

COVID-19 Protocol Version 3.0 - March 2021 (all changes highlighted in yellow)

CLASSROOMS AND WORKSPACES

- Classrooms and workspace layouts for adult students will be configured to maintain social distancing of 2 metres between people and the total number of students will be determined in advance of occupation, considering any need for additional support staff. All adults will need to maintain 2 metre social distancing from 1st September.
- If social distancing cannot be maintained in a classroom setting we will form distinct student groups ('bubbles') to deliver the full time programmes for 16-19 year olds. These younger learners should not have physical contact with each other. These groups should not mix with any other groups. Tutors (and all other adults) should remain socially distanced by 2 metres from these groups at all times.
- Face coverings must be worn in College at all times except if you have an exemption on health grounds.
- Face-to-face configurations will be avoided as much as possible.
- Desks must be kept away from the door to maintain physical distancing on entry.
- Each classroom or workspace will have disinfectant wipes provided, to the appropriate standard, to enable ad-hoc cleaning during the lesson by users.
- Staff members will open the classroom or workspace door with a button fob, as usual, and activate the fire door retainer to keep the door open until all students arrive and again on their exit, to avoid unnecessary contact. The staff member will wipe their hands and then the door handle. To close the door - kick the locking mechanism. Staff can leave the door open during the session to help with fresh air.
- Students will pick up a disinfectant wipe on entry into the room and clean all surfaces and equipment in their work area before starting work. If they are adult students (not 16 -19 year olds in bubbles) - they will enter the room one at a time and occupy the workstations from the farthest back desk to the nearest to the door, whilst observing social distancing. All students will use the same desk, chair and pc throughout.
- Where feasible, students will remain in a classroom while the staff member changes place with another staff member, to reduce movement around the building.
- Students should not share equipment and materials wherever possible. Where shared use cannot be avoided, the equipment or material must be disinfected with a wipe by the user before use.
- Workshops are to develop their own protocols based on this guidance, taking into consideration practical aspects, if necessary, due to different requirements of the course.