

Student health and safety advice for returning to education on campus

Introduction

The information, advice and guidance contained in this guide is written to support your safe return to education on campus. It reflects the Government, Department for Education and Public Health England advice at the time of writing. This guidance does not supersede official government advice. It is likely that this advice will change as the situation across the country and more locally changes; we will issue updated guidance to all students should that be necessary.

The official Government advice can be found at <https://www.gov.uk/coronavirus>

Travelling to and from college

We encourage those students who live close to the campus to consider walking or cycling to college. Tameside Council has developed some excellent documents on safe walking and cycling routes which you could use. These can be found at:

- <https://www.tameside.gov.uk/walkingandcycling> general information about safe walking and cycling in Tameside
- <https://tfgm.com/cycling/cycle-maps> cycling district maps
- <https://tfgm.com/coronavirus/cycling-walking> information from TfGM on cycling and walking in Greater Manchester.

Arrangements have been made to provide safe bike storage on site.

If you must use public transport (buses or trains), please follow the advice from Transport for Greater Manchester (TfGM). In all cases you must:

- Wear a face covering when on public transport. More details, including the rules of exemption, can be found at <https://tfgm.com/coronavirus/face-coverings>
- Keep your distance where possible on the platform, stop, station and on-board
- Clean your hands regularly and carry your own hand sanitiser
- Use contactless payment, buying tickets online for smart cards or using mobile apps where possible, or use exact change only if you need to pay with cash
- Don't board public transport if you, or a member of your household, has symptoms of coronavirus
- If you develop symptoms while at college, we will contact your parents or carers to collect you. You should not travel home on public transport.
- Try to avoid peak travel times where possible.

Lidded bins can be found at the main entrances to the college should you need to dispose of a facemask used on public transport.

If you are being driven to college, please use the turning circle on Montague Road. Avoid parking in this area as this will restrict space for others. If waiting for a lift home, please remember to social distance from others waiting for lifts.

If you are lucky enough to use your own transport to travel to college (car, motorbike or moped), please remember to park responsibly on the roads around the college campus. Unfortunately, there is no parking for student cars on the college car park. Motorbikes and mopeds can be parked on the college car park but permission must be given.

Using the turnstiles

You should still enter the college campus using the turnstiles at either Arundel Street or Montague Road. Please avoid using the main reception entrance. It is important that you use these safely. Hand sanitiser stations will be available for you to use on arrival. We would encourage you to use these. Press your college ID card against the reader and wait for the turnstile to unlock. Use your shoulder to push the turnstile and gain entrance. All turnstiles are part of our enhanced cleaning regime during the day but it is sensible to avoid using your hands to push the turnstile bar if possible. By using the turnstiles, we have an accurate record of who is on site which will help with Track and Trace should we have a positive case of COVID-19 on campus. Please do not 'double up'; if you have forgotten your ID card, please use the main reception entrance so your attendance can be captured.

When do I come to college?

In order to comply with the Government's social distancing rules for a return to education, we will be working differently this year. Each student will be allocated to either **WEEK A** or **WEEK B**. It is imperative that you know which week you belong to; only come to college for your week. This effectively halves the number of students on site at any given time and supports social distancing on campus. Those students timetabled to be on campus for the week will attend lessons as normal. Those students timetabled to be at home will participate in the lesson from home as these will be broadcast live. A register will be taken for all students in each lesson. This can be best seen in the table below for the first half term:

Week commencing	WEEK A	WEEK B
14/09/20	IN COLLEGE	REMOTE LEARNING
21/09/20	REMOTE LEARNING	IN COLLEGE
28/09/20	IN COLLEGE	REMOTE LEARNING
05/10/20	REMOTE LEARNING	IN COLLEGE
12/08/20	IN COLLEGE	REMOTE LEARNING
19/10/20	REMOTE LEARNING	IN COLLEGE

Attendance remains compulsory for students participating in remote learning from home following the same timetabled sessions. If you are unable to access the live broadcasts for any reason, please contact your senior tutor in the first instance.

Reporting illness

If you are unable to come to college because you are ill, please ring college on 0161 330 2330. If you are unable to do this, please ask a parent or carer to do this for you. **You must still ring college if you are ill even if you are timetabled to access your classes from home.**

Once on campus

Once you are on campus, go straight to your classroom. If you are early for a lesson, please use the social space allocated to your year group or go to your pre-booked computer space:

A1 (first year and level 2 students) use the Food Market and Lecture Theatre as your social space

A2 (second year and third year students) use Costa and the outside spaces as your social space

It is imperative that you stick to these arrangements. Any student breaking these rules will be subject to the college disciplinary policy. **Repeat offences may lead to the loss of your place at college.**

Using the Corridors

The college has instigated a 'walk on the left policy' when in corridors and moving across the campus. Please walk quickly to your destination and avoid congregating in social spaces or in the corridors.

In the classroom

All classrooms have been reconfigured to meet the Government social distancing guidelines. Remember to use the hand sanitiser on entry and when leaving the classroom. You will be asked to wipe down your workspace (including keyboards, mice and other equipment if used) at the start of your lesson and before leaving the classroom. It is really important that this becomes part of your routine to protect others in our college community.

Classroom doors will be propped open and will remain open for the duration of the lesson. Please do not close classroom doors.

Classroom windows will be opened throughout and will not be closed regardless of temperature or weather conditions. Please be aware of this and dress accordingly in the autumn and winter months.

Booking a computer

You can still book a PC for your use during the day when you are timetabled to be in college. Use the IT booking system which can be found on Canvas via the library page. Turn up promptly for your session and remember to use hand sanitiser on arrival and to wipe down the workstation, keyboard and mouse when you have finished. As PC space is limited to meet Government social distancing rules, please keep your appointment. Persistent non-attendance may block future use of the IT spaces.

Using toilets

Our toilets have been reconfigured to meet social distancing rules. Please check to see if the toilet is occupied before use. You may need to wait until other students leave the toilets until you can enter. Remember to close toilet lids before flushing. Please remember to wash your hands thoroughly for 20 seconds with soap before leaving the toilets. All hand driers have been taken out of service as they can increase the risk of infection. Paper towels have been provided for your use. Please dispose of these in the lidded bins provided. Stocks will be replenished throughout the day.

Using the library

The college has an extensive virtual library of e-books which can be accessed from any computer either on campus or at home. We would encourage you to use these if possible. If you need to take a book out of the library please use hand sanitiser before entering the library and quickly find the book you need. Use the self-service machines to register your borrowed books. When returning books, please use the book return box in Costa.

Speaking to your senior tutor

If you need to speak to your senior tutor outside of your timetabled tutorial session, please email to arrange a time and date for a meeting. In an emergency, please go to reception who will be able to help.

Other support services

Careers

If you need to speak to a careers officer please email the team on careers@asfc.ac.uk to arrange an appointment. A face to face or remote careers appointment will be made for you.

IT Support

If you need help with IT related matters such as forgotten passwords or issues with the college WIFI, please go to the IT helpdesk on the first floor in the main building. Use hand sanitiser on arrival and follow the social distancing rules as directed.

Student Services and Reception

If you need to speak to someone in student services or need help from reception, please go to the main reception area. Use hand sanitiser on arrival and follow the social distancing guidelines as directed.

The Counselling Service

If you need support and help from our counselling team, please make an appointment through your senior tutor. Your appointment details will be confirmed to you in a text.

Issues with timetables and changes of details

If you have a query about your timetable or wish to update your personal details (mobile number, home address, parental contact details etc...), please email your senior tutor who will deal with your query.

What if I am unwell?

At home

If you feel unwell at home, please do not come to college. Please remember to ring reception to inform us of your illness **even if you are accessing your lessons from home**. If you are unable to call, please ask a parent or a carer to call on your behalf.

At college

If you begin to feel unwell at college, please inform your teacher or another member of staff. You will be looked after by our First Aiders who will take you to a separate room to wait for your parents or carers to pick you up and take you home. You will not be able to travel home using public transport.

What if I test positive for COVID-19?

If you test positive for COVID-19, please ring the college and inform us. We would then work with local Public Health officials and NHS Track and Trace in case any other member of the college community is at risk.

What if I feel anxious about being on site or have concerns?

The last six months have been a difficult time for many and it is perfectly normal to have some worries or feel anxious about a return to education. In the first instance, talk to your senior tutor about your concerns; they will be able to help or to signpost other services for you to use. We have done our very best to make the college campus COVID-19 secure, but we cannot remove all the risk.

The wearing of facemasks and other personal protective equipment (PPE)

It is **compulsory** to wear a face mask on college site. The only exception to this is in the classroom as social distancing is more easily achieved. If you have a reason why you should not wear a face covering, please contact your senior tutor. You must also remove any face covering should you be asked to do so by a member of staff for identification purposes.

If you are using disposable face masks, use a new mask every day. If using a washable mask, wash these frequently to avoid the risk of cross contamination. Wash your hands or use hand sanitiser before putting on or removing your face mask to reduce the chances of accidental contamination.

Being a good member of the Ashton community

You are part of the Ashton community and have a role to play in ensuring the health and safety of others. Each member of our community must lead by example and follow the rules to protect the safety of others. Taking personal responsibility for your learning and your health and safety is part of being a successful sixth form college student. We are relying on you to do the right thing to support your progression and learning, and to help maintain a safe and secure site. If we all play our part, our chances of success are high.

We all want to avoid the introduction of more restrictive measures to our daily lives so sticking to the rules is important. Your education has already been interrupted by the impact of the global pandemic and we must work together and do all we can to prevent this from happening again.