



ROYAL
COLLEGE of
PHYSICIANS of
EDINBURGH

COVID-19 Information Leaflet



Attending an Event

From March 2022

This guidance has been prepared to allow you to feel safe and secure when attending an event or meeting at the College. As a visitor to the college you also need understand your responsibilities.

Before arriving at the College

- Please do not attend the College without having registered for the event in advance
- Your name and phone number must be kept by law for 21 days for the purposes of Track and Trace. The information will be used solely for the purposes of track and trace and will be deleted on day 22
- All attendees are strongly encouraged to take a Lateral Flow Test within the previous 24 hours before attending an event held at the College
- The College strongly encourages everyone who is eligible to get the COVID-19 vaccine when it's offered to them. However, vaccination is not considered mandatory to attend the College for an event

Arriving at the College

- The College has a number of different entrances. Please ensure you enter using the designated entrance detailed in your on-boarding/invite/registration documentation
- Please don't arrive early or before your designated arrival time. Please note that larger events have staggered arrival times
- Active travel options are encouraged with bike racks available at No8 on street level and the basement of No13. Due to increased demand we are temporarily allowing bikes to be locked to the railings outside of No.8 only. We have a pump and puncture repair kit should anyone need it



When in the College

- We will be continuing to observe social distancing of 1 meter where possible within the College building.
- Be mindful of other people's space when moving around College buildings

Face Coverings

- Face coverings must be worn at all times within the College. However, you may remove your face covering to eat, drink or if you are giving a presentation
- We have a limited supply of face coverings if you forget to bring yours
- Please note only those medically exempt from wearing a face covering are able to enter the College without one
- Visors may be worn but only in addition to a face covering. Visors are not considered a suitable alternative to a face covering
- Follow good hygiene etiquette when coughing or sneezing
- Avoid touching your face, mouth and eyes with your hands

Your Health

- Don't attend the event if you are displaying Covid-19 symptoms or you or a member of your household are isolating, awaiting the result of a Covid-19 test or in a period of quarantine
- If you are traveling from outside of the UK please ensure you have medical insurance that covers Covid-19
- If you become unwell when attending the College please inform your event host or reception. We have trained first aiders who will be able to assist you. If you are unable to find your event host please inform reception who will alert our trained first aid team
- We have a dedicated isolation room where we will provide you with extra PPE and a phone to seek medical advice
- Dial 111 for non-life threatening medical emergencies or 999 for life threatening emergencies



Hygiene & Ventilation

Wash your hands frequently, with soap and warm running water, for a minimum of 20 seconds, especially:

- On building entry
- After using the toilet
- Before and after eating
- If it is not possible to wash your hands, use alcohol hand sanitiser provided throughout the College for 20-30 seconds

Good ventilation is key to mitigating the risk of contracting Covid-19

- Doors and windows are to remain open where possible
- Where air conditioning or air circulation is operational, it's considered an open system taking fresh air from outside

Toilets Facilities

- Social distancing is no longer required by the Scottish Government in an event environment. However, a social distance of 1m is still being observed within bathrooms
- If possible, close the toilet lid prior to flushing, to reduce the likelihood of water droplets being generated
- If there is a queue to use the toilet the closest alternative facilities will be signposted for you
- The main door to the toilet facilities (not the cubicle) will be kept open so as to reduce the number of touch points

Cleaning

Increased cleaning and monitoring is in place for toilets and high frequency touch points, such as social area tables/chairs, door handles, bannisters, lift buttons, etc.

- Wipes are provided for some commonly touched items
- Clean any shared equipment before and after use with the wipes provided
- Event spaces are fogged/misted using an active cleaning product which reduces the transmission of bacteria and viruses

Emergency Procedures

- On hearing the fire alarm evacuate the building by the nearest fire exit. When evacuating the building where one way systems exist they should not be observed as the immediate priority is to evacuate
- Await instruction before re-entering the building
- College Officers are trained first aiders and are fully aware of College procedures for dealing with individuals who show symptoms of COVID-19

Noncompliance

- Noncompliance with these measures will be treated like any other antisocial behaviour and individuals may be asked to leave
- If you observe non-compliance please let our team know. You can do this by speaking to your meeting host or informing Reception. We will deal with this discreetly
- In extreme circumstances the College may choose to end the event

