

COVID SAFETY MEASURES AT THE INI

The safety of our visitors and staff is important to us. To ensure the safety of everyone, we want you to know that we have introduced strict health and safety measures within our buildings and are following the government's guidance at all times.

Prior to arrival

- Please ensure that you have completed a COVID showing a negative result prior to arriving at the Institute.
- From overseas - please read the latest government guidance here before travelling: <https://www.gov.uk/uk-border-control>. You should contact the Institute at least one week prior to your planned travel to the UK to advise of your arrival date.
- **Please do not come into the Institute until your quarantine period has passed.**
- Bring masks and personal hand sanitiser.

During your visit

- Undertake twice weekly lateral flow testing. Tests are available to order from the NHS website <https://www.gov.uk/order-coronavirus-rapid-lateral-flow-tests>.
- Ensure other family members (including children over the age of 11) undertake twice weekly lateral flow testing. Guidance on this is available here: <https://www.gov.uk/order-coronavirus-rapid-lateral-flow-tests>.
- Take your temperature on arrival using the automated infrared thermometer in the building foyer.
- Use the [NHS COVID-19 app](#) to scan the Institute's QR code for track and trace.
- Maintain social distancing including use of masks in shared spaces.
- Adhere to guidance provided in meeting rooms on maximum capacity.
- Use the one-way system within the building.
- Use the sanitisers provided when using shared equipment.

After your visit

- Notify the institute on office@newton.ac.uk if a positive COVID test is received within 10 days of departure.

RISK ASSESSMENT INFORMATION

How does the INI ensure that current social distances measures are adhered to?

- Signage is posted throughout the building, and a safety video has been distributed to all participants. Watch the safety video here: <https://www.youtube.com/watch?v=yNGv6YwVLP0>
- Overall capacity in the Institute has been reduced.
- All participant offices are single use only, capacity has been reduced in the meeting rooms & seminar rooms.
- All talks are available to attend virtually.

What sanitisation arrangements are in place?

- Hand washing stations are located throughout the building.
- Hand sanitisers and wipes are available in all offices, and at shared equipment, such as photocopiers.
- Disposable crockery and cutlery are available.
- Masks must be worn when moving around the building or using any shared spaces.
- The building is cleaned daily.