

15 Sep 21

**EDINBURGH COLLEGE  
COVID-19  
Campus Safety Information**



This safety brief is intended to provide visitors, contractors and lets attending any on-campus event or activity, an overview of the control measures put in place to prevent the spread of infection of Covid-19. Prior to physically entering any Edinburgh College campus, you must understand and comply with the following safety points:

You must be aware of the symptoms of Covid-19 prior to entering any part of the College (additional signage will be provided on entry). These symptoms are;

- An increased temperature
- A persistent cough
- Loss of taste or smell

If you are within a self-isolation period i.e. you have tested positive or been identified as a close contact or you have been for a test and are awaiting the result;

**Do not enter any Edinburgh College location**

**Access and egress** - Access and egress points will be controlled. There will be a marked entry and a marked exit. Take your time to understand this process on your first visit. You will be required to sign in/out of the campus on arrival and departure.

**Hygiene** - Hand sanitising stations will be provided on entry. These are to be used without exception. Clean your hands for at least 20 seconds when you arrive, regularly during the day, before you leave the College and when you get home. There will also be hand sanitising stations on each floor and at identified areas. These should be used for sterilising your hands when there is no option but to open a door i.e. on stairwells and exiting toilets.

**Social distancing** - Social distancing of 1 meter must be maintained at all times and in all locations whilst on campus regardless of the use of face coverings. The use of PPE (FFP2/3 masks) identified through risk assessment is the only exception.

**Face coverings** - Face coverings are to be used in all public/communal areas and where directed.

**Cohorts** - If you are allocated to a specific cohort, you must remain in that group for your time on campus. You must also reduce your footprint on campus to areas that are allocated i.e. only use the rooms and toilet areas that are allocated to your group.

**Signage and markings** - Signage will be provided to outline what is expected from you. This should be adhered to at all times. Floor markings will also provide information and identify the expected social distance that you will be required to keep throughout your time on campus.

**Campus procedures** – You will be allocated to a room or area which you should remain in during your time on campus. This will assist in preventing the spread of Covid-19. Time spent on campus should be kept to an absolute minimum. If you are allocated a time, adhere to the issued timings.

**Security** - Do not move or remove any item of equipment, signage or substance that is provided for safety i.e. hand sanitisers or wipes. This also includes changing or moving window and ventilation settings.

**Lifts** – Lifts will be marked as to the maximum number of occupants. As a general rule, lifts should only be used by one person and used only by those who cannot use the stairs. Waiting areas for lifts will also be marked as to the maximum number of people waiting. This should not be exceeded at any time.

**Work space areas** - Workspace areas will be marked to allow for social distancing. Consideration will be given to access, egress and other movement within the work area. Surfaces i.e. workstations, floors and window ledges are to be kept clear of materials and clutter to permit effective cleaning of the area.

**Classrooms** - Classroom set up will be based on each person within the room having a personal space of 1 meter regardless of what furniture is provided. Individuals moving between areas briefly should continue to adhere to social distancing rules.

**Pinch points and queues** - Areas within the campus where people are more likely to gather or form a queue will be marked. You must comply with these markings.

**Public Transport** - If you are considering using public transport then the following safety consideration should apply:

- a. In the first instance you should consider walking or cycling to College if you can.
- b. Comply with any signage or instructions on public transport or from transport staff. The safety measures in place are for everyone's benefit.
- c. At the time of publication, the wearing of face coverings on public transport is mandatory.
- d. Wash your hands thoroughly with soap and water or use a hand sanitiser before and after every transport journey

**Transport** - It is advised that you have alternative travel arrangements in place if using public transport as you may not be permitted to travel home via public transport with the symptoms.

**Equipment** – Where equipment i.e. instructional aids and IT equipment are used, a one person, one piece of equipment rule will be implemented. Where equipment is handled or used by more than one user it must be wiped down with sanitising wipes before use. Wipes or a suitable alternative will be issued.

**Personal Protective Equipment (PPE)** - For each activity that you will undertake a comprehensive risk assessment will be carried out. If there are any additional controls i.e. the requirement for Personal Protective Equipment (PPE), you may be issued this and shown how to use it properly. \* *Face coverings are not considered PPE.*

**Meal Breaks** - You will be provided specific information before your visit if meal breaks are occurring. If they are, where possible (at least initially) you should bring in your own food and drinks. Areas, procedures and timings will be directed to you prior to your visit. For eating on campus, the following applies;

- a. Water fountains will be kept in use and cleaned at regular intervals. If drinking or filling water bottles from water fountains, ensure that the taps do not come into contact with your mouth or bottle.
- b. If hot drinks are required, bring and use your own cups.
- c. Nominated areas should be used for cleaning cups and eating utensils. Do not wash these items in any toilet facility.
- d. Canteen/rest areas are not to be used unless booked in advance.

**Fire** - If working unsupervised by Edinburgh College staff you must be made aware of the campus fire procedures. If the alarm activates make your way to the nearest assembly area via the quickest possible route. Where possible social distancing should be observed, however, the evacuation of the building takes priority.

**Personal Emergency Evacuation Plans (PEEPS)** - If you have difficulty evacuating the campus on your own and require to have a PEEP created, make the College aware at the earliest opportunity.

**First Aid** - If you experience any of the symptoms of Covid-19 during your time on campus, make a member of staff aware immediately or call **2222** from an emergency phone. You will be required to provide information on your activities on campus before you're sent home. Once home, arrange for a test to be carried out by the [NHS](#).

You can also sign for a Lateral Flow Test (LFT) Kit from the campus reception area if you are in the same cohort as a suspected or confirmed case. The results of the test should be recorded on the NHS website. If a positive result is returned, a confirmatory PCR test will be required.

**Contact Tracing** - You will be required to have your name and contact details taken prior to entry. This is to assist in contact tracing.

**Further Concerns** - If you have any concerns with another person not respecting social distancing or following the rules in some other way you should:

- a. Politely and respectfully raise your concern with that person directly and ask them to maintain their distance / comply with the rules. Only do this if you feel confident and it can be achieved safely.
- b. Communicate the situation to your point of contact within the College.

**Miscellaneous points** -

- a. If attending any College campus, you should bring your own writing equipment to be used when signing.
- b. Where open windows and additional ventilation procedures have been implemented, additional warmer clothing may be required. You will be informed by the College if needed. Do not close any windows that have been opened for ventilation purposes.