



Covid 19 Policy and Arrangements for Visitors

June 2021

Purpose

As the national covid restrictions are relaxed and campus activities resume there is a need to allow visitors and contractors back onto campus. This document describes the covid policy and arrangements for visitors accessing campus.

Definitions

Visitors. Visitors are those that have been invited to campus who are not current employees or students of UCA or do not have a site pass. This includes any members of public that access campus to attend UCA events and all contractors who do not have a site pass.

Host. The host is the UCA employee, or in certain cases a student, that invites visitors to campus.

Scope

This policy applies to all visitors except: guests visiting student accommodation; public who are passing through a campus on a public right of way; and those visiting only the library or public access areas such as the Crafts Study Centre that have their own public entrance. This Policy must be applied in addition to the existing policy and arrangements for visitors and contractors.

Policy

Until national covid restrictions are lifted, all visitors must be kept to a minimum. Where visitors will be in groups the group size must be determined by the requirement to maintain social distancing and in any case not exceed 30 people. The group size should be such that: the members of the group can maintain 2-meter social distancing (unless they are in a household or support bubble); and there is enough space for others to pass safely. In some circumstance it may be possible to reduce the requirement for social distancing but only where a risk assessment has been conducted and it is safe to do so, for example, where alternative controls have been put in place.

All visits must be pre-arranged and subject to a risk assessment. The UCA corporate covid risk assessment applies to visitors where no practical activity is being undertaken. Any visits that involve a practical element must have a process risk assessment which includes assessment and control of covid risks.

Where it is necessary for students to invite visitors to campus as part of their course of study, the student must ensure that their course or programme leader has agreed to the visit being necessary. The student will act as the host with UCA oversight provided by the course or programme leader who has agreed to the visit. Oversight means assessment of whether the visit is permitted; suitability of covid safety arrangements for the visitors, staff and students; acting as UCA staff contact; and specifying any additional conditions that need applying to the visit.

Process

Arranging the visit

At least 1 week prior to the visit the host must send the visitors the guide in Appendix 1, "UCA Covid-19 safety measures and information for Visitors". If the host is arranging for more than one visitor to attend and those visitors are part of an organised group, then the host need only send Appendix 1 to the designated group lead who can then reply on the group's behalf. If the group has no organised lead, then the host must send Appendix 1 to each separate visitor.

The visitor or group lead must confirm to the host by return of e-mail that they have read the guidance and they or any members of the group will not knowingly attend campus if they are at risk of transmitting Covid-19. Unless the guidance changes, visitors

only need to reply once for multiple or repeat visits. If the guidance does change, they will need to be sent the new guidance and confirm by e-mail again prior to attending campus.

Once the host has received the reply confirming that the visitor or the group understand the requirements, the host must notify campus reception of the visit by e-mail attaching a copy of the reply and providing the dates, times and names of those visiting. This should be submitted to reception at least 2 working days prior to the visit.

Reception must review the visitor notification and reply confirming the visitors have been booked in. If the notification is incomplete, then reception must not book in the visitor and must reply to the host detailing why.

On Campus

Upon arrival, visitors must sign in at reception in the normal way and be issued a pass and lanyard. The visitor will wait at reception for their host to collect them. The host must brief the visitors on the covid-19 arrangements. Only those required to host or supervise the visitors should do so and staff and student contact should be kept to a minimum. For repeat visits the same staff or students should host the same visitors.

If a visitor develops or reports Covid symptoms while on campus the host must arrange for the visitor to leave campus. The host must then sign out the visitor and inform the estate team of where the visitor has been. The host must then report the positive test to covid19@uca.ac.uk providing details of the visit and seek guidance on further actions from their line manager (course or programme leaders for students) or the safety team. The safety team can be contacted during office hours on 01252 892113.

The host must ensure that the visitors are supervised throughout their time on campus. The host must ensure that the visitors are signed out at reception at the end of the visit.

Student Hosts

At least two weeks prior to the visit the student host must request permission for the visit from their course or programme leader by e-mail. The e-mail request must detail who they wish to invite, when the visit will take place, why the visit is necessary and attach any risk assessments.

The course or program leader must review the student request and must either authorise or decline the visit by return of e-mail at least 1 week prior to the visit. If declined the staff member must provide details to the student as to why they have declined it. If authorised the student must follow the process detailed above and any additional conditions set by the course or programme leader.

Approved by: Covid Steering Group

Date approved: 29th March 2021

Review period: 1 Month

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Owner: H&S Manager

UCA Covid-19 safety measures and information for Visitors

1. Welcome

- Welcome to UCA. We want you to have a safe, productive and enjoyable experience when you visit our campuses.
- We have carried out a Covid-19 risk assessment which has been completed based on government guidance. From this risk assessment each of our campuses have put in place local arrangements to reduce potential transmission of Covid-19.
- You can request a copy of our Covid-19 risk assessment prior to attending campus.

2. Before Attending Campus

- You should receive and read this guide before attending campus.
- Before attending campus, we ask that you e-mail your UCA host and confirm that you and all the members of your group that will be attending campus understand the arrangements in this guide and that you or any of your group will not attend campus if you:
 - i.* have any Covid-19 symptoms
 - ii.* have been identified as a contact in the last 10 days
 - iii.* have been abroad to a country on the Red or Amber list in the past 10 days
 - iv.* have any other circumstance that may put you at additional risk
- You may not be able to access campus if you have not replied.
- We ask that where possible you take a covid home test before you travel to campus.

On Campus

- You must wear a face covering when inside any campus buildings. Your host will let you know when you can remove it. If you are exempt from wearing face coverings, you should wear a visor instead.
- Please use one of the hand sanitiser stations when you enter or exit the building
- Report to reception where you will sign in. Your host will collect you from reception. You must sign out at the end of your visit.
- Your host will brief you on the Covid-19 arrangements. Please follow these arrangements.
- We encourage you to let your UCA host know if you have any concerns. Everyone is empowered to challenge to ensure the safety of themselves or others.