinator (Leah Morrison) at the start of semester to receive instruction on how to access the SMB.

Accommodation

Please see separate guidance on our on-site accommodation

Travel to and from SAMS

We understand students may need to use public transport should you have to come to SAMS (and arrangements have been made, as described above). Face coverings are mandatory when travelling on public transport. You should also ensure social distancing and avoid busier times of travel, when possible.

Travel by foot, bike, or car if you can. Try to remain in the same household when sharing a car. If you share with others outside of your household, you should wear a face covering and try to maximise the distances between passengers. Open the windows if you can to get better ventilation. You should also try to wash or sanitise your hands before and after the journey.

Hygiene and hand sanitisation

You should wash your hands regularly with soap and hot water for at least 20 seconds to reduce transmission of the virus.

The use of soap and hot water is preferable to sanitiser. However, hand sanitiser dispensers are located at all entrances to our buildings and at other key locations. Please use these dispensers when you enter or leave these areas, particularly when hand washing is not available. The dispensers at the main entrances are foot operated

Cover your mouth and nose with a tissue when you cough or sneeze, throw the tissue in a bin and wash your hands. Practice coughing or sneezing into the crook of your elbow if you don't have a tissue available.

You should avoid touching your face, in particular your eyes, nose and mouth, at all times.

Cleaning

Our buildings are operating an enhanced cleaning service to ensure a high hygiene standard.

Sanitising wipes will also be located in key locations and students should use these to wipe down keyboards, mice, desk, and any other equipment before and after using. This includes in communal areas like our library and learning resource centre, and in the café.

Toilets

We are operating a 'one-in, one-out' policy in our toilets. Please use the sign on the toilet to indicate it is in use. Disabled toilets will be available as normal.

If toilets are occupied, please wait outside the toilet room until vacant.

Wash hands thoroughly after using the toilet for at least 20 seconds with soap and hot water.

Use hand towels to dry hands – automatic hand dryers are currently disabled.

Health and wellbeing

Our student support team are here to help you. They can provide advice, support and guidance regarding your studies, as well as your own health and wellbeing. If you have any concerns, please speak to the Student Support Officer (Polly Crooks) in the first instance. You can also speak to your PAT if you are struggling because of the current situation. New students will be allocated a PAT in Induction week.

All students also have access to the [Togetherall](#), a confidential support service operated by healthcare professionals, which is available online, 24/7, and is completely anonymous.

Student code of conduct

All students should read and refer to our [student code of conduct](#) which sets out expectations of how students should conduct themselves to other students, staff and external organisations.

Failure to adhere to the measures in place to keep all of us safe from COVID-19 could result in disciplinary measures being taken.

Contacts

Name	Role	Telephone	email
General enquiries			admissions@sams.ac.uk
Shona Magill	Head of Student Services	01631 559290	Shona.Magill@sams.ac.uk
Polly Crooks	Registry and Student Support Officer	01631 559335	Polly.Crooks@sams.ac.uk
Leah Morrison	Education Resource Coordinator	01631 559413	Leah.Morrison@sams.ac.uk
Rachel Culver	SAMS Library Administrator	01631 559000	Rachel.Culver@sams.ac.uk
Notification of symptoms or self-isolating			COVID19SAMSstudent@sams.ac.uk

END