

CORONAVIRUS SAFE BUILDING USAGE POLICY

We encourage staff, students, and visitors on site to follow **safe behaviour** and in particular follow good hand hygiene practices to help us minimise the risk of transmission. The risk of transmission has reduced due to much of the population being vaccinated fully although a lower level of risk is still present. This Policy should be treated as an addendum to the Covid-19 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.
 - *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.*
 - *Close the toilet lid BEFORE flushing.*
 - *Wash hands after using the toilets.*
 - *Use the anti-bacterial gel/foam before and after entering toilets.*
 - *Temperature monitoring will take place at the entry point of each building. Any individual recording a high temperature will be asked to return home.*
 - *Face coverings are encouraged to be worn when moving around ARUL premises, in the common areas, and toilets.*
- 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.
- ARUL will be offering 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.