**Guidance to Visitors & Contractors who come to the College – May 2021**

This guidance applies to all visitors & Contractors who need to come to the College.

This guidance relates to movement to and from College and whilst on College premises. Throughout your time in College, you need to follow social distancing guidelines and do not congregate into groups in any communal areas such as Reception or the Canteen area.

If feasible appointments or meetings should be organised remotely using Microsoft Teams or any other software such as Zoom etc. Where this is not possible, and a physical visit onsite is necessary, then the visitor/contractor must follow the college procedures as per normal with the added Covid 19 guidelines.

If you feel unwell, and have any of the three designated symptoms of Coronavirus (a fever, a new and continuous cough or have loss of sense of smell or taste) then do not come to College, stay at home and follow the government advice available at <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance>

**Travel to and from College**

Visitors and contractors will use the designated parking spaces on arrival for each day unless there is a necessity to be near to a relevant location for job/task. This is to avoid a build-up of people in any one area to reduce the possibility of breaching social distancing rules. Wherever possible, there should only be one person per vehicle when attending the College.

**Entry to College buildings**

When you arrive at College, you must wash your hands or use the de-sanitizer which will be available at Reception and then throughout your visit. Please report to Reception, where you will be asked to sign in as well as scanning your phone on the QR poster situated at Reception. Reception will find the person you are visiting and they will take you to the appropriate meeting room/work area. Do not use the lift in D1 or D5 unless authorised to do.

**College premises**

Both buildings will operate either a one-way system or a “keep left” system of movement to avoid “pinch points” and unnecessary congregation of students. The buildings will have appropriate signage to assist visitors and Contractors in moving around College. Throughout all communal areas and corridors, you must wear a face covering at all times.

Toilet areas will be in operation and you are asked to wipe down any surfaces you have come into contact with after use, to protect yourself and others. Where a toilet is in use, wait outside in the corridor at a safe distance.

All areas have been set up to meet social distancing requirements, and have sanitizers and wipes available. To protect yourself, and others, wipe down the tools, equipment, chair, or desk, you are using, when you enter the location, and again when you leave. Bins are available for used wipes.

Use your own tools and equipment and do not share with others. Failure to follow social distancing requirements or hygiene rules will be dealt with by the management, and may lead to further action.

When the work or visit is over, please leave by the designated exit, clearing away your own waste if possible or if not then put it in the bins. Please return to Reception to sign out and then leave the College premises and return to your vehicle.