

COVID-19 pandemic: guidance for students for return to college in March 2021

Last update: 8 March 2021

Section 1: Introduction

The health, welfare and safety of all members of the college community are of paramount importance. We are working hard to ensure that a full return to college is achieved safely and in accordance with government guidance.

We all have a responsibility to understand the arrangements and work together to ensure they are effectively implemented. I thank you in advance for taking the time to read these guidelines and for your patience and cooperation as we transition back to learning on campus.

The timetable for our return is as follows:

Date	Event	Notes
8 – 10 March 2021	Initial asymptomatic lateral flow device (LFD) test for all students who consent. No teaching; work may be set.	Guidance notes for students and an email detailing the time of their 3 on-site tests was emailed on 5 March. The second and third tests for each student will take place after teaching has started.
11 March 2021	Teaching on campus will resume	Students will need to leave lessons for their second and third asymptomatic LFD tests, so please be advised that there will be disruption to lessons until all students have completed their third test – this should be by 19 March.

Section 2: Risk assessment and other key documents

We have developed a [risk assessment](#) (RA) to support our plans for a full re-opening of the college campus to staff and students. The RA directly addresses the risks associated with COVID-19 and has been used to inform measures that we can put in place to control risks for students and staff. The RA is published on our website.

These guidance notes should be read in conjunction with the risk assessment and the DfE's [Further education coronavirus \(COVID-19\) operational guidance](#), published in February 2021. We will keep both our risk assessment and these guidance notes under review; consequently, all plans are subject to change to align with government guidance as it evolves over time.

Section 3: Key principles to achieve a safe return to campus

1. Protective measures are in place to ensure that the risk of transmission is reduced – this will be very similar to the way things were on campus during the autumn term.
2. Everyone should use hand sanitisers as soon as they arrive on campus. These are located at entrances, in corridors, in communal areas, in offices and classrooms and by outdoor seating.
3. Everyone will be required to wear an appropriate face covering everywhere on campus.

4. Students will remain in 'year group bubbles' as much as possible, with separate social, study and eating spaces.
5. Students should maintain social distancing with staff, where possible.
6. Visitors to campus will be strictly limited; all proposed visitors must be approved by the Principal prior to their visit.
7. We have carried out a thorough deep clean of the campus and increased cleaning and sanitisation will take during the working day.

Section 4: Opening hours

College opening hours for students from 8 March 2021:

- **Staggered starts** at either **8.40** or **8.55** am. Try to arrive as close to your start time as possible. Once here, please go straight to your classroom.
- Those on college transport or with more complicated travel arrangements should try to go straight to your classroom or to your designated study or social space.
- The **Student Support Centre** closes at 4.30 pm.
- The **library** will be open Monday to Thursday: 7.45am – 5.00pm and Friday: 7.45am – 4.30pm
- The **campus closes** to students Monday to Thursday at 5:00 pm and on Friday at 4.30 pm.

Section 5: Entering and exiting campus

1. Entrance/exit for year 12: year 12 students will be directed to use the main entrance only.
2. Entrance/exit for year 13: year 13 students will be directed to use the Lower High Street entrance by Dr Johnson House only.

Section 6: Social distancing on campus – use 2-metres where possible and the rule of 6

1. Signage on campus will remind all members of the community about social distancing.
2. Lifts will be limited to the use of one person at a time.
3. No one should gather in groups or congregate in corridors.
4. In social spaces, students should not sit in groups larger than 6 and furniture has been arranged this way.

Section 7: Use of face coverings and PPE

1. Staff and students must wear an appropriate face covering if using public or college transport.
2. Face coverings will be mandatory on campus, as detailed below:
 - a. All staff and students will be required to wear an appropriate face covering everywhere on campus: when they enter the campus, when moving around campus and in communal areas including classrooms and offices, in corridors, stairwells and toilets.
 - b. Face coverings can be removed when eating or drinking.
 - c. Face coverings should be worn in offices when occupied by more than one person unless social distancing can be maintained.

- d. Students with hidden disabilities who are exempt from wearing face coverings may register with Aimie Chatfield, our Medical Welfare Officer. Aimie will provide a *yellow* lanyard so that staff and our security guards are aware you are exempt from wearing a face covering.
3. PPE is only needed where an individual becomes ill with coronavirus symptoms while on site, and only then if 2-metres cannot be maintained.

Section 8: Hygiene and cleaning

1. A very thorough deep clean of the college has been completed.
2. We have secured additional cleaning staff throughout the day to ensure that we can regularly clean high contact points, including door handles, desks and tables, keyboards on shared computers, etc.
3. Classrooms will be cleaned and sanitised at the end of each day. All classrooms will be supplied with materials to wipe down equipment and surfaces. You should do this before and after using any equipment.
4. Sanitising stations are available at key points around campus – please use the sanitising liquid prior to entering classrooms.
5. Hand sanitisers are located on either side of fire doors, which must remain closed. Please ensure you use the gel before and after touching the door.
6. Toilets will be continuously monitored to ensure they are well stocked and that all facilities are working as they should.
7. Bins will regularly be emptied throughout the day.
8. Drinking water facilities will be provided; however, students must use their own bottles and not share with others.
9. Any shared equipment should be wiped down before and after use. The use of shared equipment should be limited as much as possible.
10. We advise students to carry a small pack of tissues with them whilst on site.

Section 9: Hand washing and respiratory hygiene

1. We want everyone to follow the 'catch it, bin it, kill it' approach.
2. Wash your hands thoroughly on arrival at college.
3. Hand washing advice: It is essential that everyone washes their hands more often, using soap and water for at least 20 seconds. Hand washing with soap employs mechanical action that loosens bacteria and viruses from the skin, rinsing them into the drain. Drying hands afterwards makes the skin less hospitable to the virus.
4. Hand sanitiser can be effective if soap is not available or the situation makes using soap less feasible (i.e. when outside) but using hand sanitiser provides none of the virus-destroying friction that rubbing your hands together and rinsing with water provides.
5. Wash your hands after you blow your nose, sneeze or cough, and before you [eat or handle food](#).
6. Avoid touching your eyes, nose, and mouth with unwashed hands.

7. Avoid close contact with people who have symptoms.
8. Cover your cough or sneeze with a tissue, then throw the tissue in a bin.

Section 10: Guidance for those who have suspected COVID symptoms

1. You should [self-isolate](#) immediately and should not come to college if: you develop symptoms, if you have been in close contact with someone who tests positive for COVID-19, anyone in your household or support bubble develops symptoms of COVID-19, you are requested to do so having recently travelled from certain countries, you have been advised to isolate by the NHS.
2. Anyone who displays symptoms of coronavirus should book a polymerase chain reaction (PCR) test; **if you have symptoms you should not use the lateral flow device (LFD) home test kits**. PCR tests can be booked online through the [NHS website](#), or ordered by telephone via NHS 119 for those without access to the internet.
3. Anyone exhibiting symptoms whilst at college will be sent home immediately. Our Medical Welfare Officer will provide you with advice and answer your questions.
4. Students who are absent for a reason relating to COVID-19 (including shielding or self-isolation) should notify covid@kedst.ac.uk.

Section 11: Protocol in the classroom

1. All desks have been arranged facing forward. Guidance informs us that students do not need to be 2-metres from each other but 2-metres distance must be maintained between a teacher and students. The teacher zone is indicated by hazard tape on the floor.
2. Teachers will be unable to circulate to check students' work, so it will be more necessary than ever for students to self-evaluate and ask questions.
3. Once in the classroom, students must immediately take their seat and remain in their seat for the duration of the lesson.
4. Students should wipe down their desks with disinfectant wipes as soon as they sit down and before they leave.
5. Breaks will not be permitted.
6. The teacher may permit one student at a time to leave the room to use the toilet.