



**Student Guidance Procedure**

**Return to College Safely**

**(Response to Coronavirus COVID19 Virus)**

## **Our priorities are to save lives, to protect student achievement, and to ensure that students have a place in September.**

This guide is designed to provide you with important information returning to college during the Coronavirus pandemic.

In order to comply with government and PHE guidance, staff and students are expected to act in a responsible manner at all times, which will include:

- Do not attend college if you have any symptoms of ill health, no matter how mild, or if
- You suspect that you may be contagious, or if
- You have had recent contact with someone who has been confirmed as having contracted Covid-19

### **Who should be on site?**

- Only students that have been contacted by a member of college staff should attend college
- Security will have a list of those students expected
- Students who turn up to college and have not been asked to do so will be sent home immediately

### **How should I travel to college?**

- If at all possible do not use public transport – travel on foot, by bike or car

### **When on college premises**

- Please ensure that you are wearing your college ID badge when on site and that it is visible at all times
- Upon arrival on site, students are requested to follow the signage to car parking and park in the allocated area
- Comply with social distancing rules and stay two meters apart from any person
- All students are required, upon arrival on site, to wash their hands with soap and water for at least 20 seconds, then wash hands regularly or use hand sanitiser gel if soap and water not available
- Use tissues if needed – Catch it, Bin it, Kill it
- Bring bottled water from home, there will be no canteen facilities
- Toilets for use in appropriate areas will be clearly signposted. Students are required to adhere to the signage
- Only bring equipment for theory lessons i.e. pens, pencils, paper, rulers etc. with you to college, and do not share this equipment
- Wait outside class rooms until asked to enter by your tutor, ensure that you keep two meters apart while waiting
- Follow the one-way system on the stairs and all floor markings around the college
- Follow all instructions given by staff, failure to do so will lead to disciplinary actions
- If you smoke/vape you must still use the smoking/vaping area, but you must socially distance and stay two meters apart from any other person

### **What should I do if I have concerns?**

- If you feel worried or anxious at any time talk to your tutor
- If you see someone not adhering to the social distancing rules, you must report this in confidence to your tutor or the duty head

### **What about PPE**

- The Government advise on PPE at present is that it is not necessary, but we will monitor this and keep you updated on any changes

### **End of the Lessons**

- Once your lesson has finished, you must leave the site immediately