

## FAQs for 100% reopening after Easter 2021 v 3

**THIS IS A LIVE DOCUMENT AND WILL BE UPDATED REGULARLY AS THE GUIDANCE CHANGES AND AS ADDITIONAL POINTS OF DETAIL ARE RAISED BY STUDENTS, STAFF AND OTHER MEMBERS OF THE COLLEGE COMMUNITY.**

### Key guidance

- [Further education coronavirus \(COVID-19\) operational guidance](#)
- [Contingency framework: education and childcare settings](#)
- [Safe working in education, childcare and children's social care settings, including the use of personal protective equipment \(PPE\)](#)
- [What parents and carers need to know about early years providers, schools and colleges during COVID-19](#)

### Timetable

#### **What timetable will students be following once the college reopens 100% after Easter?**

From the start of the summer term on Monday 19<sup>th</sup> April all students will return onsite 100% for their full timetable every week.

#### **Will breaks and lunch operate as usual?**

The latest government guidance still expects us to separate year groups from one another as much as possible. In order to do this, we will have staggered break times as follows:

- 1A and Transition classes – Early from 10.30 to 10.50
- 2A classes – Late from 11.00 to 11.20

In addition, we are separating the social and catering areas that are available to each year group as follows:

- 1A and Transition students – Canteen for food and Sports Hall as an indoor social area
- 2A students – Duckering Hall for food and Alcove, Undercroft and Canopy as covered / indoor social areas

Students should plan on taking their lunch early if they don't have a lesson in Period 4 (12:15 – 13:20), or late if they don't have a lesson in Period 6 (14:05 – 15:10) to reduce congestion. Please support the safety of everyone in our community by adhering to these arrangements at all times.

#### **How will you monitor attendance and engagement?**

All lessons will be registered as usual and the regular attendance monitoring procedures will apply.

### Specific subject changes

#### **Will sport be taking place at College?**

We will continue with physical Sports and PE lessons in a careful and contained way that follows the latest guidance. Sports fixtures will not take place with other colleges until further notice. The gym will only be open to students during lesson time as part of a timetabled lesson.

#### **Will singing and music be taking place at College?**

Our lessons for Music and Music Practitioners will continue but students and staff need to follow the latest guidance about what is allowed.

## Meetings, events and lettings

<b>Will college events take place in the spring term?</b>
All sports fixtures, shows, assemblies and presentations to students and parents will be considered on a case-by-case basis. In most cases they will be converted into a virtual event. We are planning to run physical onsite Welcome Days in June and Open Evenings in July. At all times the safety of all our community will be paramount and we will comply with the latest government guidance.
<b>Will students or staff be having meetings?</b>
All planned meetings will go ahead as usual but will be virtual instead – in most cases using Teams or Zoom. Only very small meetings (2 or 3 people) should take place in person and only if 2m social distancing is possible and good ventilation is provided. We will review rules for meetings of more than 3 people in due course and as guidance is updated.
<b>What will happen with guest speakers and visitors to the college?</b>
Until further notice there will be no guest speakers or visitors to the college to meet with students. Regular peripatetic teachers will be considered on a case-by-case basis. As an alternative where possible we will use videos or live streams for such events.
<b>Will any lettings be taking place at the college?</b>
Until further notice, to ensure the health and safety of the college community and our approach to bubbles of students, no lettings will take place during the regular college day before 6pm. No lettings of internal spaces whatsoever will be allowed. From March 8 <sup>th</sup> outdoor lettings after 6pm on college days and at the weekends can recommence.

## Public areas of the college

<b>Which public areas will be open for students?</b>
All social and catering areas are open – but students should remember they are separated by year group as detailed above. Security staff and upper managers will monitor usage on a rota system to ensure there is no crowding and that students observe the year group separation. Staggered lunch times will help ensure social distancing. Seating areas are rearranged in most social areas to ensure 2m social distancing is possible. It is very important that all students observe these requirements.
<b>Will the library be open?</b>
The library will be fully open but students are not allowed to congregate in groups. Students must wear masks when arriving at the library and moving around the building, as well as when sitting down and working. We will monitor government guidance on mask wearing and review when this changes.
<b>Will the gym be open?</b>
No – not for general use. The gym will only be available during Sports or PE lessons.
<b>Will you have a one-way system around college?</b>
We will adopt a one-way system in areas where larger numbers are likely to congregate between lessons – such as certain corridors or entrances and exits to certain buildings. These will be clearly marked for all to see. We have also adopted a ‘keep left’ system in all corridors of the college.
<b>How will exams be run?</b>
Exams will always be held following the very latest stringent guidance ensuring the best safety arrangements for staff and students.

## Safety precautions

<b>Do you have an up-to-date risk assessment?</b>
Yes. This will be shared with students and parents and also placed on the <a href="#">college website</a> . We update this each time there is a change to the government guidance. Major updates that significantly change the risk assessment are approved by our Governing Body.
<b>How do you communicate health and safety advice to students, staff and visitors to your site?</b>
We regularly communicate with students, staff and visitors through email, our internal bulletin, SharePoint, regular meetings and also through posters around the site including at Reception and outside the Student Services office. Regular email updates are sent to parents as well and key updates are added to the college website <a href="#">here</a> and often sent out via social media as well. Any individual student or staff positive cases will be updated on a table on the college website <a href="#">here</a> .

**How will you reduce numbers of staff that come into contact with each other?**

Staff will work mainly out of their classrooms and maintain 2m social distancing, or 1m+ wearing a mask, at all times. The main staffroom will be open but this is primarily for access to key documents and post. Staff can use the area in small numbers only and maintaining social distancing – at break time numbers will be naturally reduced due to the staggered breaks. Support staff will review working arrangements within their teams and consider mitigations and changes as necessary.

**Do I have to wear a face covering at college?**

Updated guidance advises that face coverings are worn at all times indoors, and also outdoors where social distancing cannot be guaranteed. This as a requirement at Collyer's for all students, staff and visitors unless exempt. Face coverings should be worn as soon as anyone enters a building and in all corridors, indoor social areas, classrooms and other indoor areas apart from when eating or drinking. In offices where staff can socially distance, have screens installed or work alone then masks are not required. Outside there is no need to wear masks where you can observe the 2m social distancing expectation. Where you cannot maintain social distancing, masks must be worn. The latest guidance makes clear that face visors or shields should not be worn instead of face coverings such as masks.

**How will rooms be set up for teaching?**

We will follow the guidance carefully that advises all classrooms where possible are set up with rows of tables for students so that they all face forwards. This will not always be possible – for example in computer rooms, where computers face outwards or are separated by plastic screens. As far as possible teachers will teach from the front of the classroom and maintain 2m social distancing from students.

**Is air-conditioning safe to use?**

The latest [HSE guidance](#) explains that our rooms are independently air-conditioned and therefore we can use air-conditioning as long as windows are open. Air handling (present in J108) is also safe following the guidance.

**Cleaning****How will you maintain the college as safely as possible through cleaning?**

Extra cleaning has been put in place during the daytime to focus particularly on contact points and in catering areas. All classrooms and social spaces will be provided with cleaning materials and students will clean their own tabletops and contact points at the end of each lesson or usage.

**What hand sanitising arrangements will be in place?**

A hand-cleaning point will also be provided at the entrance to each main building and hand sanitisers provided in every classroom. Students are encouraged to carry with them their own personal hand sanitiser as well.

**If students feel unwell****What will the college do if a member of the community exhibits symptoms of Coronavirus?**

We will follow the latest government guidance in this situation - engaging with the Department for Education reporting process where appropriate, managing confirmed cases of coronavirus amongst our community and containing any transmission to others or 'close contact' by following local health protection team advice. Learners, staff and other adults must not come onto the site if they have coronavirus (COVID-19) symptoms or have tested positive in the last 10 days. Anyone developing those symptoms during the day will be sent home (avoiding public transport) and advised to follow guidance for [households with possible coronavirus infection](#), which sets out that they must self-isolate for at least 10 days and should [arrange to have a test](#) to see if they have coronavirus (COVID-19). Other members of their household (including any siblings) should self-isolate for 10 days from when the symptomatic person first had symptoms. If we are notified of a positive COVID-19 case within the college community, the Senior Management Team follow a stringent protocol to ensure the safety of staff and students. All positive cases are reported to WSCC and logged on our college website.

## Transport

### **What should students and staff do on public transport to minimise risk?**

Currently face coverings are mandatory on public transport. We expect all our students and teaching staff wherever possible to not travel to college until their first lesson and to leave the campus as soon as their last lesson has finished – this will help avoid travel at peak times and spread out the numbers of students and staff arriving at and leaving the college at the same time.

### **How will the College Bus operate?**

Dedicated transport to college carries the same group of young people on a regular basis. They do not mix with the general public on those journeys. This helps limit the number of other people with whom they come into contact. Transport providers will follow the [latest guidance](#) in particular observing that social distancing should be maximised within vehicles wherever it is possible, and that it is very important to maximise the ventilation of fresh air. Face coverings must be worn at all times.

### **What are you doing to promote walking and cycling to college?**

Walking or cycling to college reduces pressure on public transport and is better for the environment and student and staff health. We already have a sizeable bike park for students and for staff operate the Cycle to Work scheme. As part of our Green Plan we will be working with students to promote an environmentally friendly approach to commuting. Through our tutorial programme and with the support of the Richard Collyer Union (RCU) we will regularly update students to raise awareness.

## Health conditions, specific needs and attendance

### **Do students or staff with underlying health conditions need to attend college?**

Students and staff who are clinically extremely vulnerable can attend college from 1<sup>st</sup> April. This includes students and staff who live in households with people who are clinically extremely vulnerable.

### **What will you do for students or staff that are very anxious about being on site or have been negatively affected in terms of their wellbeing by the lockdown?**

This is a perfectly understandable concern and our staff are ready to support students and their colleagues as best they can. We have outstanding wellbeing support for students on site and can refer externally as well where needed. Staff should raise their worries with their line manager or HR and where needed extra support can be provided.

### **What are you doing to protect staff who may be at a comparatively increased risk from coronavirus?**

Some staff with particular characteristics may be at comparatively increased risk from coronavirus. If staff have particular concerns they should raise these with their line manager or HR in the first instance. We will discuss these concerns and explain the measures we are putting in place, considering each situation on a case-by-case basis. People who live with those who have comparatively increased risk from coronavirus can attend the workplace.

### **What support is in place for young people with SEND?**

Our college support for students with SEND is outstanding and tailored to each individual student need. The same approach will apply once we reopen with staff considering needs on a case-by-case basis in discussion with the student and relevant staff.

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