

## **Bishop Grosseteste Students' Union**

### **Coronavirus Strategy & Action Plan**

Authors: Abigail Rogers (Chief Executive)  
Jordan Fane (Vice President: Education)  
Kieran Wiseman (MARCOMM Coordinator)

Purpose: To update our trustees and students on the standpoint and action plan of BGSU amid the Coronavirus Outbreak.

#### **1. Planning and Accountability**

The Students' Union's Staff Team are taking shared responsibility for BGSU's response to the Coronavirus Outbreak and meeting daily to ensure we are up to date with Government, NGO and University developments, with each staff member taking responsibility to ensure their department runs smoothly and safely. The safety of our students is paramount, and we are taking steps to ensure the running of the Students' Union and its commercial and advocacy services are minimally affected.

#### **2. Business as Usual**

We will be following guidance from Public Health England and our partners (BUCS, Red Med et cetera) as well as the University Business Continuity Group to ensure we have a coordinated approach across campus.

The overall aim of our action plan is to ensure business as usual and ensure that our students do not have their health or academic wellbeing affected by the COVID-19 Outbreak. We will make reasonable adjustments where needed to ensure the safety of our students, which may include last minute cancellations of events. Where possible we will attempt to reschedule them, although reserve our right to not issue refunds where applicable.

#### **3. Social Distancing**

It is likely that some form of social distancing policy may come into force in the UK over the next two weeks. In terms of our activities, this may mean:

- i. Limitations on capacity at our events
- ii. Restrictions on how our venues are managed – this may mean implementing separation distances between tables, closing to deep clean or staff service only.

#### **4. Commercial Operations**

The stance from our commercial partner is business as usual and we will continue to monitor the situation at our events. Our team will implement more regular hygiene checks, which include wiping down machines and door handles more often and wearing hygiene equipment in low-risk situations.

We are advising that our team take card only payments due to the transferal risk physical money has to our staff. Please come prepared with a contactless or CHIP+PIN enabled card, as you may be denied service if we choose to enact a card only policy.

We may also experience low levels of stock over the next few weeks due to the possibility of the university closing. This is to minimise the risk to our commercial profitability, and stock will go up to its regular level when we believe there is less risk of high levels of stock wastage at our commercial sites.

## **5. Events**

We are working with our activities team to ensure that our events remain as low risk as possible. Broadly speaking, we will be:

- i. Using individually wrapped food and drink items at our events,
- ii. Splitting pitchers into glasses to minimise direct person-to-person contact,
- iii. Digital only Karaoke requests.

## **6. Sports and BUCS**

Sports teams may continue to train as usual unless there is any suspected case of students who are suspected of having Coronavirus. Anyone who has been in indirect or direct contact must inform the Students' Union and not attend any training or official matches.

With no official statement from BUCS, matches are currently scheduled to go ahead but may be cancelled at any point if BUCS, RFU or the match organisers deem it unsafe to any students or match visitors.

## **7. Student Council & Byelection**

Depending on how the situation develops, we may hold an emergency student council either digitally or via proxy to allow motions to go ahead. This will be in the form of a livestream on the main BGSU page or via the Student Council Emailing Group. If you are not part of this and wish to see the motions being submitted, please contact us.

With the Sports & Socs Byelection coming up, we do not anticipate there to be any issues with this. Students may still submit nominations and manifestos online and can post speeches and videos in their relevant group chats or pages. If there is any issues with this, please contact the Students Union in good time if you are unable to submit these for any reason.

## **8. Campus Closure**

In the event of a campus closure, there will still be a significant number of students living in university halls or in Lincoln who are unable to return home or will choose to continue living in their private accommodation. In any case, we are looking at digitalising our services to ensure that should students have any issues during a closure of the campus they can still contact the Students Union and putting individuals in place to help with the following:

- i. Abigail Rogers – Human Resources, Elections Issues, Finances. Contactable via email or phone, [abigail.rogers@bishopg.ac.uk](mailto:abigail.rogers@bishopg.ac.uk) 01522 583615.
- ii. Jordan Fane – Academic Issues and Advice or any issues dealt with by the President Role. Contactable via email or phone, [abigail.rogers@bishopg.ac.uk](mailto:abigail.rogers@bishopg.ac.uk) 01522 585602.
- iii. Kieran Wiseman – Marketing Requests and Communications, Activities and Events. [kieran.wiseman@bishopg.ac.uk](mailto:kieran.wiseman@bishopg.ac.uk), 01522 563836.
- iv. Jenny Ferrett – Sports and BUCS, General Enquiries. [Jennifer.ferrett@bishopg.ac.uk](mailto:Jennifer.ferrett@bishopg.ac.uk), 01522 585601.
- v. Any general issues – [su@bishopg.ac.uk](mailto:su@bishopg.ac.uk).

## **9. Financial Impact**

We are taking steps to model and minimise the financial impact any closures or changes will have on the Students' Union. As mentioned previously, stock levels may drop to protect our commercial profitability and we may close Union Bar at short notice if required to by the University or new government legislation.

In the event of any financial instability the Students Unions have twelve weeks of cash reserves to ensure that we have enough time to stabilise our assets and continue to operate as usual for our student body, although we do not anticipate this to happen during the COVID-19 outbreak.