

COVID-19 Code of Conduct (Brussels)  
for Students and Staff



Helping keep our community safe at our socially distanced  
centre

*PLEASE NOTE: This Code of Conduct is likely to be subject to regular updates as it is aligned to Guidance in both the UK and Belgium, which can change at very short notice For ease any changes will be highlighted..*

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Have you downloaded the free SafeZone app?

<https://www.kent.ac.uk/safezone/>

It's designed to help students and staff summon first-aid, security or safety assistance via your mobile phone or Staff PC



## Introduction

Although the risk of COVID-19 transmission remains, as the lockdown is eased and we begin to welcome students and staff back to campus, we must adapt to new ways of studying and working.

This Code of Conduct (Brussels) aims to explain the changes to our environment; the necessary adaptations made to ensure our centre is COVID Secure, and outlines what we all need to do to make sure we keep each other safe.

It is designed to complement the University of Kent's [COVID-19 Code of Conduct](#) and should be read in conjunction with it. In the event of a contradiction between these documents or if these instructions are not clear, please contact the Head of Operations (Europe) at [bsis@kent.ac.uk](mailto:bsis@kent.ac.uk).

***The main ways of reducing transmission are washing or sanitising your hands regularly, practising social distancing, and wearing a face covering.***

The [COVID-19 Risk Assessment](#) for the University of Kent details the control measures in place which must be adhered to by all those at risk, all University students and staff; contractors; and visitors. Subsequently, key safety measures have been implemented on campus, which must be adhered to by students and staff, whilst the threat of transmission remains.

All information and guidance is based on current advice from both the Belgian and UK governments, and we are fully aware that we will need to be flexible in our approach to returning to some form of normality as all is subject to change as the weeks and months progress.

Please note that students and staff are expected to follow all standard guidelines when at the Brussels Centre, in addition to those outlined in this COVID-19 Code of Conduct.

- [Student Charter](#)
- [Staff Code of Conduct](#)

If you have any individual concerns about personal risks or specific vulnerabilities, or need any support or advice; students should contact their academic adviser and staff should speak to their line manager.

## Coronavirus (COVID-19)

Latest information and advice about coronavirus: <https://www.info-coronavirus.be/en/>

**It is essential that you and your household self-isolate\* if you, or anyone you live with, develops a:**

- fever, particularly a high temperature (i.e. a temperature of 37.8 degrees or over)
- continuous cough or,
- loss of sense of taste or smell

**\*Self-Isolation:** It is very important that people with symptoms, which may be due to coronavirus (COVID-19), and their household members stay at home. Staying at home will help prevent the spread of the virus to family, friends, and the wider community. [Government Guidance for households with possible or confirmed coronavirus infection.](#)

You should also self-isolate if the Contact Tracing service alerts you that you have been in contact with a person who has tested positive for coronavirus - see [Contact Tracing](#) for full information on the process to follow as well as related FAQs.

If you experience any COVID-19 symptoms, or test positive for COVID-19 you **MUST** inform the BSIS Office immediately by email at [bsis@kent.ac.uk](mailto:bsis@kent.ac.uk) so that the university can initiate its own Track and Trace procedures to identify any close contact.

If you test positive you will be contacted by [Contact Tracing](#) and asked to provide the list of contacts that you drew up. You must **inform the Brussels Office if you test positive** on 02 641 1721 or [bsis@kent.ac.uk](mailto:bsis@kent.ac.uk).

If you have visited the Brussels Centre, to attend a lecture or a seminar, to meet with staff or to use a desk, you will need to **ask the contact tracer to contact the University** on 02 641 1721 or [bsis@kent.ac.uk](mailto:bsis@kent.ac.uk). We can then provide them with details of the staff and students who may have shared an office or classroom with you.

Any occurrences of suspected coronavirus should be reported to your line manager or the BSIS office immediately. You should also continue to report any absence in line with standard reporting procedures:

- **Students:** Notify your school office as per [Student Attendance Policy](#)
- **Staff:** Notify your line manager as per [Sickness Reporting Procedure](#)

## Duty of care – Protecting our community

The University is proud to be an international community and all students, staff and visitors at our University must be treated with dignity and respect. Discrimination, prejudice and victimisation will not be tolerated.

If you have been the subject of, or witnessed any discrimination, harassment or victimisation linked to COVID-19 (or for any other reason), or any insensitivity linked to culture or race please report it:

**Students** You can report this on our online reporting tool [Inform Kent](#) (InK) (There is an option to report anonymously if preferred), or directly to the Student Conduct and Complaints Office at [sccoffice@kent.ac.uk](mailto:sccoffice@kent.ac.uk) using a Student Discipline reporting form. Any students subject to discrimination, bullying or harassment will be offered appropriate support via the Student Support and Wellbeing Team.

**Staff** Visit our Equality and Diversity webpage: [Harassment step by step reporting process \(Dignity at work\)](#)

All reports will be treated confidentially.

If anyone feels at risk or unsafe they have the right to remove themselves from campus immediately and report the incident via your harassment reporting tool/method so an investigation can take place.



The SafeZone app is designed to help students and staff summon first-aid, security or safety assistance via your mobile phone or Staff PC.

**Make sure you have SafeZone downloaded.**

Further information and FAQ's can be found at: <https://www.kent.ac.uk/safezone/>

## Hygiene and cleanliness

To reduce the risk of infection spread, we have introduced several important measures.

Examples include:

- Installation of hand sanitiser stations throughout the building.
- Enhanced cleaning of high touch points
- Signage and posters to provide regular reminders to students and staff to maintain hygiene standards.
- Enhanced fresh air through the ventilation system in Espace Rolin (Brussels Centre).

While we are taking these stringent additional measures, there are key hygiene behaviours we expect on campus to prevent transmission of the virus:

- washing your hands often and thoroughly, for at least 30 seconds
- avoiding touching your face, particularly your eyes, nose and mouth
- coughing or sneezing into a tissue, and binning it safely, or into your arm if a tissue is not available

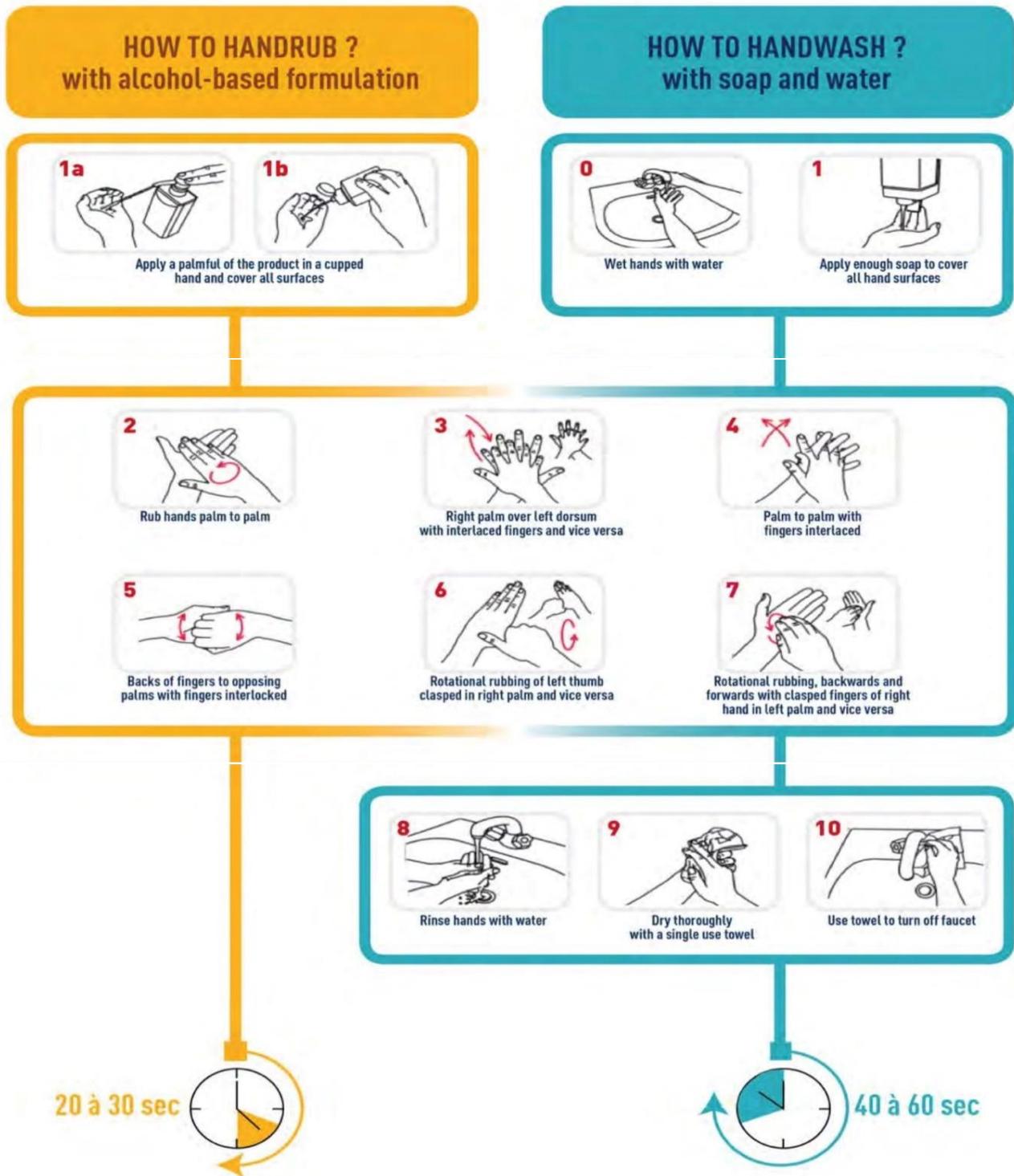


## Handwashing

Handwashing is vital in the fight against coronavirus and a behaviour that we all need to adopt on campus. Washing or sanitising hands regularly with soapy water and drying them thoroughly will help to wash off any virus that may be on the skin.



Advice from the Belgian government on handwashing:



We all need to ensure that we wash our hands frequently:

- when arriving on campus, and upon your return home
- after blowing your nose, coughing or sneezing
- before eating or handling food
- after touching surfaces, such as doorknobs, drawer handles and printers
- after using the toilet facilities

## Social distancing (physical distancing) measures

While at the Brussels Centre, you must maintain social distancing (in line with Government guidelines) wherever possible. Reducing social contact between healthy individuals outside of the home can help to delay the transmission of COVID-19 and reduce the size of an outbreak.

## Face Coverings

Face coverings help us protect each other (not necessarily the wearer) and reduce the spread of the disease when we are in an enclosed space where social distancing is not possible and where we meet other people.

### **What this means for people who are deaf or have hearing loss**

Many people with hearing loss rely on lip reading to communicate and face coverings make this impossible. Action on Hearing Loss have also developed [communication tips](#) to help the public communicate more effectively with someone with hearing loss.

If you have symptoms of COVID-19 (cough, and/or high temperature, and/or loss of, or change in, your normal sense of smell or taste - anosmia), you and your household must isolate at home: **wearing a face covering does not change this.**

## Vulnerable Groups

There is clear evidence that COVID-19 does not affect all population groups equally. Many analyses have shown that older age, ethnicity, male sex and geographical area, for example, are associated with the risk of getting the infection, experiencing more severe symptoms and higher rates of death.

Three risk groups have been identified as having more severe outcomes from a COVID-19 infection than the general population.

- Clinically extremely vulnerable, i.e. are in receipt of a shielding letter or who have been told that they are in this group by their doctor. This is the highest risk category.
- Clinically vulnerable, i.e. with conditions such as heart disease, poorly controlled asthma, and diabetes, those over 70, and people living with clinically extremely vulnerable people
- BAME Communities, namely Black and South Asian (Pakistani, Indian and Bangladeshi) people, where there is good evidence that they are at elevated risk of a more severe outcome from a COVID-19 infection

At BSIS and the university, we will consider the equality impact of our decisions on members of our staff and student communities, and listen to the concerns and advice of those with lived experience. We have been considering the potential impact of COVID-19 upon different demographics, from a student and staff perspective, and agreed actions we can take to help mitigate the impact of key decisions upon specific and vulnerable members of our community.

It is essential that your concerns be heard as we move through these difficult times. By discussing your vulnerabilities, we may be able to help relieve any anxiety by ensuring you are clear about the precautions the University is taking, the control measures in place and the new protocols we all have to follow to allow for a safe return to campus:

- **Students:** Speak to your Academic Advisor or a member of the Professional Service Team (PST) staff to discuss any concerns and agree any adjustments, or additional support available to reduce the impact of COVID-19 as you return for the 20/21 academic year.
- **Staff:** Prior to your return to work on Campus, you must have a 'Risk Assessment and Concern Conversation' with your line manager to discuss any concerns and agree any appropriate adjustments. You are also required to go through the [Coronavirus Return to Campus Induction](#) module online before you commence work on Campus.

It is essential that everyone respects and understands that the COVID-19 pandemic affects individuals to varying degrees. People may be in a vulnerable group themselves, live with someone who is at a higher risk, or developed mental health issues as a result of a long period of lockdown. As such, many people may have increased anxieties about being on campus.

Respecting the individual viewpoint of those within our community is essential to a successful return to campus for all – the best way you can do this is to follow the behaviours and expectations outlined in this Code of Conduct.

## Mental Health (Stress/Anxiety)

The risks to people’s health from this pandemic are psychological as well as physical. This may include anxiety about the ongoing health crisis and fear of infection, as well social isolation due to the lockdown. Social isolation, reduction in physical activity, unpredictability and changes in routine can all contribute to increasing stress.

It is important that you protect your health and wellbeing and that of those around you.

**Every Mind Matters** recommend 10 ways to improve your mental health and wellbeing if you are worried or anxious about the coronavirus outbreak:

1. Stay connected with people
2. Talk about your worries
3. Support and help others
4. Feel prepared
5. Look after your body
6. Stick to the facts
7. Stay on top of difficult feelings
8. Do things you enjoy
9. Focus on the present
10. Look after your sleep



Specific guidance and support is available for students and staff, and you are encouraged to access it if you are feeling vulnerable:

Students	Staff
<a href="#"><u>Wellbeing – Information for Students</u></a>	<a href="#"><u>COVID-19 Mental Health Risk Assessment</u></a>
<a href="#"><u>Student Guide – Mental Health</u></a>	<a href="#"><u>Staff Guide – Health and Wellbeing</u></a>
<a href="#"><u>Togetherall</u></a>	<a href="#"><u>Employee Assistance Programme (EAP)</u></a>
<a href="#"><u>Student Support and Wellbeing Team</u></a>	<a href="#"><u>Occupational Health Team</u></a>
<a href="#"><u>Kent Union Advice Centre</u></a>	<a href="#"><u>COPE Framework</u></a>

“The coronavirus (COVID-19) outbreak means life has changed for us all. It may cause you to feel anxious, stressed, worried, sad, bored, lonely or frustrated.

It's important to remember it is OK to feel this way and that everyone reacts differently – for most of us, these difficult feelings will pass.” (Every Mind Matters)

## Addendum 1: Additional Information for Students

### What we expect from you

- Adhere to the expectations and behaviours outlined in this COVID-19 Code of Conduct
- Try, always, to respect and abide by social distancing regulations whilst on or off campus.
- We expect you to follow the standard Student Code of Conduct when you are on or off campus as well as this COVID-19 update.

### What you can expect from us

- A University environment that has been adapted for social distancing and other COVID19 Government guidance.
- Safeguarding and welfare support available at all times.
- Constant monitoring of our health & safety measures.
- Lecturer and Tutor support when you are at University.
- Support to work from home if your situation changes.

Individuals need to be aware that, even if they do not feel at risk of infection from COVID-19 there are many members of our community for whom the possible risk of infection is both high, and represents a serious threat to their personal safety, and that of their friends and family members.

**We request that all students and staff follow the advice and guidance outlined in this COVID19 Code of Conduct for their own safety, and the safety of their community on and off campus.**

### Important note on social gatherings and Respect at Kent:

1) Large social gatherings (in line with Belgian and UK Government guidance) in indoor and outdoor spaces that do not adhere to social distancing regulations are not permitted.

2) Students are expected to abide by the [Respect at Kent policy](#) and the Non-academic discipline regulations.