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EDINBURGH COLLEGE

COVID-19

Students Safety Information



This safety brief is intended to provide students returning to on-campus learning and activities an overview of the control measures put in place to assist in preventing the spread of infection of Covid-19. Prior to physically returning to any Edinburgh College campus, you must understand and comply with the following safety points:

You must be aware of the symptoms of Covid-19 prior to entering any part of the College (additional signage will be provided on entry). These symptoms are;

- a. An increased temperature
- b. A persistent cough
- c. Loss of taste or smell

If you have any of the symptoms of Covid-19 or have been for a Covid-19 test and are awaiting the results;

Do not enter any Edinburgh College campus

If you experience any of the symptoms of Covid-19 during your time on campus:

- a. Make a member of staff aware immediately or**
- b. Call 2222 from an emergency phone.**

Access and egress - Access and egress points will be controlled. There will be a marked entry and a marked exit. Take your time to understand this process on your first visit.

Hygiene - Hand sanitising stations will be provided on entry. These are to be used without exception (gloves, if worn, are to be removed and hands washed). Clean your hands for at least 20 seconds when you arrive, regularly at College, before you leave the College and when you get home. There will also be hand sanitising stations on each floor and at identified areas. These should be used for sterilising your hands when there is no option but to open a door i.e. on stairwells and exiting toilets.

Social Distancing – Social distancing must be maintained at all times and in all locations whilst on campus **regardless of the use of face coverings**. The use of PPE (FFP2/3 masks) identified through risk assessment is the only exception. Staff members will provide advice on this.

Face Coverings – Face coverings must be worn when entering campus buildings and in all areas directed unless exempt. Where they are used, the following should be considered;

- a. The face covering should be worn correctly, covering the mouth and nose.
- b. Face coverings should be changed at least every 4 hours and washed at the highest available temperature (if re-usable).
- c. Avoid putting your fingers under the face covering as this will only contaminate your hands (even if wearing gloves).

Signage and markings - Signage will be provided to outline what is expected from you i.e. for the use of toilets. This should be adhered to at all times. Floor markings will also provide

information and identify the expected social distance that you will be required to keep throughout your time on campus.

Campus procedures – If you are allocated a time, adhere to the issued timings on your timetable and do not turn up to campus early or wait in any communal area. You will be allocated to a classroom or area which you should remain in during your time on campus. This will assist in preventing the spread of Covid-19. Do not go into areas that you are not permitted and spend the minimum amount of time on campus.

Cohorts - Working in small groups or 'cohorts' can assist in preventing the spread of Covid-19. It can also assist in tracing should one of the group become infected. If you are requested to work in a cohort, abide by the procedure set by your lecturer.

Security - Do not move or remove any item of equipment, signage or substance that is provided for safety i.e. hand sanitisers or wipes. This also includes changing or moving window and ventilation settings.

One-way systems – One-way systems will be marked where implemented. These should be adhered to at all times. Where one-way systems are not marked and a two-way system is in operation, movement should be kept to the side of the walkway adhering to social distancing at all times.

Lifts – Lifts will be marked as to the maximum number of occupants. As a general rule, lifts should only be used by one person at a time and used only by those who cannot use the stairs. Waiting areas for lifts will also be marked as to the maximum number of people waiting. This should not be exceeded at any time.

Workspace areas - Workspace areas will be set up or marked to allow for social distancing. Consideration will be given to access, egress and other movement within the work area. Surfaces i.e. workstations, floors and window ledges are to be kept clear of materials and clutter to permit effective cleaning of the area. Use bins provided and return items to their original storage once you are finished with them.

Classrooms - Classroom set up will be based on each person within the room having a personal space of 2 metres regardless of what furniture is provided. Specific information will be provided on the classroom door. Do not close any windows, doors or vents that have been opened for ventilation purposes without formal assessment. Additional warm clothing may be required. You will be informed by your lecturers if this is needed.

Pinch points and queues - Areas within the campus where people are more likely to gather or form a queue will be marked. You must comply with these markings to ensure social distancing at all times.

Public Transport - If you are considering using public transport then the following safety consideration should apply;

- a. In the first instance you should consider walking or cycling to College if you can. Additional information will be published on this.
- b. Comply with any signage or instructions on public transport or from transport staff. The safety measures in place are for everyone's benefit.
- c. At the time of publication, the wearing of face coverings on public transport is mandatory.

- d. Wash your hands thoroughly with soap and water or use a hand sanitiser before and after every transport journey.

Meal Breaks - You will be provided with additional information from your curriculum area if meal breaks are factored into the course. If they are, where possible (at least initially) you should bring in your own food and drinks. Areas, procedures and timings will be directed by your lecturers. For eating on campus, the following applies;

- a. Water fountains will be kept in use and cleaned at regular intervals. If drinking or filling water bottles from water fountains, ensure that the dispenser does not come into contact with your mouth or bottle.
- b. If hot drinks are required, bring and use your own cups.
- c. Nominated areas, identified by staff, should be used for cleaning cups and eating utensils. Do not wash these items in any toilet facility.
- d. Canteen/rest areas are not to be used unless booked in advance.

Equipment – Where equipment i.e. instructional aids and IT equipment are used, a one person, one piece of equipment rule will be implemented. Where equipment is handled or used by more than one user it must be wiped down with sanitising wipes before use. Wipes or a suitable alternative will be issued. If attending any College campus, you should bring your own writing equipment to be used if signing documents.

Personal Protective Equipment (PPE) - For each task or lesson that you will be required to undertake, a comprehensive risk assessment has been carried out. If there are any additional controls i.e. the requirement for Personal Protective Equipment (PPE), you will be issued this and shown how to use it properly.

Fire - If the alarm activates make your way to the nearest assembly area via the quickest possible route. Where possible social distancing should be observed, however, the evacuation of the building takes priority.

Personal Emergency Evacuation Plans (PEEPS) – Students who may require assistance in evacuating the building on their own, require to have a PEEP created. They should make the College aware at the earliest opportunity. Your LDT or Student Support can provide further advice on this

First Aid - If you experience any of the symptoms of Covid-19 during your time on campus, make a member of staff aware immediately or call 2222 from an emergency phone. You will be required to provide information on your activities on campus before you're sent home. Once home, arrange for a test to be carried out by the [NHS](#) and advise the College of the results.

Contact Tracing - If you are contacted by NHS Scotland (or Edinburgh College on behalf of NHS Scotland) regarding contact tracing e.g. you have been identified as having come into close contact with a person that has tested positive for Covid-19, you are requested to advise the College at the earliest opportunity.

If you have tested positive, you will be required to provide details of close contacts. A close contact is;

- a. People who spend significant time in the same household as a person who has tested positive for COVID-19.
- b. Sexual partners.

- c. A person who has had face-to-face contact (within one metre), with someone who has tested positive for COVID-19, including:
 - Being coughed on
 - Having a face-to-face conversation within one metre
 - Having skin-to-skin physical contact, or
 - Contact within one metre for one minute or longer without face-to-face contact
- d. A person who has been within 2 metres of someone who has tested positive for COVID-19 for more than 15 minutes.
- e. A person who has travelled in a small vehicle with someone who has tested positive for COVID-19 or in a large vehicle or plane near someone who has tested positive for COVID-19

Transport - It is advised that you have alternative travel arrangements in place if using public transport as you may not be permitted to travel home via public transport with the symptoms of Covid-19.

Further Concerns - If you have any concerns with another person not respecting social distancing or following the rules in some other way you should:

- a. Politely and respectfully raise your concern with that person directly and ask them to maintain their distance / comply with the rules. Only do this if you feel confident and it can be achieved safely.
- b. Communicate the situation and your concern to your lecturer or other relevant member of staff.