

Student Handbook

Kendal College Covid 19 Safety Arrangements

Mandatory Instructions to be followed by all students and apprentices:

As a student or apprentice at Kendal College you should acknowledge that you have read and understood this handbook through Promonitor or Smart Assessor. This will provide reassurance that this document has been distributed effectively, and that you know what you must do.

If you feel unwell you must not attend College. The Covid 19 virus can have many different symptoms for different people, and not just the 'classic symptoms' described by the NHS. If you contract the virus you may feel slightly unwell at first, but then become more unwell over the coming days. This early stage is when you are believed to be most contagious, and so must stay away from other people. If you think you may have Covid 19, you should take advice from NHS 111 about your symptoms and getting a test. **You must also not attend College if you live with someone who has Covid symptoms or is required to self isolate.**

If you have the classic symptoms: - a temperature, headache, sore throat, and possibly a loss of your sense of taste and smell, it is especially important that you do not attend College, and that you request a test from the NHS as soon as possible, and follow the guidelines about self isolation:

<https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/get-a-test-to-check-if-you-have-coronavirus/>

As well as not attending College, you must tell the College on the same working day (Monday to Friday) if you have symptoms you believe to be Covid, have a positive test, or are required to self-isolate by 'Track and Trace', even if you are not expected to attend College on that day; this is so that we can advise other persons who you may have been in contact with who may also be developing symptoms. The College will work actively with the 'Track and Trace' service, in the event that a member of the College community becomes unwell to support 'contact tracing'.

If you are unsure about whether to attend College or not, then please call Student Services 01539 814700 / (814634 - Arts Campus), we will be happy to discuss the situation with you to help you make a decision.

Do not attend the College on days when you have no timetabled sessions.

If you become unwell whilst you are at College, you must tell your Personal Tutor, a Learning Support Assistant, or any other College staff member immediately, stay socially distanced from all other persons, and wear your face covering. We will then have a conversation with you to make a plan about how best to support you, and to arrange transport home if necessary.

The Covid 19 Coronavirus has meant that every College, School, and University has needed to introduce many new health and safety measures and rules to protect their staff and students from a virus that can make vulnerable people extremely unwell, and possibly cause them to die.

It is really important to understand that young people have only rarely been made unwell by the virus, and it is extremely rare for people under the age of 45 to become seriously unwell or to die from the virus.

<https://www.ons.gov.uk/peoplepopulationandcommunity/birthsdeathsandmarriages/deaths/bulletins/deathsinvolvingcovid19englandandwales/deathsoccurringinapril2020>

However, it is very likely that young people spread the virus in the same way as any other person, of any age, which means that these health and safety rules must be followed, since many of the people who work at the College are above this age.

If you are medically vulnerable, or believe that you are at an increased risk of becoming unwell with the Covid 19 virus, then the College will undertake an individual risk assessment to help make a decision about the best way for you to access your education and training. This risk assessment may mean that you are not required to wear a face covering (see below), or to maintain social distancing at all times as a fulltime student.

The College has decided not to take the temperature of students as a way to identify people who may be developing symptoms of the virus, since there are many different reasons why individuals may be warmer than usual. Public Health England have advised Schools and Colleges not to take temperatures for this reason.

In line with government recommendations, the College has put additional cleaning in place. You will see cleaners emptying bins regularly throughout the day, and wiping commonly touched points such as door handles and handrails. Toilets will also be cleaned more frequently, so at times you may have to wait or find an alternative facility.

If a person in the College does have a positive test for Covid 19, a group, and then possibly a Bubble, may be asked to self isolate and work from home. If this happens you will be able to access your work through the College Virtual Learning Environments on The Hub and through Microsoft Teams. Timetables will continue as close to 'normal' as possible, with timetabled classroom based sessions being held online, and practical sessions using alternative approaches to develop skills.

If you have poor access to the internet from home, or an older mobile phone which might make accessing resources difficult, please tell your Personal Tutor during the Induction Week, we may be able to support you with this.

The College is going to feel very different to usual, but we know that if all students are respectful of this guidance, it will continue to be a fantastic place to study and to work.

The Health and Safety rules:

Face Coverings:

You are expected to bring own face covering, but the College can provide one if you genuinely forget; because this is an important health and safety consideration, we are likely to notify the parents/carers of younger students (18 and under).

You must wear a face covering whilst using public transport, or a College bus, to and from College.

You should have your face covering in place before you enter the College buildings.

You must wear a face covering at all times when you are in reception areas, corridors, toilets, cafes, or any other 'communal area' within the College. You will see signage to remind you of this.

When you are not wearing your face covering it should be kept in a small plastic bag to keep it clean.

Do not share your face covering with any other person, as this would be likely to spread the virus. Make sure you have clean hands when you put on or take off your face covering, and try hard not to touch your face covering or your face too much.

If you're are wearing a 'disposable' clinical face mask and it becomes damp, you should stop using it and dispose of it. Any face covering that you would like to dispose of should be placed in a yellow clinical waste bin, you will find these in Reception Areas, and outside the Milnthorpe Road Café. These have an automatic electronic lid, so you don't need to touch the bin, it will open when you wave your hand above it, and it will close by itself.

Some students, and College staff, are not required to wear face coverings, and you will probably be familiar with this situation from your visits to supermarkets etc. If someone has the College's permission not to wear a face covering, they will have a small face mask symbol on their identity badge. If you do not have this symbol printed on your lanyard, you must wear a face mask.

Hand and Respiratory Hygiene:

When you arrive at a College Campus you must clean your hands with sanitiser, or by washing them with soap and water. All persons entering the College are expected to do this.

Hand sanitiser stations are in place around the College. They are available at all entrances – please use them when you enter and leave the buildings.

We expect you to wash your hands with soap and water regularly whilst at College, this means before you eat, after you go to the toilet on every occasion, before you begin a workshop session handling objects/tools shared with other students, and at any other time when your hands may have become dirty for another reason.

If you cough or sneeze we expect you to catch this in a tissue and dispose of the tissue in a bin immediately. If you are prone to coughing or sneezing you should carry tissues with you. The Government supports this approach through its 'Catch it, Bin it, Kill it' campaign, you will see posters promoting this. Coughing or sneezing without covering your mouth and nose, will lead to transmission of any respiratory virus you may be carrying (not just Covid 19) so it is critically important that you follow this guideline.

Doors and windows in all rooms will be opened whilst rooms are in use, to promote good circulation of fresh air. This is one of the most effective ways that the College can reduce the risk of the virus spreading. This means that at times the College could become colder than you might expect; you are encouraged to wear warm clothing as this first term progresses.

During your time at College you are likely to be handling paper, tools, and other equipment. You should not pass any object to any member of the College staff unless they are wearing gloves (for example passing a document to Student Services at a reception). All tools and equipment should be wiped down prior to use, either with a sanitising wipe or with a cloth and disinfectant spray (provided in relevant areas), and if passed between fulltime student users who are in the same Bubble (where practicable). Some specialist and large equipment require specific cleaning methods (for example sound mixing desks and CNC Lathes), your Departmental induction will explain to you how to ensure that you are able to work safely. Special arrangements have been made for handing in assessment work printed on paper, which involves no contact with the paper by Lecturers for 48 hours after it is handed in. Bear this in mind when waiting for feedback.

Students and Apprentices who use workshops, laboratories, theatres, and other practical spaces are very likely to be required to use Personal Protective (PPE). Any PPE you use must only be used by you. You must not share dust masks, gloves, safety boots, or any other PPE with any other person. Your Personal Tutor and Technicians will talk to you about how you can mark your PPE to show that it belongs to you.

Social Distancing - College Lanyards, Bubbles, and Rainbows:

There are many reasons why wearing your student lanyard is important, related to Campus security, and Safeguarding. In this new situation, we can also use lanyards to help us manage the risks of spreading this virus.

You must wear your lanyard when you arrive at the College, and all the time you are on the College site, whether indoors or outside. The exception to this is if you are doing practical work that means wearing your lanyard is unsafe, in this situation you must carry your lanyard on your person, or tuck it under your clothing. If you go off the College site, please do not wear your lanyard as your College ID badge could be visible; it is obviously important to keep your personal details private from people not associated with the College.

Your lanyard must be visible at all times when moving around the College. Wearing your lanyard under clothing whilst in communal areas is not acceptable.

You will be given a new College Lanyard (to hang your College identity card on) either on your first day, or very soon after starting your course. For fulltime students, your lanyard will be a specific colour showing which Department you are a part of. We call these Departmental groups 'Bubbles', with each Bubble having its own colour. Each Bubble has been allocated a certain zone within the College around the rooms in which they will be taught, use at lunch breaks, and wait in before timetabled sessions, and perhaps at the end of the day whilst waiting for buses / transport.

It is very important for fulltime students to only have contact with other fulltime students who are in the same Bubble, with the same coloured lanyard. Fulltime students should stay 2 metres away from all other people, including lecturers, technicians, and students with different coloured lanyards. Fulltime students should only have physical contact with other students in their Bubble where essential, and should try and maintain some social distance where possible, but 2m is not required.

The College timetables have been created in a way that has created clusters of classrooms and workshops in coloured zones matched to the colour of the Bubble using that area. The Bubble a room belongs to is displayed near or on the door. Fulltime students should not go into a room with a colour which is different to their lanyard colour.

All students should stay in their designated zones wherever possible, and should not be in corridors unless moving to access a toilet, a café, or travelling to and from a Learning Centre.

College staff and students are all asked not to congregate in public areas, in preference for returning to rooms within zones, or offices. Seating has been removed from reception areas to help prevent this.

At the end of the College day, students are allowed to stay in the same room in which they have been taught whilst waiting for transport. If the last room is a workshop, laboratory, or theatre, you may be asked to wait in a different room within your zone.

Part time adult students and apprentices will be identifiable by wearing a 'Rainbow Lanyard', and should maintain a social distance of 2 metres with all other persons. This is because these students spend time in different workplaces and organisations when they are not in College. Part time adult and apprentice classes have different seating arrangements in classrooms and workshops using a lower room capacity which is also displayed on the door of the room, or nearby.

Fulltime students attending Maths and English classes with fulltime students from other Bubbles should also be social distanced from each other. Students from the same Bubble, do not need to be socially distanced from each other in a Maths or English class.

Learning Support Assistants will sometimes need to work closely with a student. In this situation the student must wear a face covering, and the Learning Support Assistant will wear a face shield.

Corridors and staircases are designated as two way with 2 metre social distancing, but you must walk on the left and in single file at the recommended social distance.

Lifts must only be used when authorized, and by one person at a time.

Smoking will only be permitted at the designated smoking areas, and social distancing must be observed within these spaces, amongst staff and students.

Visitors must not be invited on to the College Campuses, without your Personal Tutors agreement.

The use of Classrooms, Workshops, and the Learning Centres:

When you arrive at College you must go straight to the first room/workshop identified on your timetable, or you can go to a toilet, or a College Café to collect your breakfast on the way, but you must not stay there.

Whilst waiting in your classroom or workshop for your class to start, we expect you to behave sensibly. Lecturers and Technicians may not be in the classroom or workshop when you arrive, and so the College requires calm and sensible behaviour. In workshops, laboratories, theatres etc. you should not handle or operate any equipment or machinery until your Lecturer or Technician arrives and has given you permission to do this.

During classes, you should try and maintain a social distance of 2m from your tutor, and any other College staff present. This distance may not always be greater than 2m, as you pass each other but distances of less than 2 metres should not happen whilst seated, or for longer durations.

If you need to leave the room to go to the toilet you must do this alone, and please return to your classroom/workshop straight away.

The Learning Centre (at the Milnthorpe Road Campus), is accessible to you between sessions, but all persons must wear a face covering in this space, and maintain a social distance of 2m with persons not in your Bubble. The Learning Centre (309) at the Arts Campus will also be accessible to all students outside of timetabled sessions, but please respect the room maximum occupancy.

At lunchtimes and other times when a College member of staff is not in a classroom, the maximum occupancy number displayed for the room, must not be exceeded.

Lunchtimes:

Before you eat your lunch or handle a drink, please remember to wash your hands.

The College café's are unfortunately not able to operate as normal, because it would not be possible to keep all users of the College safe by social distancing, but they will be open and will have a selection of food and drink that you can take away.

So that we can continue to offer this reduced café service, time slots have been arranged for each Bubble to access the café (at each Campus), so that Bubbles are not in a cafe at the same time. This means that 'café times' will be staggered from 11am until 1pm. Your Lecturer will tell you when your group's 'café time' is. These 'café times' will 'override' your timetabled lunch break, which means it may not happen at the same time, but this will be your opportunity to buy food and drink at the cafes.

If you access a café to buy food and drink during your 'café time' outside of your time tabled lunch break, you should return to your classroom or workshop to consume it. Please do not eat in any other place on either College Campus.

During your timetabled lunch break, you will (as usual) have a choice about whether to stay on the College Campus, or to go elsewhere; into Kendal town, for example. You do not need to stay on the College Campuses, but you are welcome to. If you choose to stay on the College Campus during your timetabled lunch break, you must only eat in the Classroom or Workshop assigned to you. Please do not bring hot food bought elsewhere onto the College campuses.

You could also bring a packed lunch with you, and it's expected that many students will do this, but not all students are able to and will need to use the café or go off site each day. If you need support accessing lunch, please speak to your personal tutor.

Please do not allow others to handle your food and drink. It's ok to give prepacked food (e.g. a packet of crisps) to a friend if you have clean hands, but you should not handle food that another person has brought with them to the College which has been prepared at their home.

Eating and drinking in classrooms and workshops has the potential to make a mess, so the expectation is that you will wipe down surfaces with the wipes provided in each classroom and workshop after eating, and then dispose of any waste carefully in the bin. If you bring a packed lunch to College with you, please take your waste home with you, this will help us to manage the volume of waste, and will also be more environmentally friendly since you will be able to recycle plastics and other materials more effectively at home.

Arrangements for continuing your College work if you are required to self isolate, or if your group or Bubble are required to isolate:

If you do need to stay away from College because you have symptoms or are required to self-isolate, but feel well enough to continue with College work, then we expect you to contact your tutor either by phone, by email, or better still through 'MS Teams', to agree what College work you should continue with to prevent you from falling behind.

All students will be shown how to use Microsoft 'Teams' in Induction, if you are not familiar with 'Teams' it is a more secure version of 'Zoom' (which is now used widely), for video and audio conferencing, chat and webinars. It is really important that you have access to Teams from home, as this will be used for any 'remote' classes, if the College is required to 'lock down' or if you are required to self-isolate. The College may be able to help you with IT equipment if you do not have this at home, or if you have an older phone. Please ask your tutor about this as soon as possible in this new term.

If you have any questions or concerns about these rules, you must ask your Personal Tutor as soon as possible.

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