

## **Visitor & Contractor Covid-19 rules**

**Stay Safe. Stay Well.**

**24<sup>th</sup> August 2020**

### **Introduction**

All visitors and contractors are required to undertake the College's Covid 19 H&S induction upon arrival at Receptions.

This information is for the prevention and control of COVID 19 to ensure that the safety of our staff, students, visitors & contractors is maximized, and is based on the latest version of the College's Covid 19 Risk Assessment. It provides general information and guidance about what is expected when you visit the college.

The College has followed, and continues to follow, the advice and guidance issued by the Association of Colleges and the Department for Education. As this is subject to change, so the College will make changes. Information from the NHS has also been used in making decisions about the design and application of risk control measures.

### **Visitor and contractor rules**

- Mandatory Instructions that you must follow
- Guidance related to the 'safety culture' we aim to foster.
- Contractors specific requirements
- Other useful information

### **Mandatory Instructions that as a visitor or contractor to the Kendal College campuses you must follow:**

If you develop the 'typical symptoms' of Covid 19 you must not visit the college.

(i.e. a high temperature, a new continuous cough, a loss or change to your sense of smell or taste

<https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/> )

If you have undertaken a Coronavirus test and had a positive result, without symptoms, you must not come to the college and must follow the Government advice to self-isolate.

If you develop symptoms whilst you are at the college, you must inform the person you are visiting and leave immediately. You should then request a test, and keep the College informed of the outcome.

If you live with someone, or been in contact with someone, who has recently (within the past week) developed symptoms or tested positive, you must not come to the college, and it is strongly suggested that you request a test.

<https://www.gov.uk/get-coronavirus-test>

### **Mandatory Instructions cont.**

On arrival at the College, all persons should wash their hands or use hand sanitiser. Good hand hygiene should also be followed throughout your time at the college.

Whilst at the college, you must attempt to maintain 2m social distancing from all other persons as far as is practicable. Clearly passing other persons in corridors and communal areas will breach this control measure, but it is anticipated that this will be for very short periods of time. No adjacent desks or desks facing each other should be used during your visit.

All persons are required to wear a face covering whilst in communal areas, for example whilst moving through corridors, using toilets etc. In the event that a visitor or contractor has medical exemption from wearing a face covering this should be stated immediately to the person you are visiting. The College will provide masks where necessary to any person requiring one (i.e. staff, students, visitors and contractors).

The use of face coverings whilst undertaking duties in college offices or work areas is not mandatory, and visitors and contractors should feel able to make a personal decision about whether they wish to use a face covering or not.

Disposable PPE (masks, face coverings, gloves etc.) must be disposed of responsibly in yellow clinical waste bins which will be located in public areas.

No fire alarms are planned but if the alarms do sound, make your way, in a socially distancing manner, to the assembly points. Please maintain social distancing at the assembly points.

### **Guidance related to the 'safety culture' we aim to foster.**

Observe social distance markers on the floors and in areas such as reception, the café and all teaching and office spaces. The rule is "keep left".

Remain in areas of the buildings in which you are visiting or working, as far as possible.

Observe maximum occupancy notices for specific rooms, toilets, including single occupancy of lifts.

Corridors and staircases are designated as two way but you must walk on the left and in single file at the recommended social distance.

Routine cleaning and disinfection of regularly touched objects and surfaces is in place. This includes handrails, door handles, door plates and toilets.

Hand sanitiser stations are in place around the College. They are available at all entrances – please use them when you enter and leave the buildings.

Hand washing should take place regularly; posters are in place to remind everyone of how best to do this.

The campus cafés are not available for use by visitors and contractors, since the volume of users presents too high a risk of viral transmission.

We request that you are in the most part self-sufficient in terms of your lunch, drinks and snacks, these should be consumed off the premises or in personal vehicles.

Personal possessions should be kept with you whilst at the college, and minimized.

Vending machines, and the change machine have been taken out of service, since the risk of viral transmission through heavy use of touch points is considered to be too great.

Water fountains will remain in service, but we must ensure that hand sanitizer is used before dispensing buttons are pushed. Cleaners will also regularly wipe down touch points.

### **Contractors specific requirements:-**

All Contractors must have completed Kendal Colleges Health and Safety approval process before attending site.

In addition the contractor should have provided a Covid-19 risk assessment for the work being undertaken.

If you are unsure if your company has completed this process please ask the Estates department or Health and Safety Manager to confirm.

Failure to have completed the process and supply the required information will result in cancellation of the work.

## **At College – Other Things To Note**

First aid will still be available and designated first aiders will be provided with PPE and additional training in order to carry out their roles.

The College has in place an overarching risk assessment which has been reviewed by the recognised Unions and the College Governors. As guidance evolves over the coming months, the risk assessment and in turn these visitors and contractors rules will be updated where applicable.

If you have any concerns, or would like to check how this guidance applies to your own circumstances, please do not hesitate to speak to the person you are visiting, or in turn the Health and Safety Manager, or any member of the Senior Leadership Team.

***Thank you, stay safe, stay well.***