

COVID-19 Student information

The College has a comprehensive risk assessment in place which follows the hierarchy of controls set by the government, following this, we have made significant adaptations and implemented additional controls to ensure we can provide a safe and healthy working and learning environment and be COVID-secure.

The following controls have been implemented to reduce the risk of transmission

- Site will clearly mark and display COVID secure guidelines and 2 metre distance floor markings
- Indicate and operate circulation routes and one-way systems where possible.
- Control the amount of people on site at any time
- Adapting class sizes to ensure social distancing
- Installation of hand sanitiser dispensers throughout the site and the promotion of regular and thorough hand washing
- Enhanced cleaning regime with a focus on high frequency touch points i.e. corridor door handles
- Removing social gathering areas
- Ensuring only appropriate mechanical ventilation systems are used as well as natural ventilation
- Reception/public facing desks will be screened for the protection of staff and yourself
- Staggered timetables to facilitate social distancing measures and avoid creating busy corridors, entrances and exits during break and lunch periods
- reducing the number of people each person has contact with by using 'fixed groups, teams or partnering'
- All work planned to minimise contact with others
- Visitors can only attend where it is essential.

Attending and commuting to College sites

- Please do not attend site if you or anyone in your household are showing COVID-19 symptoms.
 - A high temperature over 37.5°C – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)
 - A new, continuous cough – this means coughing a lot 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
 - You or anyone you live with are self-isolating with symptoms*.
- If you or anyone in your household have tested positive for COVID-19 you must not attend and follow government guidance: [households with possible or confirmed coronavirus \(COVID-19\) infection](#)
- Wear a face covering if you use public transport
- Maintain 2-metre social distance at all times whilst traveling
- Attempt to arrive at College in time for your lesson. Please do not arrive too early or late

Entering and movement around the building

- You must sanitise your hands upon entry
- Wash and sanitise your hands on a regular basis – ensure your hands are dry after you wash them
- Always try to maintain 2 metres from others – respect other personal space
- Observe and follow all designated circulation routes and keep left where possible
- Passenger lifts should only be used by those who cannot use the stair, or those transporting large items
- Social distancing must be maintained at the smoking area, there are no 2 metre markings at the smoking area, please use common sense and respect others personal space.

Showing symptoms of COVID-19

- The College requires you to stay at home and self-isolate for at least 10 days as per government guidance if you test positive for the virus. However, in the event of starting to develop symptoms whilst on-site the following must be done;
 - You must inform their tutor, and the tutor then must inform student support services
 - If you have a face covering/mask, put this on as soon as possible
 - You must leave the building and go home as soon as possible, limiting contact with people, equipment and surfaces. i.e. do not stop to talk to friends or try to finish off any work
 - If it is not possible to leave immediately i.e. no access to personal vehicle. You will be moved to a room, preferably with a window for ventilation and where a 2-metre distance can be maintained.
 - Where maintaining 2 metre social distance cannot be achieved i.e. close personal care required or emergency situations. that person will be provided with the required personal protective equipment
 - Your NOK must be informed so that the appropriate transport arrangements can be made. Please ensure you provide NOK details and you inform us of any changes to these details.
 - You must arrange a test
- The College engages with the NHS test and trace process to manage and contain any outbreaks within the community by following local health protection team advice.
- In the event of any outbreak you must be ready and willing to;
 - Arrange a test if you are displaying symptoms
 - provide details of anyone you have been in close contact with if you were to test positive for coronavirus (COVID-19)
 - self-isolate if you have been in close contact with someone who tests positive for coronavirus (COVID-19)
- Anyone who displays symptoms of coronavirus (COVID-19) can and should get a test. Tests can be booked online through the [NHS website](#), or ordered by telephone via NHS 119 for those without access to the internet. Essential workers, which includes anyone involved in education or childcare, have [priority access to testing](#).
- if you test negative, feel well and no longer have symptoms similar to coronavirus (COVID-19), you can stop self-isolating. However you could still have another virus, such as a cold or flu – in which case it is still best to avoid contact with other people until you are better. Other members of your household can stop self-isolating.
- If you test positive you must inform the College as soon as possible to allow us to help contain and limit any spread of the virus

First aid

- The College will continue to provide first aid. Guidelines have been issued to all first aiders in the event of potential events. First aiders will assist with first aid from at least 2 metre distance where possible. Where this is not possible, the first aider will put on the appropriate personal protective equipment; Gloves, mask, apron and face shield when required.
- First aid reporting is still required and forms must be completed fully and returned to Estates office.

Classrooms

- Classrooms will be set up to ensure social distance can be maintained in your class/group bubbles.
- Classroom entry and exit will be controlled.
- Avoid sharing of any equipment where possible – where this is not possible, the equipment must be cleaned appropriately and only used by limited number of people.
- Respect others personal space

Fire Safety

- There is no need to follow circulation routes when hearing the fire alarm and you must evacuate as normal but also be mindful of others personal space
- You should aim to keep your 2-metre distance when at the assembly point and when you return back to the building
- Fire wardens and Estates staff will continue to sweep and clear the building
- Re-entry to the building will be controlled and done in phases to ensure social distancing.
- Those who have or will require a personal emergency evacuation plan will be reviewed and consider the risks from COVID-19 and implement the appropriate controls

Cleaning and Hygiene

- The College will follow the [COVID-19: Cleaning of non-healthcare settings guidance](#)
- The College will ensure adequate supply and distribution of hand sanitiser across the site
- Hand washing or sanitising hands must be done on a regular basis, this is an important to prevent and limit the spread of the virus. This should be done:
 - upon arrival at the college,
 - break periods
 - before and after eating
 - after coughing or sneezing
 - when they change rooms
 - handling shared materials or equipment
- Avoid touching your mouth, nose, eye and face. Sneeze or cough hygienically. Cover your mouth and nose with a tissue or your elbow when coughing or sneezing. Bin the tissue and then sanitise your hands (Catch it, bin it, kill it). Follow social distancing rules in toilets and whilst washing hands. There may be a need to leave and re-enter a toilet area if is busy
- Wipe down any equipment you may use that will be used by others where practical
- Desks and workstations must be kept tidy and cleaned after use
- Always follow any cleaning procedure set by your tutor

Personal Protective Equipment

Government guidance states that PPE is not required above what you generally use for your activities that normally require PPE.

PPE will only be needed in a small number of cases which include;

- Where an individual becomes ill with Coronavirus (COVID-19) symptoms whilst on-site, and only then if a 2-metre distance cannot be maintained
- Where a personal ready has routine intimate care needs that involves the use of PPE, in which case the same PPE should continue to be used
- If the use of PPE is specified in the COVID-19 secure guidance for the sector, for example hairdressing courses need to follow the same guidance as salons when doing practical

The College understands that people may be anxious when returning and may feel comfortable with a face covering, therefore the college will support anyone who chooses to wear a face covering. PN. A face covering is not PPE

Face coverings

If you wear a face covering it should:

- cover your nose and mouth while allowing you to breathe comfortably
- fit comfortably but securely against the side of the face
- be secured to the head with ties or ear loops
- be made of a material that you find to be comfortable and breathable, such as cotton
- ideally include at least two layers of fabric
- unless disposable, it should be able to be washed with other items of laundry according to fabric washing instructions and dried without causing the face covering to be damaged

you should also;

- wash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser before putting a face covering on
- avoid wearing on your neck or forehead
- avoid touching you face or the part of the face covering in contact with your mouth and nose, as it could be contaminated with the virus
- change or dispose of the face covering if it becomes damp or if you've touched it
- avoid taking it off and putting it back on a lot in quick succession
- still adhere to the 2-metre social distancing in place

if you are removing a face covering you should;

- wash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser before removing
- only handle the straps, ties or clips
- do not give it to someone else to use
- if single-use, dispose of it carefully in a residual waste bin and do not recycle
- if it is reusable – place it in an envelope or sealed plastic bag (something that will not retain moisture) this will reduce any chance of cross contamination
- wash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser once removed

Please be aware that using a face covering is not an effective way to manage the risk from Coronavirus and should not be relied upon above other controls such as social distancing and good hand hygiene.

Gloves

Use of gloves should be limited, the emphasis is on regular and thorough hand washing however if you prefer to wear gloves or it is required in the activity you are doing the following must be done;

- wash your hands with soap and water or hand sanitiser before putting the gloves on
- do not touch your face whilst wearing the gloves
- if the gloves become torn or damaged they must be removed and replaced immediately
- the following steps must be taken when removing your gloves;
 - grip the outside of one glove at the wrist (try to not to touch the skin)
 - pull the glove inside out away from the body
 - hold the removed glove in the gloved hand
 - insert your (not gloved) hand into the wrist of the other
 - turn glove inside out and pull away from the body
 - fold gloves together and dispose immediately
- wash your hands immediately when you have removed your gloves

Mental Health and Wellbeing

Your health and well-being is extremely important to us. The College have a wide range of support in place for any students who require it at this time.

Please contact your tutor or your department manager should you have any further queries.