

COVID-secure face-to-face teaching at Jesus: key points for Tutors

The College and the University have in place detailed information to support a COVID-secure living and working environment for students and staff. College information may be found on the intranet in the [Covid-19 section](#). The following points encapsulate the key things that you need to know and do. If you observe them all then you will be helping to support appropriately a COVID-secure living and working environment.

Social distancing in College teaching

- All face-to-face teaching must be conducted at two-metre social distancing, and seating in all teaching spaces must be arranged to conform with this requirement
- Maximum room capacities, as displayed on all doors, must not be exceeded
- Maximum room capacities may be found in the fellows' and lecturers' section at: <https://jesuscollegeintranet.web.ox.ac.uk/covid-19-information>
- Where capacity dictates, book a larger teaching room or consider moving online
- Face coverings must be worn by both students and staff in all face-to-face teaching scenarios
- Where it is not appropriate for a member of staff or a student to wear a face covering (for disability and accessibility reasons) separate arrangements will be agreed and communicated in advance
- If a student seems not to be taking account of social distancing, remind them to do so, and if necessary ask them to stand or sit somewhere more appropriate

Good habits to promote COVID-secure teaching

- Where possible, ensure that teaching spaces are well ventilated
- Encourage students to use the hand sanitiser which is provided in all rooms
- Do not offer students refreshments, even if you would ordinarily wish to do so
- Avoid scenarios which oblige students to crowd around a screen, whiteboard, book, or printout, and do not ask students to pass materials between themselves
- Leave gaps between classes and tutorials to permit one group to leave before the next arrives
- Where appropriate, and where cleaning materials are provided, ask students to wipe down their immediate working area
- Remind students to be aware of social distancing as they leave the room and move through the building

What happens if I or a student show symptoms of COVID-19?

- If a student indicates that they have COVID-19 symptoms, ask them to leave the class, return to their room, and [book a test](#)
- So long as social distancing has been maintained, neither you nor any other student in your class will be deemed a contact
- If you show symptoms of COVID-19 please return to your household and [book a test](#) at the University's testing service (or via the NHS if you live outside Oxford)

Legislation on group sizes

- The latest [advice to universities](#) permits teaching in groups larger than six, so long as social distancing is maintained