

COVID-19

DNCG SAFETY PRINCIPLES

WHEN ON SITE YOU MUST:

1. Take collective responsibility for ensuring you adhere to and positively promote identified principles
2. Where agreed, continue to work or learn from home
3. Have seen and understood the induction information
4. Wear your lanyard at all times
5. Adhere to social distancing requirements and markers/signs set out for you throughout all buildings, this includes evacuation assembly points, smoking shelters and queue control
6. Wash or sanitise your hands thoroughly and frequently
7. Avoid touching your face, particularly eyes, nose and mouth
8. Follow 'catch it, bin it, kill it' if you cough or sneeze
9. Adhere to timetabling, work scheduling and appointment attendance
10. Use equipment and materials provided in the interest of health and safety including; hand sanitiser, face coverings (where necessary), cleaning materials, bins
11. Wipe down frequently touched surfaces/equipment such as; desks, computer equipment, printers, lift buttons, vending buttons, hand tools, machinery
12. Stick to the left when moving around the building, this includes escalators
13. Only use the lifts if you need to and where possible, use should be single occupancy
14. Keep windows and doors open where possible (do not prop open fire doors), close all windows and doors as you leave the building
15. Adhere to local area risk assessment control measures and those identified in the college overarching risk assessment
16. Adhere to displayed room occupancy levels
17. Where possible, continue to use Microsoft Teams for meetings
18. Where possible, avoid going to offices to discuss queries, try to do this through Microsoft Teams, email etc
19. Keep furniture, equipment and machinery as per the original configuration, this includes classrooms, workshops, diners, learning resource centres and staffrooms
20. Report confirmed positive test individuals or symptomatic individuals as outlined in the red box.

USEFUL CONTACT DETAILS:

HUMAN RESOURCES

hr@northlindsey.ac.uk or hr.team@don.ac.uk

HEALTH & SAFETY

hands@northlindsey.ac.uk or health.safety@don.ac.uk

NHS

<https://111.nhs.uk/>

WHEN ON OFFICIAL OFFSITE/EMPLOYER COLLEGE ACTIVITIES YOU MUST:

(SUCH AS APPRENTICESHIPS, WORK PLACEMENT, TRAINING DELIVERY)

1. Adhere to site specific control measures
2. Undertake external induction as required
3. Be in receipt of the employer DNCG COVID-19 declaration

IF ANY OF THE FOLLOWING APPLY TO YOU, PLEASE DO NOT COME INTO COLLEGE:

1. You have received a positive COVID-19 test result in the last 14 days or are displaying symptoms of COVID-19, if you have; staff must report this immediately to Human Resources and Health & Safety, students must report this immediately to your Tutor and Health & Safety
2. You are awaiting a COVID-19 test result
3. You have been advised to self isolate through the Government Test and Trace Scheme
4. You have a; new continuous cough, a high temperature, a recent loss of sense of smell and taste
5. If you or someone you live with has any of these symptoms please follow official Government guidance
6. If in doubt please contact the Health & Safety Team