

**COVID-19**  
A GUIDE FOR STUDENTS

# Returning to College



**EDUCATION**  
build a better you.

# WHAT HAS THE COLLEGE DONE TO REMAIN SAFE?

The UK Government plans for colleges and schools to be open in September teaching mainly face to face with some online learning. However, the situation with the pandemic is changing so the College will follow Government guidance and keep students safe.

A comprehensive risk assessment has been put in place to ensure a safe return to College. Those staff and students who have already been back on campus describe it as clear and safe.

## INSIDE COLLEGE

The College has been open since June for a small number of staff and students. This means that we have had time to properly prepare our campuses and ensure that they are Covid-19 safe. To do this, we have done the following:

- One way corridors
- Hand sanitisers and masks available
- Increased cleaning of classes during break times
- No external visitors on campus
- Social distancing planned with all staff rooms, class rooms and workshops given a limited capacity
- Reduced number of staff & students in College
- Limits on social spaces (take away food only, staggered break times, restriction on numbers in toilets)
- Study bubbles – keeping students with a smaller group and minimising mixing
- New C-19 Code of Conduct for students
- “Return to College” guide for all staff

In the unlikely event that a household needs to self-quarantine, we have ensured that host families are prepared to care for students during this time.

## OUTSIDE COLLEGE

National lockdown has eased, but safety measures have been put in place, including:

- Mandatory wearing of masks on public transport and in shops (unless medically exempt)
- Limits to social gatherings outdoors (6 people) and indoors (maximum of two households)

Thankfully, there are no major cities (with large, densely packed populations) near any of our campuses and the south coast has a low number of Covid-19 cases.

57% of deaths in the UK from Covid-19 have taken place in care homes. This is very unfortunate but this means that cases in the general population are lower than some headline figures.



# INFORMATION FOR INTERNATIONAL STUDENTS

**This section provides further information for international students, travelling to the UK from EEA countries and non-EEA countries. It explains the steps East Sussex College (ESCG) has taken in to manage Covid-19 and keeping staff and students safe and well.**

These arrangements include;

- Pre-arrival and arrival into the UK
- Using public transport
- Accommodation arrangements
- Bubble approach
- Self-isolation
- Managing suspected cases
- Refund policy

## PRE-ARRIVAL INFORMATION

All students will be required to provide a signed and dated 'Covid-19 Travel Agreement' form that confirms their understanding and acknowledgement of travelling to the UK to start their course and also confirms that the student has no symptoms prior to travel. We will ask that you keep the College informed of any change in circumstances prior to travelling to the UK, this includes if you develop Covid-19 symptoms, which delays your planned travel.

We strongly advise against mixing with other people outside your family in the 10 days prior to your travel to reduce the risk of infection.

If you develop Covid-19 symptoms during travel, you should declare this to the crew of the plane, ferry, train or bus immediately. You may be asked to self-isolate in specified accommodation at your own expense. In addition, you may need to stay in privately arranged accommodation if your original accommodation is unavailable.

## ARRIVAL INTO THE UK

All arrivals into the UK should be aware that they will need to complete the [Public Health Passenger Locator Form](#) before they travel to the UK. Failure to provide contact details will result in fines. You will need to show your completed form at the UK border, either printed or on your mobile phone. Visitors must submit their information up to 48 hours before their arrival time.

When arriving into the UK, there are various points to take into consideration; longer queuing times, social distancing and taxi transfers times. Major international airports and rail stations will display signs to help with social distancing and explain what you need to do.

Please note that staff from ESCG will not be at airport arrivals to meet you.

Be prepared and have your documents ready for Border Force Officers, this will include your [Public Health Passenger Locator Form](#) as well as your **accommodation details** and your **enrolment letter** from the College.

# QUARANTINE

If you are travelling from a country with low instances of Covid-19, or from a country with an 'air bridge' [travel corridor](#) agreement you may not need to quarantine. If students have been to or stopped in a country that is not on the travel corridors exemption list for England and they are arriving in England they will have to self-isolate until 14 days have passed since they left that country/territory.

If you are from a country that requires quarantine, you will have to self-isolate for the first 14 days. Your host provider does not need to self-isolate for quarantining purposes unless they or any other member of the household develop and show symptoms.

**During your quarantine period, you will be required to:**

- **Make an additional payment of £30.00 per week to your host provider**
- **Stay indoors – do not leave your house**

- **Avoid as much contact with people as possible in your home – this includes no visitors**
- **Stay in a well-ventilated room**
- **Wash your hands regularly and maintain good personal hygiene**

If quarantine does apply to you, we will arrange host family accommodation and meals for you and you will have access to online classes during the 14-day period. You must remain at your host family address in the UK for at least two weeks. There may be spot checks from the UK authorities to ensure compliance with quarantine.

You will receive help and support from your host and ESCG. During quarantine, your teachers will provide work online should you arrive and the classes have started. That way you will still be able to start your studies and not miss any important sessions. It is your responsibility to check the quarantine status of the country you are travelling from.

## WHAT SHOULD I BRING WITH ME?

In addition to the items we recommend in the [pre-arrival handbook](#), we suggest you bring enough masks or face coverings and alcohol-based hand sanitiser to last you for at least a week. It is possible to buy extra supplies of these items once you have arrived in the UK. Face masks or coverings should not be worn for more than 4 hours as they become ineffective after that time. If you feel you need or want to wear a face mask for extended periods of time, you may need two or even three for each day.

Please note that [face coverings are](#)

[mandatory on public transport in England](#) and this includes your taxi from the airport. However, this does not have to be a mask. Anything that sufficiently covers your mouth and nose is acceptable. You may want to bring some disposable plastic gloves for extra protection.

If you have a laptop or tablet we strongly recommend that you bring that with you as we will be providing many of our materials digitally rather than on paper. Please make sure you bring enough pens and pencils and paper with you for your own use as we cannot share these items.



# PUBLIC TRANSPORT

## How will I get to and from the airport safely?

Our accommodation teams will arrange a private airport transfer for you to your homestay. We can only arrange single transfers unless you are travelling with people you know. You will be required to wear a mask or face-covering in the taxi and you may have to lift your own luggage into the back of the car. If you are unable to lift your own luggage the driver will do it for you but he/she may wipe your luggage with sanitising gel before handling it.

We do not suggest travelling to your accommodation by public transport from the airport.

## Travelling to and from college safely

Most of our hosts are within reasonable walking distance of the school. Current [UK Government advice](#) is that everyone should walk to cycle to work/school where this is possible and to only use public transport if it is absolutely necessary. We will endeavour to place you in a homestay that is within walking distance of the College, although, please note that the walk time may be up to 30 minutes.

If you **have to** use public transport, you must wear a mask or face covering otherwise you will not be allowed to travel. Please also note that buses may have limited seating to ensure social distancing, so if the bus is full you will not be allowed to board. You will need to wait for another bus or walk to your destination.

## Travelling within the UK

Travel by public transport to other parts of the UK is not advised at present as this could put you and other students at the College at increased risk. You may find booking a train to another city more

difficult as there is a reduced timetable in operation and many train companies will only allow travel if you have pre-booked your seat. If your journey is classed as non-essential, then it is recommended you do not travel.



# ACCOMMODATION

## Homestay

Hosts will provide you with their normal warm welcome. However, they will keep their houses safe by increasing the frequency of cleaning and providing hand sanitiser in their homes, which you are strongly encouraged to use frequently. To reduce the chance of infection you will not be able to move to a different host until you have stayed at your current host for at least two weeks. Even after this duration, we will only consider moving you to another homestay under exceptional circumstances.

Your homestay accommodation is suitable if you are required to self-isolate/ quarantine but will not have more than one new student living there. This is in line with the UK Government's [two-household rule](#) in England. However, you may find that there is another ESCG student living in your homestay, but this will be only if that student has lived with your host since September 2019 and has not left the UK. They will be considered as part of their household.

One host family = one household  
+  
One host family + one student = two households

### During your homestay, your host will:

- Ensure their home is regularly cleaned and will make cleaning materials readily available
- Provide you with hand sanitizer
- Provide anti-bacterial soap in bathrooms and kitchens for everyone's regular use
- Provide anti-bacterial wipes for wiping down surfaces such as taps after use
- Wash bed-linen and towels once a week and will provide clean sets to make own bed
- Keep in regular contact with the College about any concerns
- Not enter your room during the quarantine period (if you are required to do this)
- Make sure the household adheres to the two-household rule
- Comply with all College requirements in-line with UK Government advice/guidance

### During your homestay, you will:

- Keep your own toiletries and tooth brush in a wash-bag in your bedroom
- Put your washing in a linen basket in your bedroom and give to your host weekly
- Keep your own rooms tidy to limit the times your host needs to go into your bedroom
- Maintain social distancing when eating at the table with your host
- Get regular fresh air in the garden (or outside if no garden-space available) as much as possible and have your bedroom window open for ventilation – remember to close window when you leave the house.
- Bring enough face coverings and anti-bacterial hand gel for personal use (enough for at least 2 weeks before you can go to a shop).

## On-campus residence

Caburn House will be cleaned every day and we will provide hand sanitiser in the entrance hall, kitchen and your room, which you are strongly encouraged to use frequently. There will be some restrictions on shared space within the house. There will be a rota for use of the kitchen, and you will be provided with your own plate, cup, glass, knife, fork and spoon for your food.

Measures we are introducing:

- Caburn House will not be used for students needing to quarantine on arrival
- Caburn House is described as one household with the expectation that international students would remain there if they had symptoms
- In the event of a resident with symptoms, the International Staff would consult with Public Health England who would advise on whether the entire building or sections of it needed to self-isolate
- Reduced number of people allowed in the kitchens at any one time
- Hand-sanitiser around the building
- Deep regular cleaning of the building
- Temporary ban on overnight guests and visitors at Caburn House. Only residents and essential staff will be permitted in the building.

We would expect all students to comply with requests made from the College in relation to reducing the transmission of Covid-19



# THE BUBBLE APPROACH

Based on current government guidance, the College will be introducing a 'bubble' approach throughout all three campuses. This includes keeping groups of students and staff together and reducing contact with other groups.

For example, the College will:

- Have staggered break times
- Keep the same teacher(s) and activity leader where reasonably possible

Organising small groups or 'bubbles' of students and staff are a central part of the College's reopening guidance. Bubbles work as a protective measure

to help reduce potential transmission of Covid-19 by keeping the same students and the same staff together.

Reducing the spread of Covid-19 is essential and therefore College decisions will be made with this at the forefront. It is vital that the safety of students and staff are prioritised and we will aim to limit the size of the bubbles as much as possible.

ESCG recognises the challenges with the bubble approach in relation to the English Language Programmes, due to the continuous enrolment of new students entering class groups as well as existing students moving to different classes.





# SELF-ISOLATION

## **In the event of a student or host(s) showing symptoms or testing positive:**

You must inform the College immediately if you feel unwell; either by telephone during opening hours or calling the emergency number outside opening hours if you suspect you have Covid-19 symptoms.

If you feel unwell in College and are displaying potential symptoms of Covid-19, then you must inform the College immediately and to return to your homestay or residential accommodation. You may be required to telephone Public Health England for advice. If you have symptoms of Covid-19 then you must self-isolate for at least 14 days. In both accommodation types, your teachers will provide work online.

If you are living in homestay accommodation, then your entire household will have to self-isolate. If you are in Caburn House, then we will take advice from Public Health England on whether the entire building or sections of it needed to self-isolate.

During your period of self-isolation we will keep in regular contact with you to ensure that you have everything you need and that you are well. You can also keep in contact with us either by calling the College number within working hours or the emergency number outside of working hours. You will be required to notify your parents and the College will notify your education agency (if you have used one).

## **Where a student in residential accommodation (Caburn House) shows symptoms of Covid-19:**

If you feel unwell or you are displaying symptoms of Covid-19, we will ask that you return to Caburn House to isolate in your room. The College will assist and support you in getting food and meals and we will provide you with extra linen.

Cleaning of your room will not take place during the self-isolation period, but we will provide you with the cleaning materials and bin bags for your own use.

The College will consult the local health protection team due for advice and guidance with the shared facilities. It is possible that all students in Caburn House will need to self-isolate.

## **Isolation periods**

Symptomatic individuals should isolate for ten days (or longer if the symptoms persist). Persons who live with a symptomatic individual (e.g. hosts, other students in homeshares) should self-isolate for 14 days as it can take 14 days for symptoms to appear.

The College will seek guidance from the local public health protection team, if there is a confirmed case of Covid-19 at the College. They will discuss the case, identify others who may have been in contact with the affected person, prepare a risk assessment, and advise on any further actions needed.

# MANAGING SUSPECTED CASES

Students or staff may present with symptoms of the virus, may contract it, or may infect others at the College or in their accommodation. Thankfully, for most people Covid-19 will be a mild infection.

## Symptoms:

- influenza like illness (fever  $>37.8^{\circ}\text{C}$  and at least one of the following respiratory symptoms, which must be strong: persistent cough (with or without sputum), hoarseness, nasal discharge or congestion, shortness of breath, sore throat, wheezing, sneezing;
- new continuous cough and/or;
- high temperature and/or;
- loss or change to sense of taste or smell.

Individuals with cough or fever should stay at home.

## If there is a Government lockdown and College closure

In the event of a second national lockdown, all courses will be moved online, and you will be very welcome to stay in your accommodation and remain in the UK or return home and continue studying from there.

Please refer to our [Refund Policy](#) which includes information if you cancel your course.

<sup>i</sup> ESCG Travel Agreement in relation to Covid-19

<sup>ii</sup> <https://visas-immigration.service.gov.uk/public-health-passenger-locator-form?ga=2.228894172.1382054851.1595827351-58936573.1588342201>

<sup>iii</sup> [Coronavirus \(Covid-19\): how to self-isolate when you travel to the UK](#)

<sup>iv</sup> <https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-isolation-for-residential-educational-settings/coronavirus-covid-19-guidance-on-isolation-for-residential-educational-settings>

## If someone has symptoms

If someone presents with covid-19 symptoms while on campus, and/or they find out they have been in close contact with someone who has covid-19 or covid-19 symptoms, they should:

- get at least 2 metres away from others;
- go to a separate well-ventilated room / area behind a closed door;
- avoid touching anything;
- cough or sneeze into a tissue and put it in a bin, or if they do not have tissues, cough and sneeze into the crook of their elbow;
- use a separate bathroom, where possible.

They should use their own mobile phone to call:

- 119 to arrange a test in England
- To book a test online: [www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing](https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing)
- For an ambulance, if they're seriously ill or injured or their life is at risk: 999.

They should tell the operator:

- their symptoms;
- which country they've come from in the last 14 days.

The nominated 'Responsible Person' at the College will contact their local health protection team (HPT) on 119.

**Finally, we are all responsible for ensuring our campuses and learning spaces are safe and need your help by you taking responsibility for our campuses and the spaces you work in.**

If you see something that does not look right, or the measures that have been put in place are not working for you, please tell us and report it or speak to a member of the Facilities team.

