

Title:	Plans for the limited re-opening of BCoT safely from 15 June 2020
Purpose:	To outline the measures being taken by the college to ensure the continued health, safety and welfare of staff and students
Period:	These measures cover the period 15 June to 31 July 2020
Date prepared	20 May 2020
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SUMMARY

Our highest priority is the continued health, safety and welfare of all our staff and students.

We also recognise that it is very important to ensure our current and future students are not disadvantaged in their education and progression plans into next year. We welcome the government's encouragement for colleges to re-open, in a limited way, from 15 June 2020 because for some students it is necessary to come into college to complete their course and undertake practical assessments and exams. The measures outlined in this document will enable us to do this during June and July 2020 in a safe manner for all concerned.

The key points to highlight are:

- Compliance with Government guidelines and requirements is mandatory at all times. As this guidance changes the college's response and actions will reflect such changes.
- Anyone with symptoms or who lives with someone with symptoms cannot come into college.
- On-site activity will be restricted to essential purposes only.
- All planned on-site activities will be risk assessed and reviewed before being approved to take place.
- 2m social distancing must be maintained at all times.
- Students will attend college only if necessary and notified by the college. Attendance will be by appointment only and students must leave the site when the planned activity has been completed. Alternative arrangements will be made for students required to shield.
- All activities will be timetabled and organised to achieve staggered arrival and departure times.
- Car park charges and user restrictions will be suspended for this period. Travel to college can be by any means, but please note that the government is urging people not to use public transport if an alternative is available.
- The refectory, café, restaurant and salons will remain closed to customers. Staff and students should bring food with them into college if required.
- One-way movement on campus will operate wherever possible. Where not possible, people must keep to the left and walk in single file.
- COVID-19 good practice and reminder signage will be enhanced throughout the college.
- No external visitors are permitted. Reception will not be open. ID access cards will be required to gain entry onto site.
- Enhanced cleaning measures will be implemented.
- Staff who can work from home will continue to work from home.
- Staff and students coming onto site must undertake a personal health assessment.

- Temperature testing may be carried out, this will be at the discretion of the teacher. Anyone with a high temperature will be assisted by the college nurse.
- Work-place assessments can restart subject to the measures in place at each employer and the assessor being satisfied the site arrangements are adequate.
- The BCoT Nursery has produced a separate policy and risk-assessment.

College staff and students are entitled to Covid-19 testing

Public Health Guidance to be followed should a staff member/student be confirmed as contracting Covid-19 and the college MUST be informed.

Anyone (staff or student) with symptoms and/or requesting a test should notify the college immediately.

Student attendance at college for the remainder of the academic year

Government guidance and requirements regarding vulnerable students will be followed.

Where students need to attend college to complete their course or undertake an assessment activity this will be permitted but must be by arrangement and centrally timetabled.

Where areas of the curriculum and students have successfully operated online teaching and assessment this should continue for the remainder of this academic year.

Managers' responsibilities prior to permitting any staff or students to attend college

Managers to:

- Make a decision on what activity will take place on site and which staff will attend.
- Implement a rota system where possible, to ensure reduced numbers of staff are present within the buildings at any one time
- Consider temporary work/role adjustments for extremely clinically vulnerable staff (including those shielding), clinically vulnerable staff (including those shielding) and vulnerable (non-clinical) staff.
- Review work schedules, start and finish times, working from home, reduction of persons on site, re-allocation of workers to other tasks.
- Carry out a risk assessment of their staff activities relating to Covid-19.
- Review staffroom/office layout to avoid seating staff face to face at desks
- Where hot-desking is unavoidable:
 - Desks should be wiped down before and after use;
 - Plug-in mice and keyboards should be used
- Stagger staff breaks so that safe distances can be kept in the staff room.
- Ensure that staff understand they should avoid borrowing equipment from other staff i.e. staplers, pens etc.

- PPE will be provided by the college where the activity risk assessment has identified this as necessary.
- Consider anxiety issues of staff and students returning to work.

Guidance for Staff/Student Behaviour;

- Staff to challenge anybody not adhering to social distancing measures (i.e. signage, one way systems, gathering of people etc.)
- Staff to stay within own teams. Phone calls to be made where possible to avoid unnecessary social interaction.
- Staff are not permitted to invite external visitors into the College. Consider alternative options (online or telephone meeting/interviews).
- Avoid touching your face and regularly wash your hands and use alcohol-based hand sanitiser.
- Keep 2 metres apart from others wherever possible, in classrooms, in the staff room and generally around the College.
- Staff/students should bring their own food into College.
- All movement along corridors and stairs should be single file and kept to the left-hand side.

Guidance for Classroom Teaching;

- Online teaching to be continued, where possible.
- Demonstrations to be provided by video to minimise need for student attendance.
- All equipment and materials unrelated to learning to be locked away to prevent unnecessary handling
- Tutors to wipe equipment following each teaching session i.e. computer screen, keyboards etc. shared equipment is kept to absolute minimum and cleaned / disinfected before & after each use by a different person
- Within practical areas, Lecturers will need to spend a greater amount of time ensuring that students clean their equipment and working areas to reduce the possible impact, should there be reduced numbers of cleaning staff.
- Stagger start times, lunch times, break times and the movement of students around the College to reduce large groups of students gathering.
- Use of Locker areas/Changing rooms to be staggered to avoid the build-up of staff/students.
- Encourage regular hygiene breaks to allow students/staff to wash hands.

Temporary Changes

- Continued closure to the public of the Restaurant. This will eliminate visitors on Campus.
- Continued closure to the public of the Hair and Beauty Salons. This will eliminate visitors on Campus.
- Continued closure of the refectory and café to reduce movements inside college and the risk of not maintaining 2m distancing
- Lifts will only be available to people with limited mobility.
- The number of people using toilet facilities at any one time will be restricted to ensure 2m distance is maintained between people queuing. Some urinals and sinks will not be available to use to encourage keeping social distancing

Estates

The campus has been maintained in an operational condition throughout the current closure period, and the following tasks will be completed before 15 June:

- Carry-out a thermal disinfection of the water heaters and clean and disinfect cold water storage tanks and down services.
- Placement of cleaning and sanitising products in each room where activity is taking place.
- Implementing a directional travel system and the installation of signage.
- Complete a fire alarm maintenance visit and refuge system servicing visit.
- Install barriers to prevent access to the tables and chairs within the Refectory.
- A deep clean of the whole site.

THE ACCOMPANYING RISK ASSESSMENT SHOULD BE READ ALONGSIDE THIS DOCUMENT.