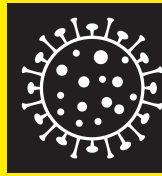


Coronavirus COVID-19



Coronavirus
COVID-19
Public Health
Advice

Covid-19 Guidelines and Instructions for Students and Staff when on Campus.

Essential information when accessing a lab or a studio:

- Both lecturers and students must wash their hands before coming to class.
- Both lecturers and students must wear a face mask in class.
- The lecturer arrives for the on campus class.
- He/she opens the door leaving it ajar with a door stop to allow student access to the room and for ventilation.
- If windows are not open, please ensure they are opened before the class starts.
- Students should not queue outside the door.
- If the door is not opened you must leave and come back and then enter once the lecturer has arrived and the door has been opened.
- Please ensure you sit 1 metre away from your class mates and lecturer.
- The rooms have been measured and marked out for 1 metre.
- If you are in a lab please use the keyboard and mouse supplied to you or the silicone keyboard covers which are in place over the keyboard in the lab.
- Once class has been completed the student and lecturer will use a spray solution for cleaning the desk surface, the chair, the mouse and silicone keyboard cover. (You may have been given your own keyboard and mouse to bring home and therefore you will not need to use the dept. keyboard and mouse). Spray your area and leave it for a few minutes then rub your work area dry with the paper towels provided.
- If you are in a photography or video studio all staff and students must wash their hands before entering.
- After entering the studio, staff and students must use hand sanitizer on each occasion before touching any equipment.
- If you are in the drawing or design studio you must only use your own drawing materials and bring these in and home with you, no sharing of material. Cleaning down all surface used on the table top and chair must also be done.
- When you are ready to leave, please ensure to leave 1 metre space apart from the next student.
- Place the paper towels in the bin provided in the room before you leave.
- Once everyone has left the room the lecturer can close the door and leave the doorstop inside the door for the next lecturer.
- Please remember to wash your hands after each class.

Thank you and stay safe.

A message from CCAD, CIT Management.