

## INFORMATION SHEET

### Visitor Guidance

We have carried out thorough risk assessments of all our buildings in line with Welsh Government and Public Health Wales guidance. There are robust operating procedures in place to ensure all workplaces, learning environments and research facilities can continue to operate as safely as possible.

Below are the measures we have put in place for your safety and the expectations we have for the duration of your visit:

#### What we do

- Regular cleaning and sanitising of all public areas and learning environments in accordance with our cleaning and sanitising risk assessment.
- Provide clear signage to promote social distancing, such as one way systems, room capacities and floor markers.
- Supply hand sanitising stations at the entrances and exits of all buildings.
- Facilitate on campus COVID testing for our staff and student community as an additional control measure.
- Continue to monitor and review our arrangements in line with the latest legislation and guidance.
- Ensure adequate ventilation of all occupied spaces on campus.
- Require everyone to wear a face covering in all public/ common areas of our buildings and as identified by risk assessment for learning environments and events.

#### What we ask you to do

- Do not visit the campus if you have any of the recognised COVID symptoms.
- If you display symptoms on campus, make arrangements to leave immediately and return home. Maintain a 2m distance from others and avoid touching anything or using public transport. Inform your University contact you are leaving and of your locations visited. Contact NHS Test, Trace Protect by calling 119.
- Only visit if you have a pre-arranged appointment with a member of staff or for an authorised event.
- Wear a face covering when moving around campus, in all public areas and as required by risk assessment. If you are exempt, we promote the use of the sunflower lanyard or digital exemption card.
- Wash or sanitise your hands at regular intervals throughout the day, when entering a building and before eating or drinking.
- Follow any arrangements in place for user cleaning activity. For example, before and after using workspaces, equipment or kitchen facilities.

- Follow the signage and instructions provided across campus to help us control the spread of Covid-19. Maintain a safe distance of 2m between yourself and others.
- Follow any instructions provided to you by your host. Comply with risk assessments and safe operating procedures provided to you as appropriate.
- Report any concerns to your host or a member of security staff.
- Please let your host know if you require additional measures in place i.e. if you are at increased risk of COVID, are clinically vulnerable or clinically extremely vulnerable.