

Returning To The College Site – September 2020

COVID-19 Health & Safety Guidelines For Students



Illness

1. Students should stay at home if they are unwell with a new, continuous cough, and/or high temperature, loss or change to their taste or smell or feel generally unwell and self-isolate for 10 days.
2. Should a student become unwell after being on College site they should:
 - a. Inform the College immediately by contacting Faculty Administration and say that Covid is a possibility
 - b. Get a test for Coronavirus and report the result to the College Faculty Administration
3. If a student tests positive for Coronavirus or lives with someone who tests positive for Coronavirus they should self-isolate in accordance with government advice and not come on to College site under any circumstances
4. If anyone else in a student's household is showing Coronavirus symptoms the student should not attend college for 14 days
5. If a student becomes unwell on site with a new, continuous cough or a high temperature, or loss or change of taste or smell they must be collected from College by a parent or carer as soon as possible. The student and parent/carer should arrange a place and time for pick up. The parent/carer should call the student when they arrive and not leave their car or come on to the College site. Please note that government guidance says that no one with Covid symptoms may use public transport, so all students who travel by public transport need to have a back-up system in case of emergency
6. If there is a delay in the parent or carer being able to collect the student, or if a student feels very unwell whilst at College, they should go to the medical room (NK127) entering through the back of Northbrook building at the Freeman end, where the Nurse or First Aider will meet them. In this instance the student will be isolated and supervised until they are picked up
7. Students should not use the first aid room for minor ailments which they can manage or for which they can self-medicate

Access to the Site

1. Students should be on College site only if they are:
 - a. attending a face to face lesson
 - b. waiting for their next lesson, having already attended a lesson earlier in the day
 - c. attending a pre-arranged one to one meeting with a member of staff

- d. waiting for public transport to return home where this is unavoidable and no earlier transport is available
2. Students should aim to arrive shortly before their first lesson of the day and go to their classroom just before the class starts. They should not aim to arrive earlier than necessary.
3. On arrival at the classroom students should enter immediately and not wait in the corridor
4. Students should leave the College site as soon as they are able to and should not wait around on College site unnecessarily just to socialise with other students or to wait for others to be ready to leave
5. Where specific spaces are allocated to either Lower 6 or Upper 6 students, for example in the LRC, Hopkins, eating areas or study areas, students must observe these restrictions. All specific allocations will be clearly signed.
6. Students should not stay on site to eat unless they are waiting for their next lesson, a meeting with a member of staff or for a bus home. 'Grab and go' food is available to buy from the catering outlets for students to take away with them.
7. Students are not to loiter in the smoking area. This is to be used briefly for smoking while observing social distancing. Students should also not congregate in other outdoor spaces around the College including around the perimeter of the site
8. The Study Support, Student Services, Careers and Faculty Administration departments will be fully staffed but students are encouraged to book an appointment first if they need to see someone.
9. If booking a one to one appointment with a member of staff, students should ensure that this is adjacent to one of their face to face lessons if possible to avoid 'waiting time' on College site
10. Students must have their ID with them at all times and use it to access buildings, presenting their card but not touching the sensor

Hygiene

1. On arriving at College, students must wash their hands or use hand sanitiser at the earliest opportunity
2. On leaving College site students should wash their hands or use hand sanitiser
3. Hand sanitiser will be provided on site but students are encouraged to bring their own with them as well to ensure frequent use
4. Students should use hand sanitiser on entering a classroom
5. Students must assist in the cleaning of their work area at the end of the lesson under the direction of their teacher
6. Students are responsible for cleaning their work area in any study space before leaving. Cleaning equipment will be provided.
7. Students are expected to wear a face covering in the following areas except for those who cannot wear face coverings for example because of a physical or mental illness or impairment, or disability:

- a. the catering outlets in the Paul Woodhouse Canteen and Coffee Shop, the Varley Café and the John Shields shop.
 - b. confined indoor areas including in corridors
- 8. Face coverings do not need to be worn by students consuming food in the Paul Woodhouse Centre or Varley Café.
- 9. Students are not expected to wear a face covering in lessons or when seated at a study station in the LRC or Hopkins Buildings. If a student does wish to wear a face covering and / or gloves in these situations they are allowed to do so.
- 10. Students are expected to bring their own face covering to college however there will be a small contingency supply available. Alternatively masks can be purchased at the John Shields shop.
- 11. Students should wear masks and face coverings which are appropriate for a working environment.
- 12. Students should wash their hands frequently whilst on site including before and after eating
- 13. Students should follow government guidance on washing hands thoroughly for 20 seconds with running water and soap
- 14. Students should thoroughly dry their hands ideally with disposable paper towels
- 15. Students should follow the 'Catch it, bin it, kill it' guidance for coughs and sneezes

Social Distancing

1. Students must observe all one-way systems, queuing arrangements and 'not in use' / 'no entry' areas or facilities as signposted around the College site (see map on page 5 of this document for allocated entrances and exits to College buildings)
2. At the end of a lesson, students should wait in the classroom until they are told by their teacher that they may leave
3. Students must follow instructions of staff promptly if they point out one-way systems or no entries
4. Students must ensure they keep a '1-metre +' distance between themselves and other member of the College community at all times
5. Where this is not possible they should avoid being face to face with anyone with less than a '1-metre +' gap for more than 15 minutes. Passing others in the corridor is considered to be low risk.
6. If using indoor eating areas, students should continue to maintain a '1-metre +' social distance between themselves and others and should observe signs indicating seating that is not to be used.
7. Students are encouraged to bring in water for the day and their own food to avoid queuing at the catering outlets.
8. Resources will not be shared between members of staff and students unless they can be thoroughly cleaned before and after use
9. Students should not share resources between themselves

10. Where classrooms have been laid out to achieve social distancing, students should not move classroom furniture.
11. Teachers will maintain a '1-metre +' distance from students whenever possible.

Transport

1. Students should walk or cycle to College wherever possible
2. This College car parks are not to be used by parents / carers, either to wait for their son or daughter, to drop them off at College or to collect them except by arrangement with the College Nurse. Parents should use the roads surrounding the College for this purpose
3. If using public transport to come to College, students should follow government and travel company's guidance on safe use including any requirement to wear face coverings

Parents / Carers and Visitors

1. Parents and carers should not come on to College site and, if dropping their son or daughter off or collecting them, should do this in the roads surrounding the College
2. No visitors are allowed on site unless previous agreed with a Head of Faculty, Support Manager or member of the Senior Management Team

Any situation in which a student is found to be in breach of these health and safety guidelines will be taken very seriously and may be dealt with as a disciplinary matter.

Plan showing entrances to buildings marked in pink during coronavirus controls 2020

All other doors are for exit only, with the exception of wheelchair users and others with accessibility needs as appropriate. In case of emergency evacuation, the nearest door to be used regardless of one way system.

