

25 June 2020

### **Student Briefing – COVID guidance**

I thought I would update you with our plans for partial and phased re-opening in June and the plans for a wider opening in the new academic year. As you may be aware, the College's Risk Management Group took the decision that the College will continue to support your teaching and learning remotely and would not be open to students on the 15th June.

Although the vast majority of qualifications will be awarded a calculated grade, there are a small number of courses where a practical assessment or online exam is required. We will therefore be asking a very small number of priority students and apprentices to attend College over the coming weeks in order that they can achieve their qualification. Tutors will be contacting some of you soon to give you more details. Don't worry if you do not hear from us as this means we are not expecting you in.

We have been busy over the past few weeks getting the College ready for your return with deep cleaning of the premises, clear signage and organising the learning and social spaces. During this partial and phased reopening of Craven College and then more wider opening from September, you must follow this guidance below. This is to help keep you and staff safe and help to maintain the health and wellbeing of everyone in our College and wider community.

### **Safety expectations of students**

#### **BE SAFE**

- You must not attend if you or a member of your household have a new, continuous cough or high temperature, or a loss of your normal sense of taste or smell (anosmia). If this is the case, you should seek a Covid-19 test
- Do not congregate in College at the start or end of the day
- Unless you have a medical need or other vulnerability, your parents/carers should avoid coming onto the College site and the visitors' reception area
- The use of face coverings is voluntary
- Please respect any instructions given in order to keep our community safe
- Any person who is displaying Covid-19 symptoms must not come into College and should follow the [COVID-19: guidance for households with possible coronavirus \(COVID-19\) infection guidance](#).
- Persons whose family members are displaying symptoms of Coronavirus must follow Government guidance regarding self-isolating.

#### **LIMIT IT**

- Please arrive and leave College at the designated times
- Upon arrival, please proceed immediately to your designated classroom
- When entering a classroom, please select the desk that is furthest from the door, and fill the room from the back to the front
- Once in the classroom, sit in the same place at all times. Do not move tables or chairs. This is to prevent cross-infection
- All non-essential movement around the College must be avoided
- At break and lunchtimes always maintain a safe distance from others
- Avoid using the lift

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### **DISTANCE IT**

- Avoid physical contact at all times
- Maintain a safe distance from others between and during lessons
- Do not share belongings (stationery, food etc) with others
- Keep left on the corridors and stairs
- One person in a lift if you have to use it

### **IF YOU USE IT, WIPE IT**

- Doors to toilet facilities will be propped open. Please wash your hands BEFORE using the cubicle, and again afterwards. Please use the available cubicles, and respect social distancing when using basins.
- Wipe down door handles, toilet seats and flush handles after use with an anti-viral wipe
- In IT rooms, wipe your keyboard and mouse at the start and end of each lesson.
- Please wear clean clothes daily to prevent the spread of infection

### **'CATCH IT, BIN IT, KILL IT'**

- Use the sanitiser provided to disinfect your hands on entering and leaving College buildings and at each break within the day
- Wash hands with soap regularly during the day
- Use a tissue or elbow to cough or sneeze and use allocated bins for tissue waste

### **GRAB & GO**

- All food available is 'grab & go' in the café. There will be a limited selection available and students are advised to bring your own
- Please observe social distancing guidelines when queueing
- Your classroom will be left open so that you can eat with your classmates. Please maintain social distancing and respect the environment. Additional outside seating will be available as well.
- During lunchtime, you can socialise outside but must retain social distancing
- Please dispose of any waste within the designated rubbish bins

### **STOP THE SPREAD**

- If you become unwell with a new, continuous cough or high temperature, or have a loss of your normal sense of taste or smell (anosmia), you will be sent home and advised to follow the Government Guidance on self-isolating, and seek a Covid-19 test
- You should inform the College immediately by telephoning 01756 693800
- If you have to wait to be picked up by a parent or carer, you will be isolated in a designated first aid room on the campus
- If you receive a positive Covid-19 result, after going home to isolate, you must inform the College immediately. The College will then inform the Yorkshire and Humber Health Protection Team who will then provide further advice.
- In line with the government's test and trace programme, the rest of your class (including members of staff) will be sent home and advised to self-isolate for 14 days.

I would like to thank you again for your continued commitment to the College.

If you have any questions and queries please do not hesitate to contact us on the main College number 01756 791 411 or via email at [enquiries@craven-college.ac.uk](mailto:enquiries@craven-college.ac.uk)

Kind regards

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