



## COVID-19 VISITOR INFORMATION

**Selby College will undertake to ensure that all visitors to our premises are protected as far as is reasonable practicable by limiting the spread and exposure of COVID-19. In response to the threat caused by the COVID-19 pandemic many steps have been taken to ensure all staff, students, contractors and visitors can go about their business safely.**

**In order to ensure the safety of everyone, please read and co-operate fully with the following measures:**

- If you feel unwell or have any COVID-19 symptoms please report this to a member of College staff immediately and leave site as soon as possible if you are well enough to do so. If you are not well enough to leave site we will guide you to an Isolation Room to await transport
- Face coverings **MUST BE WORN** in all internal, communal areas open to students
- Wash your hands regularly or use hand sanitising facilities
- Do not shake hands
- Follow all social distancing measures and remain 2m away from others
- Do not undertake any task or activity that will compromise the 2m social distancing rule unless these cannot be avoided and appropriate safety measures have been taken e.g. wearing of a face covering/visor
- Do not share equipment, products or other objects with others unless it is business critical and then only after the items have been sanitised
- Observe seating arrangements and occupancy levels across College including meeting rooms and common areas
- Adhere to good hygiene practice. If you cough or sneeze, cough/sneeze into a tissue or your elbow
- Follow all signs and markings such as floor markings and directional signage
- Adhere to any one-way systems in place
- Where passageways are not one-way, please wait until corridors and passageways are clear before you proceed
- If you smoke or vape, follow social distancing rules in the smoking area
- Report any concerns immediately to a member of staff

**Contractors working on site must provide a copy of their own COVID-19 risk assessment to the Estates Team**

**Thank you for helping to keep our College COVID secure!**