

Student Information: Attending College September 2021

We all have an important responsibility to limit the spread of Covid-19 in the local community. The latest College guidance in relation to Covid-19 is contained [on our website](#).

Testing and Vaccinations

- The College strongly encourages all students to take up the offer of a vaccination against COVID-19, walk in centres can be searched for [here](#). We are asking that you have this done well before the start of lessons on 6 September.
- The College also strongly encourages all students to take part in the Rapid Lateral Flow Device (LFD) 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. We expect you to take three lateral flow tests in the time before your WQE timetable starts. You should take these tests on **Sunday 29 August, Wednesday 1 September and Sunday 5 September**. You should then keep up this testing routine each Sunday and Wednesday. This is an important part of keeping all the college community as well as families and others you have contact with safe.
- Test kits are [widely available in the community](#) and can also be [ordered online](#) or by phoning 119. You can also pick up a pack of test kits from the College at the University Road reception area from Thursday 26 August.
- Please report your test results to the College using the form in the [COVID-19 Support section](#) of our website. This must be done as soon as you have the result of the test as follow up reminders will be go out to students who haven't sent through a result.
- If you receive a positive LFD test result, you will need to self-isolate in line with the instructions that you get from NHS Test & Trace and arrange to take a PCR test at the earliest opportunity. If you have a negative LFD test result, you can attend College unless you have individually been advised otherwise by NHS Test and Trace or Public Health professionals.
- If you develop symptoms of Covid-19 or test positive, please contact the College's Covid number – 0800 246 1777 as soon as possible.
- A small Asymptomatic Testing Station is available on site to offer testing to students who are unable to test themselves at home or would prefer to test on-site. This testing station is available from Tuesday 31 August between 2pm and 4pm. Please arrange an appointment by emailing covid@wqe.ac.uk.

Before You Come

- Check how you feel: **Do not** come to College if you test positive for Covid-19 or 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 take a PCR test as soon as possible. The easiest way to do this is booking an appointment at a walk-in or drive-through testing site. You must not come on the College site with symptoms or while waiting for the result of your PCR test. You must let the College know you are self-isolating due to testing positive or having symptoms via the College COVID-19 freephone number 0800 246 1777. When you get your test result you must let the College know what it is by using the same phone number.
- 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: if anyone you live with has recently tested positive for Covid-19 the NHS advise that you take a PCR test as soon as possible either by going to a test site or ordering a home test. When you get the result you must let the College know what it is via the College COVID-19 freephone number 0800 246 1777. You are not required to self-isolate while waiting for the result but should consider taking extra precautions to prevent any possible spread of infection. These include wearing a face covering in enclosed spaces and limiting contact with other people especially those who are clinically extremely vulnerable.
- Comply with any quarantine requirements if you have recently travelled abroad.
- Check you are bringing what you need with you to College:
 - A face covering (and a spare), the college encourages you to wear this when you are in crowded communal spaces. If you forget your face covering you will be able to buy a reusable one from reception.
 - Please bring a plastic bag with you so that if you swap your face covering you can seal the spare one away.
 - As there will be increased ventilation of the College do wear suitable clothing and bring an extra layer with you even if the weather feels warm.

Getting To College

Check your timetable so that you go to the right part of the college. If possible aim to arrive on the College site 10 to 15 minutes before your lesson. Please follow the government advice over travel: [Coronavirus \(COVID-19\): safer travel guidance for passengers - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/news/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
- If you do use public transport remember that you may 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 you should 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 check which part of the College you need to be at

When you enter the buildings you are encouraged to:

- Wear a face covering in crowded communal spaces except if you have a legal exemption
- Use the hand sanitiser provided to thoroughly clean your hands
- Keep to the left in all corridors and circulation spaces to reduce congestion.
- Avoid blocking corridors.
- Be respectful of each other's personal space as much as possible.
- Not go over the maximum number of people allowed in an area (see the signs displayed).
- Where possible, go into your classroom rather than waiting in the corridor. This will not be possible in some specialist spaces such as science labs.
- 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 are encouraged to clean hands regularly, including:
 - when you arrive at College
 - when you return from breaks
 - when you change rooms
 - before and after eating.

Face coverings are encouraged in crowded communal spaces. 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 bring a spare face covering in to College with you. Temporary face coverings should be disposed of in a 'black bag' waste bin (not recycling bin).

Face coverings may be worn by an individual on site at all/any times if desired. We ask that everyone is respectful and considerate of others' choices. 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

You may wish to demonstrate exemption by the use of a designated lanyard issued by the College and such circumstances can also be discussed further with our Welfare and Skills team.

When On Campus

Keep to the left in corridors and circulation spaces. Where possible, go into your classroom rather than waiting in the corridor.

- If you develop COVID-19 symptoms when on campus, please inform the nearest member of staff immediately and stay where you are.
- Practical Considerations:
 - Please follow any instructions to wipe down your work space when you have finished using it.
 - 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. Staff will explain the evacuation routes for the rooms that you are in. You should be respectful of each other's personal space as much as possible when evacuating the building as well as when you are at the assembly point outside.

When you are on-site between lessons the catering facilities and individual study spaces are available. Please remember to be respectful of each other's personal space and not to go over the maximum occupancy level for an area. Your use of some facilities may be time limited to allow for fair use by other students.

When You Leave

As soon as your last lesson of the day is finished you should either be doing individual study or leaving the College site to go home. Please remember to be respectful of each other's personal space as much as possible 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. If you are putting on a face covering to travel by public transport remember to wash or sanitise your hands first. If you are getting picked up by car this should be five minutes' walk from the College to avoid traffic congestion. Cars must not come on site and must avoid parking in or blocking entrances.

Any Concerns

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