Behavioural Rules for users of space in the Department of Computing in 2021/22

Issued by the Head of Department of Computing, *version of 4 January 2022*

The College is still in its "Transition and Learn" phase of a gradual return to campus. In the Spring Term, we plan to have more face-to-face education elements as already communicated to you. This phased return to campus and to the Department of Computing will bring benefits to well-being and the student experience. To gain these benefits, we all are expected to behave in a manner that respects others and that complies with rules set by the College, the Department of Computing, or government agencies.

As Head of the Department of Computing, I therefore want to share with you the rules that all staff and students in Computing are expected to adhere to in the Spring Term, as well as the behavioural expectations (*"should" and so forth below*) that we in Computing have for using our departmental spaces. These rules and expectations cover educational and research activities. All rules are subject to change, and will be updated in this document as soon as is feasible:

R1. All staff and taught and research students are mandated (as per the Provost's email of 4 January 2022) to wear face masks when moving within an office, lab, research, or teaching space, or when walking or standing along corridors in Computing buildings; this does not apply to those who are exempt from mask wearing. In hallway/lounge seating areas, people should keep 1m+ apart; while seated in those areas, people may remove masks for drinking and (where allowed) eating. Offices whose size is like most academic offices in Computing may host face-to-face meetings with at most three people (including the host) who are mandated to wear masks during that meeting; meetings with more than three people are not allowed in those offices. If one person is exempt from wearing a mask, the host of that meeting should meet said person separately (online or offline at the discretion of the host) or have that person join remotely. Offices that are smaller than a typical academic office must not have more than two people in them; the arrangements for distancing and mask wearing should be such that both persons feel safe; otherwise, they should implement a 1-person usage of such space between themselves.

R2. For all timetabled teaching events in a physical teaching space, a student **may only** attend if they were told to do so by a member of the teaching staff (*for example, because the surname of the student starts with "F" and all students from "A" to "L" are permitted to enter the lecture room on that day*). Those responsible for teaching should communicate their approach for this in a timely manner to all students and liaise with other members of the teaching team to ensure that the approach is consistent with teaching timetables. For the removal of any doubt, a student **must not** attend such an event in person if they were not given permission to do so (*where permissions may be implicit in the approach communicated to students*).

R3. Should a teaching space reach more than the allowed occupancy rate (*which is typically 50%*), students **are expected** to follow the directions of the instructor (*or person in charge of the activity*) as to which students can remain in the room; if students need to leave (*for example, because their surname starts with a letter that is scheduled for another weekday*), they **are expected** to do so when told by the instructor - and join the teaching event online at another location. If students do not comply with this after the instructor reminded them repeatedly of this need - with de-escalation in mind, the instructor

should call security to assist in escorting the respective students out of the room. The instructor should report the names of non-compliant students to the HoD.

R4. All staff and students are expected to report overcrowding in hallways or rooms to the Departmental Health & Safety Officer, Clodagh Sheehan (c.sheehan@imperial.ac.uk), or to Security (**4444**, if calling from a mobile: **020 7598 1000**), as appropriate, and ask crowds to disperse. As a guide for assessing overcrowding, most of our rooms will have an occupancy rate of 50%, signs show occupancy limits on entrance doors. Larger, stationary, groups of people found in hallways or building entrance areas, would constitute overcrowding.

R5. Staff and students are mandated (as per the Provost's email of 4 January 2021) to wear masks in teaching rooms even when seated and at rest. A lecturer is permitted to remove their mask during lectures if they stand sufficiently far away (2m+) from the closest students in the teaching activity. This includes the scenario in which a lecturer stands in front of a class at a sufficient distance and wishes to lecture without wearing a mask; for example, this would be the case in Huxley 308 and Huxley 311, when the lecturer stands at the podium or walks around in front of the whiteboards. Risk assessments should always guide such behaviour. For example, if a lecturer does not wear a mask while lecturing, but walks around in the space between the whiteboards and the class, then the first row may be kept empty; it is important that the lecturer communicates this approach in a timely manner to all students.

R6. There are educational activities (*such as lab sessions*) and educational moments (*such as a student wanting to draw something on a sheet of paper to show the instructor after a lecture*) when members of the department will be less than 1+m apart in a teaching room. This includes many activities that involve TAs in face-to-face teaching. During these activities, people are mandated (as per the Provost's email of 4 January) to wear masks unless they are exempt from mask wearing. It is important that people act respectfully in such moments; for example, by wearing a mask whenever in doubt as to what the rules might be, and by realising that someone who does not wear a mask may do so for good (*medical or other exemption*) reasons.

R7. Staff and students **are expected** to read and follow any additional rules displayed at the entrance areas of rooms, such as the one for CSG (Computing Support Group, on level 3), before entering these rooms for the first time.

Michael Huth, 4 January 2022