

Rules for Students and Apprentices Attending City College

Last updated 17th June 2020

Introduction:

Following the rules will enable everyone on site at college to minimise the risk of spreading coronavirus.

These rules are for all students and apprentices. Students and apprentices must read them before attending college. If you have questions, please ask your teacher or assessor before you come to college.

1. Which students and apprentices can come to City College at the moment?

Only students and apprentices who have been invited can come into college.

Do not come to college if:

1. You have been told by the NHS that you are clinically extremely vulnerable or clinically vulnerable <https://www.nhs.uk/conditions/coronavirus-covid-19/people-at-higher-risk/>.
2. You have any symptoms of coronavirus
 - 2.1. high temperature
 - 2.2. new continuous cough
 - 2.3. loss of sense of taste and smell
 - 2.4. <https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/>
3. You have been contacted by the NHS Track and Trace service, told to self-isolate and you are in your isolation period
4. You have been in contact with someone who has symptoms of coronavirus and you have not completed your isolation period
5. You have not been asked to attend

If 1 to 4 apply to you, please contact your teacher as soon as possible to tell them and different arrangements will be made.

2. Travel to College:

Please travel to the campus by walking, cycling or driving whenever possible.

There is no car parking for students or apprentices on site but there are many public car parks nearby and they are very quiet at the moment.

If your only option is public transport, follow the transport operator's instructions for safe travel.

Plan to arrive no more than 15 minutes before your session starts. If you are earlier than this, wait outside the College and keep 2 metres distant from anyone not in your household.

3. Arriving at College:

- Arrive no more than 15 minutes before your session starts.
- Enter the main campus via the Mall, swipe in with your ID badge as normal.
- Security will have a list of who they are expecting, they will check you in.
- Entrance to the Marine Skills Centre is through the main doors, swipe in with your ID badge. Staff will check you in.
- Your teacher or assessor will meet you at the waiting point 10 minutes before your session. Waiting points will be outside whenever possible.

4. Social Distancing and Hygiene:

- On arrival clean your hands using hand sanitiser
- Frequently wash and sanitise your hands. Hand sanitisers are on every floor in every building.
- Keep 2 metres distance at all times from all other people as you move around the site
- If you wish to wear a face mask you may when you are moving around college.
- We ask you not to wear gloves as they will stop you cleaning your hands and may contaminate surfaces.
- In classrooms chairs will be 2 metres apart. Sit where your teacher asks you to sit, do not move furniture.
- In workshops, kitchens and salons stay in the workspace your teacher gives you.
- Follow any hygiene or cleaning instructions from any member of staff
- When you leave clean your hands

5. Food and Drink:

The water fountains are working and you may use these to fill your water bottle.

Please bring with you any drinks and food you need, including lunch if you are in college all day. City Kitchen, the Coffee Bar and the vending machines are all closed.

If you choose to leave the campus during lunchtime, you will not be allowed back into the College until 10 minutes before the start of the afternoon session.

6. PPE:

If you normally wear PPE in a workshop or technical area, then you will be wearing this PPE. Please bring your PPE with you and use this.

If your teacher instructs you to put on other PPE please use this.

Agreed by: Senior Management Team

Date agreed: 17th June 2020

Owned by: Principal and Chief Executive