



Newbury College

Visitors Guidelines (COVID-19)

INTRODUCTION

Newbury College and University Centre values collaborative activity and sharing practice but recognises its duty to safeguard visitors, students and employees of the College. We meet COVID Secure requirements.

If possible, carry out the visit activity remotely/online. The College routinely uses Microsoft Teams but can meet via other platforms if arranged externally.

If there is no alternative but to meet on site, to keep you as safe as possible from COVID-19 infection we require the following to be observed.

Make Space

Areas around the college have been engineered to discourage gatherings of large groups of people. We ask you to adhere to the 2m+ distancing guidelines, whilst at the College. Ensure the room you meet and work in has windows open for ventilation.

Eating areas/refectory

We have a Café on site, please follow the arrows, use the hand sanitiser when entering the area and wear a face covering.

Hygiene

Pathogens can survive for long periods on surfaces and can easily be picked up and transferred into our bodies. Hygiene is therefore critical in ensuring we stay alert and healthy. Remember, Catch it, Bin it, Kill it.

Wash Hands

Hand washing is the single most important means of controlling the spread of infection. Hands should be kept clean by using soap and water. If that is unavailable, an alcohol hand gel is to be used. If hands are visibly dirty the choice for hand hygiene must be **handwashing**.

Cover Face & PPE

You are asked to wear a face covering whilst inside the College, if you are unable to wear one for health reasons, please notify your contact at the College. If PPE is required for your visit, you will be notified by your contact.

Monitoring

Ensure that reception and the person you are visiting has your correct contact details in case there is a later need for track and trace. We encourage you to use the NHSCOVID-19 App

Please do not visit the College if you display any signs of illness as well as those that may not have obvious symptoms showing.

Self-diagnosing

Every person wishing to enter college is to ensure they do not have the following symptoms:

- **High temperature:** this means feeling hot to touch on your chest or back (a thermometer is not required). You may feel warm, cold or shivery.
- **New, continuous cough:** this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)
- **Loss or change to sense of smell or taste:** this means you have noticed you cannot smell or taste anything, or things smell or taste different to normal

Someone entering with COVID symptoms

If anyone enters the college display symptoms as described above, they will be asked to leave and go home and seek medical advice.

Summary

During these unprecedented times we welcome you, please follow these rules to help protect yourselves and the College.