

GUIDANCE FOR STUDENTS ATTENDING CAMPUS

September 2020

Introduction

We appreciate that you may have some concerns about attending College due to the current Coronavirus situation. This information pack lets you know what you can expect when you come to College. There are a number of measures that have been put in place to make the College as safe as possible for you and others, so please read the information in this booklet carefully so that you understand what is required of you.

The College's approach to managing and mitigating the risks of COVID19 infection or transmission is to

- maintain 2 metre social distancing principles between adults, and between adults and young people to protect those more at risk from COVID-19
- reduce the numbers of interactions between groups and individuals by adapting timetables and using seating plans; and
- adapt shared facilities such as Learning Resource Centres and Café and catering offered; and
- improve ventilation in classrooms; and
- enable enhanced hand hygiene and implement enhanced cleaning activities; and
- ensure all staff and students are aware of the need for increased care and to avoid coming into College if they feel unwell.

It is the responsibility of all staff, students and visitors to ensure the procedures set out in this document are followed.

If you have any questions about any of the information in this pack or about attending college, please contact Students Services studentservices@scg.ac.uk

Please wash or sanitise your hands when you arrive and regularly during the day. You are required to wear a face coverings in college while moving between classes and around campus. Please bring sufficient face coverings with you. You should not normally wear a face covering in lesson unless the activity requires this additional protection. Please wear clean clothes each day. Due to the need for ventilation in all rooms, you might want to bring a warm top or dress warmly depending on the weather. When in corridors and during breaks maintain your social distance from others and avoid mixing with others who are not in your classes. Please return home to study rather than staying on campus after your classes if it is possible for you to do so.

What the College is doing to protect you and your teachers

Coronavirus specific risk assessments of each campus have been completed, reviewed by an external expert consultant and appropriate adjustments implemented.

The College has amended class timetables to reduce the number of students on campus and to reduce the risk of transmission between groups. You will also be asked to observe a set seating plan in lessons to limit the number of your close contacts (those with whom you spend time at less than 2 metres distance).

Prior to the start of the term, a deep clean will have been completed of each campus.

- This includes the application of a 30-day Microbe Shield Surface Sanitiser to all desks, worktops, workstations, keyboards, door handles, door plates, handrails etc. This specialist product provides a long lasting anti-viral barrier designed to kill bacteria and viruses. This shall be re-applied every 21-28 days.
- Spraying of all rooms, corridors, social spaces, toilets etc. using specialist fogging equipment.

During term time routine and enhanced cleansing of all major touch-points will continue throughout the day during term time; hand sanitiser is widely available along with spray disinfectant and paper towels to complete spot cleaning as required.

You will observe;

- 100 wall mounted hand sanitiser stations which have been installed across all campuses.
- “One Way” or “Keep Left” systems have been implemented to aid the flow of traffic and reduce crowding
- Each classroom has a 2m demarcated zone for teacher use only to ensure teachers and students maintain social distance, so students can learn safely.
- Student Card Register pads near to classroom entrances to enable students to register attendance without entering the 2m demarcation zone.
- Installation of fire door retainers, where permitted by fire regulations, allowing for the automatic holding open of fire doors to reduce the need for you to touch and open the door (but which will close automatically in the event of a fire).
- Installation of Perspex barriers in specific locations to reduce the risk of infection where students routinely interact with college staff members or other students; e.g. at Receptions, Student services desks etc. (and between IT equipment where it is not possible to avoid a seating arrangement where students would be facing each other)
- Removal of as much soft furnishings as possible to create extra space and reduce the risk of infection
- Creation of COVID cleaning top-up stations across each campus, stocked with spray disinfectant and paper towels to be accessed by staff if or when needed.
- Wipes and/or appropriate cleaning materials will be provided in rooms where sharing of equipment or normal curriculum specific activities make this necessary – for example in IT suites and practical subject areas.
- College staff members may wear face visors; Adults will wear these whenever they feel the need and where they need to close social distancing, for example, when undertaking duties around the College campus, checking lanyards, or during lesson-based activities.

What the College needs you to do to keep yourself and others safe

Current guidance is that younger people are at less risk from COVID-19 than adults and that normal class sizes are permitted. In class students will not be required to maintain social distance from each other but do need to maintain social distance from adults/staff at all times and when not in class.

The following required actions should be observed by all Students in order to protect themselves and others from Coronavirus:

- **Minimise contact between individuals and maintain social distance.**
 - Students must endeavour to remain 2m apart from adults at all times (Adults must endeavour to remain 2m apart from each other)
 - Students should maintain social distance from each other when not in the classroom or using shared Learning Resource Facilities and should minimise mixing with others outside of your class groups where possible.
 - Students should normally go home as soon as possible once their lessons for the day have been completed. We appreciate that some students will prefer or need to study in college and you will therefore be able to book a study space in the Learning Resource Centres which are located on each of our three campuses.

(Please be aware you may be asked to take a step back should you be within 2 metres of adults)

- **Follow and encourage others to adhere to any “one way” or “keep left” conventions:** All Students are expected to follow keep left or one way systems and you will be challenged and reminded to observe these if these are not adhered to.
- **Use enhanced personal hygiene measures**

Everyone must clean their hands thoroughly, more often than usual, and must ensure good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach. Hand sanitiser is widely available throughout the campuses. All students will receive a personal bottle of sanitiser during induction.

Everyone should practice good hygiene by:

- Regularly washing hands with soap and water for at least 20 seconds or using hand sanitiser provided if soap and water is not available.
- Coughing/sneezing into a tissue, or crook of arm, not into your hands (should sneezing into hands occur, you are requested to wash your hands with soap and water for at least 20 seconds.
- Avoiding touching eyes, nose and mouth with hands.
- Avoiding contact with anyone with respiratory illnesses of any kind

Those at heightened risk or with underlying health conditions for you and your family

You should discuss with your Student Support Tutor (A-level Students) or Progression Specialist (Vocational Students) if you are at heightened risk from COVID (for example if you have a health condition that places you at specific risk or are from a BAME background). If you don't know who your Student Support Tutor or Progression Specialist is (if you are joining the College or are unclear for any other reason) please e-mail info@shrewsbury.ac.uk so that we can support you further. The most important thing to remember is the frequent washing of your hands and maintaining social distancing.

Are you well enough to attend college?

On a daily basis, for the safety of yourself and others, you must ensure you feel well enough to attend college, if you are displaying any symptoms of Coronavirus you must not attend, book a test and inform the college of the results.

The guidelines regarding anyone showing symptoms of Coronavirus remains the same, the full details can be found here on the NHS 111 page <https://www.nhs.uk/conditions/coronavirus-covid-19/check-if-you-have-coronavirus-symptoms/>

Main symptoms of coronavirus

The main symptoms of coronavirus are:

- **High temperature** – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)
- **New, continuous cough** – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)
- **Loss or change to your sense of smell or taste** – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal.

Staying at home if you have symptoms (self-isolation)

If you are displaying symptoms, call NHS 111 who will advise;

- To book a test (this will either be completed at home or you will be asked to attend a Coronavirus testing site)
- Stay at home and do not have visitors until you get your test result – only leave your home to have a test.
- Anyone you live with, and anyone in your support bubble, must also stay at home until you get your result.
- Anyone with symptoms should self-isolate for 10 days from when their symptoms started.
- If someone in your household has symptoms you should self-isolate for 14 days from when the first person in your home started having symptoms, even if you do not have symptoms.

All students/carers must report absences, preferably by 10am by emailing absence@scg.ac.uk - remember to include both your name and if possible the student ID number. If you have COVID symptoms please call the College COVID tracker on 01743 342 453. You will be asked to provide relevant information and provided with guidance and support on what to do next.

What should I do if I become unwell with COVID symptoms during the day at college?

Should you display COVID symptoms during the day;

- You / someone must report this to a college staff member who shall contact reception and a first aider will assist you. You will then be isolated in a dedicated room until arrangements can be made to get you home safely.
- You will be issued with guidance on what to do next: you will need to
 - [book a test](#) (this will either be completed at home or you will be asked to attend a Coronavirus testing site)
 - [self-isolate](#) and do not have visitors until you get your test result – only leave your home to have a test
 - Anyone you live with, and anyone in your support bubble, must also stay at home until you get your result.
 - Anyone with symptoms should self-isolate for 10 days from when their symptoms started.
- If someone in your household has tested positive you should self-isolate for 14 days from when the first person in your home started having symptoms, even if you do not have symptoms.

Tests can be booked online through the [NHS website](#), or ordered by telephone via NHS 119 for those without access to the internet.

You are to inform the college immediately of the results of a test:

If the test result is negative;

- You may return to College once you have discussed and agreed your return with the College's COVID Tracker (01743 342453).
- The College will not request evidence of negative test results, or other medical evidence before welcoming you back after a period of self-isolation.

If the test is positive;

- You should inform the College immediately using the normal Absence process and should also notify the College's COVID Tracker (01743 342453).
- You must isolate in line with public guidance

What should I do if another student becomes unwell with COVID symptoms during the day?

Should someone else display symptoms during the day;

- You / someone must report this to a college staff member. The Staff member call a first aider who will assist the unwell individual. They will then be isolated in a dedicated room until arrangements can be made to get them home safely. During this period the First Aider will issue guidance to the affected individual on what to do next and notify the relevant staff to arrange for cleaning and to determine what further action is needed.

What should I do if someone in my household has COVID symptoms?

You must also self-isolate and must not attend College in the following circumstances:

- If someone you live with, or someone in your support bubble, has symptoms; you must not attend College until that individual has been tested and their result is negative (if the individual is not tested you have to complete the required self-isolation period - currently at least 14 days).
- If someone you live with, or someone in your support bubble, tests positive then you must not attend College until you have completed the required self-isolation period (currently at least 14 days)
- If you're told by NHS Test and Trace that you've been in contact with a person with coronavirus then you must not attend College until you have completed the required self-isolation period (currently at least 14 days).

Travelling to and from College

You will need to think about the best way to travel into and from college.

The most up to date government advice about travel during the Coronavirus outbreak can be found here <https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers>

If possible, avoid using public transport by using your own car, having a lift from a family member, walking or cycling. The college has space to lock your bike securely, please bring a chain and padlock of your own.

It's important to remember the social distancing rules when walking and cycling.

If you need to use public transport, then please follow the rules of wearing a face mask during the journey. These can be purchased online or you can make one yourself. If public transport is the only way you can travel to and from college, please bear the following in mind:

Arriva buses timetables may be subject to being rescheduled so please check the timings for your bus

Arriva buses have reduced the number of people using each bus and may display a 'Bus Full' sign, if you see this for the bus you are intending to travel on, it will carry on past your stop unless someone requests to leave at that stop. If a bus stops and lets passengers off, the driver will only allow the same number of people to board, once the maximum numbers are reached, it will leave without allowing all the people to board. You will need to wait for the next bus. This is the general guidance from Arriva for using their buses, more information can be found on their website <https://www.arrivabus.co.uk/Midlands/>

If using the Colleges dedicated bus services

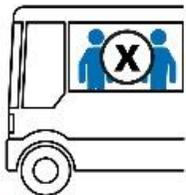
- you will also need to wear a face mask during the journey and respect and obey any instructions provided by the driver.
- You should try to minimise the number of other students you mix with – for example by sitting in the same seat or next to the same people.

Help keep our buses safe



Take a window seat, avoid standing and leave space in front and behind you.

Please be patient and wait for passengers to get off before you board a bus



Do not stand or queue in the aisle or next to the bus driver

If you can, wear a face covering where social distancing isn't possible.



STAY ALERT > CONTROL THE VIRUS > SAVE LIVES

Transport for Wales trains website has the up to date changes to schedules https://tfwrail.wales/changes-train-times?utm_source=bing&utm_medium=cpc&utm_campaign=Brand%20-%20TFW%20-%20Phrase&utm_term=transport%20for%20wales&utm_content=Brand%20-%20Core

The following advice is from Transport for Wales but is relevant to all journeys on public transport.

For people planning a journey



Check **journey plans**
as timetables are reduced



Use **contactless payments**,
download the **TfWRail App**
or use our **website**.



Travel during **off-peak** hours
if you can: 0930-1600 and after 1830



Allow extra time to make
your journey by train



Wear a
face covering



Avoid touching unnecessary
surfaces, wash hands regularly

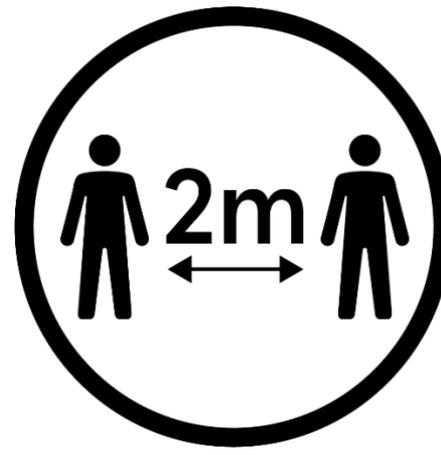
For People on a Journey



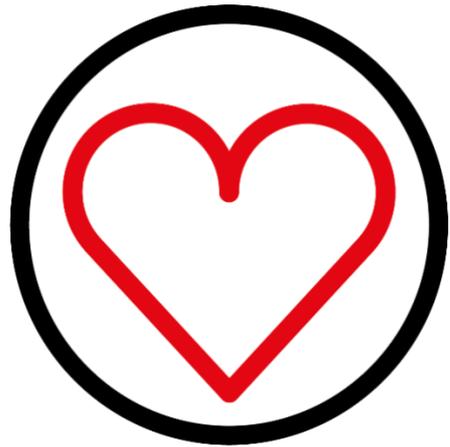
Wear a face covering



Use **contactless payments**, download the **TfWRail App** or use our **website**.



Spread out where possible to 2m



Be kind to our colleagues and one another



Avoid touching unnecessary surfaces, wash hands regularly



Check **journey plans** as **timetables** are reduced

Use of College Minibuses

Please be aware that any users of college transport / external college buses other than the driver are to use a face covering and windows are to be opened as much as reasonably possible to allow for good ventilation

- Seat/s directly behind any college staff members / driver are not to be used and a do not sit here notice will be displayed
- You will be asked to sanitise your hands prior to boarding.
- Each minibus shall have a cleaning pack with in it, consisting of spray disinfectant and paper towels to allow for wiping down of touch point areas following every use, similarly external college bus providers will clean their buses after every trip.
- Please remember to avoid touching any unnecessary surfaces and to wash / sanitise your hands after using a college bus or minibus.

Using the campus

Please wear your student ID badge and lanyard, making sure it is visible at all times. If you have forgotten your ID, depending on which campus you are attending either a temporary lanyard or sticker will be issued to you at reception for the day. If you are issued a temporary lanyard please be aware that these will be quarantined upon return before they are reissued. If you have lost your ID please contact student service / reception to get this replaced as normal.

Initially we shall have reduced student numbers during induction week, this will be achieved by welcoming less students each day over the first 3 days of term in a bid to aid you into the new college setting.

Each campus has adopted a keep left system by default with one way systems where indicated to ensure social distancing is maintained. Please ensure you follow the signs at all times. Anybody not following the implemented systems will be challenged and requested to do so. There will be signs around the campus reminding of the need to maintain social distancing.

At service areas there will be taped lines for standing back from a desk and any member of college staff. Please adhere to the markings and follow the queuing guidance to maintain distance from others.

College staff offices/areas will display maximum room seating occupancy numbers on doors. This is for college staff information, however, if you visit or enter these areas please take care to maintain your social distance from others.

Ideally we would ask that you wait until you leave the site before smoking but if you do need to use the smoking area at London Road campus, please be aware the space is only available to smokers and that everyone must continue to maintain social distance from others. You must not borrow cigarettes or lighters/matches from other individuals. You may be asked not to use the area if it is busy and be asked to return later, please follow any such direction from college staff remembering it is for everyone's safety.

English Bridge and Welsh Bridge campuses are both no smoking sites, please leave site before smoking. Please do not congregate at any entrances to campuses and allow sufficient room for others to pass at a safe social distance. Please also ensure you maintain social distancing measures, any individuals not observing these guidelines will be challenged and politely requested to do so.

Please be aware that there is a live construction site at London Road campus between HE/Darwin and the 3G pitch, works are expected to continue until November and caution must be exercised around this area and students are not permitted to enter this area at any time.

Issues where students fail to observe social distancing guidance and fail to respond positively to reminders or requests should be reported to an appropriate member of college staff. Any students failing to adhere to these guidelines may be asked to leave the campus under the Student Conduct Policy Annex COVID-19 and the student conduct policy will be instigated when required.

Spitting is not allowed on campus. Any such behaviour will be challenged and reported to an appropriate member of college staff if observed.

Using Face Coverings

The College requires students to use face coverings when not in lessons and moving between areas of the campus. You should not normally wear a face covering in lesson unless the activity requires this additional protection. When sitting and studying in a Learning Resource Centre face coverings may be removed (as in class), but must be replaced when leaving your desk.

Guidance on how to use a face covering safely is available from: <https://www.gov.uk/government/publications/face-coverings-when-to-wear-one-and-how-to-make-your-own/face-coverings-when-to-wear-one-and-how-to-make-your-own#how-to-wear-a-face-covering>. The key points to remember are:

- Do not touch the front of the face covering, or the part of the face covering that has been in contact with your mouth and nose.
- Once removed, store reusable face coverings in a plastic bag until you have an opportunity to wash them. If the face covering is single use, dispose of it in a general waste bin. Do not put them in a recycling bin.
- Make sure you clean any surfaces the face covering has touched using normal household cleaning products. If eating in a café, for example, it is important that you do not place the face covering on the table.
- Wash your face covering regularly and follow the washing instructions for the fabric. You can use your normal detergent. You can wash and dry it with other laundry. You must throw away your face covering if it is damaged.

If you need to dispose of a face covering please use general waste bins - do not place your unwanted face coverings / disposable masks in recycling bins. If you have used a face covering on your way to College or for any other reason you should also carry a small bag or container in which to store your used face coverings. This will minimise the risk of any cross contamination from the outside of your face covering within your bag/pocket and onwards elsewhere.

Classroom layouts

Within each classroom setting the following changes have been made;

- The Setup of rooms has been designed so that students sit in rows by default so that students do not face each other. This means students are sat next to each other facing the front. Where this is not possible (for example where IT equipment or fixed furniture prevents this) screens have been installed to reduce the risk of transmission. In a room where it is beneficial to remain in a horseshoe arrangement, students must not sit at the corners facing the side of another student.
- A 2m demarcated “teacher only” zones have been marked out on the floor in standard classrooms specifically to enable teachers and students to maintain their social distance.
- Student Card Register pads have been located near to the classroom entrance to enable students to register attendance while maintaining social distance.

All teachers are required to keep a student seating plan for each room they teach in. This will be required by the college should a student experience symptoms of Coronavirus (COVID-19). Please ensure you sit in your allocated space for each session throughout the term.

Sufficient windows should be opened to maintain a flow of fresh air. Ventilation systems or air conditioning have been set not to recirculate air but to draw fresh air in. Where this is not possible these systems have been turned off.

Food services at college

To limit congestion in food service areas we request that you bring your own food/drink for the day. The Hub at London Road and Bridges cafés in Welsh and English Bridge will be open each day and will be able to provide a grab and go service only. Social seating areas will be limited and you are advised to use outdoor space to eat if the weather is dry. Please do not rearrange any furniture within these areas as they have been placed specifically to maintain social distance measures and remember to wash your hands before and after eating.

The Hub and Bridges cafés are open 0800 - 1500

To reduce numbers within The Hub and cafés we shall also be opening pop up shops around the campuses, which will also be providing a grab and go service. The locations and opening times of the pop up shops are;

London Road

- The coffee bar - 0800 - 1830 (1500 Fridays)
- Prompt corner - 1000 - 1100 / 1200 – 1330 (Performing Arts building)
- Clayton hall pop up shop - 1000 - 1100 / 1200 – 1330 (accessed via the external stairwell from patio outside the Hub Café area)
- Engineering pop up shop - 1000 - 1100 / 1200 - 1330

Welsh Bridge

- Main hall pop up shop - break time / lunch time

English Bridge

- Main hall pop up shop - break time / lunch time

You will need to pay for your food and drink by using a contactless payment method rather than using cash.

Water coolers / fountains are currently unavailable, the refilling of water bottles will be possible at the following locations;

London Road

- The Hub main counter
- The coffee bar counter
- The Darwin coffee shop
- Prompt corner shop (performing arts block)

English Bridge

- Bridges café

Welsh Bridge café

- Bridges café

All food/drinks will be served using disposable containers, but you won't be charged the normal surcharge. Please ensure you keep the college tidy by putting all containers in the bins after use

Using shared facilities

Toilets will have posters reminding you about hygiene; please remember to wash your hands frequently during the day for at least 20 seconds.

To enable social distancing to be maintained college staff are to only use staff toilets or accessible toilets. Students will continue to use all other toilets.

Hand dryers have been switched off and replaced by paper towel dispensers.

The Learning Resource Centres (LRC) will be open for students as a study space, to allow use of the computers and to allow all to borrow books and equipment. Books and LRC equipment returned shall either enter quarantine for 72 hours before being made available again or be wiped down with disinfectant. Any equipment with a face-to-face seating arrangement has been fitted with a Perspex screen to limit the risk of transmission.

Lifts are for use by those with a disability or condition which makes use of stairs problematic. Only one person at any time should use the lifts unless a user has to be accompanied, in which case a face shield must be worn by the college staff assisting.

Shared Equipment/resources

The college has installed sanitiser stations near every MFD printer and copier, please ensure you sanitise your hands before and after use of this equipment.

Where possible, we will ensure students are allocated the same piece of equipment (PC/Mac, Camera, hand tools etc.) for the day, and limit or avoid sharing equipment unless it is cleaned between users. Classrooms with shared IT equipment and practical curriculum subject areas will be provided with wipes/additional cleaning equipment. Students should assist with cleaning any shared equipment they use.

If you are concerned that another user may have used the desk/workstation you are about to use then wipe down the desk, keyboard and mouse. If using a shared desk/workstation please also wipe down the desk, keyboard and mouse once you have finished using it.

Please do not touch notice boards.

Conduct and expectations

In order to allow the opening of college, everyone needs to be mindful of behaviour, conduct and attitude to each other whilst on site so that we can keep everyone safe. It is very **important we all act safely and considerately when on campus.**

Please make sure that you:

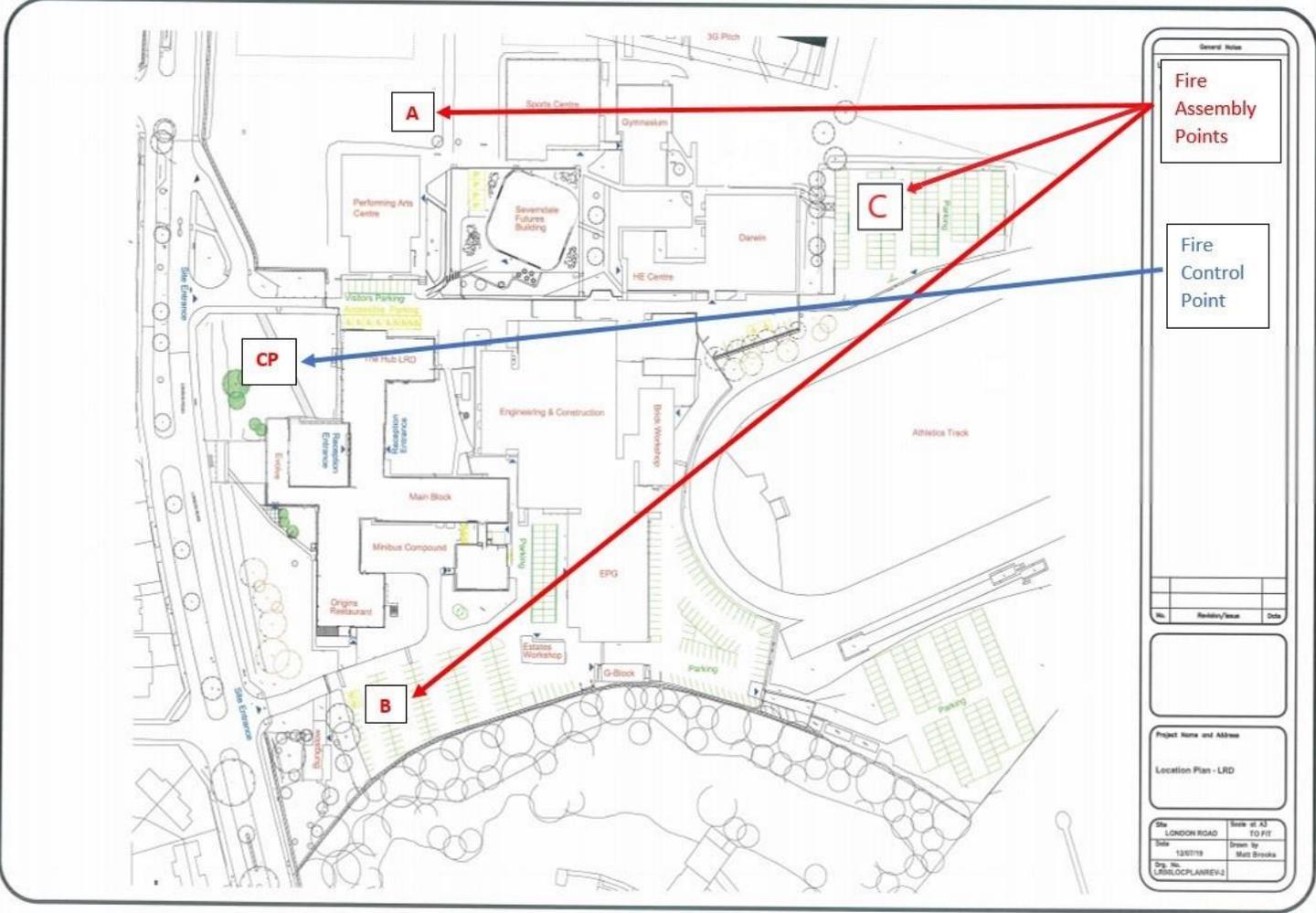
- Comply with all signage whilst on the college campus
- Comply with the need to social distance from others and adults, including in Reception, café, outdoor spaces, classrooms, LRC and workshop areas.
- Make sure that when you cough or sneeze you use tissues or the crook of your arm and ensure you wash or sanitise your hands more regularly.
- Politely challenge anyone who you see not complying and report this to staff if necessary.

In the event of any student not upholding the rules and guidance in this document, they may be asked to leave campus and the student conduct policy will be used when required. Failure to comply with COVID measures will be deemed a serious matter and may result in disciplinary action up to and including exclusion.

Evacuation Processes

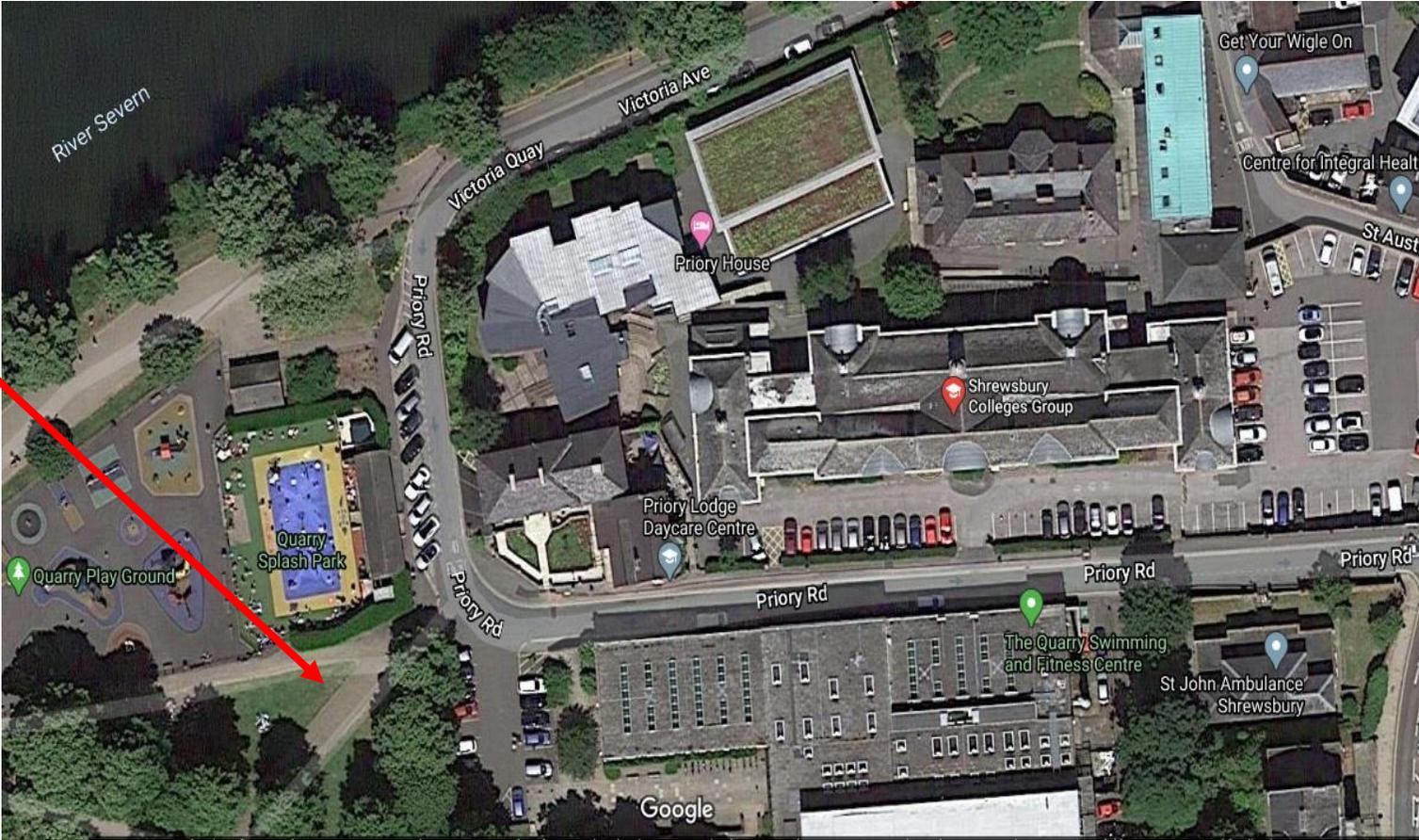
In the unlikely event of a fire alarm you will need to exit the building through the nearest fire exit (Any current one way and keep left systems do not apply in these circumstances; the aim is to get you out quickly and safely). When exiting the building, try to maintain a social distance from others and also remember to maintain a social distance from others when assembling at the Fire muster points. At the London Road Campus only, please be aware that muster point C has been created and is situated within the overflow car park to the rear of the Darwin Building. Those exiting from the HE Centre, or Darwin Building should now use muster point C.

Revised London Road Campus fire assembly points



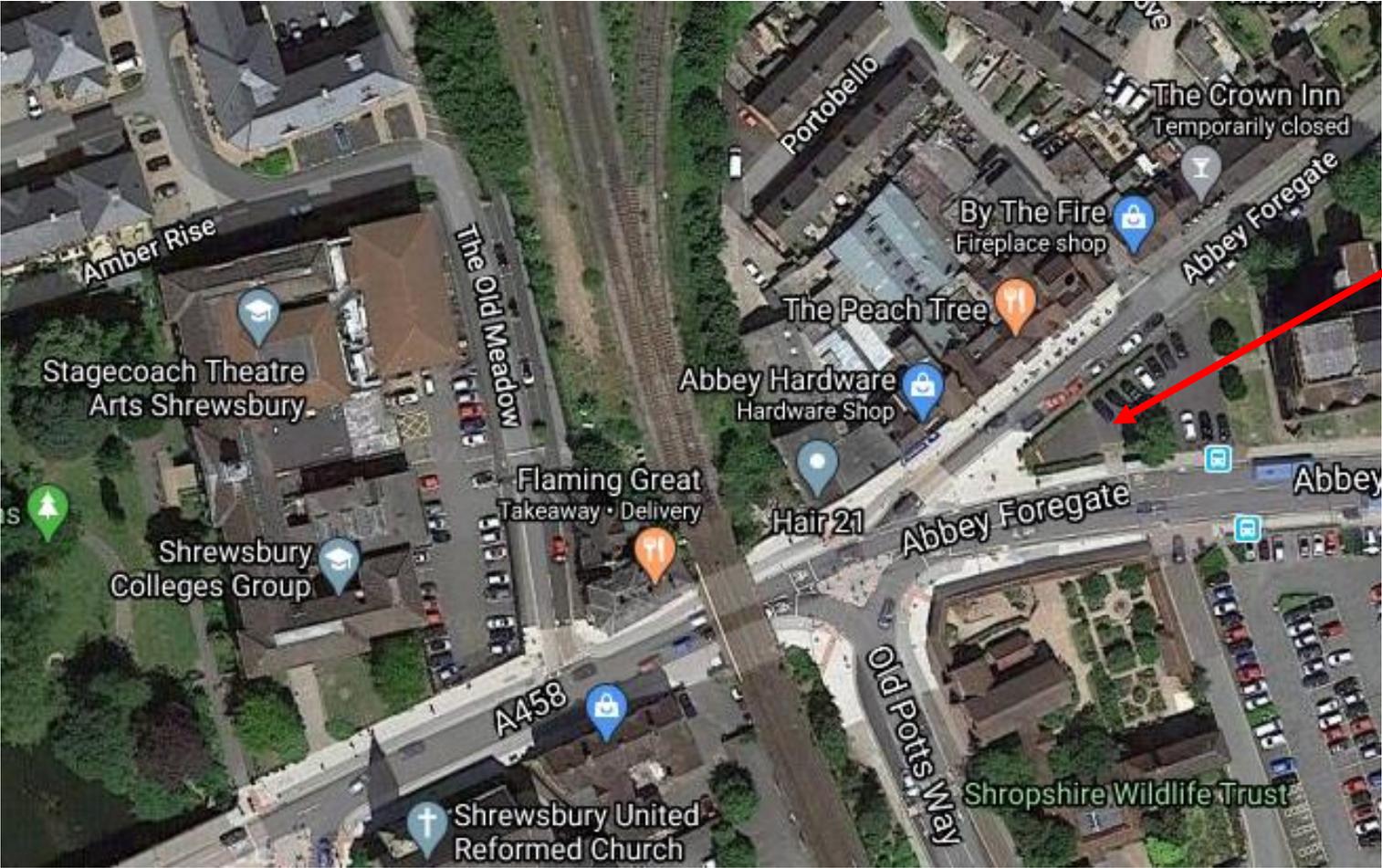
Welsh Bridge Campus fire assembly point

Fire
Assembly
Point



Welsh Bridge campus has one muster point which is located within The Quarry, opposite the Quarry splash park

English Bridge Campus fire assembly point



Fire
Assembly
Point

English Bridge campus has one muster point which is located within The Abbey triangle, located in front section of The Abbey car park

Remember that the current government advice is to Stay Alert

The government guidance on Staying Alert and safe (social distancing) can be found here <https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing>