# Visitors to the UCL Campus during the Coronavirus Crisis

In order to safeguard the health and safety of our staff and student body during the crisis and enable them to operate in a COVID-19 secure environment, UCL requests the support and understanding of our visitors. UCL continues to adhere to UK Government regulation and advice and will apply and review mitigation applied to campus areas in accordance with these.

In general terms and until further notice, use of the UCL campus by visitors should be discouraged wherever possible.

For the purposes of these guidelines, a `visitor’ to campus is deemed to be any person who does not possess a valid UCL identity card **\*\*\***.

Visitors should only be invited to campus where absolutely essentially. Before inviting visitors to campus, please consider whether it is essential and bear the following factors in mind;

**\*\*\*** *other than contractors, whose presence on campus will continue be managed by existing UCL Estates procedures.*

* In line with UCL guidelines, all face to face meetings (including any involving non-UCL staff) should be conducted online.
* Current UK Government guidelines are to work from home where possible.
* Use of public transport for non-essential reasons remains strongly discouraged by the travel service providers.
* The number of people who may attend a public gathering is regulated by UK Government law.

Should it be necessary to invite a visitor to campus, you should note that a visitor will be required to;

* Comply with UCL regulation on social distancing and observance of access, egress and one-way restrictions displayed by means of informational signage is compulsory.
* Comply with UCL regulation requiring the wearing of a face covering when using all areas
* Voluntarily participate in any temperature checking processes at campus entrance points.

Irrespective of whether a visit is deemed essential, a visitor should not attend campus under any circumstances if:

* They have any of the main symptoms of COVID19 as defined in current NHS advice as follows:

**A high temperature** – this means you feel hot to touch on your chest or back (you do not need to measure your temperature.

**A new, continuous cough** – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough it may be worse than usual).

**A loss or change to your sense of smell or taste** – this means you’ve noticed you cannot smell or taste anything, or things smell or taste different to normal

* They or anyone in their household is required to self-isolate in accordance with Government guidelines

Any visitors will be asked to confirm none of these conditions are applicable to them to the member of staff who has invited them by email before attending campus. They must also supply details of the area(s) of the campus they will be visiting and a mobile phone number (or an alternate contact point ) which may be used in connection with any track and trace procedure necessitated by an incidence of COVID-19 on campus.

These visitor details should be retained by the relevant organisational unit, which

may be asked to supply them to a central UCL source if the need arises.

In line with GDPR regulation, visitor details and responses are supplied in conditions of strict confidentiality, must be treated as such and must not be disclosed to any third party external source.

We apologise for not being able to give our visitors the usual warm welcome, but we are sure everybody will understand the need to take extraordinary measures to safeguard our staff and student body. If you have any questions, please contact the UCL COVID Helpline ([covidhelpline@ucl.ac.uk](mailto:covidhelpline@ucl.ac.uk)), 0203 108 5699. Lines are open 9am-5pm, Monday-Friday