

Site information for visitors to the MRC Harwell Institute, Advance Training Centre, from November 2021

Please follow Government guidelines on social distancing, hand-washing and COVID-19 measures at all times while at MRC Harwell. Your host may ask you to complete a lateral flow test, prior to your arrival.

We ask that a face covering is worn as soon as you enter the Advance Training Centre front door and not removed unless you are working in an office and you are 2 metres away from any colleagues.

It is of course impossible to wear face coverings whilst you are having your lunch or a drink, so we are asking you to remain socially distanced in the canteen/breakout area, but if you are using the refreshment area (watercooler/coffee machine) , please keep your face covering on.

Do not enter if you are feeling unwell or are displaying any COVID-19 symptoms.

If you begin to feel unwell while working on site, please contact your host.

ON ARRIVAL

If wearing gloves, dispose of these on entering the building and place them in the clinical waste bin provided in the Reception area. Should you wish to change your disposable face covering to replace with a clean one, use the same bin. If you have a separate cloth face covering for travel, we ask you bring a plastic bag to store worn reusable cloth face coverings, so you can take them away when you leave site.

On arrival, visitors should wash their hands with 70% alcohol gel in the Reception area, before entering the rest of the building.

WHILST IN THE ADVANCE TRAINING CENTRE

If you need to work somewhere that is occupied and cannot keep 2m distance, please contact your host who will make the necessary arrangements for you.

GENERAL

If you need to enter Building 383 your host will take you through and explain the processes in place within this area.

If you use the canteen area, please swipe your visitor/contractor pass (if you have one) at the track and trace reader as you enter. If you have a paper pass, your host will swipe their ID. This will maintain a record of who has been in the area and will be used if we have a confirmed COVID-19 case on site.

If you need First Aid, please contact your host or call Security on 01235 841261 or extension 1261, who will contact a First Aider to assist you. Let staff know if you think it could be COVID-19 or is something else.

AFTER WORKING ON SITE

If you think you have contracted COVID-19 and have been working on site within the previous 72 hours, please contact your host to discuss any areas where you have worked and anyone you could have had close contact with. If you cannot get hold of your host or NHS Test and Trace want a contact at MRC Harwell, please use the following contact: M.Gardiner@har.mrc.ac.uk

KEEPING RECORDS FOR NHS TRACK AND TRACE

We will retain a record of the days that you visited MRC Harwell, the purpose and a phone contact number, in order to support NHS Test and Trace if needed. This information will only be used where necessary to help stop the spread of COVID-19. We will delete this information 21 days after your visit. This reflects the incubation period for COVID-19 (which can be up to 14 days) and an additional 7 days to allow time for testing and tracing. Please inform your host if you do not want this information shared for this purpose.

Thank you for your cooperation, MRC Harwell Institute.