



COVID-19

Student Induction



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Prior to a return... You must:

- **Have read the risk assessment & protocols**

The College have written some instructions to keep everyone safe. These are called the COVID-19 Risk Assessment & protocols. It is very important you read and follow them.

The protocols and the information in this presentation will help you to keep yourself and others safe.

If you still have questions, please speak to your tutor or student services.

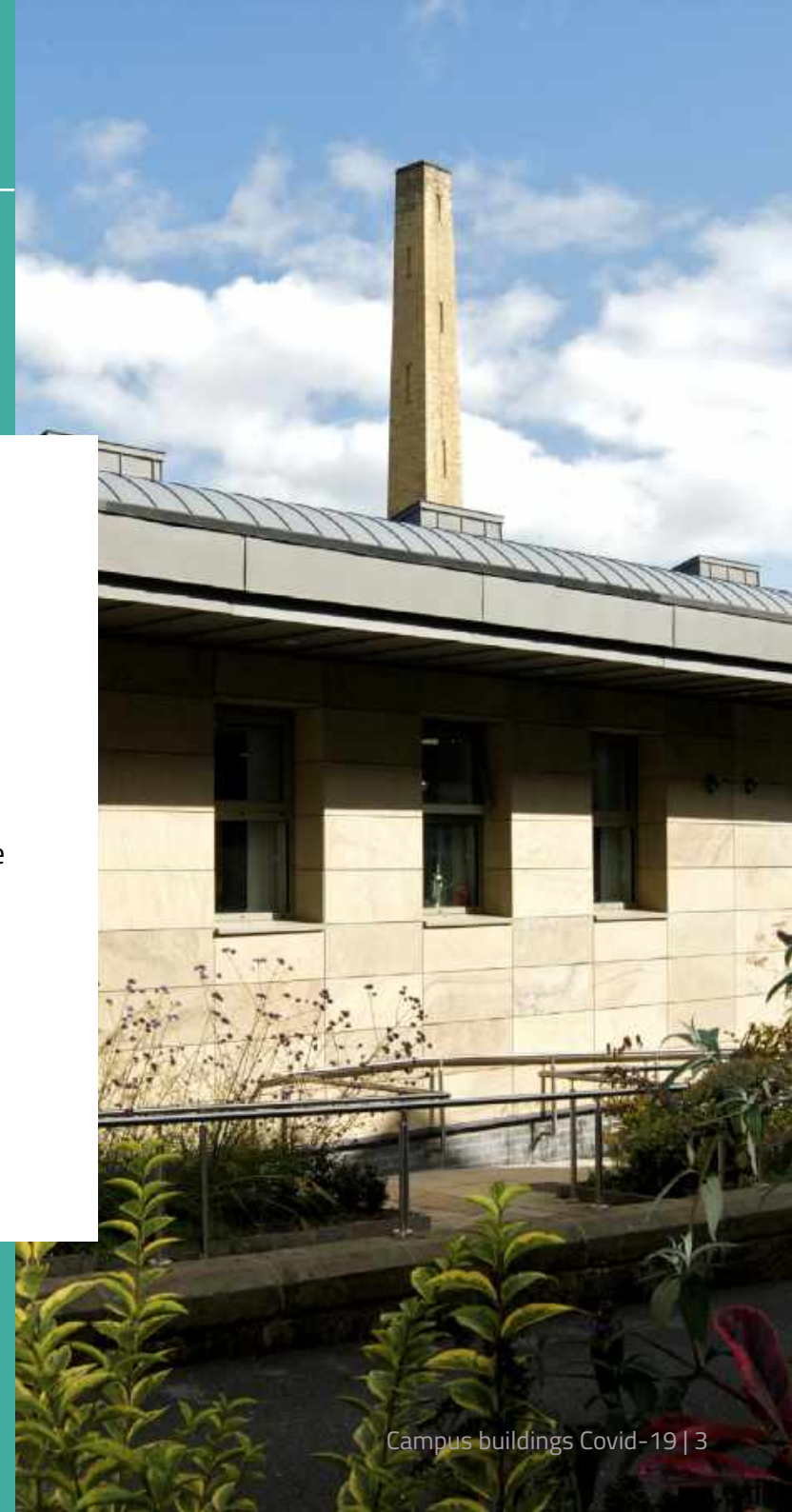
Prior to a return... You must:

- **Make sure you are meant to be in College**

Not all students will be returning to the College buildings. Some will continue to work from home for a while until it is safe for everyone to come back.

Your timetable will mean you are not in College for all of your learning time. This is so we do not have too many people in the buildings.

Please do not come to College if you are not timetabled or not been asked to come in by your tutor.



Prior to a return... You must:

- **Understand the bubble system if you are part of a full-time 16-19 year old study group**

Timetables have been written so some students will be working with the same group all of the time. This is called a “bubble”.

This is done to keep people as safe as possible. You will be told if you are working in a bubble.

- You will need to stay in this bubble while at College
- Try not to meet with others who are not in your bubble
- You need to keep 2 meters away from those who are not in your bubble

- **Maintain Social Distance of 2 Metres**

All Adults and those who are not in a bubble will need to keep a social distance of 2 metres from all others. The tutor in the classroom will also keep their distance from the students.

Some students who need extra support and can not keep 2 metres distance will have a member of staff with them who might be wearing a facemask or other Personal Protective Equipment.

Return to Campus...

You must:



- **Use hand sanitiser and wash your hands**

As you enter the building, and the classroom, hand sanitiser will be available to use. Please also wash your hands on a regular basis.

- **Use the one way system**

The College looks different at the moment. This has been done so people can walk around with more space. There is a clearly marked one way system and the entrances and exits will be different. Please use the marked entrances and exits for each building, even if this means it will take you longer to get to where you need to be.

- **Wear a face covering where necessary**

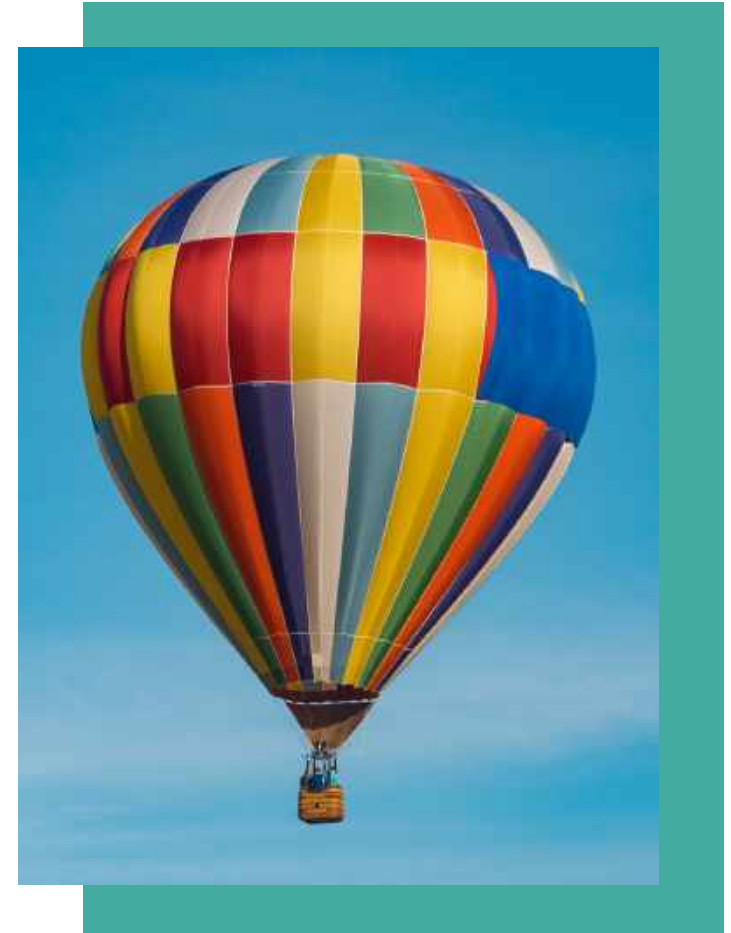
The government's guidance states face coverings can be worn by adults and students when moving around the College, such as in corridors and communal areas where social distancing is difficult to maintain. It will not be necessary to wear face coverings in the classroom, where protective measures already mean the risks are lower, and where they can inhibit learning. **The College is strongly recommending that face coverings be worn in these circumstances.**

Return to Campus... You must:

- **Think about your journey**

Avoid car sharing with those you do not live with. Use your own vehicle, walk or cycle to work if you can. You must wear a face mask on buses, taxis and trains.

- Sanitise your hands on entrance to the buildings
- Homemade masks to be kept in your own plastic bag, hands sanitised/ washed after handling.



Do not return to the campus if...

You are unwell with symptoms
of COVID-19

You have recently been in
contact with anyone who is
diagnosed with COVID-19

You have recently been in
contact with anyone who is
unwell and is awaiting a
COVID-19 test or test results

You are not timetabled to be in
College



**KNOW THE
SYMPTOMS**

Other Campus Rules

Keep classrooms free of non essential items

- This allows us to clean them easier.

Do not hang around in corridors

- Go straight to your classroom and arrive on time.

Do not share stationary

- If other items in the classroom need to be shared, these should be wiped between each student using them.

Catering

- Follow the one way system.
- Use contactless payment if you can.
- All food and drink must be consumed in your base classroom.
- Vending machines will be available as usual. There will be instructions telling you how to use these. Please follow these.

Toilets

- One person in the whole toilet block at any one time.
- Social distance while queuing for the toilet facilities.
- Thoroughly wash your hands.

Report anyone who should not be on site

- If you can not see someone's ID card, tell a member of staff.
- If a visitor approaches you tell them to report to Reception or Student Services.

If you are worried that someone is not following the rules report this to your tutor, another member of staff or student services

First Aid & Emergency procedures

Follow procedures if you or another person begins to feel unwell

- First Aiders will continue to give support while wearing PPE.
- If you or another has COVID-19 symptoms please follow the protocol “Dealing with a suspected case of COVID-19”. You should have read this prior to returning to College.
- You must report the case to a member of staff to get a first aider and you must stay in location.
- Person with suspected case will be issued with PPE and taken to an isolation room.
- Person must recall where they have been and with whom they have been in contact.

- The person will then be told what to do next, and they will more than likely be told to go home, self isolate, book a COVID-19 test.

Fire & Emergency procedures

- In the event of an emergency, fire & evacuation procedures will continue to take place but have been reviewed to consider social distancing.



Wellbeing

If you have any concerns about the impact Covid-19 has had on your health or mental health, there is some information on the wellbeing page of the student portal you may find useful. If you would like to talk about anything, please arrange a discussion with student services.

Links to Documents

The links to the COVID-19 Risk Assessment and Protocols can be found [here](#)

Thank you in advance for following the rules. If you have any questions speak to your tutor or student services.



ShIPLEY College Victoria Road, Saltaire, West Yorkshire, BD18 3LQ
01274 327 222 | enquiries@shIPLEY.ac.uk | www.shIPLEY.ac.uk