

WELCOME BACK!

COVID-Secure Site measures

We are so looking forward to welcoming you to Westminster College and we will be doing all we can to make your stay as enjoyable and safe as possible. To help with this as the College emerges out of lockdown we will put measures in place for the benefit of our guests, visitors, students and staff. These are explained below.

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| -72 hours to arrival | <i>Please stay at home if:</i> |
|  | <ul style="list-style-type: none"> ▪ Persistent cough ▪ Temperature of over 38 degrees ▪ Loss of taste or smell |
|  | <ul style="list-style-type: none"> ▪ Quarantine-related to recent international travel ▪ Awaiting coronavirus test results ▪ Have been contacted by NHS Test and Trace and required to isolate |
| -48 hours | <i>COVID-Secure measures:</i> |
|  | <ul style="list-style-type: none"> ▪ Rapid lateral flow test is strongly encouraged although not mandatory ▪ Our Team will contact you to check you are free of COVID-19 symptoms ▪ Our Team will be on hand to answer any queries ahead of the trip |
| On arrival | <i>Follow signage and one-way system:</i> |
|  | <ul style="list-style-type: none"> ▪ Temperature-check, for temperatures above 38 degrees, we will carry out a second check alongside other COVID-19 symptoms to ensure it is safe to enter premises ▪ We must ask every customer and visitor to scan the NHS QR code using their NHS COVID-19 app, or provide their name and contact details, not just a lead member of the group |
| During | <i>While you are staying with us:</i> |
|  | <ul style="list-style-type: none"> ▪ Continue to be diligent about washing your hands thoroughly and frequently. ▪ Handwashing facilities are provided in the toilets and hand sanitiser stations are located throughout the building ▪ Wear a face mask or covering in all public and shared spaces, apart from when eating or drinking, or if you are medically exempt ▪ Aim to keep a 2m distance from others although this can reduce to 1m+ <u>if you are both wearing masks</u> |
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|  | <ul style="list-style-type: none"> ▪ Cough or sneeze into your elbow or a disposable tissue and then bin this immediately. Thank you. ▪ Refrain from shouting, screaming or singing when in shared spaces |
| During | <i>If you are attending a conference or event:</i> |
|  | <ul style="list-style-type: none"> ▪ We will ask you to use the seating provided, which has been appropriately distanced ▪ Please avoid mingling whilst standing with other attendees |
|  | <ul style="list-style-type: none"> ▪ Fit your own lapel mic if you are presenting as part of a conference or event ▪ Our team will be on hand to assist you from a socially distanced position |
| Finally | <i>If you feel unwell at any time during your stay:</i> |
|  | <ul style="list-style-type: none"> ▪ Please let your conference organiser or Reception know immediately ▪ We will ask whether you have symptoms of Covid-19 ▪ We may ask to take your temperature |
| After | <i>If you feel unwell within 72 hours after your stay</i> |
|  | <ul style="list-style-type: none"> ▪ Please get advice from NHS 111 or a GP ▪ Update your NHS Test and Trace app ▪ Let your conference organiser or us know as soon as possible |

1. Responsibility for administering and updating the site measures:

The Health and Safety Officer is responsible for updating these site measures in consultation with the Principal, the Senatus Team and the Operational Management Team seeking advice from relevant resources, as necessary.

2. When it was last revised, when it will next be revised:

17th May 2021

17th June 2021 (or after announcement from government or World Health Organization)

3. The date from which it applies:

24th May 2021

4. Statutory regulations and good practice guidance:

- <https://www.gov.uk/coronavirus>
- <https://www.gov.uk/guidance/covid-19-coronavirus-restrictions-what-you-can-and-cannot-do>
- <https://www.who.int/emergencies/diseases/novel-coronavirus-2019>