

GUIDANCE FOR STAFF (September 2020)

Introduction

We appreciate that you may have some concerns about returning to College, and this information pack will let you know what you can expect when you return. There are a number of measures that have been put in place to make this return to work as safe as possible for our staff and students, so please read the information in this booklet carefully. A similar information booklet has been made available to all students who are returning to / starting college.

The College's principal strategy for managing and mitigating the risks of COVID19 infection is to maintain social distancing principles. Where these are not possible, for example, when students are in class they will not be required or able to maintain distance from each other, other additional mitigations are in place to limit contacts and therefore the potential for infection.

It is the responsibility of all Staff, Students and Visitors to ensure the procedures set out below are followed and the responsibility of the Senior Leadership Team, Health and Safety Officer and Site Co-ordinators to ensure the procedures set out are able to be followed through training, communication, and replenishment of materials

If you have any questions about any of the information in this pack or about attending College, please contact Human Resources humanresources@shrewsbury.ac.uk.

Please wash or sanitise your hands when you arrive. There is no requirement to wear face coverings when in staff areas and classrooms as you will be maintaining social distance in these areas (though wearing a face covering remains optional). However, when moving around campus (outside classrooms and staff office areas) you must wear your face visor or alternatively may use a face covering instead if you prefer. Please wear clean clothes each day. Due to the need for ventilation in all rooms, you might want to bring a warm top.

What the College is doing to protect you

Prior to the start of the new term, a deep clean will have been completed of each campus. This involves the College's usual cleaning regime plus an enhanced cleaning regime consisting of;

- Disinfecting of all major touch-points (door handles, door plates, handrails, toilets, etc.)
- Application of a 30-day Microbe Shield Surface Sanitiser to all desks, worktops, workstations, keyboards, door handles, door plates, handrails etc. This specialist product provides a long lasting anti-viral barrier designed to kill bacteria and viruses. This shall be re-applied every 21-28 days.
- Spraying of all rooms, corridors, social spaces, toilets etc. using specialist fogging equipment.

Routine and enhanced cleansing of all major touch-points will continue throughout the day during term time; hand sanitiser is widely available along with spray disinfectant and paper towels to complete spot cleaning as required.

A face shield has been provided for all members of staff. It is a matter of preference if you choose to wear the face shield as the range of measures we have put in place will normally protect you. Where your activities mean that it may not be possible to always maintain social distancing you should wear the face shield or a face covering (or both if you prefer)

The college has carried out Coronavirus specific risk assessments of each campus including individual departmental Coronavirus risk assessment. These risk assessments have had input from an independent consultant and have been shared with the recognised trades unions. Once finalised these be published on Info-Point and will continue to be updated as needed. The risk assessment process has led us to introduce a number of additional mitigations to keep you safe.

As a consequence, upon your return you will observe:

- 70 wall mounted hand sanitiser stations have been installed across all campuses.
- Bins at entrances to buildings for disposal of masks/face coverings used during travel to college.
- "One Way" or "Keep Left" systems implemented to aid the flow of traffic and reduce crowding
- Each classroom has a 2m demarcated zone to aid staff and students to maintain your social distance, so you can work safely.
- Relocation of Student Card Register pads to enable students to register attendance without entering the 2m demarcation zone.
- Installation of fire door retainers, where permitted by fire regulations, allowing for the automatic holding open of fire doors to reduce the need for you to touch and open the door (but which will close automatically in the event of a fire).
- Installation of Perspex/transparent barriers in specific locations to reduce the risk of infection where staff routinely interact with high numbers of students or colleagues; e.g. at Receptions, Student services desks etc. (and between IT equipment where it is not possible to avoid a seating arrangement where students would be facing each other)
- Removal of as much soft furnishings as possible to create extra space and remove the risk of infection from furnishings
- Creation of COVID Sani-Stations across each campus, stocked with spray disinfectant and paper towels to be used on a self-service basis if or when needed.
- Wipes and/or appropriate cleaning materials provided in rooms where sharing of equipment or normal curriculum specific activities make this necessary – for example in IT suites and practical subject areas.

What the College needs you to do to keep yourself and others safe

The following required actions should be observed by all Staff, Students and Visitors in order to protect themselves and others from Coronavirus:

- **Minimise contact between individuals and maintain social distance.**
 - All adults must endeavour to remain 2m apart from each other
 - All adults and students must endeavour to remain 2m apart from each other
- **Use your Face visor when you think you are unable to maintain social distance;** wear this whenever you feel the need, for example, when undertaking duties around the College campus, checking lanyards, or during lesson-based activities. (Please refer to **How to put on, take off and clean your face shield** guidance on InfoPoint).
- **Follow and encourage others to adhere to one way and keep left conventions:** All Staff, Students and Visitors are expected to follow keep left or one-way systems and will be challenged if these systems are not adhered to.
- **Use enhanced personal hygiene measures**

All staff, students and visitors must clean their hands thoroughly, more often than usual, and must ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach. Hand sanitiser is widely available throughout the campuses and within classrooms where needed. The College is providing all staff (and students) with a small 100ml personal bottle of sanitiser to keep and use when you want. This is small enough to carry in a bag or pocket if desired. When empty the estates team are able to refill your bottle for you if you wish. These can be collected from reception.

Staff, Students and Visitors should practice good hygiene by:

- Regularly washing hands with soap and water for at least 20 seconds or using hand sanitiser provided if soap and water is not available.
- Coughing/sneezing into a tissue, or crook of arm, not into your hands (should sneezing into hands occur, you are requested to wash your hands with soap and water for at least 20 seconds. Disinfectant spray and paper towels shall be made available within each classroom to spot clean any areas that may have been contaminated)
- Avoiding touching eyes, nose and mouth with hands.
- Avoiding contact with anyone with respiratory illnesses of any kind
- Staff members should only make drinks for themselves to avoid any potential cross contamination.

COVID Sani-Stations shall be equipped with spray detergent and paper towels for you to access and use if or when you need to do so. Please return detergent spray equipment once used. You can of course still ask the Estates team to attend to perform additional cleaning activities in response to an incident/need (as normal).

As a college working with large numbers of students, we need to have sufficient members of staff on campus to provide general oversight and management of the campuses. This means that our default position is that staff should expect their role to be based at college. This is particularly important because we want to continue to support those members of staff who need to work from home because of their specific personal circumstances.

Therefore, working from home during term time will be by exception and will be agreed by your line manager and SLT.

Those at heightened risk or with underlying health conditions for you and your family

Current government guidance is that the small number of students or staff who will remain on the shielded patient list can attend college, as can those who have family members who are shielding. Some staff no longer required to shield but who generally remain under the care of a specialist health professional may need to discuss their care with their health professional before returning in September. You should have notified the HR team via the staff survey if you are at heightened risk from COVID, for example if you are from a BAME background or have any underlying health conditions or if a member of your family has any underlying health conditions, before the start of term. If you haven't, then please inform Human Resources so that the College is aware of your circumstances. The most important thing to remember is the frequent washing of your hands and maintaining social distancing.

Are you well enough to attend work?

On a daily basis, for the safety of yourself and others, you must ensure you feel well enough to attend work, if you are displaying any symptoms of Coronavirus you must not attend, book a test and inform the college of the results (see the [Coronavirus \(COVID-19\) Procedure for dealing with a suspected or positive case of COVID-19](#) on InfoPoint which includes guidance on how to get a test as well as who to contact).

The guidelines regarding anyone showing symptoms of Coronavirus remains the same, the full details can be found here on the NHS 111 page <https://www.nhs.uk/conditions/coronavirus-covid-19/check-if-you-have-coronavirus-symptoms/>

Main symptoms of coronavirus

The main symptoms of coronavirus are:

- **High temperature** – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)
- **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 your sense of smell or taste** – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal.

Staying at home if you have symptoms (self-isolation)

If you are displaying symptoms, call NHS 111 who will advise;

- To book a test (this will either be completed at home or you will be asked to attend a Coronavirus testing site)
- Stay at home and do not have visitors until you get your test result – only leave your home to have a test.
- Anyone you live with, and anyone in your support bubble, must also stay at home until you get your result.
- Anyone with symptoms should self-isolate for 10 days from when their symptoms started.
- If someone in your household has symptoms, you should self-isolate for 14 days from when the first person in your home started having symptoms, even if you do not have symptoms.

All employees must contact their immediate line manager to let them know if they have COVID symptoms. The Line Manager must log this in People Manager AND e-mail humanresources@shrewsbury.ac.uk to ensure that this is escalated appropriately.

What should I do if I become unwell with COVID symptoms during the day at work?

Should you display COVID symptoms during the day, please familiarise yourself with [Coronavirus \(COVID-19\) Procedure for dealing with a suspected or positive case of COVID-19](#)

In summary;

- You / someone must report this to Reception (LR 2341/EB 200 or O/WB 200 or O) who will contact a first aider who will assist you. You will then be isolated in a dedicated room until arrangements can be made to get you home safely. The First Aider will report the incident to the Health and Safety Officer and SLT in line with the reporting process set out in the procedure.
- Remember to refer to “Dealing with a suspected or confirmed case of COVID-19 infection on campus - Appendix A” for guidance on what to do next: you will need to
 - book a test (this will either be completed at home or you will be asked to attend a Coronavirus testing site)
 - self-isolate and do not have visitors until you get your test result – only leave your home to have a test
 - Anyone you live with, and anyone in your support bubble, must also stay at home until you get your result.
 - Anyone with symptoms should self-isolate for 10 days from when their symptoms started.
- If someone in your household has tested positive you should self-isolate for 14 days from when the first person in your home started having symptoms, even if you do not have symptoms.

Tests can be booked online through the [NHS website](#), or ordered by telephone via NHS 119 for those without access to the internet. Essential workers, which includes anyone involved in education or childcare, have [priority access to testing](#). If needed you can also contact the Human resources team for assistance.

You are to inform the college immediately of the results of a test:

If the test result is negative;

- You may return to College once you have discussed and agreed your return with your line manager and notified a member of the Human Resources team.
- The College will not request evidence of negative test results, or other medical evidence before welcoming you back after a period of self-isolation.

If the test is positive;

- You should inform the College immediately using the normal Absence/sickness line and should also notify your line manager/Curriculum Leader.
- You must isolate in line with public guidance

What should I do if a colleague or student becomes unwell with COVID symptoms during the day?

Should someone else display symptoms during the day, please familiarise yourself with &/or refer to [Coronavirus \(COVID-19\) Procedure for dealing with a suspected or positive case of COVID-19](#)

In summary;

- You / someone must report this to Reception (LR 2341/EB 200 or O/WB 200 or O) who will contact a first aider who will assist you. They will then be isolated in a dedicated room until arrangements can be made to get you home safely. The First Aider will provide the student/colleague with “Dealing with a suspected or confirmed case of COVID-19 infection on campus Appendix A” for guidance on what to do next.
- The First Aider will report the incident to the Health and Safety Officer and SLT in line with the reporting process set out in the procedure.

What should I do if someone in my household has COVID symptoms?

Staff and Students must also self-isolate and must not attend College in the following circumstances:

- If someone you live with, or someone in your support bubble, has symptoms; you must not attend College until that individual has been tested and their result is negative (if the individual is not tested you have to complete the required self-isolation period - currently at least 14 days).
- If someone you live with, or someone in your support bubble, tests positive then you must not attend College until you have completed the required self-isolation period (currently at least 14 days)
- If [you're told by NHS Test and Trace that you've been in contact with a person with coronavirus](#), then you must not attend College until you have completed the required self-isolation period (currently at least 14 days).

Who is monitoring any incidence of COVID among staff or students?

Any incidence of suspected or confirmed cases is to be monitored by the COVID Tracker, and by the H&S Officer, HR team and SLT. In the event a campus suffers what is considered an outbreak (i.e. if there are 2 or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected) then the Public Health Team will assist Shrewsbury Colleges Group on any further actions required. Please familiarise yourself with the [Procedure for dealing with a suspected or positive case of COVID-19.pdf](#) which can be found on InfoPoint.

Travelling to and from work

You will need to think about the best way to travel into and from work.

The most up to date government advice about travel during the Coronavirus outbreak can be found here <https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers>

If possible, avoid using public transport by using your own car, having a lift from a family member, walking or cycling. The college has space to lock your bike securely, please bring a chain and padlock of your own.

It's important to remember the social distancing rules when walking and cycling.

If you need to use public transport, then please follow the rules of wearing a face covering during the journey. These can be purchased online or you can make one yourself. If public transport is the only way you can travel to and from London Road/Welsh Bridge/English Bridge, please bear the following in mind:

Arriva buses timetables may be subject to being rescheduled so please check the timings for your bus and consider using a bus at a quieter time of day, so you aren't travelling in rush hour.

Arriva buses have reduced the number of people using each bus and display a 'Bus Full' sign, if you see this for the bus you are intending to travel on, it will carry on past your stop unless someone requests to leave at that stop. If a bus stops and lets passengers off, the driver will only allow the same number of people to board, once the maximum numbers are reached, it will leave without allowing all the people to board. You will need to wait for the next bus. This is the general guidance from Arriva for using their buses, more information can be found on their website <https://www.arrivabus.co.uk/Midlands/>

Help keep our buses safe



Take a window seat, avoid standing and leave space in front and behind you.

Please be patient and wait for passengers to get off before you board a bus



Do not stand or queue in the aisle or next to the bus driver

If you can, wear a face covering where social distancing isn't possible.



STAY ALERT • CONTROL THE VIRUS • SAVE LIVES

Transport for Wales trains website has the up to date changes to schedules https://tfwrail.wales/changes-train-times?utm_source=bing&utm_medium=cpc&utm_campaign=Brand%20-%20TFW%20-%20Phrase&utm_term=transport%20for%20wales&utm_content=Brand%20-%20Core

The following advice is from Transport for Wales, but is relevant to all journeys on public transport.

For people planning a journey



Check **journey plans**
as timetables may be reduced



Use **contactless payments**,
download the **TfWRail App**
or use our **website**.



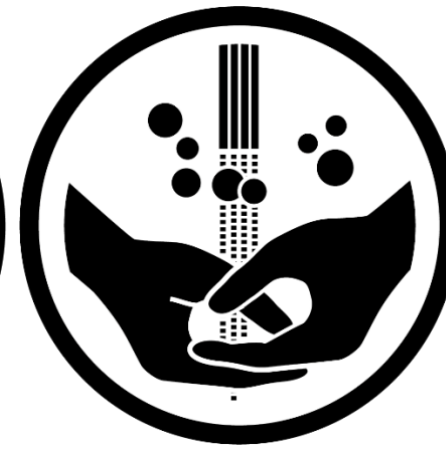
Travel during **off-peak** hours
if you can: 0930-1600 and after 1830



Allow extra time to make
your journey by train



Wear a
face covering



Avoid touching unnecessary
surfaces, wash hands regularly

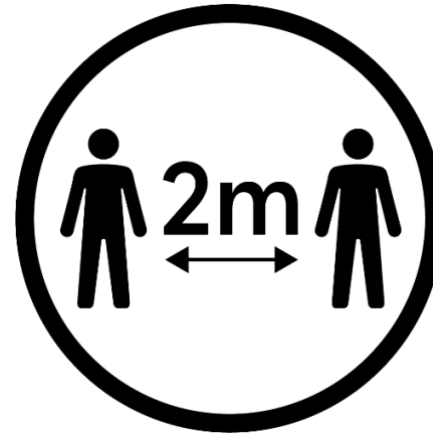
For People On a Journey



Wear a
face covering



Use **contactless payments**,
download the **TfWRail App**
or use our **website**.



Spread out where possible
to 2m



Be kind to our colleagues
and one another



Avoid touching unnecessary
surfaces, wash hands regularly



Check **journey plans**
as timetables are reduced

Use of College Minibuses

Please be aware that any users of college transport other than the driver are to use a face covering. Windows are to be open as much as reasonably possible to allow for good ventilation

- Seat/s directly behind staff members are not to be used and a do not sit here notice should be put in place
- Staff members must maintain social distance as much as possible from other adults and students.
- Each minibus shall have a cleaning pack with in it, consisting of hand sanitiser, spray disinfectant and paper towels to allow for wiping down of touch point areas following every use.

Please remember to avoid touching any unnecessary surfaces and to wash / sanitise your hands before and after using a minibus.

Using the campus

Please wear your staff ID badge, making sure it is visible at all times. If you have forgotten your staff lanyard a temporary lanyard may be issued at reception. These will be quarantined or cleaned on return. If you have lost your staff ID, please contact HR to get this replaced as normal. There is no requirement to wear face coverings when in staff areas and classrooms as you will be maintaining social distance in these areas (though wearing a face covering remains optional). However, when moving around campus (outside classrooms and staff office areas) you must wear your face visor or alternatively may use a face covering instead if you prefer.

Initially we shall have reduced student numbers during induction week, this will be achieved by welcoming less students each day over the first 3 days of term in a bid to aid them and you into the new environment.

Each campus has adopted a keep left system by default with one-way systems where indicated to ensure social distancing is maintained. Please ensure you follow the signs at all times. Anybody not following the implemented systems should be challenged and requested politely to do so. There will be signs around the campus reminding of the need to maintain social distancing.

At service areas there will be taped lines for standing back from a desk and member of staff. Please adhere to the markings and follow the queuing guidance to maintain distance from others.

Maximum room seating occupancy numbers will be displayed on each door to staff offices/areas. Please adhere to this and do not exceed the maximum seating occupancy. When visiting or entering these areas please take care to maintain your social distance from others.

Ideally, we would ask that you wait until you leave the site before smoking but if you do need to use the smoking area at London Road campus, please be aware the space is only available to smokers, everyone must maintain social distance from others. You must not borrow cigarettes or lighters/matches from other individuals. You may be asked not to use the area if it is busy and be asked to return later, please follow any such direction from colleagues remembering it is for everyone's safety.

In respect of smoking at English Bridge and Welsh Bridge campuses, as they are both no smoking sites, we would like to remind you to leave site before smoking. Please do not congregate at any entrances to campuses and allow sufficient room for others to pass at a safe social distance. Please also ensure you maintain social distancing measures and challenge and politely request that any individuals not observing these guidelines do so.

As always, spitting is not allowed on campus. If you observe this behaviour, please challenge and report this to an appropriate member of staff (your line manager, a Curriculum Leader or member of the SLT).

Any students failing to adhere to these guidelines may be asked to leave the campus under the Student Conduct Policy Annexe Covid-19 and the student conduct policy will be instigated. Please escalate issues to your Curriculum Leader/Line Manager where students or colleagues fail to observe social distancing guidance and fail to respond positively to reminders or requests. Please include the details of the individual concerned.

If you need to dispose of a face covering please use general waste bins - do not place your unwanted face coverings / masks in recycling bins. If you have used a face covering on your way to College or for any other reason you should also carry a small bag or container in which to store your used face coverings. This will minimise the risk of any cross contamination from the outside of your face covering within your bag/pocket and onwards elsewhere.

Guidance on how to use a face covering safely is available from: <https://www.gov.uk/government/publications/face-coverings-when-to-wear-one-and-how-to-make-your-own/face-coverings-when-to-wear-one-and-how-to-make-your-own#how-to-wear-a-face-covering>. The key points to remember are:

- Do not touch the front of the face covering, or the part of the face covering that has been in contact with your mouth and nose.
- Once removed, store reusable face coverings in a plastic bag until you have an opportunity to wash them. If the face covering is single use, dispose of it in a general waste bin. Do not put them in a recycling bin.
- Make sure you clean any surfaces the face covering has touched using normal household cleaning products. If eating in a café, for example, it is important that you do not place the face covering on the table.
- Wash your face covering regularly and follow the washing instructions for the fabric. You can use your normal detergent. You can wash and dry it with other laundry. You must throw away your face covering if it is damaged.

Visitors to site are discouraged where alternative communications methods are possible. All visitors to campuses must be pre-arranged. Visitors will be provided with a one-time use visitor sticker to avoid multiple handling of lanyards and must be briefed on or provided with COVID social distancing site rules. Any drop-in visitors will be asked to leave and book an appointment.

Contractors working on site will be limited or requested to avoid core College working hours where this is possible. Contractors will continue to be issued with black lanyards which will be quarantined on return.

Adjustments to Classrooms and the requirement for seating plans

Within each classroom setting the following adjustments have been implemented:

- Setup of rooms so that students sit in rows by default so that students do not face each other. This means students are sat next to each other facing the front. Where this is not possible (for example where IT equipment or fixed furniture prevents this) screens have been installed to reduce the risk of transmission. If it is beneficial for a room to remain in a horseshoe arrangement, students must not sit at the corners facing the side of another student. (if you require furniture to be moved, please consult with the Estates Coordinator / Health and Safety Officer)
- Creation of a 2m demarcated zone specifically for teachers to enable them and students to maintain their social distance and to ensure we work safely together.
- Relocation of Student Card Register pads closer to the classroom entrance to enable students to register attendance without entering 2m demarcation zone.
- Where needed due to the activities which occur within the room (e.g. IT suites, Practical subject areas) appropriate cleaning materials are to be provided in the room as standard. If individual teachers would like additional cleaning resources in their room then please ask the Estates team who will be able to assist.

All teachers are required to keep a copy of the student seating plan for each room they teach in, which will be required by the COVID Tracker or Health and Safety Officer should a student test positive for Coronavirus (COVID-19). Therefore, please ensure students sit in their allocated space for each session and retain seating plans throughout the term. If these seating plans change, please keep a record of when seating plans were changed and retain the old version for 14 days in case this is required.

A sufficient number of windows should be opened to maintain a flow of fresh air. Ventilation systems or air conditioning have been set not to recirculate air but to draw fresh air in. If this is not possible, these systems have been turned off.

Please be aware that there is a live construction site at London Road campus between HE/Darwin and the 3G pitch, works are expected to continue until November and caution must be exercised around this area. If you do require access, please speak to the H&S Officer.

Food services at college

In a bid to reduce numbers in food service areas we request that you bring your own food/drink for the day. The Hub at London Road and Bridges cafés in Welsh and English Bridge will be open each day and will be able to provide a grab and go service only, social seating areas will be limited and you are advised to use the outdoor space to eat if the weather is dry. Alternatively, staff may eat at their designated desks. Remember to wash your hands before and after eating.

The Hub and bridges cafes are open 0800 - 1500

To reduce numbers within the cafés we shall also be opening pop up shops around the campuses, which will also be providing a grab and go service. The locations and opening times of the pop-up shops are;

London Road

- The coffee bar - 0800 - 1830 (1500 Fridays)
- Prompt corner - 1000 - 1100 / 1200 - 1330
- Clayton hall pop up shop - 1000 - 1100 / 1200 - 1330
- Engineering pop up shop - 1000 - 1100 / 1200 - 1330

Welsh Bridge

- Main hall pop up shop - break time / lunch time

English Bridge

- Main hall pop up shop - break time / lunch time

You will need to pay for your food and drink by using a contactless payment method rather than using cash.

Water coolers / fountains are currently unavailable, the refilling of water bottles will be possible within staff welfare rooms, students will be able to refill there's at;

London Road

- The Hub main counter
- The coffee bar counter
- The Darwin coffee shop
- Prompt corner shop (performing arts)

English bridge

- Bridges café

Welsh bridge

- Bridges café

All food/drinks will be served using disposable containers, but you won't be charged the normal surcharge. Please ensure you keep the college tidy by putting all containers in the bins after use

Using shared facilities

Toilets will have posters reminding you about hygiene; please remember to wash your hands frequently during the day for at least 20 seconds.

To enable social distancing to be maintained Staff are to only use staff toilets or accessible toilets. Students will continue to use other toilets. To enable social distancing Staff toilets must be used by one person at any one time; to facilitate this, you must knock on the toilet door whilst opening it, and check if anyone else is currently inside and must wait until the previous occupant has exited.

Hand dryers have been switched off and replaced by paper towel dispensers.

The LRCs will be open for students as a study space, to allow use of the computers (any equipment with a face-to face seating arrangement has been fitted with a Perspex screen to limit the risk of transmission) and to allow all to borrow books and equipment Books and LRC equipment returned shall either enter quarantine for 72 hours before being made available again, or be wiped down with disinfectant.

Lifts are for use by those with a disability or condition which makes use of stairs problematic. Only one person at any time should use the lifts unless a user has to be accompanied, in which case a face shield must be worn by staff.

Equipment/resources

The college has installed sanitiser stations near every MFD printer and copier, please ensure you sanitise your hands before and after use of this equipment.

If you are concerned that another user may have used the desk/workstation you are using, then wipe down the desk and keyboard. If using a shared desk/workstation, please also wipe this down once you have finished using it. If you do use another keyboard, you should wipe it down before you use it.

Where possible, please ensure students are allocated the same piece of equipment (PC/Mac, Camera, hand tools etc.) for the day/session, and limit or avoid sharing equipment unless it is cleaned between users (please refer to individual departmental risk assessments). Classrooms with shared IT equipment and practical curriculum subject areas will be provided with wipes/additional cleaning equipment. If required, please use the COVID Sani-Stations also if needed. Students should assist with cleaning any shared equipment they use.

Please do not to touch notice boards, however if a display does need refreshing please ensure you wash your hands immediately afterwards. Disposable gloves are available at request should you wish to use them; however, they do not substitute good hand hygiene.

Conduct and expectations

In order to allow the wider opening of college, everyone needs to be mindful of behaviour, conduct and attitude to each other whilst on site so that we can keep everyone safe. It is very **important we all act safely and considerately when on campus.**

Please make sure that you:

- Comply with all signage whilst on the college campus
- Comply with social distancing from others, including Reception, café, outdoor spaces, classrooms, LRC and workshops
- Make sure that when you cough or sneeze you use tissues, hands or the crook of your arms and you then wash your hands
- Politely challenge anyone who you see not complying and report if necessary

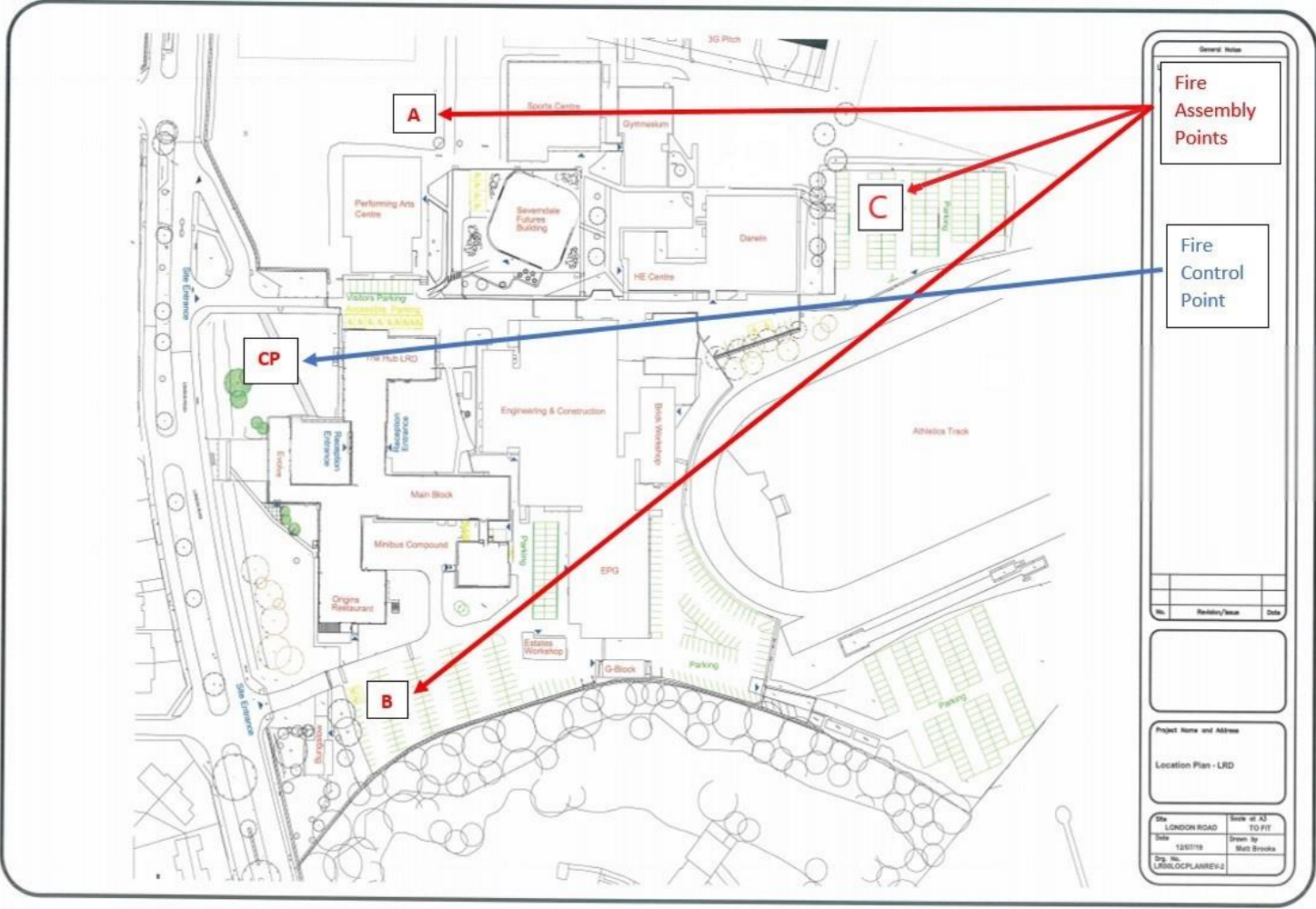
In the event of staff not upholding the rules and guidance in this document, they may be asked to leave campus.

Evacuation Processes

In the unlikely event of a fire alarm you will need to exit the building through the nearest fire exit (Any current one way and keep left systems do not apply in these circumstances; the aim is to get you out quickly and safely). When exiting the building, try to maintain a social distance from others and also remember to maintain a social distance from others when assembling at the Fire muster points.

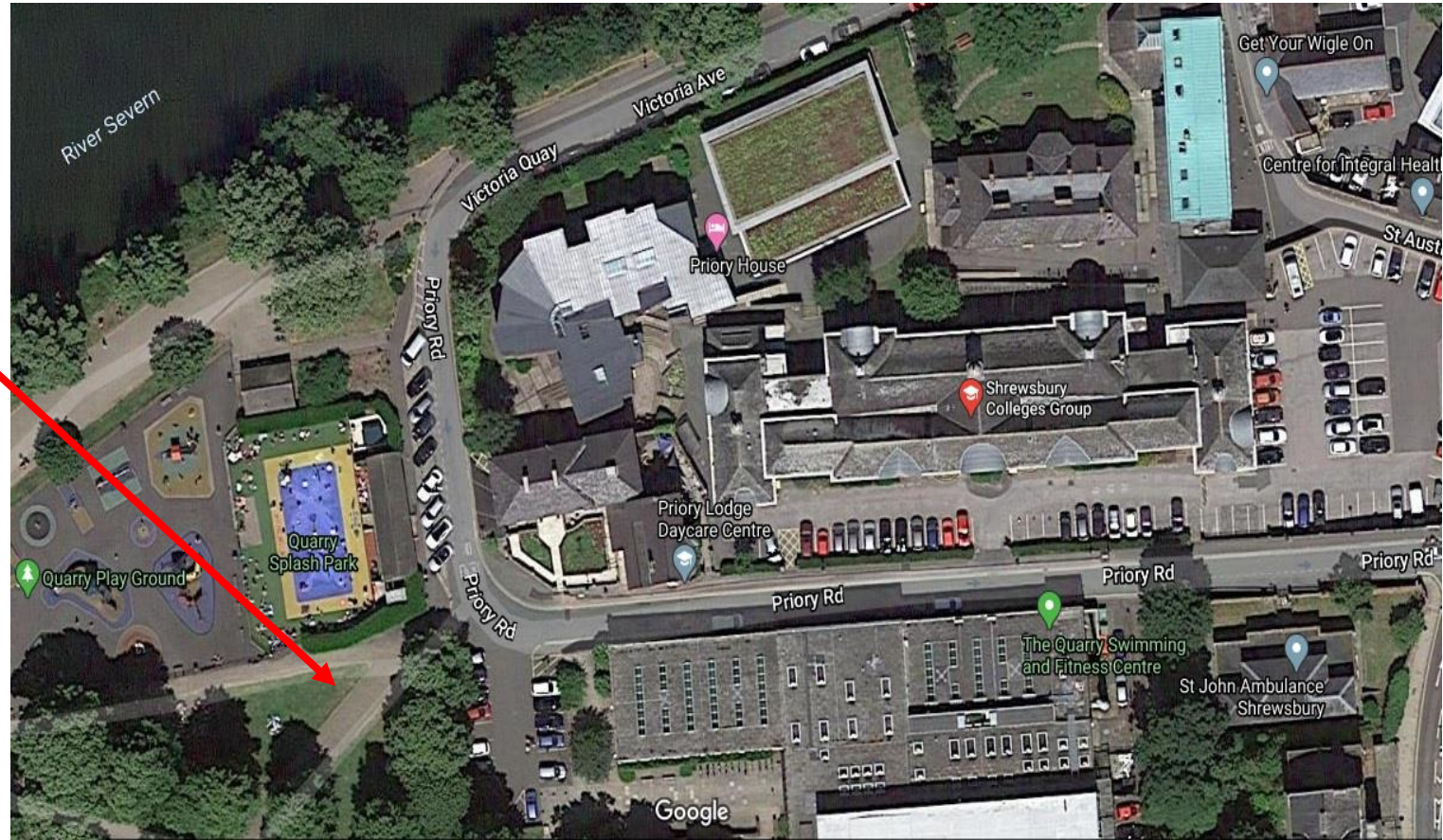
At the London Road Campus only, please be aware that muster point C has been created and is situated within the overflow car park. Those exiting from the HE Centre, or Darwin Building should now use the overflow Car park to the rear of the Darwin Building, English and Welsh bridge assembly points remain the same.

Revised London Road Campus fire assembly points



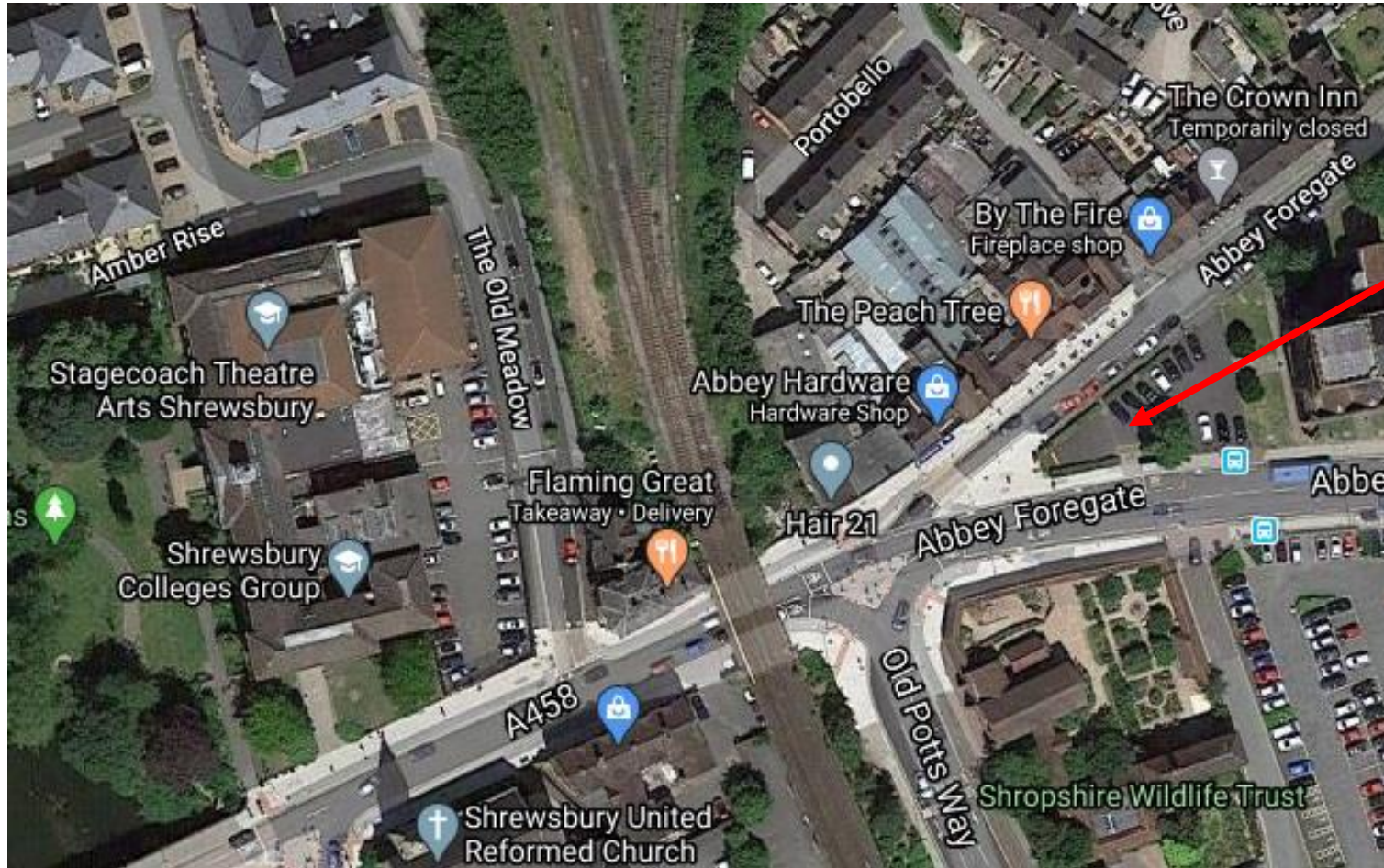
Welsh Bridge Campus fire assembly point

Fire
Assembly
Point



Welsh Bridge campus has one muster point which is located within The Quarry, opposite the Quarry splash park

English Bridge Campus fire assembly point



Fire
Assembly
Point

English Bridge campus has one muster point which is located within The Abbey triangle, located in front section of The Abbey car park

Remember that the current government advice is to Stay Alert

The government guidance on Staying Alert and safe (social distancing) can be found here <https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing>