

**Sotheby's Institute of Art**  
**30/31 Bedford Square LONDON**

To mitigate the risk of Coronavirus transmission, we have updated our On-site Rules and Procedures for safe access commencing September 2021.

\*\*\*All students, faculty and staff attending site are expected to undertake **twice weekly rapid LFD COVID asymptomatic tests**. These can be delivered to your home or you can go to a local test site. Details [here](#).  
Alternatively LFD tests are available from Reception. Test results must be logged [here](#).\*\*\*

When using public transport review guidance on the [Transport for London website](#).

## **FOR YOUR SAFETY and COMFORT**

The building has undergone a deep clean and additional cleaning stations have been installed throughout the space.

Attendance is only for teaching classes or support roles that need to be in-person.

The Library is open to students and offering limited browsing to maintain safe distancing. Study spaces have been created, laid out and ventilated to provide a safe space in which students can read or study on site.

To enable students to safely attend face to face teaching classes we have put in place the special measures below to ensure yours and everyone's safety whilst on site.

- **SHOW negative LFD COVID test result message** to Reception on entry to the building at Reception
- **DO NOT attend with a temperature, cough or any COVID-like symptoms** – we will also take temperatures for reassurance should there be any concerns
- **Access is 20 mins before classes only** –please go straight to classroom which is laid out to maintain a safe distance
- **Face coverings must be worn** at all times whilst in the building with Registrar [j.foy@sia.edu](mailto:j.foy@sia.edu) and they will issue identifying lanyard
- **Use the hand sanitiser provided immediately on entry to the building**
- **Keep a safe distance** from other students and staff whenever possible
- **Look out for signage and directional markings** - the corridors are narrow in our old buildings
  - Limited communal space so no congregating possible on site
  - Wipe clean the seating area before and after use – for your comfort we have supplied additional cleaning stations although we will also be cleaning
- **Exit from the building** is via front door on 31 side of building during busy times – you must leave within 20 minutes after the end of your class so that we can maintain safe numbers on site
- **No waiting** on site – please leave as soon as you have finished the reason for your visit

If you have any specific circumstances or concerns about Covid safety measures, or are exempt from wearing a face covering please contact Registrar, Jo Foy [j.foy@sia.edu](mailto:j.foy@sia.edu)