

# NORTH HERTFORDSHIRE COLLEGE VISITOR GUIDE

Welcome to North Hertfordshire College. We have put several protective measures in place to keep all our campus users safe. We ask that you take a few moments to read through this short guide in preparation for your visit to our site.

We would encourage you to undertake a lateral flow test before you visit, if you are able to do so.

## 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 is available for you to use at entrances and outside all toilets.
- **Minimising contact** – please maintain social distancing where possible on site, including in offices, when talking to colleagues, and in communal areas. Whilst we are not following a one-way system, you should keep left when in corridors to help manage the flow of individuals around the site.
- **Minimising contact with individuals who are unwell** – please ensure that if someone in your household has symptoms, or if you have symptoms yourself, then you should not attend the college.
- **Ensuring good respiratory hygiene** – follow the ‘catch it, bin it, kill it’ approach.
- **Face coverings** – this is mandatory in classrooms and communal areas in all settings by staff, students, and visitors.

## 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 that you feel hot to the touch on your chest or your 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 that things smell or taste different to normal.
- You have tested positive for Covid-19 within the last 10 days and have not met the criteria to end your isolation period early.

- You are a confirmed or suspected close contact of someone with the Omicron variant, regardless of your vaccination status or age.
- You have been advised to self-isolate.

For the most up-to-date guidance regarding isolation, please check the [government website](#).

## **CAMPUS ARRANGEMENTS**

Please note the following arrangements which will be in place at all our sites, and that you will need to adhere to:

- Hand sanitiser stations are available at entry and exit points, as well as throughout our campuses. Please use the hand sanitiser on entry to the campus and regularly throughout your visit.
- Please sign in and out of reception, providing contact details to help us comply with track and trace requirements if necessary.
- During your visit, you will need to wear a mask in communal areas.
- Please keep left on the stairs and corridors and follow floor signage.
- When using the toilets, please close the lid before flushing and please maintain a reasonable distance when using the hand basins and dryers.

## **AFTER YOUR VISIT**

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

# **THANK YOU**