

COVID-19 Student Protocol for September 2020

18th September

Our key priority is the safety and wellbeing of our students and staff as we continue to navigate these challenging times. Like schools and colleges across the country, we are continuing to follow the most recent Government guidance and keep our own protocols under review. We already have undertaken significant work to prepare for the return of students, including altering the College estate to ensure social distancing measures are in place.

The College's Executive Leadership Team has reflected on these refinements in the Government recommendations and noted the regional COVID-19 data. After taking account of all these factors we have updated our guidance and the wearing of face coverings is now **mandatory** in communal areas of the College (e.g. corridors, stairways, malls, reception areas, library, shop, toilets). We require students, staff and visitors to adhere to this requirement. We will respect that a small number of individuals may not be able to wear face masks due to underlying health conditions.

The College promotes good hygiene including the washing of hands and the use of sanitising stations. When entering a College building, all students **must** use the hand sanitiser station that is provided. Throughout the day, students are encouraged to wash their hands regularly and use hand sanitiser.

Your safety is an absolute priority during this period and we have developed this information to support your attendance to College and to continue to minimise the risk from COVID-19 to you, your tutors and fellow students.

We understand that all students will have had an unusual and highly unsettling end to the previous academic year and we are keen to reassure any student who has commenced their studies or will be joining New College Durham in this academic year that there will be a place for them. We are still welcoming applications from school leavers and adult learners via our website and have recently hosted a number of Virtual Open Events and Prospective Parents Events that were well attended by both new and existing applicants.

Our staff team continue to work relentlessly to support the transition to New College Durham and ensure that all learners are on the right level and the right programme to match their future progression and career goals.

Attending the College

In advance of attending College please review the **FOUR** statements below. If any of these apply to you, **do not** attend College and inform your course tutor or Contact Centre immediately. We will need to undertake additional activity so that we can support you to complete your qualification:

1. You have coronavirus symptoms and are awaiting a test result
2. You have tested positive for coronavirus
3. A member of your household has symptoms or has tested positive for coronavirus
4. You have been in close contact with someone who has tested positive and received a notification to self-isolate from NHS test and trace.

To support your continued attendance at College, the guidance below summarises some ways you can protect yourself during your time at College.

Face Coverings within College	<ul style="list-style-type: none">• The wearing of face coverings is mandatory for students in communal areas of the College.• When re-usable face coverings are removed they must not be left on desks. They should be stored in pockets or bags, ideally in a sealed plastic bag.• Always wash your hands thoroughly or use hand sanitiser before putting a face covering on and after removal of the face covering.• Face coverings must cover your nose, mouth and chin.• Discard any used face coverings in the bins around the College.• We will respect that a small number of individuals may not be able to wear face coverings due to underlying health conditions.
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<p>Face Coverings outside College</p>	<ul style="list-style-type: none"> • You will be required to wear a face covering when travelling on public transport. • You will be required to wear a face covering when entering shops • There are some groups of students that will be exempt from wearing face coverings. This detail will be provided by the transport companies and other outlets regarding their services.
<p>Getting to College</p>	<ul style="list-style-type: none"> • Where possible try and avoid using public transport. • Keep a 2 metre distance from people who are not members of your household. Do not travel to College or congregate in a group whilst in College. • Please try and arrive as close to the start time of your activity as you can. We suggest 15 minutes before the start time. • If you are travelling by bus you must wear a face covering e.g. face mask.
<p>Getting to know the college</p>	<ul style="list-style-type: none"> • For new students please visit the college website for our return to college video showing the college and its safety measures. • We are also providing orientation tours for students who would like to visit in person and navigate their way around the campus. These can be arranged if you contact the Contract Centre.
<p>Term 1</p>	<ul style="list-style-type: none"> • We have staggered the start dates of the academic year between FE, HE and Apprenticeship provision types to reduce the volume of students attending the college site. You will be provided with a specific start date and time for your welcome weeks. • Adult students will return 14 September and Higher Education and Apprentices from 21 September • Part of your involvement in the first weeks of study will be to ensure that you receive advice and guidance on staying safe during the pandemic and

	<p>expectations of being responsible in the college and workplace, advice and guidance on your course options and career choices, undertake skills assessment for certain courses and meet your fellow students and staff.</p> <ul style="list-style-type: none"> • All students will be asked to complete a student declaration form - I can confirm I understand my obligations as detailed in the COVID-19 Student Return Information. I understand that any deliberate act that jeopardises the health and safety of myself, staff or other students will be dealt with as serious misconduct through the student disciplinary process.
Timetabling	<ul style="list-style-type: none"> • Curriculum teams have engaged in detailed planning of timetables that ensure staggered starts and ends to each day are in place. • Timetables have been developed to minimise any breaks between taught lessons to reduce the demand on social spaces. Lunch breaks, where required, have also been staggered to minimise the volume of students using the facilities at any one time. • These plans will be monitored and reviewed throughout the start of the academic year. • There will be elements of your course that may not be on site for and this is classed as remote learning. You will still receive your lesson but not in the college. Attendance for all remote lessons is compulsory, with registers being taken. • If you have work experience/placements as part of your course these may be delayed and further information will be provided during term one.
Alternative methods of Learning	<ul style="list-style-type: none"> • Not all lessons will be in the college. • Students will receive their timetable during welcome week and induction. It will show where you will have lessons remotely. These alternative methods of learning be delivered to you via Schoology or TEAMS. Your lecturer will inform you

	<p>how to use and ensure you are able to access these systems.</p> <ul style="list-style-type: none"> • This is an exciting way to learn and we will provide all support needed. • You may hear the term 'blended learning' and this means different ways of learning – face to face, remote learning, online learning and a combination of all three. You may be required to take videos of your practical work and send them to your lecturer for assessment. • You will need to inform your tutor if you have difficulties accessing remote/ online learning. • You will continue to have a tutorial session along with English and maths if applicable
<p>When you arrive on site each day you must:</p>	<ul style="list-style-type: none"> • When entering a College building you must use the hand sanitiser provided. • Ensure you follow directional signs around the College or the instructions you have been provided with by staff. • Make your way straight to the location of the activity e.g. classroom or workshop as specific in your instructions. • Follow the rules for social distancing. • Wash your hands regularly throughout the day with soap and water for at least 20seconds. • Use the hand sanitiser that is available throughout the College. • Use toilets that are available. • Follow the guidance on the wearing of face coverings within college as you move through the communal areas.
<p>When your activity has finished</p>	<ul style="list-style-type: none"> • Please leave College as soon as your last activity has completed. • Please leave college by signposted exits or following the instructions of staff. • Please follow any one-way systems or other directions accordingly.

General	<ul style="list-style-type: none"> • Where equipment is being used, e.g. PCs, hand tools, etc, these are not to be shared. • You must store all of your personal belongings (e.g. bags) directly next to your desk or in a defined area to prevent tripping hazards and to minimise the risk of cross contamination. • Library and catering facilities will be open. • Do not share your personal belongings with anyone else.
Stay Alert	<p>Any student who is displaying possible coronavirus symptoms, or has someone within their household displaying symptoms, must follow Government guidance on self-isolation and must not attend the College – <u>even if you have been invited to. Please inform your course tutor of this so that you are not disadvantaged.</u></p> <p>If you become symptomatic in the College, you should inform your course tutor.</p>

Recent national analysis of the impact of the virus suggests people from our Black, Asian and Minority Ethnic (BAME) communities are disproportionately affected by COVID-19. If you are from one of these communities and have concerns relating to COVID-19 please chat to Emma Crosskey (Head of ASC- Emma.Crosskey@newdur.ac.uk; 07790923766). We will listen and take reasonable measures to address these concerns. We are keen to understand these concerns as it will enable us to refine our current measures to protect students and staff.