

**Update to all staff on steps we are taking – and steps you should take –  
in relation to the spread of COVID19 coronavirus.**

- Staff should refer to the University's FAQ page (<https://www.st-andrews.ac.uk/coronavirus/>) for information regarding Coronavirus. We can confirm that guidance on 'When and how to self-isolate' on that page should be followed by all Association staff. Other guidance, particularly on handwashing, also applies. **Please wash your hands thoroughly and frequently.**
- Relevant Association management staff are meeting daily to review risk and preparedness.
- Building cleaning procedures have been reviewed and updated.
- We are liaising with Estates on the provision of hand sanitiser for the building and are arranging our own supplies in the meantime.
- If you are suffering from fever or flu-like symptoms, you should of course not attend work in any case. Please notify us in the same way you would with any sickness absence. However, in the case of an absence for these reasons, we will require staff to confirm that they have taken advice on whether to self-isolate before they return to work. You can do this by emailing Iain Cupples.

If anyone has any questions or concerns, please contact Iain Cupples: [inc@st-andrews.ac.uk](mailto:inc@st-andrews.ac.uk)