

KEEPING YOURSELF SAFE IN COLLEGE – GUIDANCE FOR STUDENTS

Main Building and General Areas

A one-way system has been put in place in all our buildings which must be observed at all times. The only exception to this may be if you need to access the toilets during lesson time when the corridors are quiet. In this case you may, **with your teacher's permission** go there and back on the same corridor.

All students are expected to wear a face covering when not in their classrooms*. College staff may occasionally ask you to remove your covering for identification purposes. You should bring your own face covering to college but an emergency supply will be available at college entrances. The only people not required to wear a face covering when moving around our campuses are (in line with Government guidance):

- people who cannot put on, wear or remove a face covering because of a physical or mental illness or impairment, or disability
- where putting on, wearing or removing a face covering will cause you severe distress.

We strongly advise all students who consider themselves to be exempt to wear one of our yellow lanyards as this will reduce the number of times staff ask you about face coverings. Should you not wish to wear a yellow lanyard then you should ask us for an exempt card. Both yellow lanyards and exempt cards are available from the following places:

- Lansdowne campus – the Study Centre
- North Road campus – The Link
- Fulcrum campus – please request via your teacher.

If you use a single-use face mask and wish to dispose of it when you leave, you must place it in a college waste bin, all of which will be emptied regularly by our cleaners.

Hand sanitiser will be placed at all entrances and you must use it when you enter a building.

When you arrive at college, you must go straight to your classroom and not congregate in and around the college with students from other areas of the college. You may of course, use the cafeteria and the toilets before you go to your classroom.

Classrooms and Teaching

From September we will resume face to face teaching across the college. In some areas, elements of remote/blended learning may be incorporated into your curriculum but the assumption is that you will generally attend college as normal. We are aiming to stagger our start and finish times to minimise the volumes of students entering and leaving the buildings at any one time.

If you are aged 16-18, while in college, you will stay in a “bubble” with a specified group of other students. This means that:

- as far as possible you will be taught in the same space and your teachers will move from room to room instead of students (however this will not always be possible for example when workshops or salons need to be accessed),
- you do not need to socially distance within your bubble, although you may wear a face covering if you prefer,
- in your classroom, there will be a 2m social distancing space between your lecturer and the class,
- occasionally lecturers may need to be closer than 2m to their students eg when reviewing practical work to give feedback; whenever this is the case, they will maintain a distance of

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1m and use other mitigating measures such as using a face covering, avoiding face to face contact.

Your bubble will be set by your Directors of Learning and Learning Manager and the definition of a bubble may vary in different areas of the college. This is because the group sizes and needs of students are different in each area. It is important that you stay within your bubble at all times and do not mix with students from other bubbles.

The arrangements for adults and apprentices are:

- All adult students & all apprentices should wear a face covering and maintain a distance of 1m+ in class,
- This applies to adults attending part-time classes (eg evening classes) and also to those attending full-time adult programmes eg Access to HE,
- In addition, in practical areas, such as hairdressing, we expect sector rules to be followed at all times,
- The only exception is if there you are a student aged 19+ studying in a full-time class with 16-18 year olds; in this case you will be treated as part of the 'bubble' and will not need to wear a face covering.

As far as possible, doors and windows will be left open during sessions.

As far as possible, students should occupy the same seat / workplace throughout the year to reduce the risk of transmission between classes. While in your lessons, it is important that you do not share equipment and resources with others.

At the start of each session, as you arrive, you will be asked:

- to use hand sanitiser, which will be available in all classrooms,
- to wipe down your workspace (computers, table, equipment etc) using the sanitising products that will be placed in all classrooms for this purpose.

At the end of each session, before you leave, you will be asked:

- to wipe down your workspace (computers, table, equipment etc),
- wipe down and return any equipment / resources you have been using during the lesson,
- to use hand sanitiser,
- to put on your face covering and lanyard.

Note – the wiping down of workspaces complements and does not replace, normal cleaning routines.

English & Maths for Study Programmes

It is unlikely that we will be able to maintain your bubble for English & Maths lessons and so the principles of social distancing of 1m+ will be observed in these lessons. This means that you will be seated no less than 1m apart and you must wear your face covering.

Other classroom management rules will still apply (eg doors and windows, wiping down, hand sanitiser).

Accessing your teachers and other college services

If you need to speak to your teacher while he/she is in their staff room, you should knock on the door and wait for your teacher to answer. They will then talk with you outside their office space while maintaining social distancing protocols.

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A full suite of central college services for students will be available. However, these services will all have social distancing protocols in place and you must respect these at all times.

Shielding and Clinically Vulnerable Individuals

As of the 1 August, shielding advice for all adults and children was paused. However, if you feel your circumstances mean you have particular vulnerabilities, you should raise this with us as soon as possible so that we can assess what arrangements can be put in place to support your access to education.

Social Spaces for Students

Your Director of Learning and Learning Manager will identify spaces in your area, where you can socialise and eat your lunch while maintaining your bubble; this will normally be your classroom. You will be permitted to eat “grab and go” food from the cafeteria in these spaces, but if you go offsite to buy hot food, you will not be permitted to bring it back onto site to consume.

Unfortunately, other communal spaces eg the break-out spaces in some areas, The Hub, Students’ Union social spaces will remain closed for the time being.

Our smoking shelters will be in use and it will be the responsibility of users to maintain a safe distance from each other.

Cafeterias and Food

All food outlets, including the Cafeteria, will be open and providing a normal menu. The cafeteria will be laid out to accommodate safe social distancing which means it will not accommodate as many people as usual. As far as possible, you are asked to enable people eating hot food to use these tables and if you are eating cold food, to return to the spaces provided in your area to eat your meal. You must not move furniture around in the Cafeteria or you will compromise the safe layout that has been created.

Cafeteria staff will ensure that tables are cleaned after use but you must ensure that you clear your plates, cutlery and any waste before you leave.

There will not be any facility to microwave food brought in from home.

LRC

A Click and Collect service will be maintained, otherwise the LRC will remain closed. All returned books will be quarantined for 3 days before being returned to book shelves.

Face Coverings

Students are expected to provide their own face covering, although emergency supplies will be maintained for those who forget to bring them.

COVID-19 Symptoms

The main symptoms of COVID-19 are:

- A high temperature – this means you feel hot to touch on your chest or back.
- A new, continuous cough – this means coughing a lot, for example for more than an hour; or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual).
- A loss or change to your sense of smell or taste – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal.

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If you have tested positive or are experiencing any symptoms of COVID-19 or are living with someone who has tested positive or is experiencing symptoms, you must not attend College and you must follow the Government's guidance on self-isolation (see below).

Isolation Guidance

If you have symptoms of COVID-19 however mild, you must self-isolate for at least 10 days from when your symptoms started.

If you have tested positive for COVID-19 you must self-isolate for at least 10 days, starting from the day the test was taken. If you develop symptoms during this isolation period, you must restart your 10 day isolation period from the day you develop symptoms.

If you live with others, all other household members must stay at home and not leave the house for 14 days. The 14 day period starts from the day when the first person in the household became ill or if they do not have symptoms, from the day their test was taken. If anyone else in the household starts displaying symptoms, they must stay at home for at least 10 days from when their symptoms appear, regardless of what day they are on in their original 14 day isolation period.

Further guidance is available at: <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-COVID-19-covid-19-infection>.

COVID-19 Positive Test

The College will take swift action when we become aware that someone who has attended our premises has tested positive for COVID-19. Anyone who displays symptoms of COVID-19 can and must get a test. Students must inform the College immediately of the results of a COVID-19 test.

If You Become Unwell at College with COVID-19 Symptoms

If you become unwell whilst at College with the symptoms of COVID-19, the following actions will be taken immediately.

You will be directed to a safe isolation room on site, where a member of the College team will speak with you via telephone to establish how you are feeling and your wellbeing. We will then contact your Next Of Kin and make arrangements for your safe transportation home. We will either issue you with a home testing kit or give you clear instruction on how to obtain a test.

You will then be required to self-isolate for a period of 10 days or until your COVID-19 test has been returned as negative.

The College will carry out a track and trace exercise to identify who you have been in close contact with. There will be regular contact from your curriculum area to check on your physical and mental wellbeing during the period of isolation and to provide you with work so that you do not fall behind with your studies.

This is the link for the COVID-19 guidance for households with possible COVID-19 infection: <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance>

Self-Isolation after Travelling Abroad or from Areas in Local Lockdown

You will need to self-isolate if you have visited or made a transit stop in a country or territory that is not on the travel corridor list, in the 14 days before you arrive in England.

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This is the link for information on the travel corridor list: <https://www.gov.uk/guidance/coronavirus-covid-19-travel-corridors>

Training

We will be asking you to complete some training on safety from COVID-19 as part of your induction to ensure you understand the basic principles.

*the term classroom means any enclosed space in which you study eg normal classroom, workshop, kitchen, salon, lecture theatre.