

# Minimising the spread of COVID-19



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To reduce the likelihood of harm, comprehensive risk assessments have been undertaken in line with Government guidelines and the Management of Health and Safety at Work Regulations 1999.

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

Please arrange a COVID-19 test as soon as possible. Use the QR code or go to [www.nhs.uk/coronavirus](http://www.nhs.uk/coronavirus)

Consider alerting people you have had close contact within the last 48 hours to let them know you may have symptoms.

**It is important that you contact [hr@regents.ac.uk](mailto:hr@regents.ac.uk) as soon as possible if your test result is positive. You must also follow government guidelines by isolating for at least seven days at home.**

## NHS Test and Trace



**Need more 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 carpark 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 carpark do so at their own risk. The University cannot accept responsibility for loss or damage to property or vehicles.

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## Getting around

You can only access the campus through the main entrance. The back gate is closed until further notice and access by any other external door or gate is restricted. Before you come to campus, you should fill out the Return to Campus Notification form, available on the homepage of the intranet. This assists us with safety and security checks, and helps us keep a register of people on site for track and trace.



Please follow the new one-way routes, which are in place to help everyone maintain social distancing and reduce congestion. 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 socially distanced queuing points.

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## Face coverings

You must wear a face covering of your choice while moving around campus. This should cover your nose and mouth. You may remove your face covering in private offices or empty rooms. Please consider people around you if removing your face coverings and remember to wash them frequently.

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## Temperature checks

When you arrive on campus, an infrared device will read your temperature. If your temperature is too high, you will be asked to go to a room behind Reception for about 20 minutes, after which your temperature will then be retaken. If your second reading is low then you may enter campus. If your temperature is still too 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.

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## First aid

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.

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## 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 seconds. All test alarms are for 10 seconds only.

Campus-wide	Friday at 12:00
Pilcher/Oliver buildings	Monday at 08:45
Reid Hall	Friday at 12:30

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.

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## Taps and showers

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

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## Hand sanitisers

Hand sanitisers are available throughout the University. Please see the map of locations.

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## Toilets

Toilets are cleaned every hour. There is a restricted number of toilets available for use in Herringham, Darwin and Tuke basements only. To maintain social distancing, some 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, such as doors and light switches, have enhanced cleaning. When you have finished working, leave the red side of the card on your desk to show it has been used. The desk and immediate area will be deep cleaned when you leave, and the card will be flipped back to green.

We recommend you carry a small bottle of hand sanitiser or sanitising wipes. Please advise Estates & Facilities if you're concerned about the cleanliness of a particular area or facility.

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## Water dispensers

Water dispensers can be found across the campus. Please use your own reusable bottle. Water machines have been cleaned and sanitised. Once you have filled your bottle, please use sanitiser wipes and carefully place used wipes in a nearby bin.

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## 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. If this is the case, you will be informed prior to arriving on campus.

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## 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.

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## Ventilation

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