

## Staff will:

- Not attend work if they feel unwell, if they or a household member has Coronavirus symptoms
- Follow NHS instructions if they or anyone in their household is positively tested for Coronavirus
- Use hand sanitiser on entry to and exit from the college and at the start of each class, and wash hands at regular intervals during the day
- Use a tissue or elbow to cough or sneeze into and use bins for tissue waste - "Catch it, bin it, kill it"
- Observe themselves and remind others that when moving around the college there is a strict 2 metre distancing rule – visible with the use of signage and floor markings
- Not share any equipment with students and avoid the use of paper hand-outs wherever possible
- Wear a mask wherever they are unable to maintain a 2 metre distance from students or colleagues and use PPE whenever there is an increased risk of transmission due to a specific activity being undertaken
- Be encouraged to undertake twice-weekly LFD tests at home and stay at home following a positive test

## Students will:

- Not attend college if they feel unwell, if they have symptoms or if someone in their household has symptoms associated with the Coronavirus
- Follow NHS instructions if they or anyone in their household is positively tested for Coronavirus
- Be encouraged to undertake twice-weekly LFD tests at home and stay at home following a positive test
- Try to reduce the need to use public transport wherever possible to travel to college
- Not congregate outside the college buildings on arrival and when leaving the college
- Observe the following safety measures put in place by the college. :
  - Use of hand sanitiser on entry to and exit from the main entrance of the college and at the start of each class, and wash hands at regular intervals during the day
  - 2 metre social distancing to be followed in all circulation spaces and corridors
  - Wear a mask wherever they are unable to maintain a 2 metre distance from staff or other students
  - Once in the classroom, remain in the allocated desk and chair for the whole session
  - Bring to College all necessary equipment required to participate in the class, and not share any equipment with other students
  - Only leave the teaching area in the event of needing to use the toilet, in which case they will seek approval from the class lecturer, or when observing the College's fire or lockdown procedures.
  - Use the most direct route when moving between their curriculum bubble and the Food Hall
  - Use a tissue or elbow to cough or sneeze into and use bins for tissue waste - "Catch it, bin it, kill it"
  - Inform a member of staff immediately if they see anything that concerns them or if they start to feel unwell

## The College will:

- Positively promote the use of twice-weekly LFD tests at home and encourage staff and students to stay at home and seek a PCR test following a positive result
- Follow the Government's Coronavirus guidance relating to the college's responsibilities to students, staff and the community
- Maintain the cleanliness of the college and implement controls to reduce the risk of virus transmission
- Provide hand sanitising stations in all teaching rooms
- Provide adequate hand cleansing products (sanitiser, soap) at College building entry and exit points
- Ensure masks are worn by staff and students wherever they are unable to maintain a 2 metre distance
- Promote the use of external spaces for dining and socialising
- Provide teaching areas in which desks and chairs are fixed in rows rather than facing each other
- Restrict movements outside of the classroom and on college grounds
- Communicate this plan, and any subsequent amendments made, to all students, parents, guardians and other stakeholders
- Activate the college's disciplinary procedures when any individual acts in a way that has the potential or is putting others at risk