

COVID-19 Protocols Version 2.0 March 2021 (all changes highlighted in yellow)

OFFICES

- Face coverings must be worn in College at all times except if you have an exemption on health grounds.
- All extraneous objects which will impede daily cleaning will be removed from the desk and surrounding area - ensure a clear area at the end of the day.
- Offices will be ventilated regularly by opening the windows and / or using mechanical extract.
- In shared offices, staff will not sit or stand face to face where possible and must maintain 2 metre social distancing requirements.
- Hot Desking will be avoided unless wholly impractical. Where this is not feasible, the entire workstation must be cleaned and disinfected with wipes before use by the user. Pens and equipment must be kept solely for personal use.
- Staff will remain at the same workstation during the day, wherever possible.
- Staff will be provided with cleaning and disinfection wipes for personal use at the workstation, ensuring cleanliness of keyboard, mouse and telephone.
- A cleaning station will be placed adjacent to all printers with printed instructions provided for use by the user.