

**Subject:** Communication and advice relating to coronavirus (Message from Nick Bell)

**Date:** Tuesday, 3 March 2020 at 14:54:09 Greenwich Mean Time

**From:** Dian Pitter

**To:** Mailing List - Everybody

Dear Colleagues,

Further to information sent out in relation to Coronavirus, the organisation has nominated the following individuals to be the primary point of contact in relation to all queries or decisions that might need to be taken on this issue.

It is imperative that staff escalate all related issues through these contacts in order to ensure that any action taken within our campuses is in line with latest medical advice and guidance.

Student concerns or concerns about students:

- **Melanie Guymer:** Willesden, Wembley and Kings Cross campuses
- **James Wilson:** Paddington Green and Maida Vale campuses

Staff concerns:

- **Claire Collins**

The college is adhering to Public Health England and Department for Education guidance on this issue. A central college team has been established to closely monitor any updates as they arise and to respond accordingly. The key contacts above will be informed of the latest status on at least a daily basis and will be best placed to provide the most up to date advice.

Kind regards

Nick Bell

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