## COVID-safe face to face interviews

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| **Things to consider**  | **ü** | **Notes** |
| Use the largest room possible to ensure enough area to maintain social distance.  |  |  |
| Control the number of people within the area – only essential staff should be involved, and the size of the interview panel should be kept to a minimum.  |  |  |
| Provide clear instructions in the invitation about where and what time the student should arrive, and where they should wait. |  |  |
| Ask panel members to bring their own pen. Provide large envelopes or folders so notes can be placed in these before being returned to the Chair. |  |  |
| Clean the applicant’s seat and desk between interviews, including any seat in the waiting area.  |  |  |
| Ensure door handles are cleaned between interviews. |  |  |
| Make sure hand sanitiser or hand-washing facilities are readily available to everyone. |  |  |
| Avoid using shared jugs of water.  |  |  |
| Avoid shaking hands when greeting applicants. |  |  |
| Plan the applicant’s route from entering the building to the interview to minimise contact with other people. |  |  |
| Consider the seat configuration for social distancing when accessing and leaving the interview room. |  |  |