



Date: 15 May 2009

Dear Visitor

SUMMER VISITORS TO THE UNIVERSITY OF ST ANDREWS

Over the next few weeks and months we look forward to welcoming you and your conference delegates or group members to St Andrews. In light of the recent flu outbreak, we should like to reassure you that the University of St Andrews has taken necessary steps to ensure that all visitors have the appropriate information and guidance available during your stay with us.

In advance of your visit, we would appreciate if you could note the following information:

- Please have a look at the link to the University's Influenza and Guidance web page: <http://www.st-andrews.ac.uk/flu/>
- For those travelling from outwith the UK, please ensure you are aware of the UK Government guidelines: http://www.nhs.uk/news/2009/04April/Documents/Swine%20Flu%20Leaflet_Web%20Version.pdf
- If you develop flu-like symptoms whilst staying with us, please stay in your bedroom and contact Reception or the Residence Manager by telephone. If there is no response please contact the out of hours service on tel: 01334 463985 or ext 3985 from any University phone. If you require us to contact medical services we can quickly do so. If you or your Event Organiser make contact direct with the health service, then please also let the Reception know the position as quickly as possible, and this will allow us to meet any additional needs you might have.
- Visitors should minimise the risk of catching or spreading the virus by regularly washing their hands.
- In each Hall of Residence, general guest information will be displayed in the public areas (such as contact details for NHS 24, local GP surgeries, etc.), including the guidance specific for swine flu.
- The current WHO advice indicates that individuals who are ill should delay travel plans. If visitors have any concerns they should contact their GP for advice prior to travelling.
- Please note terms and conditions of booking. We recommend guests have insurance cover in place.

If you have any queries, please contact your event organiser in the first instance.

Yours sincerely

Pauline Brown
Conference Manager
Conference & Group Services