

## Guidance for learners on Covid-19 measures - August 2020

The safety of our staff and learners is absolutely paramount and in response to the ongoing Covid-19 pandemic, the College has put a number of measures in place which are designed to keep you safe. The measures and associated guidance for staff and learners takes account of the latest national guidance and local context, however please bear in mind that if either of these should change significantly, further adjustments will be made. We intend that these arrangements will be in place until at least October half-term at which point they will be reviewed again in line with local and national guidance.

Note that the College has completed a comprehensive risk assessment which is under constant review - this can be accessed on our website [here](#).

**Learner attendance on site:** Your timetabled lessons are likely to involve a mix of on-site and remote learning. Timetabled lessons have been staggered to support with social distancing (1 metre plus) and learners must attend at their allocated start time and leave at their allocated finish time which will minimise the volume of people using the entry and exit points at any given time.

**Social spaces:** In order to support social distancing, many of the social spaces within the College are closed. Learners with timetabled lessons in the morning are asked to proceed immediately to their classroom or other teaching space and to leave the building immediately after their last timetabled session. The use of the refectory at lunch times is prioritised for those who have lessons during both the morning and afternoon.

**Classroom/workshop cleaning protocols:** All areas of the College are cleaned before the start of each working day and the facilities team will be using a fogging machine in each site every week. Staff and learners are responsible for cleaning the work surfaces and equipment in the classrooms and other learning spaces during the day and wipes will be provided in each room along with cleaning guidance. Hand sanitizers will also be available within each room.

**One-way systems:** Please follow the one-way systems which are clearly signed around each building. This will mean using a single entry point and a separate exit point to access and leave the buildings. Use of the lift is restricted to one person at any time, with those with mobility issues taking priority.

- FLM/Beverley:
  - Enter via the disabled access door;
  - Go up via the main atrium stairs and use the lift to access the third floor;
  - Go down via the internal stairwell next to Parkway cinema;
  - Exit via the rear door into the car park
- SMW/Bridlington:
  - Enter via the automatic doors on the left as you enter the building;
  - Go up via the stairwell behind reception;
  - Go down via the stairwell near Construction and Art;
  - Exit via the automatic doors on your left as you face away from reception
- StJ/Hull:
  - Enter via the main entrance and keep to the left
  - Go upstairs using the main middle stairwell
  - Come downstairs using the back stairwell
  - Leave via the main entrance, please give way to anyone coming into the building.

**Groups of learners:** where possible, we ask that learners remain within their class groups whilst on site in order to minimise contact with others. Where this is not possible, learners are reminded of the social distancing arrangements which requires everyone to remain at least 1 metre apart.

**Hygiene:** Everyone is asked to maintain good standards of hygiene by regularly washing hands and using the hand sanitizers which are in prominent locations around all buildings. Learners are also expected to follow specific instructions for maintaining the hygiene of the learning spaces they are using. As a minimum, all learners are required to use the hand sanitizers on entering the building and before entering your classroom or other learning space, and to wash their hands regularly.

**Toilet facilities:** The capacity of each toilet facility has been reduced to support social distancing. Please help by using the toilets located closest to your learning space.

**Refectories:** A reduced menu of hot and cold items is in operation at both FLM and SMW with all food being pre-packaged in takeout containers. Pre-packed disposable cutlery will be supplied when ordering food.

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There will be reduced seating capacity on both sites and card payments are strongly encouraged although we can accommodate cash in exceptional circumstances. An optional pre-ordering system will be in place for those who wish to order, and pay for their items in advance.

Both sites will be operating with self-clean services. Please clear your table and dispose of your rubbish. Facilities staff will be on-site to support cleaning the tables and chairs after the lunch period.

In addition, please note the following site-specific instructions:

- **FLM:** A one way system is in place with hand sanitizers and clear signage installed. Please follow the one way system and avoid walking through the seating area.
- **SMW:** Access will be via the automatic doors near reception with a one way system in place. Please exit via the automatic doors near the bistro counter.
- **St James:** We are unable to provide refectory facilities and request that you bring your own lunch or eat off-site.

**PPE:** Screens have been installed in the reception areas (including the hair and beauty salons) and in other priority areas of the College. PPE for learners working in contact with hair and beauty clients has been provided, and first aiders will also have access to the appropriate PPE.

**Face coverings:** Learners are not routinely required to wear face coverings in classrooms and other learning spaces unless explicitly instructed (e.g. within the hair and beauty salons). Staff and learners are however requested to wear a face covering in the public areas of the College where there is the potential for more contact between a wider group of individuals. Learners are encouraged to use their own face covering although these will be provided by the College where this is not possible.

**Travel:** where possible, learners should avoid public transport. Learners are reminded that where they do use public transport, it is a legal requirement to wear a face covering.

**Smoking and vaping:** smoking/vaping restrictions remain in place while on site. At FLM there is no longer any smoking/vaping on site due to building works and anyone who wishes to smoke will need to move well away from the building. At SMW, anyone wishing to smoke/vape will need to use the designated smoking area. At St James, anyone wishing to smoke/vape should use the designated area in the internal courtyard. Those smoking/vaping are expected to keep at least 1 metre apart from others.

**Behaviour on site:** All learners should be aware that persistent or deliberate breach of these guidelines will result in them being instructed to leave site and being subject to formal disciplinary arrangements which could lead to permanent exclusion.

**ID cards:** It's crucial that learners attend College with their ID card to ensure access to the site and use of the onsite facilities including printing.

**Covid-19 symptoms:** Any learner who develops symptoms at home should report to their tutor and should book a Covid-19 test as soon as possible. In the meantime they should not attend the College sites and must follow the national guidance on self-isolating.

Any learner who develops symptoms whilst on site will be asked to leave and access a test as soon as possible. If you need to remain on site whilst waiting to be collected, you will be asked to isolate in a separate room. Any staff or learners who have been in close contact with someone who has developed symptoms on site do not need to go home unless they develop symptoms themselves.

Tests can be booked online through the NHS website or ordered by telephone via NHS 119:  
<https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/>

For anyone whose Covid-19 test is positive, the College will follow the NHS Test and Trace process.

**Emergency procedures:** In the event of an emergency, standard College procedures continue to take precedence over Covid-19 arrangements, including response to the fire alarm or lockdown alarm. Please follow the instructions given in relation to leaving the building quickly using the nearest exit (fire) or following specific lockdown instructions (e.g. hiding or quickly exiting the building).

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**Mental health support:** We recognise that learners may feel uncertain and anxious at this time and may need additional support. Learners can access mental health support through Learner Services who can also signpost you to external services. Learners can also make an appointment to see one of the College Counsellors.

A range of online support is also available on Moodle and our Enrichment Officer, Jodie Kempson, will tell you more about this as part of your induction.