

## Guidelines and Expectations for Visitors to the College Site – COVID-19

We are sure you are looking forward to visiting the beautiful surroundings of the College buildings and grounds. As you are probably aware, there have been some significant changes to working practices on the Homerton site in recent weeks. We have put new rules and procedures in place to minimise Health and Safety risks during the COVID-19 pandemic, in line with Government regulations. The Assistant Bursar has created the below guidelines to give you some more information about the expectations for anyone visiting the College site.

**Please sign in at the Porters' Lodge on arrival and make the Duty Porter aware of who you are on site to visit so that they can contact them to collect you from the Lodge. Please also confirm with them that you have read and agreed to these guidelines and expectations.**

- 1. If you are suffering from any COVID-19 related symptoms you must not visit the College. If you develop any COVID-19 symptoms whilst visiting the College you must leave immediately and inform the person you are visiting at the earliest opportunity.** Avoid touching anything, and wash your hands regularly, cough or sneeze into a tissue and put it in a bin, or if you do not have tissues, cough and sneeze into the crook of your elbow, use a separate bathroom from others, if possible and avoid using public transport to travel home, if possible.
- 2. If you are a Homerton College employee and wish to visit the College you must also not do so if you are suffering from any COVID-19 related symptoms. If you develop any symptoms whilst at College, you must leave immediately and inform your Line Manager at the earliest opportunity. You also need to complete the COVID-19 Monitoring Form (see point 3).**
- 3. COVID-19 Monitoring Form and Test Results**

As a member of staff, including casual staff, if you experience symptoms of COVID-19, have a positive test result or are self-isolating for any reason, you must let your Line Manager know and also fill in the new COVID-19 monitoring form.

[Staff Guidance & COVID-19 Monitoring Form - Homerton College Intranet \(cam.ac.uk\)](#)

If you have any problems while completing the form, please email the COVID helpdesk at [covid-helpdesk@admin.cam.ac.uk](mailto:covid-helpdesk@admin.cam.ac.uk) or call 01223 339514.

The monitoring form will be used by the University's COVID Helpdesk to record and monitor suspected and confirmed cases of COVID-19, to identify and support staff and students who receive a positive test, and deal with a potential outbreak of COVID-19.

If you receive a positive test result:

- Self-isolate for 10 days
- Tell your Line Manager (non-academic staff) or Senior Tutor/Principal (academic staff) and update your test results on the University's COVID-19 monitoring form
- Let the people you live with know they must self-isolate for 10 days
- Provide contact details on the University's COVID-19 monitoring form in order to initiate track and tracing
- Read the additional support and guidance materials sent to you by the COVID-19 helpdesk

If you receive a negative test result:

- Stop self-isolation
  - Let your Line Manager (non-academic staff) or Senior Tutor/Principal (academic staff) know that you are able to return to work
  - Update your test results on the University's COVID-19 monitoring form
  - Let the people you live with know they can also stop self-isolation
4. **Make yourself aware of Public Health England guidance about protecting yourself and others around you:** <https://www.gov.uk/government/collections/coronavirus-covid-19-list-of-guidance#guidance-forthe-public>
  5. **Think carefully about how and when you travel to College.** To reduce demand on the public transport network, you should walk or cycle wherever possible. If you have to use public transport, you should try and avoid peak times. Face Coverings must be worn on public transport as per government guidance <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>
  6. **Avoid crowds.** You can lower the risks of transmission by reducing the number of people you come into close contact with, so avoid peak travel times on public transport where possible, for example.
  7. **Face Coverings on College premises.** The wearing of Face Coverings is mandatory in all internal communal areas of Homerton College. Students, Fellows, Support Staff, Supervision Staff and College Approved Visitors will need to demonstrate the observation and adherence to 2m social distancing at all times including in offices, supervision rooms, meeting rooms etc. The only exceptions are work in single occupancy rooms with closed doors, when eating or drinking, or if you have a medical exemption. The only further exceptions to this will be in line with the Government Guidance on the use of Face Coverings.

<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>

Face Coverings will not be mandatory in external areas such as the College lawns, however, with the new strain of COVID-19, it has been suggested that 2m distancing may not be effective enough so please do still maximise distancing wherever possible and also consider the use of face coverings in outside areas so as to keep each other safe.

**All Students, Fellows, Support Staff, Supervision Staff and College Approved Visitors will be expected to provide their own Face Covering.**

The evidence suggests that wearing a face covering does not protect you, but it may protect others if you are infected but have not developed symptoms. If you have symptoms of COVID-19 (cough and/or high temperature) you and your household should isolate at home: wearing a face covering does not change this. A face covering is not the same as the surgical masks or respirators used as part of personal protective equipment by healthcare and other workers; these supplies should continue to be reserved for those who need them to protect against risks in their workplace, such as health and care workers and those in industrial settings like those exposed to dust hazards. It is important to use face coverings properly and wash your hands before putting them on and taking them off.

8. **All guests must be approved College visitors, must sign in and out at the Porters' Lodge and be escorted at all times.** These guidelines should be sent to visitors before arrival and they must adhere to all College COVID-19 expectations and all visitors must wear a face covering as per point 7.
9. **Please keep your movements around the College to a minimum.**
10. **Keep Left** when moving through corridors and using staircases, maintaining 2m social distancing.
11. **Use of Lifts.** Lifts will be operational but will be available to only one person at a time. Please wash your hands before and after use or use anti-bacterial hand sanitiser.
12. **Keep your distance from people.** The risk of infection increases the closer you are to another person with the virus and the amount of time you spend in close contact. Public Health England recommends trying to keep 2m away from people as a precaution. The key thing is to not be too close to people for more than a short amount of time, as much as you can. All those on site must now adhere to the two-metre social distancing rule. This replaces the concept of one metre plus and other mitigating measures
13. **Keep your hands and face as clean as possible.** Wash your hands often using soap and water, and dry them thoroughly. Use sanitiser where available, especially as you enter a building and after you have had contact with surfaces. Additional hand sanitisers are available throughout the College. Avoid touching your face.
14. **Avoid being face to face with people.** You are at higher risk of being directly exposed to respiratory droplets released by someone talking or coughing when you are within 2m of someone and have face-to-face contact with them. You can lower the risk of infection if you stay side-to-side rather than facing people.
15. **Minimise the number of people you spend time with while in College.** You can lower the risks of transmission by reducing the number of people you come into contact with.
16. **Wash your clothes regularly.** There is some evidence that the virus can stay on fabrics for a few days, although usually it is shorter, so if you are working with people outside your household wash your clothes regularly. Changing clothes in workplaces should only normally be considered where there is a high risk of infection or there are highly vulnerable people, such as in a care home. If you need to change your clothes avoid crowding into a changing room.
17. **Keep indoor places well ventilated.** Evidence suggests that the virus is less likely to be passed on in well ventilated buildings and outdoors.
18. **In the event of a fire or other emergency please leave the building at the nearest Fire Exit.** Please make your way to the Fire Assembly Point maintaining social distancing as far as is reasonably practicable. If you are involved in the provision of assistance to others in an emergency please pay particular attention to sanitation measures immediately afterwards, including washing hands.
19. **You must adhere to all future guidance and behavioural expectations that may be introduced by the College going forward.** We will keep you updated with any changes in these guidelines.
20. **Regularly visit, read and adhere to updated Government advice:**

<https://www.gov.uk/coronavirus>