



UNIVERSITY OF  
LINCOLN

# Policy for Visitors coming onto University Campuses

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## Contents

Section	Title	Page/s
1	Context	3
2	Policy	3-4
3	Post Visit Requirements	4
4	University Visitor COVID-19 Exposure Declaration Form	4

## 1. Context

The following guidance should be followed where university critical activities require visitor presence on campus and a virtual alternative is not suitable and/or possible.

At present, only essential services and activities are being delivered on campus, observing the principle of physical distancing. The health and wellbeing of staff, students, authorised visitors and the University of Lincoln wider community remains our priority. Visitor is a reference to any individual coming on to a campus who is not a member of staff, student or tenant of the University. This would include for example, an engineer coming onto campus to service the photocopier, or members of the public accessing the animal facilities at Riseholme, as well as traditional visitors who you may meet on campus. Visitors are requested to observe the University's current guidance on the use of face coverings and asked to follow social distancing principles and signage when on University campuses. University guidance can be found here: <https://www.lincoln.ac.uk/home/coronavirus>

## 2. Policy

- All visitors and contractors are asked to monitor themselves for COVID-19 symptoms prior to travelling to campus. If you have any symptoms you should self-isolate, book a test and not travel to the University. This approach has been identified as the most effective way to minimise the risk of spreading the virus.
- You can check any symptoms using the NHS 111 Online Service and on the NHS web page below. If you believe you have symptoms, then you are advised to follow the guidance, which is also contained on the NHS page below. You should not visit the campus in these circumstances until you have received a negative test result. <https://www.nhs.uk/conditions/coronavirus-covid-19/>
- Approval must be obtained from the relevant University department (host) for the visit to go ahead. At present, all visits must be by prior arrangement only and be deemed essential.
- Approval for visitors to tenant organisations must follow the process established by their host building/department, which will follow the principles of this policy.
- The University host must receive all necessary information and assurances prior to any visits to University campuses.
- Scheduling for essential visits may need to be revised to reduce interaction and overlap between people on campus. Your University hosts will ensure your visit is organised to promote safety for all.
- Visitors are expected to wear a face covering in ALL indoor University premises (unless you have a legitimate reason not to).
- If you are driving to campus parking must be arranged through your University host or by the Estates Support Desk before you set off. We will attempt to provide parking as close to the location of the visit as possible.

- Records shall be maintained of all visitors by the University host, including individual names present at any meetings, times and locations of campus visit.
- Once approval is received, the University host must ensure:
  - The Visitor COVID-19 Exposure Declaration Form has been completed fully and all information is still correct at the time of visit.
  - The onsite guidance on social distancing and hygiene measures has been explained to visitors before arrival, as well as the standard Health and Safety Information for Visitors. This includes the adherence to one-way systems in place, hand sanitisation stations and building entrances and exits as appropriate.
  - The number of visitors on-site at any one time is limited.
  - Visitor time should be limited to a specific time window, as agreed prior to the visit and for as minimal duration possible.
  - Contact with other University staff/students and spaces is limited and social spaces should be avoided.
  - Refreshment breaks are not taken in communal areas and the nearest toilet facilities are used.
  - Failure to follow the policy will result in an investigation and may result in disciplinary action or review of tenancy arrangements.

### **3. Post Visit Requirements**

- All visitors should be made aware of the importance of notifying their University host should they display symptoms and/or receive a positive test for COVID-19 within 14 days of their visit to allow the University to take the necessary action and instigate Track and Trace procedures. The University host must inform the University Incident Manager immediately.
- We continue to keep the COVID-19 guidance updated and this should be referred to post visit to understand changes to practice that may come into effect between visits.

### **3. University Visitor COVID-19 Exposure Declaration Form**

It is a requirement of being allowed to visit the University that all visitors to University Campuses must agree to complete the University Visitor COVID-19 exposure Declaration Form and provide their name and contact details. The University will retain the information provided for 21 days for the purposes of track and trace, after which time it will be destroyed to the standard required for confidential information.

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Last Reviewed	Date
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Bullet point about tenants included	11 September 2020
Sentence added to context	15 September 2020



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