



HEART OF

WORCESTERSHIRE
COLLEGE

MAKING HOW COLLEGE A COVID 19 SECURE COLLEGE INFORMATION FOR STUDENTS 2020

Version 2 September 2020

The College has been preparing for the start of the new term and is putting in place a range of preventive measures and controls to ensure we that are COVID secure.

The risks relating from Covid-19 primarily arise from person to person contact, transmission through close proximity to infected individuals and surface transmission. The College has carefully considered the steps that can be taken to minimise the risk of the virus entering our premises and infecting staff, students and visitors, and if it does, having a quick response and protocols in place.

To reassure our students we have listed some of these preventative measures below:

Students will receive an induction and course related specific guidance for their vocational area.

Building Bubbles

We will be using our buildings as our 'bubbles' and will limit movement between them where possible. We are fortunate that our campuses are made up of different separate buildings. Students will be allocated to a building and will be permitted to enter another building only if this is planned and managed by their curriculum team. Endeavouring to keep groups at least partially separate and minimising contacts between learners and staff will still offer public health benefits as it reduces the network of possible direct transmission.

Test and Trace

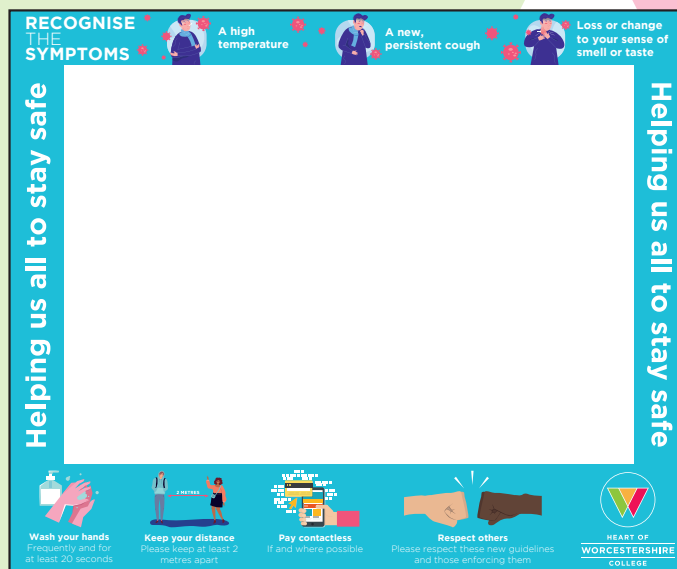
To comply with test and trace requirements, students are required to confirm their entrance into a building each day by swiping in using their ID cards at entrance points on the card readers provided.

Classrooms

Small adaptations will be made to rooms or workshops to support distancing where possible. That might include moving unnecessary furniture out of rooms to make more space, rearranging desk layouts and seating learners side by side and facing forwards, rather than face to face or side on. Screens have been added to some classrooms and workshops where students face each other whilst working and undertaking practical sessions.

Protective screening

Plexiglass protective screening has been installed for high footfall areas including cafeterias, learning centres and receptions. We have also purchased additional portable 'sneeze' screens.



Hand Sanitising

We have purchased highly visible hand sanitiser stations that will be placed in key areas. We will be actively promoting the following to all staff, students and visitors.

- Clean your hands thoroughly, more often than usual.
- Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach.



Cleaning Schedule

The College will have an enhanced contract cleaning schedule in place to include increased cleaning of touch points such as doors, push plates and handrails. In addition, our staff will be using a range of other measures such as fogging machines, antibacterial wipes and other cleaning materials.

Social Distancing

Social distancing will be promoted and maintained where possible between people, reducing the amount of time they are in face to face contact to lower the risk of transmission. There will be clear signage indicating entrance and exits to be used and one way systems will be in place in some buildings.

Staff will maintain distance from their learners, stay at the front of the room, and away from their colleagues where possible. Learners will be supported to maintain distance and not touch staff and their peers where possible.

Additional PPE including medical grade face masks have been obtained specifically for first aiders and for staff who are involved with SEN learners particularly those involved in personal and intimate care.



Cafeteria Facilities

The College cafeteria facilities will become take-away only from the start of the academic year. To adhere to Government Guidelines all customers will be expected to wear a face covering for the duration of time that they are in the cafeteria area. Students will be expected to use the cafeteria that is located closest to their classroom and not travel between sites and buildings wherever possible. There may be occasions where students are allowed to eat and drink in their allocated classroom during breaktimes. Where this is allowed students will be required to dispose of all rubbish appropriately and use cleaning materials provided to wipe their desk area.

Students who are purchasing items from the cafeterias are encouraged to use contactless payment. However, we will still accept cash at all sites if needed.

Face coverings

The wearing of a 'face covering' is not required for students in College but is a personal choice decision.

However, face coverings are required on public transport and in canteens. Students using face coverings should ensure these are appropriately worn, cleaned, stored or disposed of correctly. Bins will be provided in College.

Face coverings must also be worn at all times on our intercampus bus service between Redditch and Bromsgrove campus.

Safe wearing and removing of face coverings is important. Safe wearing of face coverings requires the:

- cleaning of hands before and after touching, including to remove or put them on
- safe storage of them in individual, sealable plastic bags between use

Anyone wearing a face covering must;

- Not touch the front of their face covering during use or when removing it
- Dispose of temporary face coverings in a 'black bag' waste bin or appropriate recycling bin
- Place reusable face coverings in a plastic bag they can take them home with them
- Wash their hands once removed.

Online or Remote Learning

Each course will contain an element of remote or online learning. The number of hours will be dependent on which vocational area you are studying. You will receive more information from your curriculum area at induction. Students will be advised of the protocols expected of them when accessing remote learning.

Transport

Worcestershire County Council's approach to transport from September 2020 has been guided by the principles underpinning the system of controls and guidance set out by the UK government.

Please access covid 19 measures in place and general advice for travel at **www.worcestershire.gov.uk/info/20045/school_and_college_travel**

WCC intention is to ensure bus capacity meets the demands of learners and therefore additional services that will be running from next week:

www.worcestershire.gov.uk/info/20021/bus_travel/2286/additional_local_bus_services_september_2020 <http://www.worcestershire.gov.uk/info/20021/bus_travel/2286/additional_local_bus_services_september_2020>

Attendance on site

It is vital that we minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend College.

IMPORTANT - you must not attend College if you have any symptoms of coronavirus, no matter how mild, or if

- You suspect that you may be contagious
- You have had recent contact with someone who has been confirmed as having contracted Covid-19
- You have been contacted by NHS Test and Trace to request that you self-isolate
- You have returned from a country that requires you to quarantine/self-isolate for 14 days.

The three main symptoms of Coronavirus are:

- A new and persistent cough
- A high temperature or fever
- Significant Loss or change to your sense of smell or taste.

For further information please go to **www.gov.uk/coronavirus**

Becoming unwell

If you become unwell with a new, continuous cough or a high temperature, or have a loss of, or change in, your normal sense of taste or smell you must contact a member of staff. You will be asked to go home immediately. There will be first aiders on site, who will have access to appropriate Personal Protective Equipment (PPE) who will be able to assist you if required.

You are advised to self-isolate for 10 days and request a test. Your fellow household members should also self-isolate for 14 days. Follow the guidance: **www.nhs.uk/conditions/coronavirus-covid-19/what-to-do-if-you-or-someone-you-live-with-has-coronavirus-symptoms/**

If you are unable to leave the campus immediately you will be directed to a specific room, that has been identified on each site, where you will be asked to remain until you are able to leave and return home.

If you are showing symptoms or have been tested positive for coronavirus, please email **StudentCOV19reporting@howcollege.ac.uk**

Coronavirus Testing

Learners, alongside everyone in the wider population, are eligible for testing if they become ill with COVID-19 symptoms, as will members of their households. A negative test will enable learners and staff to get back to their education. A positive test will ensure rapid action to protect the College community. The College has processes in place to respond to any infection. They will engage with the NHS test and trace, manage confirmed cases within our community and contain any outbreak by following Public Health and local health protection team advice.

What should I do if I have concerns?

If you feel worried or anxious at any time please talk to a member of staff. If you need to access the Welfare Team please email them on **welfarer&b@howcollege.ac.uk**, if you attend college in Bromsgrove or Redditch or **welfarew&m@howcollege.ac.uk** if you attend Malvern or Worcester.

If you have any further questions regarding our COVID secure prevention measures please email the College on **StudentCOV19enquiries@howcollege.ac.uk**