



Your Covid-Secure Campus

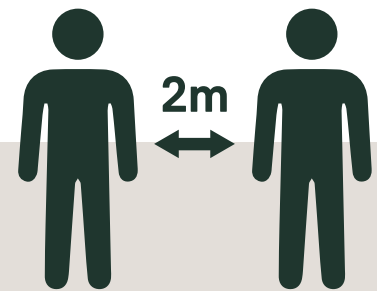


ACCESS
CREATIVE
COLLEGE



A range of safety measures have been put in place to meet the needs of the government's 'Covid secure' guidelines.

Please read this leaflet, in addition to your site-induction, to ensure you are aware of all the procedures and what you can do to help keep us secure.



Wherever possible you must keep 2m distance between you and other people that are on our premises.

Social Distancing

We will help you to social distance by:



Implementing one way systems where possible



Limiting occupation levels of rooms and areas



Implementing fixed seating plans in classrooms and work areas



Installing protective screens in some areas

We need you to:

- only attend work or college during your timetabled hours or when you are scheduled to be there;
- arrive on time and as close to the start of your session as possible;
- leave when your session is over;
- follow routes, markings, signage, one way systems at all times;
- adhere to room capacities and seating plans displayed on doors and/or shared with you by your tutors;
- follow instructions from college staff about entering and leaving rooms or moving around the building;
- be particularly mindful when using enclosed spaces such as rehearsal rooms.





Handwashing & Hygiene

We have installed additional hand sanitizer dispensers throughout the campus and we will ensure that these are always stocked. There is no substitute for soap and hot water and we will ask you to wash your hands on arrival, before leaving and at regular intervals and use sanitizer when required. We have installed signs throughout the campus to remind you about handwashing and hygiene.

We need you to:

- wash or sanitise your hands on arrival, before leaving and throughout the day;
- catch coughs and sneezes in tissues, dispose of them in bins provided and wash your hands afterwards;
- avoid touching your face;
- avoid touching surfaces unnecessarily;
- if you have been provided with an access card ensure that you have it with you at all times and use it to minimize touching doors or access buzzers.



Cleaning

We have increased our cleaning regime so all communal areas and classrooms will be cleaned before each teaching session and regularly throughout the day. We have also changed the way you can book shared items in and out. We may prop doors open to minimise touching where possible.

We need you to:

- we may ask you to clean the surface of the desk, equipment or resources that you have been using;
- you will be provided with cleaning products and gloves to do this where required;
- you will be asked to retain your own resources and equipment where possible.



Managing confirmed or suspected cases

We have a response plan in place that our staff will use to report and manage suspected or confirmed cases of COVID 19 on site.

Should you exhibit or report symptoms whilst at college you will be asked to isolate away from other people until we are able to arrange a safe way for you to get home. Staff members will wear PPE (gloves, masks, aprons) when assisting someone who may have symptoms.

You should arrange a test via the NHS channels as soon as possible, follow the instructions of the testing service and engage with the Track and Trace Process.

Should a high number of our employees or students from one campus be asked to self isolate via the Track and Trace System, we may be required to close the building and move to our home working and teaching model. You will be informed as soon as possible should this be the case.

We need you to:

- not attend work or college if you or member of your household is exhibiting symptoms of Covid-19;
- report immediately to your Tutor should you start to feel unwell with symptoms whilst on site;
- inform us as soon as possible if you have tested positive for Covid-19 or are contacted by the Track and Trace Team and asked to self isolate.

Should you exhibit or report symptoms whilst at college you will be asked to isolate away from other people until we are able to arrange a safe way for you to get home.

Face masks & PPE

In order to do our best to keep staff and students safe, we feel that in areas where higher volumes of people are present and moving around, we must implement a **mandatory** wearing of face masks from **Tuesday 1st September**. Our policy for wearing face masks in college can be found on our website and is summarised below:

When to wear a face mask:

- wearing a face mask will be mandatory in all indoor areas of the college with the exception of classrooms and staff offices. Enclosed spaces will all require the use of face masks unless the activity dictates that this is not possible. In this case, additional control measures will be implemented;
- face masks are not required in outdoor spaces, but staff and students should be mindful of keeping a 2 metre distance between yourself and someone not in your household or bubble;
- face masks are not mandatory in the classroom, but students can choose to wear these if they feel they would like to;
- face masks may be lowered to eat or drink whilst in a communal area. They must not be lowered to talk.

Face masks must comply with Govt guidelines and must in all cases fully cover the nose and mouth securely. Reusable face masks must be washed frequently and changed regularly. For more information, please chat to one of your tutors.

Keeping you informed

The government guidance is still changing on a regular basis and we are doing our best to respond to new developments appropriately and promptly.

As the situation develops and guidance is updated, it may be that some of the control measures detailed here are relaxed or new measures enforced and we will inform you as soon as possible of any changes that may affect you.

Please contact your Tutor, Resource Manager or Centre Manager with any questions or concerns.



Protecting Your Mental Health

We appreciate that the Covid-19 pandemic can be an extremely challenging and anxious time and we want to do everything possible to support your mental health.

If you feel that you need some extra support, please contact your Mental Health Champion, your Tutor or the ALS Team.

Who must wear a face mask

Everybody in the college premises should wear a face mask unless you fall into one of the following categories:

- people who cannot put on, wear or remove a face mask because of a physical or mental illness or impairment, or disability;
- where putting on, wearing or removing a face covering will cause you severe distress;
- if you are speaking to or providing assistance to someone who relies on lip reading, clear sound or facial expressions to communicate.

If you cannot wear a face mask, you must declare this to their local Learner Support Manager as a matter of urgency. If you forget to bring a face mask with you, don't panic, we have spares, just ask a member of your campus team.

Please always be mindful that not all disabilities are visible. Do not approach another student or staff member about why they are not wearing a face mask. If you are concerned about someone's behaviour about these rules speak to a member of your campus team- do not try to deal with the situation yourself.



Equipment

We pride ourselves on providing our students with access to state of the art equipment and suitable resources to support your studies and we will continue to do so. However, to assist us with keeping equipment sanitized and minimising the risk of cross contamination, it is essential that you wear your own training kit as much as possible so that we can minimise use of bibs in training. Furthermore, Please try to bring your full match kit to games and try to avoid handling other students kit after games/ training.