

CORONAVIRUS SAFE BUILDING USAGE POLICY

We expect staff, students, and visitors on site to follow **safe behaviour** to help us maintain social distancing and follow good hand hygiene practices. ARUL's Risk Assessment document provides staff and students with information on procedures, guidance, or ways of working that have been introduced before they return to our premises: This Policy should be treated as an addendum to the said Risk Assessment and should be read in conjunction with the same. There is a clear expectation that this information will be shared with other non-staff members where required. Managers should have regular conversations with their staff, listening to and acting on their concerns.

- Adhering to safe behaviour can help control the spread of COVID-19. The Risk Assessment sets out safe behaviour and can be summarised as follows:
 - *Social distancing must be carried out between individuals with at least 1 metre between them at all times.*
 - *No more than 2 people can use the lifts at any time.*
 - *If an individual is not maintaining distance do point it out to them politely so that they can correct themselves.*
 - *Wash your hands regularly.*
 - *Use a tissue to sneeze/cough into and dispose of tissue responsibly.*
 - *Cough/sneeze into the crook of your arm if you don't have tissues readily available.*
 - *Clean your desk.*
 - *Close the toilet lid **BEFORE** flushing.*
 - *Wash hands after using the toilets.*
 - *Use the anti-bacterial gel/foam before and after entering toilets.*
 - *Face coverings must be worn when moving around ARUL premises, in the common areas, toilets and only in classrooms with the permission of the lecturer.*
- Disciplinary procedures may be applied if safe behaviour is breached.
- Discretion will be exercised by ARUL to remove any member of staff or student from our premises who is not following safe behaviour, with length of exclusion to be decided by David Sexton and Roger Leung.

- Where an individual deliberately uses Covid-19 risk of infection as a threat or actual event, for example deliberately coughing over someone, this will be treated as a serious breach of the behaviour policy.
- Should any individual show any signs or symptoms of COVID-19 they will be dealt with as promptly as possible and must leave the premises for the safety of others. The Test and Trace strategy will be applied.
- Upon entering ARUL buildings everyone will have their temperature taken and anyone with a high temperature will be sent home. These individuals must access the nearest test centre and behave in accordance with Test and Trace (see link at the bottom of the Risk Assessment). We reserve the right to take the temperature of any individual who appears to be unwell at any time whilst in ARUL premises. This information is subject to GDPR.

ARUL will be implementing Lateral Flow testing for staff and students on site twice a week as the health and safety of our staff and students are paramount. Such testing will reduce the spread of the virus and protect those in the building. Identifying those with no symptoms but who have contracted the virus allows them to stop spreading the virus by immediately self-isolating. Your cooperation with this testing on site is greatly appreciated as it ensures a safer building to work and study in.

- Everyone's support is necessary to ensure safe behaviour is carried out. We ask all individuals to **adhere to 'Hands, face, space'**.