

ATTENDING COLLEGE | STAY SAFE, STAY WELL A GUIDE FOR HEREFORDSHIRE LUDLOW & NORTH SHROPSHIRE COLLEGE STUDENTS

The health, wellbeing and safety of our staff and students remains our key priority. This guide is designed to provide you with important information about attending college during the coronavirus pandemic. In order to comply with government guidance, all students are expected to act in a responsible manner at all times.

Top things to note:

- Please do not come to college if you have any symptoms of ill health or suspect you may have Coronavirus or if someone in your household has Coronavirus.
- If at all possible don't use public transport - travel on foot, by bike or car. If you have to use public transport, be aware that the government has made face coverings mandatory on public transport from 15th June 2020.

PERSONAL HYGIENE AND WELL-BEING: PROTECTING OUR COLLEGE

On arrival at college you must wash your hands with soap and water for at least 20 seconds or sanitise them. On entry to the College temperature checks may be undertaken. Keep moving in corridors and go straight to your classrooms if you are able.

You are required to wear a face covering when moving around the College in all public spaces where students and staff mix, for example, in corridors, refectory, LRC etc. You can remove your face covering to eat/drink in the refectory and when in class. We know that some people may have medical or health reasons where they may not be able to wear a face covering. If this is the case, please inform your tutor.

Dispose of your temporary face covering in a covered bin or place reusable face coverings in a plastic bag you can seal. Take care not to touch the front of your face covering. When you have removed your face covering, please wash or sanitise your hands. You may be asked to put on your face coverings from time to time, e.g. for practical demonstrations, study skill support etc where staff cannot remain 2 metres away.

Catch it, Bin it, Kill it - Cover your mouth and nose with a tissue when you cough or sneeze. Put used tissues

in the bin immediately. Avoid touching your face, as you could contaminate them with germs from your hands.

Only bring equipment to college, that is necessary. Do not share this equipment with others. Ensure that you are wearing your College ID badge when on-site and that it is always visible. You are asked to leave immediately after your lessons have finished for the day.

Your well-being matters - If you feel worried or anxious, please speak to your tutor or contact the learning mentors or student support adviser (by appointment). If you see someone not adhering to the personal hygiene rules, speak to your tutor in confidence. If you feel unwell whilst at college, please inform your tutor.

STUDENTS SHOULD ONLY ATTEND COLLEGE ON THEIR TIMETABLED DAYS OR WHEN ASKED TO DO SO BY THEIR TUTOR.

Each Campus will have a list of those students expected. Students who turn up to college and have not been timetabled to do so may be sent home.

SOCIAL DISTANCING: ADAPTING TO THE NEW NORMAL

1

SOCIAL DISTANCING RULES APPLY AT ALL TIMES

Adhere to social distancing rules at all times when at college. Failure to follow this rule may result in disciplinary action.

2

IN EMERGENCY SITUATIONS

In an emergency, for example, an accident or fire, you don't have to adhere to social distancing if it would be unsafe to do so.

What to expect - When you do return to college, things will be different. And we know it might take a while to get back into the new routine. Social distancing, the days and times we are at college, smaller class sizes and a move to rigorous hygiene measures will impact on daily life. The college will operate 'course bubbles'. Your tutor will explain this in more detail.

CHANGE TO FACILITIES: HOW CHANGES AFFECT HOW YOU USE FACILITIES

- Only essential facilities will be open. Students can bring their own food, snacks and water. There will be some refectory services providing hot and cold food.
- Each communal area has been assessed and changes have been made to protect you and to ensure compliance with social distancing rules.

Toilets: Available for use in appropriate areas, these will be clearly signposted. Numbers in each toilet block are limited.

Lifts: Follow all lift signage instructions - essential users only and only one person in a lift at a time.

Library & LRC: New ways of working are in place. Please read the instructions as you enter.