

**YOUR OWN HEALTH IS YOUR RESPONSIBILITY - ALWAYS CARRY  
YOUR OWN PERSONAL SANITISER.**

### **TO PROTECT YOURSELF AND OTHERS**

- Get the Covid-19 vaccination.
- Activate the Test and Trace app.
- Do not touch your face unless your hands have been sanitised.
- Sneeze/cough into the bed of your elbow.

### **ALWAYS REMEMBER**

- If you do not feel well or have flu-like symptoms, do not come in.
- Contact the Health and Wellbeing Team for advice on 01252 688200.
- If you are going to be absent contact HR on [absencereportinghr@farnborough.ac.uk](mailto:absencereportinghr@farnborough.ac.uk)

### **CLASSROOM/OFFICES**

- Wipe down the desk and equipment that will be used prior to use.
- Do not touch anything that has not been sanitised by you.
- Wipe down the desk and equipment after using it.

### **OTHER SPECIFIC AREAS**

- Follow the instructions put in place by the department's specific risk assessment.

### **EXTERNAL VISITORS**

- Follow the instructions put in place by the department's specific risk assessment.

**IF YOU DO NOT FEEL COMFORTABLE AT ANY TIME WITH THE  
ARRANGEMENTS, PLEASE NOTIFY THE NURSE OR YOUR LINE  
MANAGER.**