

# Pocket guide to social distancing

If you're returning to site for work or studies please follow our social distancing pocket guide. For more details go to [sgul.ac.uk/return-to-site](https://sgul.ac.uk/return-to-site).

## General good practice

- Wash your hands regularly with soap and water for a minimum of 20 seconds.
- Use a tissue when you cough or sneeze, or into your elbow if no tissue is available, dispose of the tissue immediately, then wash your hands.
- Maintain social distancing of two metres at all times. If social distancing cannot be followed in full, you should follow advice in the institutional or local risk assessments.

## Moving around the site

- Minimise your use of public transport as much as possible. If you have to use it, try to arrange work/study so that travel can be at off-peak times. Face coverings are mandatory on all public transport.
- Wear a face covering whilst walking through the Hospital and whilst in the communal walkways, reception, shops, food outlet and library areas of the University.
- Follow signage to use the correct entrance and exits and the one-way system.
- Only use the lifts if you cannot use the stairs or are transporting goods and materials.
- Use the Hunter Wing stairs opposite Peabodys as the 'up route' and the stairs opposite the main University reception for the 'down route' only.
- Use a verbal alert procedure if you are using staircases that are narrow and passing someone would result in close proximity e.g. shout "Is anyone using this stairwell?".
- Only use Fire doors in emergencies. Fire doors all remain operational. Please see the return to site webpages for the fire procedures.

## Using the spaces safely

- Follow the designated queuing arrangements at St George's customer facing services e.g. receptions, library services and print services.
- Follow the room usage guidance posted on the doors of shared facilities. This includes specific occupancy numbers in some cases.
- Once inside your workplace/place of study, be that a laboratory, office or teaching space, where the area meets Covid-secure guidelines and 2m distancing can be maintained, you are not required to wear a face covering. However, if 2m distancing cannot be maintained, face coverings must be worn or other mitigations put in place in accordance with the Government 1m+ rule.
- Wash your hands for at least 20 seconds before handling communal items in the teapoint, such as kettles and cutlery.
- Bring in your own food and drink.
- Wherever possible open windows and improve the supply of fresh air and take as many breaks outside as possible.
- When using communal toilets on campus, maintaining social distancing may be difficult. Please follow the signage and act responsibly when entering these areas.
- Clean and wipe down the areas you use regularly.

## Changing ways of working and studying

- You may be asked to change your work pattern to reduce the number of staff in an area at any one time. This could be shift work, splitting into teams or staggered start and finish times so that unnecessary face to face contact is reduced.
- In the library you will need to follow specific guidance. Some desks will be closed and clearly marked and shouldn't be used.

## Reporting concerns

- If you have any concerns or want to raise an issue please email [health@sgul.ac.uk](mailto:health@sgul.ac.uk) or visit [sgul.ac.uk/accident-reporting-form](https://sgul.ac.uk/accident-reporting-form).
- For everyone's safety, it is very important that you adhere to these guidelines and breaches will not be tolerated. Please see the key principles outlined on the return to site webpages for more details.