

Guidance for access to societies cupboard

This guidance is intended for students accessing the societies cupboard, on the top floor of the Union.

The measures below should be followed to prevent the spread of Covid-19:

1. Email union@st-andrews.ac.uk to request access at least 2 days in advance. You will need confirmation from this address before attempting to access the cupboard.
2. Only 2 people from your society can be given access at the same time. They must wear face coverings at all times.
3. Keep a minimum of 2m apart where reasonably practicable throughout your visit.
4. If 2 people are in the societies cupboard, they should not stay within 2m for more than 15 minutes at a time.
5. Complete the sign-in sheet at reception when entering and leaving the building. Collect and return the cupboard key at reception.
6. Practice good hygiene; clean your hands before entering the societies cupboard. Wash hands in hot soapy water for a minimum of 20 seconds and/or make use of hand sanitizers around the building. Hand washing should be conducted before entering and leaving the Union, and at frequent intervals during your visit.
7. Only touch items that belong to your society.
8. If two people are in the cupboard, avoid touching the same items. If necessary, clean items with disinfectant cleaner.
9. Anyone reporting symptoms of Covid-19 will not be permitted to enter the building; they must stay at home and self-isolate in accordance with government advice.
10. Catch coughs and sneezes in a disposable tissue, or crook of your elbow.
11. Follow one-way systems and maintain 2m distance between any other person while moving around the building.