

VISITOR GUIDE

Welcome to North Herts College. We have put in place Protective Measures to keep all campus users safe and would ask that you take a few moments to read through this short guide in preparation for your visit to our site.

PROTECTIVE MEASURES

Whilst on site, you will be required to adhere to the following measures:

- **Regular hand washing** – you will need to clean your hands more often than usual, washing them thoroughly for 20 seconds with running water and soap and drying them thoroughly. Hand sanitiser will be available at entrances and outside all toilets for staff and students to use and you should ensure that all parts of the hands are covered when using this.
- **Minimising contact** – maintaining social distance whilst on site, in offices, when talking to colleagues and in all communal areas. There will not be a one way system in operation around the campus but you should keep left when using corridors to help manage the flow of individuals round the site.
- **Minimising contact with individuals who are unwell** – by ensuring that those with symptoms or who have someone in their household who has symptoms do not attend college.
- **Ensuring good respiratory hygiene** – follow the catch it, bin it, kill it approach

PLEASE DO NOT VISIT OUR CAMPUSES IF ANY OF THE FOLLOWING APPLY:

- you have any of the following symptoms of Covid-19, or have had any of these symptoms within the last 10 days:
 - **A high temperature** – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)
 - **A 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
- you have tested positive for Covid-19 within the last 10 days;
- a member of your household has experienced the above symptoms or tested positive for Covid-19 within the last 14 days;
- you have been advised to self-isolate.

CAMPUS ARRANGEMENTS

- Please note the following arrangements which will be in place at all our sites, and which you will need to adhere to:
 - We have hand sanitiser stations at entry and exit points, reception, canteens, toilets and outside lifts. Please use the hand sanitiser on entry to the campus and regularly during your visit;
 - Please sign in and out at reception, providing contact details to help us comply with track and trace requirements should this be required;
 - Please wear a mask during your visit. If you are exempt from wearing a mask due to health reasons, please make this known when signing in at reception;
 - Please keep left on the stairs and corridors and follow floor signage. If using the lift, please note that only one person should use the lift at any time;
 - Not all urinals will be in use to enable social distancing. When using the toilets, please close the lid before flushing and please adhere to social distancing when using the hand basins and dryers;
 - Tea and coffee making facilities will not be available. Drinks can be brought in from home or purchased from the on-site café.

AFTER YOUR VISIT

If you develop symptoms, or test positive for Covid-19 within 48 hours of your visit, please let us know so that we can follow test and trace requirements.

THANK YOU