

Covid-19 Secure College - Visitor Protocol

18 September 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, our colleagues and any other visitors. We have followed Government guidance and the College's COVID-19 risk assessment to remain safe 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 and visit 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 a breach of the guidelines and will be reported to the relevant authorities.

Access and security

Visitors

- If you are showing any symptoms of COVID-19 please do not come into the College and follow the Government guidelines for testing.
- All visitors **MUST** wear a face covering within the communal areas of the College unless you are exempt under the Government guidelines.
- You must report to one of the Reception areas (within the Main Building or Neville Building) and sign in using our touch screen system. The only exception are Gym members who must sign in at the Gym Reception.
- Hand sanitiser must be used before and after signing in.
- If you need to wait at the reception area to be collected please follow the seating arrangements and do not move the signage. If allocated seats are taken please find a safe space to wait where you remain 2 metres away from others.
- You should not turn up to the campus without having a pre-arranged appointment.
- You must sign out at reception before leaving and 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.

Social distancing and Hygiene

- You must follow the national social distancing measures of 2 metres.
- 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.

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.
- 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.
- The hand dryers in the toilets will be disabled. Staff/Students/Visitors 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.

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

Any visitor 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.

If you become symptomatic in the College, you should inform the staff member who you are visiting, if safe to do so and go home, taking the most direct route out of the College, to self-isolate.