

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

MANAGING MOVEMENT AROUND THE COLLEGE SITE

Fire Evacuation

- Evacuate immediately via the nearest exit (not necessarily along the one way system) maintaining social distancing if possible (IWFM recommendation)
- Due to the fluctuating attendance of Fire Marshalls, the 'Out of Hours Fire Evacuation Policy will be utilised

General

- **Face coverings must be worn in College at all times except if you have an exemption on health grounds.**
- A one-way traffic system will be created where possible to maintain safe movement. If a two-way system is used all persons should stay on the left-hand side of all corridors and communal spaces
- Narrow stairwells will be redefined as single route (up or down) if social distancing cannot be maintained
- Fire door retainers have been installed in all communal area doors to hold the doors open to avoid unnecessary contact, while maintaining fire safety standards.
- Fire door retainers have been installed on all classroom doors too. These doors can be kept open until all students arrive. Staff member to open the classroom or workspace door with button fob, as usual, and activate the fire door retainer to keep the door open. Staff member to wipe hands and then the door handle with disinfectant wipe. Staff can leave the door open during the session to help with fresh air. To close the door - kick the locking mechanism
- Wherever possible, arrange for staff to change rooms rather than students, to reduce footfall around site
- If using the 'bubble' system (see main risk assessment), the students in these groups must remain isolated from other groups and members of staff
- Students to sit in the same place and use the same PC and equipment in each classroom
- Lifts to be used by one person at a time or, if a carer is required, they will wear full PPE (gloves, aprons, face mask and own personal visor). Place a cleaning station in each lift with printed instructions available for use by the user
- All staff and students will be instructed to remain socially distanced outside of College buildings and whilst moving around the village
- Contractors will be scheduled to work when students are not on site / in the vicinity, as appropriate

- A cleaning station will be placed adjacent to all printers with printed instructions available for use by the user before use.