COVID-19 ENTRY/EXIT INSTRUCTIONS

STEP ONE
If you are unwell or believe you may have been in contact with any person having COVID-19 go home. Do not enter the University.

STEP TWO
SWIPE IN
Swipe your Card on entry to the building. DO NOT ALLOW TAILGATING

STEP THREE
ATTENDANCE TRACKING
Upon entry to the building, start process.

STEP FOUR
Wash or sanitise hands as per COVID-19 guidance.

STEP FIVE
PHYSICAL DISTANCING
Ensure it is maintained and followed in line with your approved risk assessed procedures.

STEP SIX
ATTENDANCE TRACKING
Upon exiting the building, update process.

STEP SEVEN
SWIPE OUT
Swipe your access card upon exiting the building.