

COVID-19 protocols Version 3.0 - March 2021 (all changes highlighted in yellow)

DEALING WITH VISITORS, CONTRACTORS & DELIVERY PERSONNEL

General

- Any person with any COVID-19 symptoms including dry cough; fever; shortness of breath; loss of smell or taste **must not enter the college** and must speak remotely with the relevant College contact
- Any person cohabiting with a person who is suspected of having COVID-19 must not attend the College unless a 14-day self-isolation period has passed
- **Face coverings must be worn in College at all times except if you have an exemption on health grounds.**
- On access to College site, an induction will be provided via one of the Enrolment PC screens to explain the risk control measures
- The need to move around the site must be kept to a minimum

Visitors

- Seating arrangements will be reconfigured so that at least 2 metres is left between the seats and face to face seating avoided
- Drop-in visitors should only visit Student Services or Reception and in normal circumstances will be asked to leave asap following the one-way system

Contractors

- Contractors will be sent induction guidance via email prior to attending site
- Where it is not possible to ensure social distancing of 2 metres, appropriate PPE should be provided by the contractor, e.g. 2 persons required to carry out a manual job
- The sharing of equipment (computers, office equipment, tools, etc.) is to be avoided unless absolutely necessary and where appropriate disinfection methods are used by the user before use
- Individual tools and equipment that are easy to clean must be used in place of shared items

Delivery personnel (external deliveries)

- Delivery personnel will normally deliver goods to the Exhibition Building
- If direct deliveries to other sites occur, Caretakers should be called to deal with these deliveries

- Delivery drivers should drop off documents and items, ensuring social distancing at all times

Internal deliveries

- Will be carried out by Caretakers and the Post Operative only (see separate risk assessment)

Food deliveries

- Food deliveries will normally be delivered to the Catering unit at the rear of Exhibition Building and safely handled by the Catering team