

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

LRC AND STUDY CENTRE

- LRC/SC Staff and any staff using or passing through these spaces should maintain social distancing at all times.
- The LRC forms part of the one-way system.
- Face coverings must be worn in College at all times except if you have an exemption on health grounds.
- Soft furnishings (sofas and stools) will be moved or marked so they cannot be used.
- The door to each area will be secured open to avoid unnecessary contact.
- Students should not share equipment and materials wherever possible. Where shared use cannot be avoided, the equipment or material must be disinfected with a wipe by the user before use.
- Any equipment lent for lessons or for staff or students to take home (including laptops, tablets, video cameras, webcams) must be thoroughly cleaned both before and after lending, to minimise the risk to staff/students and LRC staff.
- Items returned to the LRC will be quarantined for a minimum of 72 hours before being returned from a user's account and made available to others.
- Both spaces should be ventilated as much as possible.
- Users will not be able to browse the LRC shelves; instead, a 'Click and Collect' service will operate, whereby users can reserve items online and book an appointment to collect from the LRC. The use of online resources will be encouraged wherever possible.
- The LRC Returns post has been moved to the foyer of Exhibition Building to minimise movement around college. Users will need to book an appointment to return breakable items to the LRC, such as laptops and cameras.
- Stationery, books and print top-ups will not be sold by the LRC, to minimise the risk from cash handling and using the till for LRC staff. Revision guides can be bought online directly by students.