

Visitors to College - Covid 19 Protocols

This document should be viewed alongside the main College Covid 19 Risk Assessment - RAFA0053, all relevant current government guidance and the College Visitor Flowchart

College Responsibility

- Any meetings should be kept to those that are absolutely essential, use alternative means where and whenever possible
- Any meetings that are required to take place in person should be booked in advance and all relevant parties notified, follow normal booking procedures, follow visitor flowchart
- Meetings should **NOT** take place if any attendees become symptomatic of Covid 19, are tested positive for Covid 19 or are self-isolating if they are a close contact of a positive case. Checks should be made prior to the start of the meeting, organiser to facilitate and record
- Planning for meetings must incorporate providing a suitable space that can accommodate a minimum of 2-meter social distancing for all attendees, sanitising of any possible shared items and good ventilation
- Normal signing in procedures should be adhered to at all times, such as Photographic ID, DBS and PL checks
- All visitor lanyards once used will be sanitised and then quarantined for 72 hours before being used again
- The meeting space will have Hand Gel/Sanitiser, Tissues, Cleaning Wet Wipes and a lidded bin provided
- The member of staff hosting the meeting will be responsible for cleaning any hard surfaces prior to, and post meeting
- The College shall supply suitable rest room facilities which are part of an enhanced cleaning/sanitising schedule, please follow the NHS Guidelines on Handwashing
- Organiser of meeting to ensure that any visitors adhere to the College one-way system when moving around the College

Visitor Responsibility

- To supply the College a copy of their own Risk Assessment prior to their visit, electronic copy to be sent to the organiser of the meeting
- To comply with the NHS guidelines <https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/get-a-test-to-check-if-you-have-coronavirus/> and not attend site if you or any member of your household are suffering from symptoms of Covid 19, or you have been in contact with another school with a positive Covid 19 result
- To use the Hand Gel/Sanitiser prior to using the intercom or signing in upon arrival at College
- To liaise with the receptionist via the intercom upon arrival
- To sign in using the iPad located in the main reception lobby area
- To comply with all visitor requirements with regards to providing photographic ID, DBS checks and PL if applicable
- To comply with the NHS Test, Track and Trace requirements such as providing details of the visit and personal information ie contact telephone numbers
- To comply with the College guidelines of wearing appropriate PPE such as a face mask/covering in communal areas or if a 2m social distance cannot be adhered to, please ensure you follow the current government guidelines by wearing a mask:

<https://www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-non-aerosol-generating-procedures>

- The visitor shall be expected to supply their own PPE and will be responsible for this whilst on site, face masks must:
 - cover both nose and mouth
 - not be allowed to dangle around the neck
 - not be touched once put on, except when carefully removed before disposal
 - be changed when they become moist or damaged
 - be worn once and then discarded - hands must be cleaned after disposal
 - used PPE and any disposable face coverings should be placed in a refuse bag after use and can be disposed of as normal domestic waste unless the wearer has symptoms of COVID-19
- To bring their own equipment to meetings such as pens, paper etc
- To follow the updated guidelines with regards to fire/emergency evacuation
- Use Hand Gel/Sanitiser before signing out and leaving