
STAYING SAFE AT COLLEGE & UNIVERSITY

September 2020



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INTRODUCTION

We know this is a really challenging time for you at the moment, but we want to reassure you that we are really looking forward to welcoming you in September and we're working hard to get everything ready for when you arrive. We've been closely following government guidelines and keeping the safety of you and our staff as our top priority.

We are excited to provide you with a high-quality education in a safe environment on our beautiful campus. Our great industry links, state-of-the-art equipment, expert teaching staff and the overall unique experience we offer at Reaseheath will be a large part of your learning this year, to ensure that our industry focused, career ready courses lead to positive outcomes for you.

We hope that you will find this guide useful, as it contains lots of helpful information you need to know about keeping safe at college/university when you arrive in September.

This guide also sets out the steps that will need to be taken if you or any of your family or friends at home or at college/university display any symptoms of COVID-19. It is very important that all students behave in a responsible manner and follow these guidelines and practical steps that can be taken to minimise the spread of infection and that this is compatible with the high standards of behaviour that Reaseheath would always expect.

**Hear from our Vice Principal Curriculum Matt Gower
on what September will look like this year**

[Click here](#)



How your course will be delivered

Our aim is to give students the **best possible learning experience**, which we receive high praise for, not only by those that we teach, but also by Ofsted, which graded us as a good education provider at our last inspection.

One of the ways we'll be doing this while keeping you safe is by limiting numbers on campus, which we will do by **providing online learning for students one day per week**. This has already proven to be an effective and successful way of learning for students, when we implemented this throughout lockdown.

During the year the balance of delivery will be under review and the small proportion of non face-to-face delivery will be reduced further when we feel able to do so.

The days you are on campus may be a combination of practical study, **1-1 tutorials, classroom sessions, as well as maths and English classes** which will be delivered within your course area if applicable. You may also complete some self-directed online study whilst on campus in one of our designated social learning spaces.

We understand that you may have concerns after not being able to sit your exams and may feel you could be missing some of the relevant skills for your chosen course, but please don't worry. Through the induction process we will be working closely with you to ensure that you are on the right level of course.

During this induction process we will also help ensure that you're familiar with all of the coronavirus procedures set out in this booklet.

How you will be safe during lessons

As part of our preparations for students coming into college/university, each course area has carefully reviewed the steps that need to be taken during classes to keep both students and staff safe. Each department has undertaken thorough risk assessments on the various practical activities to ensure they can be carried out safely.

These measures will include but are not limited to:

- A high percentage of practical delivery will take place in an outdoor environment
- Encouraging hand washing and sanitising at regular intervals throughout the day
- Thoroughly cleaning all equipment, desks and work areas regularly
- Not sharing Personal Protective Equipment (PPE) between students – you maybe required to purchase additional PPE for your course this year
- Maintaining social distance between students and staff whenever possible
- Following the guidelines on wearing a face covering which are explained on page 5-6
- Sending home anyone who shows symptoms of COVID-19
- Identifying clear seating and working points within classrooms and workshops to help you maintain social distancing measures where possible.



It may not always be feasible to apply current social distancing measures in the classroom environment, but in this rare situation, we will have other measures in place for your safety, as mentioned above.

How you will be safe on campus

In the interest of safety, all students will be required to do the following whilst on campus:

- Always walk on the left of paths and corridors
- When queuing for rooms, food or toilets, observe social distancing rules
- Use hand sanitiser frequently and ensure you wash your hands thoroughly after any practical activity

To keep everyone safe, we will be 'zoning' the campus into sections, which will help avoid unnecessary crowds and the number of people using certain facilities. All students will have a dedicated zone which they can use, which will help avoid unnecessary crowds and reduce the number of people using certain facilities.

As part of your induction, your course tutor will make it clear to you which is your dedicated zone and which facilities you can access.

Each zone will have **increased hand washing facilities, hand sanitiser stations and enhanced cleaning**. A dedicated food outlet will be allocated to each zone and start, finish and break times will be staggered to manage the flow of students.

All students are required to wear their ID card and lanyard at all times whilst on campus and when using college transport for your own safety. Once you have completed your enrolment online, we will print your ID card and then your course manager will give this to you on your first day.



Face coverings

The college is following all guidelines in place for the reopening of campuses for September 2020, including the use of face coverings on campus. This will be closely monitored and if the guidelines change, then the college will update its own guidelines accordingly.

It is requested that **students always carry a face covering** so that it can be used in certain circumstances where necessary, as explained on page 6.

Where face coverings are required, there will be a process for applying for exemptions as we do recognise, as with public guidelines, there will be cases where it will not be possible for people to wear a face covering.

In general, face coverings are not currently required to be worn when moving around campus. Students may choose to wear a face covering though if they wish to.

Classrooms

It is not mandatory for students to wear face masks in classroom sessions. Students may do so though if they wish.

Practicals / Laboratories / Workshops

For many practicals there will be either sufficient space, chance to work outdoors or individual working so that a face covering will not be required. However, within some practicals it will be necessary to work closely with staff (and within 1m +) when instructing or demonstrating specialist tasks and equipment. **In this situation it is required that both students and staff wear face coverings.**

In some of the sectors we work within there will be specific industry guidelines which would be adhered to, including the use of face coverings and/or PPE. Curriculum areas will advise students accordingly on this.

1-1 Tutorials

Face coverings are not required to be worn for 1-1 tutorials unless it is not possible to be more than 1m + apart, in which case both the staff member and the student would be expected to wear face coverings.

Learning Resource Centre

Face coverings are not required for booked study spaces. They will be required however in the marked zones when searching for books.

Transport

Face coverings are required to be worn at all times on college transport.

Catering

When queuing for a catering outlet outside, face coverings are not required. When queuing for inside catering however, face coverings are required, until you are sat down to eat or until you are back outside again.

Accommodation

Face coverings are not required in halls except in Cotton, Tomkinson, Jodrell and Reaseheath Hall where a face covering must be worn whilst in corridors.

Please note that on moving in day, face coverings are required to be worn by a maximum of two family members when dropping students off when entering the accommodation.

Our wellbeing and careers support

We appreciate that for some of you coming back into education and onto campus after such a long time is a big step and could be quite worrying. **Our sector-leading praised student health and wellbeing service will be on hand to support you throughout your time at Reaseheath and beforehand to help you with any concerns you have.**

Our highly-trained careers and enterprise team are also available over the summer to offer you advice and guidance about your chosen career pathway.

You can contact the team by emailing wellbeingteam@reaseheath.ac.uk

IT services available to you

Our IT team will be offering support to all students both on and off site. If you are on site you can log an IT ticket through the college app 'MyReaseheath'. If you are off site email **support@reaseheath.ac.uk** if you experience any IT difficulties.

We have free Wi-Fi right across the campus and we are creating additional IT areas to support you in completing your online studies whilst on campus.

You can use our MyReaseheath app for all the information you need to access before starting and whilst at college/university. This includes term dates, the student handbook and information on how to access your course materials.



Library service

From September we will be altering the way we provide a library service. This is to maintain a safe environment for students and staff while delivering the best support we can. The library won't be open for you to visit as it has been previously, as we are having to limit access to the physical space and reduce the amount of time we are open.

We will have a limited amount of safely distanced study spaces available for advanced booking by HE and other specific groups of students. More study spaces are being provided at various locations across campus.

We will be unable to let you in to select your own books from the shelves but will have a click and collect book service where you can request books and pop into the library to collect them by appointment. Returned books will be placed in quarantine for a minimum of 72 hours so there will be a delay in them being available to borrow again.

Staff will be available online to help via email or by chat on Teams. You can also book online 1:1s via teams. Our web pages will continue to provide links to a wide range of e-resources and we are increasing the number of e-books we have available. Keep checking our Sharepoint pages and Twitter feed for more information.

Learning support services

If you think you would benefit from additional support with your studies our learning support team are available to work with you. You can contact a member of the team by email at **LSC@reaseheath.ac.uk** if you would like to discuss your support needs or to enquire about support in your exams.

If you are supported by an Education Health Care Plan (EHCP) or usually have in-class support, this will still continue. The LSC will also be delivering learning support interventions on site, via MS Teams or by email. Some staff working across the campus, including some learning support staff, may be wearing face coverings. This is to ensure we are following all the necessary safety measures to keep staff and students safe on site. You might also feel more comfortable wearing a face covering some or all of the time and this is acceptable.

Your catering options

The Reaseheath restaurant will be open to residential students for sit down meals for breakfast and evening dinner.

We have extended lunch time opening hours and we will be operating a grab-and-go service for all students.

Feast café, the HE café, Bootzone and the Reaseheath catering van will all be open over lunchtime serving cold refreshments and hot drinks. There are also a number of vending machines which will be available and cleaned regularly.

See the map on pages 10-11 to check which is your dedicated outlet.

Please note that payment will only be accepted by contactless methods and cash will not be accepted at our catering outlets. Hand sanitiser stations will be found next to each of the catering outlets.



Using college transport

Our transport team has been working hard to make sure that you can travel to and from Reaseheath safely in September. Please be assured that our college buses are **only for Reaseheath students and will be cleaned thoroughly before and after use.**

Please note that should the take up for transport be strong, social distancing will not be possible in all cases. We will, however, be asking anyone who has any of the recognised COVID-19 symptoms to stay at home, do not travel to college and isolate yourself. Drivers of our vehicles will not let you board if they recognise any of the symptoms.



When getting the bus to college

- Please adhere to social distancing whilst waiting for the bus
 - Remember to bring your own covering, we will not be able to supply one for you
 - If you are not wearing a face covering you will not be allowed to board the bus
 - Hand sanitiser will be available upon boarding and leaving the coach, which we strongly recommend using
-
- When you arrive at your destination, the driver will tell you when you can disembark. For your own safety and for the safety of others, please follow the directions given by the driver
 - You will arrive at the PLC area as usual. Please ensure that you go straight to your lesson and do not congregate in the drop-off area
 - Once on site please walk on the left of all paths, follow signage and maintain social distancing

When returning home on the bus

- If you need to queue for your bus, don't forget to social distance
- Please ensure that you are wearing your face covering before you board the bus
- If you start displaying symptoms of COVID-19 whilst on campus, you will be removed from the classroom and will not be able to use college transport to get home. In this instance, parents or carers will have to make arrangements to collect you from the campus

To watch how we're making college transport safe

[Click here](#)

Please remember that you are required to bring your own face covering to be used on the bus – we will not be able to supply one for you.

Please also remember that normal transport rules will still apply when using our college bus service. You will need your pass and you will need to be at the stop 10 minutes before the departure time.

Don't forget that all students, new and returning, need to apply for a college bus pass in time for September. Visit www.reaseheath.ac.uk/transport to complete the application form. Bursaries are available towards the cost of your travel.

Living on campus

To make sure you are safe when living on campus, we have introduced some new measures. We take the safety of our students very seriously, as demonstrated in our recent 'Outstanding' Ofsted Care Standards inspection, so we want to take all the extra precautions we can.

We are planning to open the new-look student bar for our residential students, but numbers will be reduced until further notice for your safety. There will also be a number of additional venues on campus hosting a variety of evening activities such as our own cinemas and, for over 18 students, the brand new HE café refurbished bar 'The Courtyard' will be opening!

Moving day

When you come to move in to your accommodation, you will have a dedicated time slot. Your parents/carers can come with you but must wear a face covering when in the halls of residence. This is strictly limited to yourself plus two others only. If you will be living in halls, more information will be sent to you about this shortly, including an invite to a virtual event for you and your parents/carers.

On the day you move in, our Freshers Crew will be on hand to help direct you and get you settled in. Remember to join our halls of residence Facebook groups to meet students in your halls before you get here!

Covid 19 - Catering Outlets

MAIN DINING ROOM
60 seats residential priority
30 seats for MGTs
30 seats in the Bield bar area
Main bar area overspill

Course Area
Food & Business,
Foundation / Entry

Open:
10:00 – 14:00
(closed between 11 – 12)

**Residential Students
(including MGTs)**

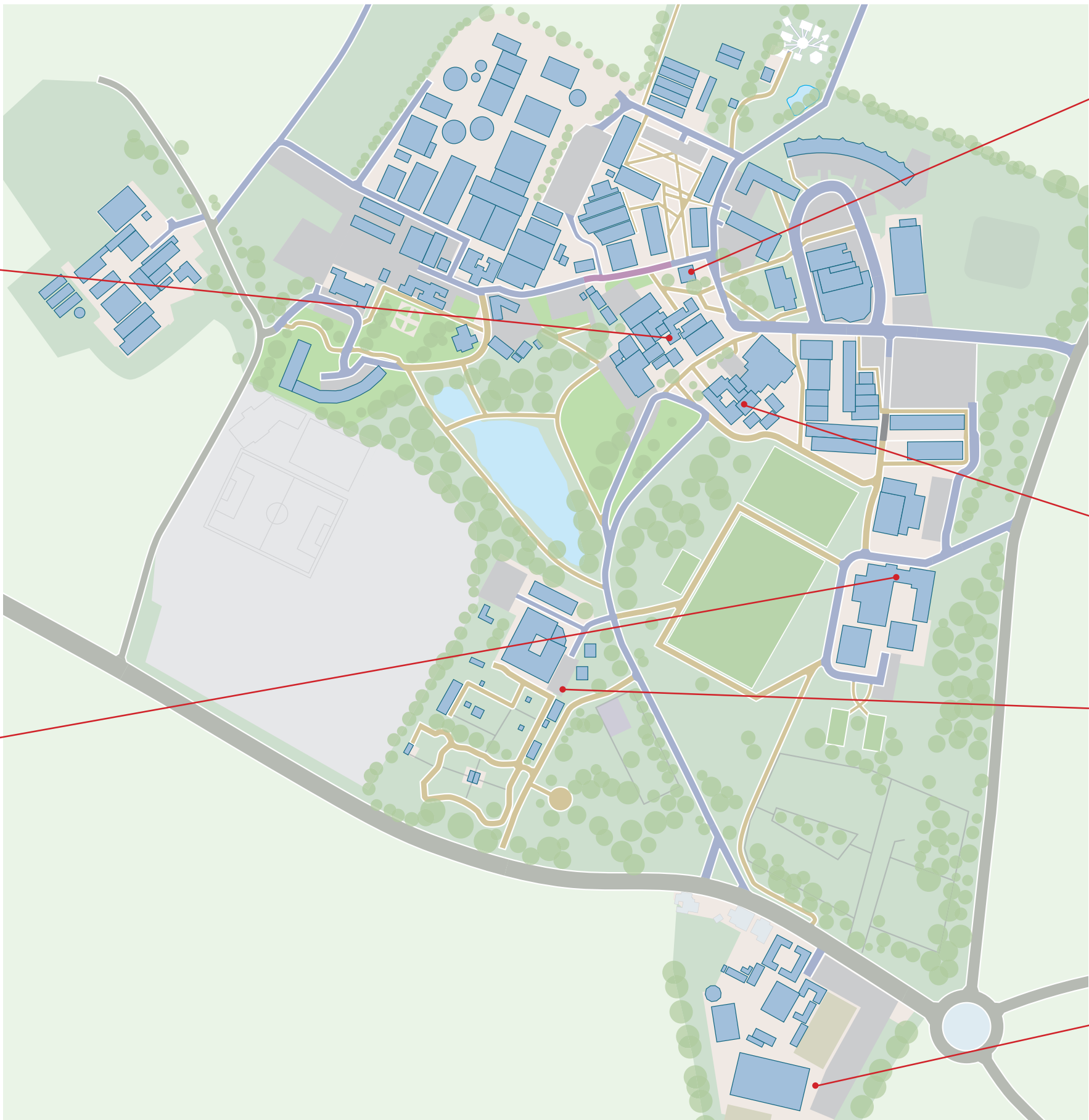
Open:
08:00 – 09:00
10:00 – 14:00
(closed between 11 – 12)
16:30 – 18:30

FEAST
15 inside seats, picnic
benches outside

Course Area
Horticulture
Motor Vehicle
Foundation / Entry
Sports

Open:
09:00 – 15:00

*We have purchased 52 additional park benches to provide extra outdoor seating for you around campus



BOOTZONE
25 inside seats, picnic benches
outside, bar overspill

Course Area
Construction
Agriculture
Public Services
Adventure Sports
NPTC
Reaseheath Training
Countryside
Engineering

Open:
09:00 – 15:00
(window only service from
14:00-15:00)

H.E. CAFE - THE COURTYARD
10 seats, outside seating

Course Area
HE

Open:
09:00 – 14:00

CATERING VAN - SNACK SHACK
Picnic Benches / Outside Area
Covered canopy area

Course Area
Animal Management, Veterinary
Nursing

Open:
09:00 – 14:00

EQUINE - CONTAINER
Picnic Benches/Student common
room & Indoor arena

Course Area
Equine

Open:
09:00 – 15:00

Your student life experience

We have an exciting range of social activities lined up for your first term, including a great programme of events for Freshers Week which will be available to view on MyReaseheath and on our SA facebook page.

Activities will include a range of outdoor sports and fitness activities, a wide range of societies and many online events to enjoy from the comfort of your own room or home, such as a pub quiz!

We are planning to open the student bar for our residential students, but numbers will be reduced until further notice for your safety.

We hope to increase the number of face-to-face activities and social events we can offer you as the year goes on. You will also be able to get involved in some of the many fundraising activities our students always enjoy for a nominated charity, and this year will be extra special as we will be celebrating our 100th anniversary with lots of exciting events and celebrations.

Importance of following safety measures

To ensure everyone is kept safe on site, we must all follow the safety procedures that have been put in place.

We expect all of our students to adhere to the guidelines and procedures. Due to the importance of safety there will be a zero tolerance of anyone who does not follow the rules.

Students who are unable to demonstrate the high standards of behaviour and ability to follow the guidelines are placing themselves at risk of going through the disciplinary process and possible exclusion from college. By everyone on campus undertaking college procedures and behaving responsibly we can minimise the risk of infection.



What to do if you feel ill

The main symptoms of COVID-19 are a:

- High temperature - you feel hot to touch on your chest or back
- New, continuous cough - coughing a lot for over an hour, or three or more coughing episodes in 24 hours
- Loss or change to your sense of smell or taste - you cannot smell or taste anything, or things smell or taste different to normal

If you have any of these symptoms, please do not come into college and ring 111 for advice.

If you come to college with any of these symptoms, or symptoms develop whilst you are at college, you will need to be picked up and taken home and should ring 111 for advice. Whilst waiting to be picked up, you will be isolated from other students and staff to ensure your safety and theirs.

If you are using our college transport and the driver believes you have any symptoms, they will not bring you into college and you will be advised to ring 111 for further advice.

Anyone with symptoms should seek a test then self-isolate until the test result is known. If it is positive then follow any advice given at the time and do not come to college.

If anyone you live with has symptoms you should not come to college, ring 111 and self-isolate for 14 days as advised.

Residential students displaying symptoms

Residential students who are feeling unwell and displaying COVID-19 symptoms must self-isolate in their own accommodation. Food and supplies will be provided by Student Services, who will also liaise with your parents/carers (if you're under 18) and ensure a test kit is obtained.

Students are required to remain in isolation until a negative test result has been received. In the event of a staff member or student having a confirmed case of COVID-19, Public Health England (PHE) will be informed. At this point the college will follow instructions given by PHE.

Always follow the latest government guidance as set out on the **gov.uk** website.

Testing for COVID-19 is now available:

- For yourself, if you have coronavirus symptoms now (a high temperature, a new, continuous cough, or a loss or change to your sense of smell or taste)
- For someone you live with, if they have coronavirus symptoms

If you suspect you have Coronavirus symptoms order a test immediately at **www.nhs.uk/coronavirus** or call **119** if you have no internet access.

You may be required to provide a copy of the letter containing the test result.

New student FAQs

Hopefully this guide will provide you with some more detail around what college/university will look like come September.

We will also be regularly updating our frequently asked questions on our website at **www.reaseheath.ac.uk/covid19** and you can also access them on the MyReaseheath App.

Next steps

1. Make sure you have enrolled online by following the instructions which should have now been emailed to you or included in your offer letter*
2. Download the MyReaseheath app to access information on starting your course
3. Follow us on social media to keep up-to-date with all the latest information
4. Apply for transport and accommodation if you've not done so already. If you've applied for a place in halls, we'll be in touch soon with more detail on moving in
5. We'll soon be sending you information on what to do on results day*
6. We'll soon be emailing you with information that you'll need for your first day which will also be available via MyReaseheath

**If you are returning onto the second or third year of your course these steps do not apply to you*

Contacting us

Our main switchboard continues to be operational and is your main contact number should you need to contact us to report an absence once term has started.

If you have any questions or concerns between now and starting with us in September and you'd like to speak to a member of our Course Enquiries team, you can call us any time between **9am-5pm Monday to Friday on 01270 613242** or email **enquiries@reaseheath.ac.uk**.

Over summer the majority of staff will continue to work from home but we are available to support with any questions you may have. Your first point of contact will be our Course Enquiries team who will then direct your query to the relevant person ASAP.

Notes

STAY SAFE IN COLLEGE



Maintain social distancing at all times



Wash hands frequently



Cough into elbow



Try not to touch your face



Avoid touching surfaces as much as possible



Stay in well ventilated areas as much as possible



Avoid physical contact - greet with a wave



Use MS Teams for online meetings

If you think you have the virus or are worried about any of your friends or family contact your tutor

Stay connected



 **University Centre Reaseheath**

 **@ucreaseheath**

 **@ucreaseheath**



 **Reaseheath College**

 **@reaseheathcollege**

 **@reaseheath**

 **@reaseheath**