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COVID 19– Working on College and University Campus, Infection Control Guidance

Help control the virus to protect yourself and others when you leave home you must:

1. [Wash hands – keep washing your hands regularly](#)
2. Cover your face -wear a face covering over your nose and mouth in enclosed spaces
3. Make space -stay at least 1 metre away from people
4. If you feel unwell go home and [get a test](#)

When working on site at Colleges and Universities we ask that you:

- Read and familiarise yourself with individual College and University Guidelines before returning to work
- Ask any questions or raise any concerns with your line manager before you start work
- Make your line manager aware of any concerns as they come up
- Adhere to college and university health and safety measures
- Walk or cycle to work where possible, we discourage car sharing
- Only bring in essential items
- Signatures to be requested via email via timesheeting app
- Follow one-way systems in place and stay in designated zones
- Keep at least 1 speaking metre away from others
- Avoid face to face contact when talking to people (back to back or side to side)
- Wash your hands as regularly as possible and between session
- Ensure you always have a face covering, hand sanitiser and tissues
- Dispose of tissues in a bin or toilet once you have caught a sneeze and wash your hands
- Only use your own equipment
- Avoid touch points and hand sanitise if touch points cannot be avoided
- Take breaks outside or in your car where possible
- Assess risk dynamically and report any concerns to your line manager immediately
- If you have symptoms go home and contact your line manager (if out of hours call the out of hours phone 07979502923.)
- Ensure any waste is disposed of in the bin if a bin is unavailable take it with you.
- Wash your clothes after work.

NHS

If you have coronavirus symptoms:

- a high temperature
- a new, continuous cough
- a loss of, or change to, your sense of smell or taste

[Get a test now - do not leave home for at least 10 days after your test](#)

This guidance and all relevant guidance is available on your PeopleHR app ensure this is downloaded onto your phone so you can refer to this whilst working.