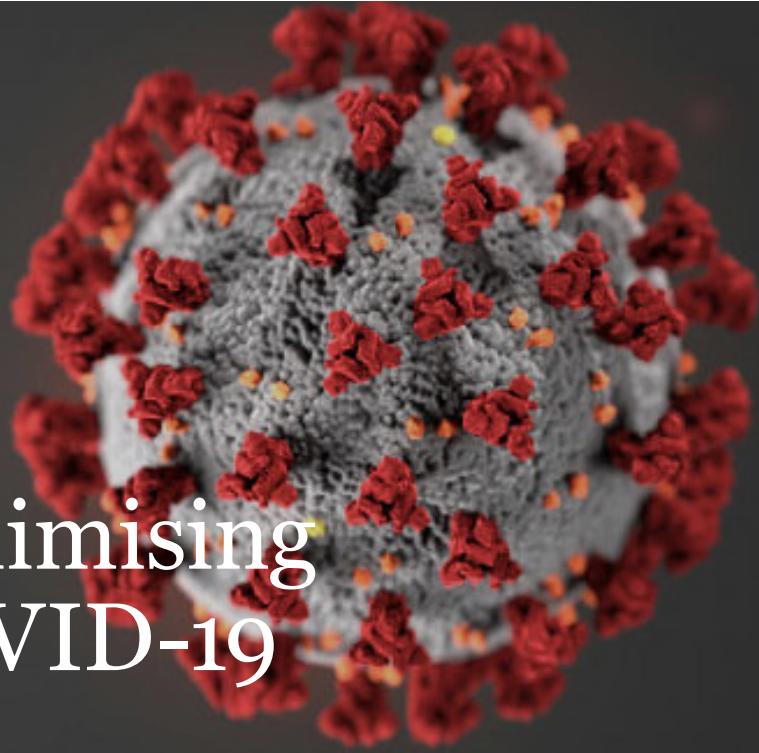


Our guide to minimising the spread of COVID-19



In order to reduce the likelihood of harm, comprehensive risk assessments have been undertaken in accordance with Government guidelines and the Management at Work Regulations 1999.



If you have come into contact with someone who has tested positive, do not come to campus.

Please arrange a test for COVID-19 as soon as possible. Use the QR code or go to <https://www.nhs.uk/coronavirus>.

Consider alerting people who you do not live with and you have had close contact within the last 48 hours to let them know you may have symptoms of COVID-19.

It is important that you contact hr@regents.ac.uk as soon as possible if your test result is positive and follow government guidelines by isolating for at least 7 days at home.

NHS test and trace



Need further help?
Call our security team.
020 7487 7495
020 3075 6222

Parking

Subject to authorisation from line managers, car parking is available free of charge until further notice. This is on a first-come, first-served basis. Please register your car with Security for the car park system.

If you cycle to work, please remove any personal possessions and ensure your bicycle is fully secured in the racks. We have 80 spaces available.

NOTE: Users of the University car park do so at their own risk. The University cannot accept responsibility for loss or damage to property or vehicles.

Getting around

Access and egress is via the main entrance only. The back gate is closed until further notice and access by any other external doors and gates is restricted. When you arrive on campus you should tap in and out with your access card. This assists us with fire safety, lone working and security checks as well as keeping a register of personnel on site, should we have to implement the contact and trace procedure.



Please follow the new ONE-WAY ROUTES, these have been implemented to help everyone to maintain social distancing and reduce congestion in common areas. Where corridors are two way please keep to the left-hand side and wear a face covering. Please respect the 'Please Wait Here' mats and "Regent's Rose" floor markers, which show the social distance queuing points.

Face coverings

All staff are required to wear a face covering of their choosing. This should cover both nose and mouth while moving around campus, but may be removed in private offices or areas without other occupation. Please consider colleagues if removing your face covering, and remember to wash these frequently.

Temperature checks

A temperature reading device will monitor all people entering campus from the main entrance. Should your temperature be elevated, even by a small margin, you will be asked to wait in one of two rooms immediately behind reception for about 20 minutes and your temperature will then be re-taken. If the second temperature reading is normal then you may enter campus. If your temperature is still high you will not be permitted to enter campus and you will be asked to leave and return home as soon as possible.

Accessibility and lifts

All lifts have restricted access and are available upon request through Security who will operate the buttons.

If you require assistance with regards to accessibility around campus, please contact Security.

First Aid

Available upon request in an emergency call Ext 2222.

Please note First Aid will be delivered as far as possible and practicable within distancing guidelines.

Our emphasis is to provide care and support during a first aid incident. We will consider requesting ambulance attendance should there be any significant injury or level of concern.

Fire alarm weekly test times and evacuations

Please note the times of the test below. Please do not evacuate during the weekly test unless the alarm continues to sound for longer than 10 secs. All test alarms are for 10 seconds only.

Regents Park campus	Friday at 12:00
Specific buildings	Monday at 08:45 (Pilcher/Oliver) Friday at 12:30 (Reid Hall)

If the fire alarm sounds at any other time, please immediately evacuate the building using the nearest available fire exit route or as directed by the University's fire wardens. Wear your face covering and go to the TUKE LAWNS Assembly point only. Do not go to the ROSE GARDENS Assembly Point.

Taps and showers

Taps and showers have been run weekly during lockdown. Please remember to wash your hands in line with current Government guidance.

Hand sanitisers

Hand sanitisers are available throughout the University.
[Please see the map of locations.](#)

Toilets

Toilets are cleaned every hour and there is a restricted number of toilets available for use in Herringham, Darwin and Tuke basement only. To maintain social distancing, sinks are taped off and should not be used. Other washroom facilities are closed until further notice.

Cleaning regimes

Cleaning regimes are taking place and common touchpoints (doors, light switches, etc.) have enhanced cleaning. When you have finished working, leave the red face of the card on your desk to show that it has been used. The desk and immediate area will be deep cleaned when you leave.

A green card indicates the desk has been cleaned and is ready for use. We recommend that you bring a small bottle of hand sanitiser and or sanitising wipes. Please advise Estates & Facilities of any area/ability where you have a cleanliness concern.

Water dispensers

Water dispensers can be found across the campus. Please use your own reusable bottle. Water machines have been cleaned and sanitised. Please use sanitizer wipes when you have filled your water bottle and carefully place used wipes in adjacent bins.

Workstations

Staff coming to campus are subject to line manager approval and completion of the notification form.

To observe social distancing, some staff may be required to work in alternative areas, but will be informed prior to arrival on campus.

Clear desks

A clear desk allows cleaning staff access to all surfaces and enables them to be cleaned effectively. This may well be a challenge for some individuals, and we will work with you to help you clear desks and areas where the risk of virus spread is greater.

Ventilation

Windows should be opened wide where possible. Security will not routinely close windows unless they are on the ground floor.