

## **Covid-19 Secure College - Staff Protocol**

12<sup>th</sup> June 2020

We have developed this protocol so that you can take practical steps in the College which will help to minimise the risk from COVID-19 to you, your colleagues and any visitors. We have followed Government guidance and the College's COVID-19 risk assessment for safe working in an educational environment.

**In order to meet our legal obligations for Covid-secure work spaces, we must all follow the protocol when attending the College in order to make sure that everyone can work in a clean, safe, secure environment.**

**If you intentionally, or repeatedly, breach any of the social distancing measures, or the social distancing and hygiene instructions, this will be considered an issue of serious misconduct.**

### **Access and security**

#### **Staff**

- You will only be allowed to work at the College if you have been granted permission by your line manager and you have completed the College Covid-19 employee pre-return questionnaire. You will be allowed onsite once H&S have received your form and sent you approval/undertaken your assessment if appropriate.
- When you arrive on-site you will be required to sign in at reception, using your own pen where possible, and ensuring that you utilise the hand gel that is available at the reception desk.
- If you have not been granted permission by your line manager, and have not completed the College Covid-19 employee pre-return questionnaire, you must continue to work from home and must not attend the College
- You must wear your staff identification badges and lanyards, clearly visible, at all times whilst you are in the College and sign in at main reception (respecting social distancing requirements).
- You are not required to wear face coverings whilst in the College, although you may choose to wear your own. The exception to this rule is where social distancing is not possible and additional PPE will be provided. For staff that

choose to wear face coverings they must ensure that they are taken home at the end of each day and disposed off (if necessary) at home.

- You must follow the clearly marked entry and exit points in all buildings.
- You must not tailgate anyone who may be entering the building in front of you, or hold the door for anyone to come in behind you.

## **Students**

- Students will only be allowed on-site in limited circumstances and after having approval from senior management. This will be by invitation only and appropriate risk assessments will need to be undertaken in advance of the students coming on -site, particularly where they will be working within their curriculum area.
- Whilst on-site, it will be the responsibility of the organising lecturer/tutor to ensure that they are aware of their whereabouts at all times.
- Where students are allowed on-site, the curriculum individual responsible for bringing them on-site will need to ensure that student understand their obligations whilst on-site (ie. socially distancing, hand sanitising) and their visit on-site must be kept to the minimum time necessary.  
If a student becomes unruly and fails to respond to their obligations under the College's Student COVID protocol and do not respond to professional classroom management of the Tutor, they will be escorted from the College site by the College security. The College will then review the appropriateness of the student to physically return to College site, opting for measures which may require the student to engage in studies remotely.

**It is important that everyone abides by the College's preventative requirements on COVID**

## **Visitors**

- You should continue to discourage any visits from members of the public, partners, customers and colleagues; only arrange face-to-face visits to the College if no other option is possible and in consultation with your line manager.

- Visits must be by pre-arranged appointment only and you should induct visitors to local procedures on the day of the visit.
- Visitors must be allowed into the College only if you have been assured that they are not symptomatic, they have not been instructed to self-isolate by NHS Test and Trace and have not been in close contact with someone who is symptomatic, or Covid-positive, and have not been advised by a doctor or NHS Test & Trace to self-isolate in the last 14 days.
- You are responsible for your visitors; you must greet them (maintaining social distancing) and make sure they are accompanied by a member of staff at all times until they have left the building.
- Visitor identification badges must be visible and worn at all times while on the premises and all staff/partners must enter/exit the building using the designated entrances whilst maintaining social distancing.

### **Social distancing and Hygiene**

- You must follow the national social distancing measures of 2 metre
- You must wash your hands regularly with soap and water for at least 20 seconds
- Even when outside College premises, you must follow Government guidance related to social distancing and hygiene.
- You must follow any local social distancing instructions displayed throughout the College: including those about entering and leaving the building, using the desk, using communal areas, including kitchens and toilets.
- You are encouraged to stagger break times and use safe outdoor areas for breaks where possible and where social distancing can be maintained.
- You must follow any specific social distancing instructions given to you by your manager.
- Most meetings must be conducted on line. Face-to-face meetings must only happen if they are absolutely necessary; all participants should maintain a 2 metre distance throughout.
- If you witness a breach of social distancing measures, you should challenge it, if you feel that it is safe to do so. If you feel it is not safe, discuss your concerns

with your line manager. Managers are expected to follow up on concerns raised by staff or breaches in social distancing measures

- If managers or staff need further support or PPE they can contact [Rob.Green@newdur.ac.uk](mailto:Rob.Green@newdur.ac.uk), who will provide practical support and assess all requests for PPE in line with prevailing H&S and Government guidance.

### **General Advice**

- If possible, use alternate parking spaces when arriving at the College by car. Wait at a safe distance to use a cycle rack if someone is already there.
- At busy times, you may need to queue to enter or leave the College. You must comply with the distancing markings on the ground/floor at the entrances.
- Please use the hygiene materials, including hand gel, which have been provided throughout the building, at entrances and exits.
- You may find that your usual workspace is no longer available; if you have any concerns discuss with your line manager. We will look to prioritise those staff that do need to be stationed in their workrooms and are unable to undertake their work from home. Where this is not possible due to social distancing then there may be a need for some staff to be moved to an alternative work space but this will be made aware to you in advance and you will be given the opportunity to discuss any concerns with your line manager.
- When you enter a room, stop just inside the door and check if it is safe to proceed. If it is not, then either ask other people to move aside or leave the room.
- You must minimise your movement around the College; if you need to contact someone in another part of the College, you must use electronic communications (e.g. Zoom, Microsoft Teams, email, or a telephone, wherever possible). If you are assisting a colleague in the College, you should follow the 2 metre rule
- If you have to walk around the College keep to your left-hand side and, when passing someone, try to keep two metres apart at all times.
- In narrow areas, including staircases, you must wait for other people to pass safely before entering the areas.

- All communal areas, including floors, tops of cupboards and walkways must be kept clear of storage and personal items.
- You must store all of your personal belongings (e.g. bags) directly next to your desk to prevent tripping hazards and to minimise the risk of cross contamination.
- Do not use shared coat racks or coat / hat stands for any purpose and avoid sharing stationery including pens and other objects.
- When using photocopier/scanners, please use the hand sanitizers supplied before and after use
- Maintenance and cleaning staff will be present and working in the College during College opening hours in order to help to provide a safe environment. Please follow any requests from them that will help them to carry out their duties which may include temporarily vacating an area or desk.
- If you need regular access to documents, that are not in the room in which you are working, you should raise this with your manager to see if alternative arrangements can be made.
- The use of portable desk fans by individuals or groups of staff is **not allowed**. If you have any concerns about ventilation, particularly excessive temperature, you should report these to Richard.Newton@newdur.ac.uk. Where desk fans are available within workrooms can they please be stored away to ensure that there is no temptation to utilise the fans. If storage facilities are not available within the workroom then please contact Estates who will look to temporarily store these items until they can be returned.
- The hand dryers in the toilets will be disabled. Staff/Students will be required to use paper towels, please dispose of these towels in the bins supplied, if you see a paper towel on the floor please do not pick it up but leave it to staff with PPE to pick up and dispose of the paper towel.
- The College has removed from use the central cubical in all toilets (these are found in blocks of three) – for male urinal this is not possible, but we ask users of the male toilets to wait and practice social distancing when using the urinals.

### **Food and drink**

- You may drink, and eat cold food only, at your desk and should recycle your food waste and packaging in the bins provided.

Should facilities be available on-site for the purchase of hot food then you will need to abide by the social distancing rules as displayed within those outlets.

- You should observe social distancing and good hygiene practices including regular and thorough hand-washing.
- Please leave kitchens and all kitchen equipment clean and tidy and in the state that you would wish to find them.
- Please recycle your food waste and packaging in the bins provided.

### **If you start to display symptoms of COVID-19 whilst in the College or when you return home**

Any staff member who is displaying possible coronavirus symptoms, or has someone within their household displaying symptoms, must follow Government guidance on self-isolation and must not attend the College workplace – **even if prior permission had been approved.**

If you become symptomatic in the College, you should inform your line manager and go home, taking the most direct route out of the College, to self-isolate. If you can't go home immediately you must go to the College First Aid Room , T0.06 and self-isolate till you can leave the College site and will exit the building via the CPU entrance/exit.

Your line manager should notify [Rob.Green@newdur.ac.uk](mailto:Rob.Green@newdur.ac.uk) and/or [human.resources@newdur.ac.uk](mailto:human.resources@newdur.ac.uk). It is a requirement of employment that in such instances all staff fully cooperate with the Government Track and Trace service.

The area of work will be isolated

On confirmation of a positive result, your line manager should notify Security to allow a First Aid form to be completed. The work area will then be closed for 72 hours and deep cleaned after this