

COVID-19 Secure College -Student Protocol

12th June 2020

Your safety is an absolute priority during this period and we have developed this protocol so that you can take practical steps in the event you are invited into College which will help to minimise the risk from COVID-19 to you, your tutors and fellow students.

The College is fully committed to ensuring that all students are able to complete their studies and achieve their qualifications in order to allow them to progress to the next stage of their lives. The college has followed the guidance from Ofqual and is working with Awarding Bodies to achieve this. For the majority of students, this is being done through providing *Centre Assessed Grades, Adapted Assessments* or Higher Education Emergency Assessment Regulations which means students do not need to attend the College. However, for a small number of qualifications, where they signal occupational competence, Awarding Bodies have been left with no other option but to delay the assessment. Where this method is being used, a student will need to attend the College to complete their studies.

The government has provided guidance that Colleges will be able to open to students in June 2020. We are going to use this as an opportunity to bring students into the college to complete delayed assessments.

We have spoken with the bus companies regarding their approaches to safe travel. If you do use public transport to travel to College, please read the relevant section within this document. Please note the policies and procedures implemented by the bus companies are in response to Government guidelines, these are completely out of the control of the College.

We have followed Government guidance and the College's COVID-19 risk assessment for safe working in an educational environment.

In order to meet our legal obligations for COVID-19 secure work spaces, we must all follow the protocol when attending the College in order to make sure that everyone can work in a clean, safe, secure environment.

Accessing College

- You will be invited to attend the College by your course tutor. Apprentices may be invited to attend by someone within the Apprenticeship team. You will only be

allowed to work at the College for a specific reason, at a specific time and date(s) and in defined areas. The College remains closed and you will not be able access any wider facilities such as catering or the library. Remote learning will continue to be the dominant method of learning.

- The number of students and staff on site will be limited. You will be attending in a smaller group than you may have been used to.
- All activities have been risk assessed by curriculum teams supported by the College Health and Safety team.
- You must follow the instructions of your course tutor(s) regarding the entry and exit points for the College. You will be provided with instructions for entering and departing the College.
- Catering facilities will not be available within the College. To minimise the impact, curriculum teams have limited the time you are in College. Where you have to be in College for an extended period of time, you will be instructed to bring your own refreshments.
- Car parking will be available and we would encourage you to use alternate parking spaces and not park next to another car.
- If travelling by bus, your bus pass will not work. However, if you qualify for a bus pass, we will reimburse you for the cost of your travel. Please keep your tickets for this purpose. Please see section below.
- You are not required to wear face coverings whilst in the College, although you may choose to wear your own.
- You will be under the supervision of your Tutor at all times whilst in College.
- If you have had Learning Support provided, this will be available and the staff member will be following safe working practices and observing social distancing and hygiene practices.
- Your course team will provide you with any additional curriculum specific details.

Social distancing and Hygiene

- You must follow the national social distancing measures of 2 metres.
- You must wash your hands regularly with soap and water for at least 20 seconds.
- Please use the hygiene materials, including hand gel, which have been provided throughout the building, at entrances and exits.
- Please follow the instructions of staff when working.
- Where equipment is being used, e.g. PCs, hand tools, etc, these are not to be shared and will be cleaned between sessions.

- Even when outside College premises, you must follow Government guidance related to social distancing and hygiene.
- You must follow any local social distancing instructions displayed throughout the College, including those about entering and leaving the building and using communal areas, including toilets.
- Break times will be staggered and the use of safe outdoor areas for breaks where possible and where social distancing can be maintained will be promoted where needed.
- You must follow any specific social distancing instructions given to you by your tutor(s).
- If you intentionally, or repeatedly, breach any of the social distancing measures, or the social distancing and hygiene instructions, this will be considered an issue of serious misconduct.

Travelling by Bus

- There are still limited services being offered by bus operators although the majority of routes are now operating at 60% their normal capacity with regards to timetable there are still some services which are not running. Students will need to check on the bus operator's website to ensure that the normal bus that they travel on is operating, if not plan an alternative route.

<https://www.gonortheast.co.uk/>

<https://www.arrivabus.co.uk/>

- Bus companies have confirmed on the majority of their routes they are operating with a significantly reduced maximum occupancy. Please be mindful that depending on the number of customers already travelling that the bus may not stop. This may mean you need to allow extra time to travel.
- Drivers **no longer will accept cash**, i.e. if the journey costs £2.80 and £5 is presented, no change will be given, any change due is automatically donated to a charitable foundation. Ensure that they have a means to either purchase a ticket prior to travel through the bus company app or are able to pay contactless on the day of travel.
- It is a legal requirement for all customers using public transport to wear a face mask. Students will need to ensure that they have a face mask that they are able to wear to travel, without this travel will be refused.

- If you qualify for a bus pass we will reimburse you for the cost of your travel to College on the days you are required to attend.
 - Ensure that they have a means to either purchase a ticket prior to travel through the bus company app or are able to pay contactless on the day of travel.
 - Students will need to ensure that they have proof of travel (receipt) in order for the costs to be reimbursed.
 - The College will only pay for costs to and from College and for the days the student will be attending i.e. if a student purchases a weekly travel pass but only attends College on a Monday and Friday the College will only reimburse the two days of travel.
 - Students will need to ensure that all receipts are emailed to access.fund@newdur.ac.uk in a timely manner, the receipts will be processed as soon as is practical – there will not be a facility by which to physically hand the original receipt in to the Access Fund Team.
 - It may be in some instances Access Fund will need to contact the student for bank details, this will be dependent on whether we already have these details on file.

General Advice

- If possible, use alternate parking spaces when arriving at the College by car. Wait at a safe distance to use a cycle rack if someone is already there.
- At busy times, you may need to queue to enter or leave the College or facilities within. You must comply with the distancing markings on the ground/floor at the entrances.
- Please use the hygiene materials, including hand gel, which have been provided throughout the building, at entrances and exits.
- When you enter a room, stop just inside the door and check if it is safe to proceed. If it is not, then either ask other people to move aside or leave the room.
- Rooms will have been set-up to maintain social distancing and to limit the number of people in a room. Please do not move any of the furniture or equipment.
- You must minimise your movement around the College; if you need to contact someone in another part of the College, you must use electronic communications (e.g. Zoom, Microsoft Teams, email, or a telephone, wherever possible).
- If you have to walk around the College keep to your left-hand side and, when passing someone, try to keep two metres apart at all times.

- In narrow areas, including staircases, you must wait for other people to pass safely before entering the areas. In some areas of the College, one-way systems will be in operation. Please follow any signage.
- You must store all of your personal belongings (e.g. bags) directly next to your desk or in a defined area to prevent tripping hazards and to minimise the risk of cross contamination.
- Do not use shared coat racks or coat / hat stands for any purpose and avoid sharing stationery including pens and other objects.
- Maintenance and cleaning staff will be present and working in the College during College opening hours in order to help to provide a safe environment. Please follow any requests from them that will help them to carry out their duties which may include temporarily vacating an area or desk.
- The hand dryers in the toilets will be disabled. Staff/Students will be required to use paper towels, please dispose of these towels in the bins supplied, if you see a paper towel on the floor please do not pick it up but leave it to staff with PPE to pick up and dispose of the paper towel.
- The College has removed from use the central cubical in all toilets (these are found in blocks of three) – for male urinal this is not possible, but we ask users of the male toilets to wait and practice social distancing when using the urinals.

If you start to display symptoms of COVID-19 whilst in the College or when you return home

Any student who is displaying possible coronavirus symptoms, or has someone within their household displaying symptoms, must follow Government guidance on self-isolation and must not attend the College – **even if you have been invited to. Please inform your course tutor of this so that you are not disadvantaged.**

If you become symptomatic in the College, you should inform your course tutor.