



Health and Safety Guidance Note to Estates Visitors and Contractors at University of Kent

All contractors undertaking work or inspections or visitors to the campus must consider the potential health risks of COVID-19 while working at the University of Kent and this must be included in their risk assessment.

The Estates Department needs to ensure all its contractors and visitors are aware of the University's COVID-19 control measures that have been introduced to control the spread of Coronavirus. This guidance note ensures this information has been communicated.

Any contractor or visitor breaching this health and safety guidance may be asked to leave campus.

Social Distancing

All persons on University grounds must observe and maintain 2 metres social distancing at all times wherever possible to do so. This may not always be achievable where space is restricted especially within University buildings and therefore all persons must wear a face covering in public areas.

All offices, teaching spaces, toilets and other occupied spaces now display maximum occupancy posters on the door. Contractors and visitors must ensure when entering these areas that they do not exceed the maximum occupancy for the space. If the area is already at maximum occupancy then the contractor must speak to the occupants, explain their need to enter the area and ask for persons to step outside the room until their work is complete. Visitors to the Estates Department should be accompanied by a member of the Estates Department.

Face Coverings

Face coverings must be worn in the public areas of all buildings by staff, students, contractors and any visitors. This is due to the potential of coming into close contact with others. Signage has been placed at the entrances to buildings to remind everyone that a face covering must be worn.

Public areas of buildings include: Reception areas, social space, toilets, catering facilities, (unless sitting down eating and/or drinking), shops, lifts, two-way areas of buildings and any other areas where a 2 metre distance cannot be maintained. This requirement also extends to all residential accommodation and any student occupied areas.

Face coverings are generally not required by staff in office environments as occupancy numbers have been reduced, and space planning has been undertaken to ensure adequate distancing is in place. However, contractors and visitors should wear face coverings in these areas if they are going to come within 2 metres of anyone else working in that area – including other members of their own team.

Building Access and One-way Systems

Contractors and visitors must observe the signage in place at the entrance to buildings. One-way systems are in place in all buildings with some doors being designated as 'entry only' and some as 'exit only'. This also includes most staircases in buildings.

If you are unsure of how to navigate the one-way systems in University buildings then please observe and follow the directional floor markings that are in place.

Following the one way system may result in taking a longer route around the building but this is necessary to maintain social distancing. Contractors must not breach the one way system unless there is a major safety issue. If the latter occurs then contractors must advise their contact in the Estates Department who will advise accordingly.

If there is a building evacuation then all staff, students, visitors and contractors should use the nearest exit regardless of the one way system.

Contractors and visitors should refrain from using lifts in buildings and instead use stairs when possible. Contractors and visitors with accessibility concerns may of course use the lifts – one person at a time or as indicated on the maximum occupancy signage on the lift concerned.

Hand Sanitisation and Hygiene

Please remember the Government's advice on regular washing of hands with soap and water. Hand washing facilities are available in all buildings on campus.

The University have installed hand sanitising stations inside the entrances to all non-residential buildings and in some other public areas of buildings for use by all persons. Please ensure you use these stations to sanitise your hands when entering any building.

It is especially important to ensure good personal hygiene measures are maintained before touching the face, eyes or mouth such as when wearing or removing personal protective equipment (masks/goggles/face shields/etc) and before eating, drinking or smoking.

Exemptions

If any contractor or visitor attending campus is unable to wear a face covering for personal/medical reasons then they must inform their Estates Department point of contact prior to attending campus.

This is to ensure any discussions can be held and restrictions, or further control measures, can be agreed in advance.

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