

Student Information: Attending College March 2021

We all have an important responsibility to limit the spread of Covid-19 in the local community.

Before You Come

- The College is strongly encouraging all students to take part in the Rapid Flow Testing scheme as this will help reduce the spread of COVID-19 both at college and in the community by alerting those who have COVID-19 but who aren't showing symptoms. This is an important part of keeping all the college community as well as families and others you have contact with safe.
- If you are classed as clinically extremely vulnerable, please let the College know so that you can be put in touch with our Welfare & Skills team. If you yourself are clinically extremely vulnerable **you should not** come to College.
- Check how you feel: **Do not** come to College if you have any of the symptoms of Covid-19
 - a new continuous cough
 - a high temperature
 - a loss of, or change in, normal sense of taste or smell
- If you have any of these symptoms, even if they are really mild, you should self-isolate in line with the government guidance and request a test via NHS Test and Trace.
- Follow any instructions from NHS Test and Trace. Self-isolate for the advised number of days if you have been asked to do so.
- Check those you live with: **Do not** come to College if anyone you live with has shown any symptoms of Covid-19 within the last 10 days.
- Comply with any quarantine requirements if you have recently travelled abroad.
- Check you are bringing what you need:
- **A face covering** (and a spare), the college will expect you to wear this at all times when you are in the buildings **including in classrooms**. If you forget a face covering you will be able to get one from the student supervisors.
- Pens or other equipment; you will not be able to borrow anything or share with other students
- A full water bottle, there will not be access to fill water bottles on site. There will be catering available on-site for takeaway grab and go food and drinks; contactless payments are preferred.
- Please bring a plastic bag with you so that if you swap your face covering you can seal the spare one away.
- Wear warm clothing if the weather is cold.



Getting To College

Check your timetable so that you go to the right part of the college. Aim to arrive on the College site no more than 15 minutes before your lesson. Please follow the government advice over travel:

<https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers>

- Walk or cycle if you can, if you come by bike make sure you lock your bike with a substantial lock
- Consider all other forms of transport before using public transport. If you are getting dropped off in a car please do not drive on to the site and avoid parking in or blocking the entrance from University Road.
- If you do have to use public transport remember that you will need to wear a face covering and aim to use pre-booking or contactless payment if you can. Plan enough time for travel and remember that your journey might take longer than usual.
- If you are getting dropped off in a car please aim to walk the last 5 minutes. This will reduce traffic pressure at the College. Do not drive on to the site and avoid parking in or blocking entrances; please be considerate of other road users.



When You Arrive

Remember to aim to arrive on the College site no more than 15 minutes before your lesson. Go straight to the building and room where your lesson is. Please observe social distancing whilst waiting outside.

When you enter the building you must:

- Wear a face covering except if you have a legal exemption
- Use the hand sanitiser provided to thoroughly clean your hands
- Keep to the one-way system even if this means taking a longer route.
- Avoid blocking corridors.
- Maintain social distancing as much as possible when moving round the buildings.
- Continue to ensure good hygiene practices throughout your visit by regularly and thoroughly cleaning your hands with hand sanitiser or wash them with soap and water, avoid touching your face, cover your mouth and nose with your bent elbow or tissue when you cough or sneeze. You must clean hands regularly, including:
 - when you arrive at the setting
 - when you return from breaks
 - when you change rooms
 - before and after eating.

Where possible please keep to a social distance of 2 metres at all times in communal and circulation areas. Greeting others must be done without any physical contact.

Face coverings must be worn when moving around the College, in corridors and communal areas and in classrooms or workshops where social distancing cannot easily be maintained, except where exemptions apply (see below). Remember that you should not touch the front of your face covering during use or when handling it and use hand sanitiser or wash hands before and after removing it. Place the face covering in a sealed plastic bag when not in use. Where a face covering becomes damp, it should not be worn, and the face covering should be replaced carefully. Therefore, please ensure that a spare face covering is brought into College with you. Temporary face coverings should be disposed of in a 'black bag' waste bin (not recycling bin).

Some individuals are exempt from wearing face coverings. This exemption may apply where individuals

- have personal circumstances including a physical, medical or mental health reasons and where it means that they cannot put on, wear or remove a face covering.
- provide help to someone who relies on lip reading, clear sound or facial expression to communicate

It is expected that you will be able to demonstrate exemption by the use of the designated lanyard issued by the College and such circumstances can also be discussed further with our Welfare and Skills team.

When On Campus

Follow the one way systems and go straight to your classroom.

- If you develop COVID-19 symptoms when on campus, please inform the nearest member of staff immediately.
- Practical Considerations:
 - Remember to wipe down your work space when you have finished using it.
 - It is important that you **do not swap from desk to desk**.
 - There will be toilets facilities available onsite, please follow the one way systems to access the toilets and the instructions on the doors around appropriate hand washing and occupancy.
 - You must follow the one-way system even if this means it takes a bit longer to get around the building.
 - First aid: if you feel unwell whilst onsite or have any other first aid issue please tell a member of staff, they will explain what you need to do.
 - Fire alarm: if you hear the fire alarm you should leave the building via the shortest safe route, in this case you do not need to follow the one-way system. Staff will explain the evacuation routes for the rooms that you are in. You should maintain social distancing when evacuating the building as well as when you are at the assembly point outside.

If you need to stay on-site over lunchtime please remember there is reduced capacity in our catering facilities. You should only use these facilities for consumption of food or drink; it is vital that you maintain the normal social distancing expected in these areas at all times.

When You Leave

As soon as your last lesson of the day is finished you should exit the buildings following the one way system. Please remember social distancing and avoid getting together in large groups. This applies both as you leave the College site and on your way home. It is really important that you are considerate of the local community on your journey. Once you are outside please leave the site promptly continuing to observe social distancing. Do follow the government advice over travel and if you are putting on a face covering remember to wash or sanitise your hands first. If you are getting picked up by car this must be off site and should avoid parking in or blocking the entrance from University Road.

Contact Tracing & Testing

Testing is strongly encouraged. On its own Asymptomatic testing will not prevent the transmission of COVID-19 but used with the other tools available to us it will help us to:

- Identify and help prevent staff and students without symptoms from transmitting and spreading the virus unknowingly.
- Allow the College to operate as safely as possible by self-isolating those that are the most contagious as soon as is practical.

You will be offered three tests at an on-site Asymptomatic Testing Station (ATS), three to five days apart.

Your first test should be taken onsite **before** attending any face to face teaching. You will need to give consent and book a test in advance. You will be asked to self-swab at the on-site ATS, leave site and after 30 minutes will be informed of your results. You may return to face-to-face education following your first negative test result.

After three tests on site, you will be supplied with Lateral Flow Device (LFD) test kits to self swab and test yourself twice a week at home, before coming into College, 3-4 days apart. You must report these result to NHS Test and Trace as soon as the test is completed either online or by telephone as per the instructions supplied with the home test kit. You should also share your result, either positive or negative, with the College to help with contact tracing. Instructions on how to do this will be provided.

If you receive a positive LFD test result will need to self-isolate in line with the stay-at-home guidance. If you have a negative LFD test result, you can continue to attend College unless you have individually been advised otherwise by NHS Test and Trace or Public Health professionals (for example as a close contact).

A small Asymptomatic Testing Station will remain in place on site to offer testing to students who are unable to test themselves at home or would prefer to test on-site.

The College has established a contact tracing process for possible close contacts on the College site. This means that any local instances of the virus can be quickly dealt with and contacts traced to prevent further spread at the College.

If you develop symptoms of Covid-19 or test positive **within 48 hours** of a site visit, please contact the College's Covid number – 0800 246 1777 as soon as possible.

Any Concerns

If you have any concerns please do get in touch with the College via your Personal Progress Mentor.