

## **Appendix to Code of Conduct (COVID-19)**

Ravensbourne students and graduates are known for their professionalism. In general, the vast majority of our community conduct themselves impeccably every day and in everything they do.

In a very small number of cases, we have felt it necessary to speak to members about behavior which has fallen short of that of the majority.

Remote learning and/or face to face teaching taking place under COVID19 secure rules are unusual. For the avoidance of any potential confusion, the University has set out some guidelines on some things which are likely to infringe the Student Code of Conduct in these circumstances.

### **Remote Learning**

#### DO's

If you are joining a live online teaching session then your camera should be on and your microphone should be off unless instructed otherwise by your lecturer.

Use the chat to comment and interact bearing in mind everything is stored and visible by all staff and students on the session.

Behave as you would in face to face scenarios. The expectations of your behaviour are not altered by online learning,

Be polite and respect others' views and opinions.

Respect the methods and times established by your teacher for contact hours

Seek the consent of staff and other students If you wish to record the session.

#### DON'Ts

Do not be disruptive or rude as your lecturer can exclude you from the teaching session

Do not post anything obscene or likely to upset other students or staff. This includes the use of inappropriate avatars and backgrounds.

Do not write anything in the chat area which breaches confidentiality or external links which can bypass password security

Do not write, say or communicate anything discriminatory, bullying or harassing of another student, staff member or groups within the University community



## **Workshops and Physical Activities in the Ravensbourne Building, Studios and Ateliers**

**The rules below are put in place for your safety.**

If you are experiencing any symptoms of COVID19, please do not come into the University. Please notify the University and self-isolate until you are tested.

Please do not try to enter the building more than 10 mins before your scheduled teaching. This is because the numbers within the building and its learning spaces are strictly controlled to ensure your safety.

Please respect the queuing system at the entrance and at collection points for kit and library resources.

Please observe the social distancing rules and remain 2 metres from other students and staff at all times. This is regardless of whether you are part of the same household as others will not be aware of that.

Please listen and follow any instructions from staff in relation to COVID19 safe working practice or you may be asked to leave the building.

Please use the one-way routes put in place to navigate your way to your learning spaces safely.

You will not be able to use the lifts except by special arrangement approved by Ravensbourne Health and Safety in advance.

Please follow social distancing rules on stairs and walkways and in exiting the building through the core.

Please do not enter or leave a learning space without permission from the staff member in charge. This is to ensure that there is no crowding at entrances, exits or on route

Please observe any workstation cleaning protocols in place in that area

Please do not share any personal equipment with fellow students.

We strongly recommend wearing a face covering in the building. Please respect others' right to wear a face covering and understand that some people may not be able to

You may be issued with Personal Protective Equipment (PPE) in some work areas. It is mandatory in those cases to wear that PPE.

You should follow government advice and wash your hands regularly for at least 20 seconds, either with soap or hand sanitiser.

Please respect the rules put in place for your safety in the cafeteria area.

Please, if you cough or sneeze, please do so in a tissue or under your face covering.

Please if you feel unwell, please notify a member of staff immediately and follow their instructions.