



Telephone
+44 (0)141 630 5000
Fax
+44 (0)141 630 5001
Email
info@glasgowkelvin.ac.uk

www.glasgowkelvin.ac.uk

Glasgow Kelvin College
Springburn Campus
123 Flemington Street
Glasgow, G21 4TD

The Board of Management of Glasgow Kelvin College is a Scottish Registered Charity. Registration no. SC021207

13 September 2021

Ref: RM130921

Dear Sir or Madam,

External Lets – Staying Safe

Glasgow Kelvin College would like to extend a warm welcome to you for academic year 2021/22. Adhering to Scottish Government guidance, the College has been working hard to put in place the necessary measures to enable its workforce, students and clients to return to a safe working environment.

Please maintain a reasonable distance from your classmates and colleagues. Classrooms and workspaces have been reconfigured to take account of the safe-distancing measures which currently recommends a safe distance of 1 metre. One-way systems, with appropriate signage, are in place across the College. Use the sanitisers and wipes provided throughout the College and clean your hands regularly. Advisory posters are in place throughout campus buildings.

Please continue to stay safe by ensuring you and those around you are protecting others as well as yourself and observing the Scottish Government advice. By law, face coverings, unless an exception applies, should be worn at all times when moving in 'public spaces' such as corridors, stairwells, reception areas and atriums. The legal requirement to wear a face covering in an indoor 'communal area' i.e., classrooms, libraries and canteens, is only removed when an exemption applies where the college has actively put in place measures to ensure people are either separated by a partition or a distance of at least one metre, such as in classrooms, lecture theatres, libraries and canteens.

It is vitally important that if you display any symptoms of coronavirus (COVID-19) i.e., a new continuous cough; a high temperature; a sudden loss of taste and/or smell, you should not attend the College. Instead, you should self-isolate and arrange for a test through NHS Inform by contacting their helpline at 0800 028 2816. To enable voluntary self-testing, Lateral Flow Testing (LFT) kits are available at all campus receptions. Should you feel unwell and display any symptoms of coronavirus, you should not travel into campus to collect an LFT kit. Instead, you arrange for a test through NHS Inform as detailed above.

Please circulate this guidance to all your client group and/or students to help them stay safe while at the College.

We hope that you will continue to enjoy using room space at Glasgow Kelvin College over Academic Year 2021/22. Should you have any questions regarding this matter, you should contact John Kennedy-Bennett, MIS Team Leader at: jkennedy1@glasgowkelvin.ac.uk

Yours faithfully,

A handwritten signature in black ink, appearing to read 'R. Mackenzie'.

Roddy Mackenzie

