

COVID-19
A GUIDE FOR STUDENTS

Returning to College



EDYOUTH
build a better you.

INTRODUCTION BY REBECCA CONROY.

Acting Chief Executive



Following nearly six months of lockdown, we will finally start to reopen and welcome students back to campus life in September.

Our first priority is to ensure the safety, mental and physical wellbeing of our students, and to enable them to get back to site-based learning.

This is vital in supporting our students' life chances and ensuring the long-term prosperity of our local communities.

This guide is designed to support students and parents/carers in understanding the new systems, processes and arrangements that we have put in place. Alongside the formal risk assessments and management protocols that individual departments will have to safeguard students, this guide also offers advice on different ways of working.

As always, I'm interested in your experiences and views. If you're not happy with something, please do get in touch and share your thoughts.

R Conroy



WHO SHOULD READ THIS GUIDE?

This guide is for students returning to college as we plan to re-open for the September 2020 academic term. It has been prepared in line with Government guidance.

This guide is intended to reassure students and parents/carers who may have concerns about returning to college.

We have carried out a full review of government guidance and best practice to produce a Group Covid-19 risk assessment to enable a safe return to college campuses for our students.

Depending on government advice and any new developments, the college may need to reduce the number of students on-site at any one time at short notice, so our plans must be flexible.

Students may be asked to stagger their start and finish times to reduce numbers on campus at any one time, while also reducing the need to travel on public transport at peak times.

If you are in doubt, please liaise with your tutor.

Please note: All information in this guide is subject to change in response to changing circumstances or Government advice.



MEASURES WE'VE PUT IN PLACE TO PROTECT YOU.

- All campuses have been deep cleaned.
- We will provide Personal Protective Equipment (PPE) for students, including disposable masks and gloves for use in workshops, but we ask that students bring their own face coverings too.
- Where appropriate, fogging has been implemented – this is a whole room disinfection which lasts for 30 days.
- Although there is no real evidence of Covid-19 being passed through airconditioning, we have changed all filters as a precaution, and will increase the frequency at which the air is changed at all campuses.
- Installing touch-free options, wherever possible, including door handles, taps and dispensers.
- Washrooms amended to support social distancing.
- Installing hand-sanitisers by every sink.
- One-way systems introduced, with directional arrow and notices to help maintain social distances.
- Signs installed to show when an area was last cleaned.
- Hand sanitisers have been installed at key points across the college, including at entrances and in every classroom and workshop.
- Closed-lid bins installed around the college for easy disposal of PPE such as masks, gloves, tissues and wipes.



ONGOING MEASURES.

- Health & safety trained staff will have access to Covid-19 grab bags, with PPE at every campus - located at reception, Health and Safety and Facilities offices on campus.
- Cleaning will be visible on site throughout the day. Hygiene stewards will promote confidence and compliance across the college.
- Returned equipment (IT and furniture) will be cleaned / disinfected.
- Face masks/coverings are required on public transport. Coverings must continue to be worn in social areas and in the coffee shops/eateries. If a student wishes to wear a face covering whilst at college then they are welcome to do so.
- Regular deep cleans will take place at weekends.



PERSONAL PROTECTIVE EQUIPMENT (PPE)

The Government does not currently advise using face coverings except in confined spaces, e.g. travelling on public transport. This is because a face mask by itself does not protect the person wearing it from anyone who may have COVID-19.

Where you are using a face mask, it should be worn for short periods only and replaced regularly; prolonged use can cause skin soreness. You may wear your own face coverings, snoods or similar.

Students should bring and use their own face coverings whilst at college, especially:

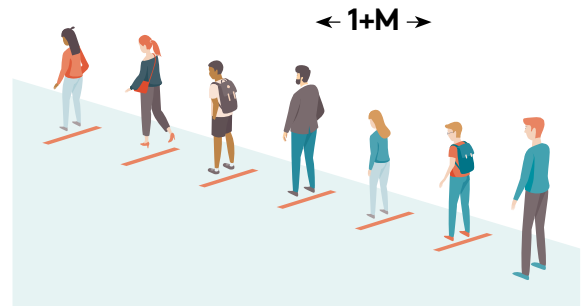
- In social areas such as common rooms.
- Whilst waiting for food or sitting in refectories and coffee shops.

If you want to wear them at other times this is also fine.



WHAT WE ASK OF YOU.

- When you arrive at College you will be asked to sanitise your hands, using the stations provided. They are available at building entrances, reception areas, near toilet facilities, and at other suitable locations around campus.
- Throughout the day, please regularly wash your hands with soap and water.
- Please follow the one-way systems that have been introduced, walking in single file. Directional arrows and notices will help maintain social distancing. **Please note:** some areas do not allow for one-way systems. In these situations, briefly passing others in the corridor is acceptable.
- Please pay attention to the markings on the floor. These have been introduced to reinforce social distancing requirements where we anticipate potential congestion.
- Please avoid using lifts unless essential (for example, for people with mobility requirements.) The maximum capacity of the lift will in such cases be significantly reduced, to a maximum of 1-2 people.



ESC is committed to ensuring, as far as is reasonably possible, the health, safety and wellbeing of our staff and students. We aim to prevent staff and students from being exposed to any risks or injuries.

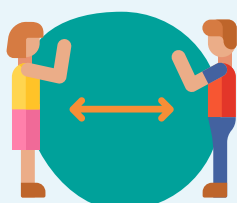
- If a fire alarm is heard or there is an emergency requiring urgent evacuation of the building, please ignore any one-way systems and distance makers, and carefully vacate the building through the nearest fire exit. Please follow any fire exit directional signage and instructions to your designated fire assembly point and maintain social distancing when you arrive there, if possible. We do not have any fire drills or practises planned throughout September.
- Please always respect social distancing rules when you are on campus.



COVID-19

REDUCE THE RISK

Around our campus!



Remain a sensible distance from one another

You all did so well in lockdown.
Please keep it up!



Wear face coverings in communal areas, including corridors, social spaces & eateries

You need to wear one on public transport and in shops, so why not at college?



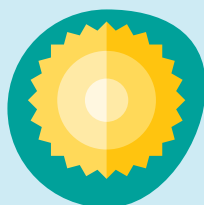
Leave site once your classes are finished for the day.

Use your time productively at home.



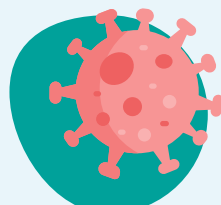
Seating in social spaces has been arranged for social distancing & must not be moved

While we're on the subject, refrain from sitting on one another's lap too!



Spend breaks outside or off campus if you can

Excluding torrential downpours & sub-zero temperatures.



We'll be keeping windows & doors open as much as we can

Help stop the spread.
Please wear a jumper.



You will see an increase in cleaning of regular touchpoints

We're busy playing our part, so please make sure you do, too!

Don't forget!

Please wash your hands with soap & water thoroughly & regularly throughout the day.

Thank you for doing your part to keep everyone safe!

www.escg.ac.uk

TRAVELLING TO COLLEGE.

Please follow the [Government's travel guidance](#).

If you have to use public transport, please use a face mask or covering. However, we strongly encourage you to seek alternative methods of travel, if possible.

Walking or cycling is a safe and healthy way to travel to college if you live within close distance. All of our campuses have bike parking facilities available on each campus.



HM Government



1. Plan your journey



Plan ahead and use a direct route



Plan your journey in advance and avoid busy times and routes



You must wear a face covering on public transport unless you are exempt

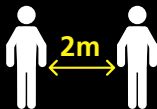


If you require assistance you should continue to request this as you normally would



Wash or sanitise your hands before beginning your journey

2. On your journey



Maintain 2 metre distance where possible



You must wear a face covering on public transport unless you are exempt



Use contactless payment where possible



Be patient and follow instructions from transport staff



Avoid facing other passengers if you can

3. Completing your journey

When finishing your journey, you should:



Follow guidance at your destination



Walk and cycle from public transport to your destination, where possible



Wash or sanitise your hands as soon as possible

STAY ALERT ▶ CONTROL THE VIRUS ▶ SAVE LIVES

For further information visit
www.gov.uk/coronavirus

DURING LESSONS.

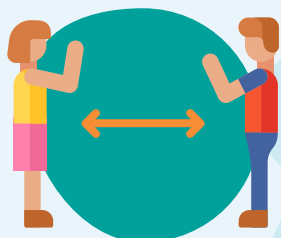
- Please only attend college on the days you have lessons, or pre-booked slots at the LRC. This is to ensure that we can effectively manage social distancing.
- Your tutors have completed a full risk assessment of the activities you will be asked to do so you can do them safely.
- Please ensure that you attend only for these reasons and leave the campus promptly. Keep in contact with your tutor at all times.
- Students should remain at the same desk for the duration of the session, keeping personal possessions, coats and bags near them.
- To avoid queueing in corridors, please arrive and vacate your rooms on time.
- Bring your own pencils, pens, rulers and other learning equipment with you wherever possible.



COVID-19

REDUCE THE RISK

In teaching and learning spaces!



Remain a sensible distance from one another

You all did so well in lockdown.
Please keep it up!



Wear a face mask if you wish to do so

It's up to you, but it will help keep you and others safe.



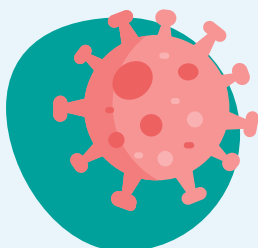
Avoid sharing books & stationery

Clean items with anti-bac wipes if sharing can't be avoided.



Use disposable gloves provided for shared equipment in labs & workshops

Throw them away safely at the end of your class.



Clean your desk with the anti-bac wipes provided at the start of your session

Leave it as you would wish to find it.



Use hand sanitiser provided when entering & leaving the classroom

Now's the time to form good habits.

Don't forget!

Please wash your hands with soap & water thoroughly & regularly throughout the day.

Thank you for doing your part to keep everyone safe!

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FOOD ON CAMPUS.

We are planning a phased opening of our eateries at each campus with an exciting menu of hot and cold food, drinks and snacks.

FROM 24TH AUGUST

The following refreshment locations are open as of 24th August:

Eastbourne

- Tyler Coffee Shop - 8:30am to 2:30pm.

Hastings

Station Plaza

- Station Plaza Coffee Shop - 8:30am to 2:30pm.

Lewes

- Firle House Coffee Shop - 8:30am to 2:30pm.

Please note: opening times may be changed due to footfall. We may have a limited food offering to start, but we will make efforts to increase our variety and quantity over the weeks ahead.

From 7TH SEPTEMBER

From 7th September the following refreshment locations are scheduled to re-open:

Eastbourne

- Tyler Coffee Shop - 8:30am to 4:00pm.
- Grove Coffee Shop - 10:00am to 2:30pm.
- ALC Coffee Shop - 10:00am to 2:30pm.
- Tyler Refectory - 8:30am to 3:00pm.

Hastings

Station Plaza

- Station Plaza Coffee Shop - 8:30am to 4:00pm.
- Station Plaza Refectory - 8:30am to 3:00pm.

Ore Valley

- Ore Valley Coffee Kiosk - 8:30am to 3:30pm.
- Ore Valley Refectory - 8:30am to 3:00pm.

Lewes

- Cliffe Coffee Shop - 8:30am to 4:00pm.
- Cliffe Refectory - 8:30am to 2:30pm.
- Firle Coffee Shop - 10:00am to 2:30pm.
- The Buttery - 8:30am to 2:30pm.

Students who qualify for free school meals will still be able to collect their meals through all of the refectories as usual.

We also serve snacks, together with hot and cold drinks in our vending machines, which are available at all campuses.

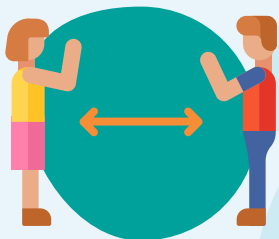
Please note: Whilst cash is still accepted, we are working to go contactless at all food outlets to reduce the use of cash.



COVID-19

REDUCE THE RISK

In our food outlets!



Please keep to social distance markers in queues & order waiting areas



Please wear a face covering when ordering/waiting for food & drink



Use contactless payment if you can



Do not move tables & chairs as these have been arranged to social distancing guidelines



Clear your rubbish in the bins provided



Limited seating. Takeaway purchases are encouraged

Don't forget!

Please wash your hands with soap & water thoroughly & regularly throughout the day.

Thank you for doing your part to keep everyone safe!

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A SUMMARY OF HOW ESC WILL LOOK IN SEPTEMBER.

Joining us in September

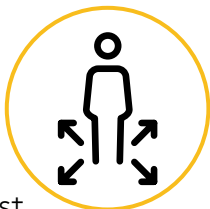
After a busy summer of preparations across our campuses, we are ready and looking forward to welcoming you back to East Sussex College.



As you would expect with the ongoing pandemic situation things will be a little different this year and you may feel nervous about physically returning to College. We are doing everything possible to ensure you will have a safe and enjoyable learning experience at all of our campuses.

Keeping Safe

There are a range of things we have done to ensure that we are ready to welcome you back safely, and you can expect us to continue following the latest guidance in order to do this.



These things include:

- Reduced some group sizes in classrooms and workshops
- Staggered start, finish and break times
- Adjusted methods of delivery including blended learning with classroom and online sessions
- Reduced numbers of students in at any one time

Classroom Lessons

Your timetable will include some classroom-based lessons and we have altered some of our rooms and reduced some of our class sizes to be able to do this safely. This may mean that for some lessons you are divided into smaller groups and attend alternate lessons.



Online Lessons

Your timetable may also include some online elements, and this will be clearly identified. Your induction will introduce you to the way in which our online lessons work. These will be a combination of live streamed lectures and guided online work to complete on our online learning portal.



English & Maths

If you are going to be studying English and/or maths as part of your study programme you will have these sessions identified on your timetable.

We have also purchased some additional specialist software that you will have access to help you with our studies.



What We Expect of You

We expect everyone, including all our staff and learners to help us keep our campuses safe by taking personal responsibility and following the rules. Please follow the social distancing guidance which remains in place and respect others around you.



Tutorials

Your study programme will contain a tutorial session. This will include both some online elements and work for you to complete plus some individual face to face sessions with your tutor, giving you the opportunity to monitor your progress and discuss any issues.



Supporting You

Some of our support services such as IT suites, common rooms and canteens will be operating at reduced levels to comply with social distancing rules and as a result opening times and student access might be limited at times. We would ask you bear with us and understand the reasons for this. Rest assured we will return to a full offer as soon as possible in line with the latest guidance.



Self-Directed Study

As always, your course is about more than your time at College and there continues to be an expectation that you will undertake some self-directed study. This will include things like research, homework and assessment work. Remember the more you put in the more you will get out.



Your Course

In order to both comply with the latest guidance and give you the best possible learning experience we have changed some of the ways in which we are delivering our courses. As such your timetable may be made up of a number of different types of learning.



Support

Whilst things may be different we really are here to support you in any way we can. All of our support teams remain open and happy to help. Whether you have a question about your course, financial support, IT access, learning support or even safeguarding issues - our teams are here throughout and want to help.



MANAGING AND REPORTING COVID-19 SYMPTOMS.

If you experience any symptoms of COVID-19 (a new, continuous cough, high temperature or loss of, or change in, your normal sense of taste or smell).

We will look to send you home immediately to self-isolate, in line with government guidance.

If a student is vulnerable and requires personal care or supervision, we will support you until you can travel home safely.

In all cases of COVID-19 symptoms while on campus, or having recently been on campus, must be reported to our Safeguarding team immediately.

If a case is reported, every effort will be made to identify staff, students, areas and facilities that the affected individual has been in contact with, take appropriate action to inform staff and students and deep clean areas as necessary.

We encourage staff and students experiencing symptoms to access NHS testing facilities via the NHS website. Please let us know if you are being tested and report the outcome to the Safeguarding team.



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.

