

# Coventry College Principles for Transition to Opening

## Guidance to clarify principles and expectations for transition to opening for the 2020-21 academic year.

### The college will:

- Comply with all government regulations on social distancing and base decisions primarily on the health and safety of staff and learners
- Ensure that staff and learners will be central to all decision making. Risks cannot always be eliminated but can be better understood and mitigated through actions and communication
- Facilitate time for staff and learners to be tested for COVID-19 (if required medically or in light of symptoms) and will comply with 'test and trace' expectations
- Implement cleaning regimes in line with government guidance and provide additional hand cleaning stations
- Implement social distancing processes on campuses including:
  - > One-way systems (if appropriate / possible)
  - > Management of access and exists from buildings including, where appropriate, separate routes for entrance and exit.
  - > Reduction of numbers in 'social' spaces and areas where groups of people (learners and staff) gather, or closure if necessary
  - > Removal of furniture from classrooms and working areas to assist with social distancing and smaller class sizes
  - > The provision of catering services will be amended
- Complete and update risk assessments for all areas of work. The college risk assessment will be available on the website with the AoC Planning Guide for Further Education Colleges Commentary and Checklist
- Communicate plans on a regular basis
- Plan for lower numbers of staff and learners on campus. There is a recognition that delivery will not be a return to 'full' timetables as before COVID-19, nor necessarily delivered in the same way, but will reflect a 'new' normal
- Minimise high volume touch points, including:
  - > maintaining regular cleaning on the security barriers that will be used continuously
  - > holding other doors open (i.e. classrooms / offices) where this is practical for both the class and enables compliance with fire regulations
- Provide appropriate PPE for staff providing care services and first aid (see note below)

### Managers will need to:

- Ensure appropriate risk assessment is undertaken at a programme / activity level
- Provide PPE appropriate for specific tasks (see note below)
- Minimise, as far as possible, inter-site travel or travel to other places of work
- Timetable and manage delivery to be mindful of social distancing in accordance with the timetabling protocols:
  - > limiting the number of individuals onsite at any point
  - > consider condensed provision with limited / no breaks
  - > teach learners in the same room for all of their planned sessions that day
  - > have teaching delivered by a minimal number of staff for each group each day
  - > manage start and finish times (to stop congestion at entrances / exists)

- organise work to enable social distancing in staff workrooms / offices
- consider the resilience of provision (where possible) in the organisation of staff on site attendance, ideally separating the attendance of specific teams on different days.
- limit the amount of shared resources (pens / whiteboards etc)
- Consider appropriate staff / learners transportation, including:
  - > encouraging staff / learners and others to walk or cycle to college
  - > working with transportation providers to promote guidance on travelling safely

#### **Staff and learners will be expected to:**

- comply with social distancing expectations – maintaining where possible 2m separation and following systems established to manage social distancing
- Use public transport responsibly and in line with government guidelines
- Use hand sanitizer on entry to and exit from the campus and regularly whilst on site
- Use tissues for coughs and sneezes and ensure bins are used for disposal
- Not share equipment or resources
- Use technology to support the delivery of services
- Follow government guidelines and not attend if they, or members of their household, have coronavirus symptoms
- Sign up to the college pledge, code of conduct and digital/social media expectations

#### **Note on the use of PPE:**

**Government advice is that the majority of staff in education settings will not require PPE beyond what they would normally need for their work, even if they are not always able to maintain a distance of 2 metres from others. PPE is only needed in a very small number of cases including:**

- children, young people and learners whose care routinely already involves the use of PPE due to their intimate care needs should continue to receive their care in the same way
- if a child, young person or other learner becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home. A face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the child or young person is necessary, then gloves, an apron and a face mask should be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn.

**Wearing a face covering or face mask in schools or other education settings is not recommended by government and, therefore, is not a requirement.**

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