**Student Covid Guidence Document**

|  |  |
| --- | --- |
| General illness | If you are unwell please stay at home and inform us of your absence in the by contacting reception on 0116 2744500. If you feel you may have the virus, follow the advice given by the government regarding test and trace and self-isolation. Keep the College informed, via your tutor, of any test results or advice you have been given by a medical professional. |
| Taken ill at College | If you become ill or show signs that you may have the virus whilst at college, leave the site immediately and inform your teacher or tutor of your illness. If you are able to tell us which areas of the College you have been in recently we will be able to assess whether we need to isolate these areas and schedule a thorough clean. Keep the College informed of any test results or advice you have been given by a medical professional. |
| Hand hygiene | Good hand hygiene is important to avoid contracting or passing on the virus. As well as taking the opportunity to wash your hands regularly, hand sanitiser stations have been positioned around the College and should be used on entering each block. |
| Entering the College | It is essential that you enter the college at the start time of your scheduled session, and go directly to your timetabled class. You will not be permitted to enter the building until 5 minutes before your start time. |
| Exiting the College | Once your lessons have finished you must exit the building. Please do not linger, or wait for your friends to finish their session. |
| Safe distancing | You must take personal responsibility for maintaining a safe distance between yourself and others. Two metres should be maintained where possible and one metre as a minimum. |
| One way system | Signage has been placed around the College to help maintain a safe distance and facilitate the flow of people around the building. You must adhere to this system at all times, even if this means not taking the most direct route to your destination. |
| Classrooms | Classrooms will be laid out to facilitate groups of 1m+ distancing with single desks arranged to face the front of the class where practicable. Please do not move your chairs and always return to the same desk space. You must ensure that you do not make changes to layouts which do not maintain distancing. Rooms will remain well ventilated by opening windows and keeping doors open wherever possible.  The LRC will not be open, however you may email the Library staff with any requests that you may have regarding text books, or reference material. They will issue you a collection date. |
| Complying with guidance | You must not only comply with guidance themselves, you must also play an active role in encouraging others to comply in order to help everyone to stay safe. |
| Communicating with each other | Communication via telephone, email or other electronic means should be adopted wherever possible. You must not routinely enter into spaces which are not your normal place of study. Face to face meetings should be conducted in spaces large enough to ensure safe social distancing. Documents will be shared electronically wherever possible. |
| External visitors to College | External visitors should attend by appointment. Parents and carers should call ahead before they visit the college to arrange an appointment time. Wherever possible meetings with parents and carers will be conducted via the phone or if preferred other electronic means i.e. Zoom, Microsoft Teams. |
| Travel to and from College | You should consider how you are going to travel to college in order to follow government advice and ensure social distancing is maintained. You should avoid public transport if possible. |
| Break times and social spaces | You will be given 15 minutes break during your timetabled sessions. You will be permitted in small groups to use the toilet following social distancing rules. You will not be permitted to use social spaces within the college to meet up with friends. |
| Free Schools Meals/ purchasing of food | If you are entitled to Free School Meals or wish to purchase refreshments, these will be issued at the end of each college session. You will collect these from the outside of the refectory area. You will then be expected to exit the building immediately. |
| Face Coverings | To keep you, and the college community safe we strongly recommend that you wear face coverings when entering and exiting the college, and in all communal areas, for example if you use the toilets, or are collecting lunch from the refectory. If you feel that you would like to continue to wear your face coverings during your lessons the college will support your decision. |