

Room Bookings Health & Safety Guidance



- Please maintain social distancing (2 metres) at all times and use the hand sanitiser stations.
- A face covering must be worn in all indoor spaces on campus, unless exempt.
- Rooms should be used for study purposes only and not for social gatherings. Only students from Edinburgh Napier University can use the facility. It is the responsibility of the person booking the room to ensure the safe capacity limit of the room is not exceeded. All those using the room must adhere to [guidelines applicable for students visiting campus](#).
- If a room appears not to be set up to allow for social distancing or how you expected it to be set up, you should report this to the Facilities Service Desk (0131 455 5000, 0845 – 1700, Mon to Fri), library desk, iPoint or duty security, who will inform the appropriate team, rather than moving the furniture yourselves.
- Do not exceed the room capacities.
- Cleaning materials are available to clean your area and must be used before and after using the room (all personal touch points should be cleaned) - please dispose of materials in nearest bin.
- When coughing or sneezing cover mouth and nose with flexed elbow or use a tissue.
- If you feel unwell do not come to campus and follow government [guidance](#) / [test and protect service](#).