

COVID-19 Visitor & Contractor Information

The College has a comprehensive risk assessment in place, following this, we have made significant adaptations and implemented additional controls to ensure we can provide a safe and healthy environment and be COVID-secure

The following controls have been implemented to reduce the risk of transmission

- Site will clearly mark and display COVID secure guidelines and 2 metre distance floor markings
- Indicate and operate circulation routes and one-way systems where possible.
- Control the amount of people on site at any one time
- Enhanced cleaning regime with a focus on high frequency touch points i.e. door handles
- Removing social gathering areas
- Ensuring only appropriate mechanical ventilation systems are used as well as natural ventilation
- Reception/public facing desks will be screened for the protection of staff and yourself
- Timetables have been staggered to facilitate social distancing measures and avoid creating busy corridors, entrances and exits during break and lunch periods
- Only visitors essential to the College operations are permitted with prior approval
- Contractors will only attend site with prior permission and with approval of paperwork i.e. risk assessment and method statements (RAMS) in relation to COVID-19

Attending and Commuting to College site

- Please do not attend College if you can answer yes to any of the following;
 - Have or had a high temperature within the last 10 days
 - Have a new and continuous cough or you have had this in the last 10 days
 - Have any loss of smell or taste or you have had this in the last 10 days
 - Live with anyone in your household that has had the above symptoms in the last 14 days or you have been in close contact with anybody who has tested positive for COVID-19 in the last 14 days and have been contacted by the NHS test and trace
- Please inform your contact/host if you are unable to attend
- Attempt to arrive at site at your designated appointment time
- A face covering must be worn when you arrive on-site and when walking around the building, this may be removed when entering office/classroom spaces
- Bring a pen with you if you need to fill in any forms
- Please be prepared to provide contact details such as Name, address and telephone numbers to assist with NHS test and trace – this will only be needed where it is necessary and any data collected will comply with general data protection regulations
- Passenger lifts should only be used by those who cannot use the stair, or those transporting large items
- Depending on the area you are visiting within the college and the context of your visit, additional measures and/or restrictions may be required. However, this will be discussed with you prior to your arrival.

First aid

- The College will continue to provide first aid. Guidelines have been issued to all first aiders in the event of potential events. First aiders will assist with first aid from at least 2 metre distance where possible. Where this is not possible, the first aider will put on the appropriate personal protective equipment; gloves, apron and face shield when required.
- Accident and First aid reporting is still required and the appropriate forms must be completed fully and returned to Estates office.

Showing symptoms of COVID-19

- Please do not attempt to enter College site. Stay at home and self-isolate for at least 10 days if you show any signs of the virus or if you test positive for the virus.
- Should you start to develop symptoms whilst you are on-site, leave site immediately and inform your contact/host that you have developed symptoms related to COVID-19
- The College engages with the NHS test and trace process to manage and contain any outbreaks within the College and the community and will follow local health protection team advice should there be an outbreak.

Fire Safety

- There is no requirement to follow circulation routes/one-way systems when hearing the fire alarm
- You do not need to maintain 2 metre distance when you are evacuating the building in the event of a fire alarm, however you should respect other personal space
- You should aim to keep your 2-metre distance when at the assembly point and when you return back to the building
- Fire wardens and Estates staff will continue to sweep and clear the building
- Return to the building from the assembly point will be controlled.
- If you think you may need assistance in the event of a fire alarm activation, please discuss this with your contact. The college will create a personal emergency evacuation plan to ensure you can leave the building safely.

Cleaning and Hygiene

- The College will follow the COVID-19: Cleaning of non-healthcare settings guidance
- The College will ensure adequate supply and distribution of hand sanitiser across the site
- Promotion of good hand hygiene to all visitors and contractors – you will be informed of the location hand sanitiser stations and hand washing facilities that are available
- Promotion of good respiratory hygiene is important. catch it, bin it, kill it posters are displayed

Please contact your College representative should you have any further queries.