**Covid-19 safety measures for meetings & tutorials in EEE staff offices**

UCL has removed strict capacity/occupancy limits, however, the department is still responsible for Covid-19 safety precautions within department spaces, and we must make our own assessment of how suitable these spaces are for holding tutorials. Many of our office spaces are relatively small and though many have air conditioning, all Roberts offices lack mechanical ventilation. Maximising ventilation is now considered a key element in limiting the spread of coronavirus. For this reason, the capacity of some offices must remain limited, in order to match the level of ventilation available. The following restrictions were prepared suing the current guidance available from the HSE (Health & Safety Executive) and BOHS (British Occupational Hygiene Society).

* Limit meeting length to under one hour where possible. Longer meetings should include a 10 to 15-minute break for participants, taken in a different, ventilated area (ideally outside), for every 2 hours of the meeting.
* Increase natural ventilation as far as possible;
* Open all office windows as far as it is safe to do so
* Open office doors during meetings/tutorials (unless the matters under discussion are sensitive)
* Maintain Covid-19 safety measures, where possible;
* If there is space, sit at least 1m apart
* UCL requires that unless exempt, all staff & students should continue to wear face coverings when in close contact with others
* Continue to practice good hygiene- wash or sanitize hands before and after meetings.
* Limit capacity to match room air volume & available ventilation. See guide below (some shared offices excluded):

Offices less than 10m2: **maximum capacity 4 persons** (e.g. academic + 3 tutees)

602

802

902

1105

1106

1107

1108

1109

1110

1117

1118

1119

1120

Offices and meeting rooms between 10m2 and 15m2: **maximum capacity 6 persons**

603

605

607

609

709

710

711

713

715

717

803

805

809

810

903

911

913

915

917

1002

1003

1103A (Small Marconi)

MPEB 7.02 thru 7.06/7.06A

MPEB 7.17 thru 721/721A

Offices & meeting rooms between 15m2-20m2: **max** **10 persons**

MPEB 7.13

MPEB 7.14

1103 Marconi (main)

Meeting rooms above 20m2: **no restriction**

1103 + 1103A (Marconi, partition removed)

807 (Barlow)