**Estate and Facilities Management**

**Building Guidance Note**

**Exchange Station**

**COVID-19 Government Guidance**

If you, or someone you live with, have any symptoms of the coronavirus COVID-19, however mild, the most important of which are recent onset of any of the following:

* a new continuous cough
* a high temperature
* a loss of, or change in, your normal sense of taste or smell (anosmia)

please do not come into the university, stay at home and arrange to have a test to see if you have COVID-19 by following the UK Government and NHS guidance.

Wash your hands often using soap and water and dry them thoroughly.

Toilet facilities will be open and additional sanitiser stations will be available within the building.

**Covid Safety**

Face coverings must continue to be worn in all communal areas and teaching spaces, but can be removed whilst you are at your desk.  Please make sure you continue to take two tests over a seven day period to ensure you are negative when coming into work and if you have not already been able to get a vaccine, please make sure that you can get one as soon as possible.

Whilst we are taking away the majority of our covid signage, directional advice will still be in place from the 19th of July, and as good practice, we will continue to encourage the mantra of hands, face, space – although in line with current government advice, social distancing is not mandatory on campus any longer.

Our enhanced cleaning programme and ventilation procedures will continue to be in place to help keep our campus spaces safe and clean.

**Fresh air.**  The flow of air is important, if a window is open where you are working, please do not close it, this has been opened intentionally. Try to keep doors and windows open to allow ventilation (but remember to shut them when you’re leaving).

**Get a test**.  In Liverpool, we have partnered with the City Council and our staff and students can be tested at the available SMART test centres in the city.  These are lateral flow tests for those without symptoms and take no time at all. Staff can also use home testing kits.

**PCR tests.**If you, or someone you live with, have symptoms (including a new continuous cough, high temperature or a loss of, or change in, your normal sense of taste or smell (anosmia), you can get a test at our shared facility with the University of Liverpool.

**If you have already had the vaccination.**You still need to get a test; you may be at risk of infecting those around you.

1. **Building Opening Times**

The University areas are open from 7am to 7pm. The building is accessible 24/7 through authorisation from managers.

Estate and Facilities Management will provide reception cover 8-4pm Monday to Friday.

**2 Specific Ventilation Guidance**

**Office Areas**

The air conditioning units in the building can be used. The systems run on fresh air and are managed by the Landlord.

If you have openable windows, we recommend you open them on arrival. Please remember to close them when you leave. If you have a window which is openable but stuck, please contact Estate and Facilities Management on ext 5555 and select Option 2.

**Toilet Areas**

These are managed by the Landlord, and we have requested that the ventilation system is set to run constantly.

**Meeting Rooms**

The air conditioning units in the building can be used. The systems run on fresh air and are managed by the Landlord.

If you have openable windows, we recommend you open them on arrival. Please remember to close them when you leave. If you have a window which is openable but stuck, please contact Estate and Facilities Management on ext 5555 and select Option 2.

**3 Catering**

The Bean Catering Outlet on the ground floor is open with seating available.