On Campus Guide for Staff

Keeping safe on campus

1. INTRODUCTION

For session 2021/22, the health, safety and wellbeing of our students and staff remains our top priority. In order to keep everyone safe, we are taking a phased approach to safely introducing more activity to our campuses.

This On Campus Guide for Staff has been developed to ensure those required to be on campus are aware of the measures in place to help keep everyone safe. Please read this guide before attending a campus.

In this guide, you will find information on the measures in place across our campuses and important details on COVID-19 symptoms and current guidance on testing and isolating; face coverings; hygiene and cleaning; ventilation; behaviours expected and more.

As part of our Edinburgh College community, it is everyone's responsibility to keep themselves and others safe by following the guidance in place across

campuses at all times.

A separate On Campus Guide for Students is available to support students with following our health and safety measures.

For more in-depth information on the health and safety protocols we have in place across our campuses, please read the Health and Safety on Campus Guidance and visit the Health and Safety Portal.

Thank you for helping us to keep our campuses safe.

Edinburgh College

The information in this guide is subject to change and will be updated in accordance with changing guidance.

2. COVID-19 SYMPTOMS

It is important to be aware of the symptoms of COVID-19 and the advice and guidance in place for what to do if you experience symptoms.

The most common symptoms of COVID-19 are:

- A new or continuous cough
- Fever/high temperature (37.8C or greater)
- Loss of, or change in, sense of smell or taste (anosmia)

YOU MUST NOT ATTEND OUR CAMPUSES IF YOU ARE EXPERIENCING SYMPTOMS OF COVID-19 OR HAVE TESTED POSITIVE OR ARE ISOLATING.

If you develop symptoms of COVID-19 you must follow NHS and government advice. Please read the latest government guidance for information on self-isolation, testing and close contacts.

3. COVID-19 REPORTING

If you develop symptoms of COVID-19 or test positive for COVID-19 and have attended an Edinburgh College campus, please inform your line manager as soon as possible.

If you test positive for COVID-19 and cannot attend a campus to deliver your role, please contact your line manager as soon as possible and make arrangements to inform your students of any changes to on-campus class plans.

We have a robust procedure in place to ensure that any cases of COVID-19 which are confirmed on our campuses are dealt with effectively and we will support all students and staff throughout the process. We will also support you to continue to work from home if you are unable to attend campuses due to testing positive for COVID-19.

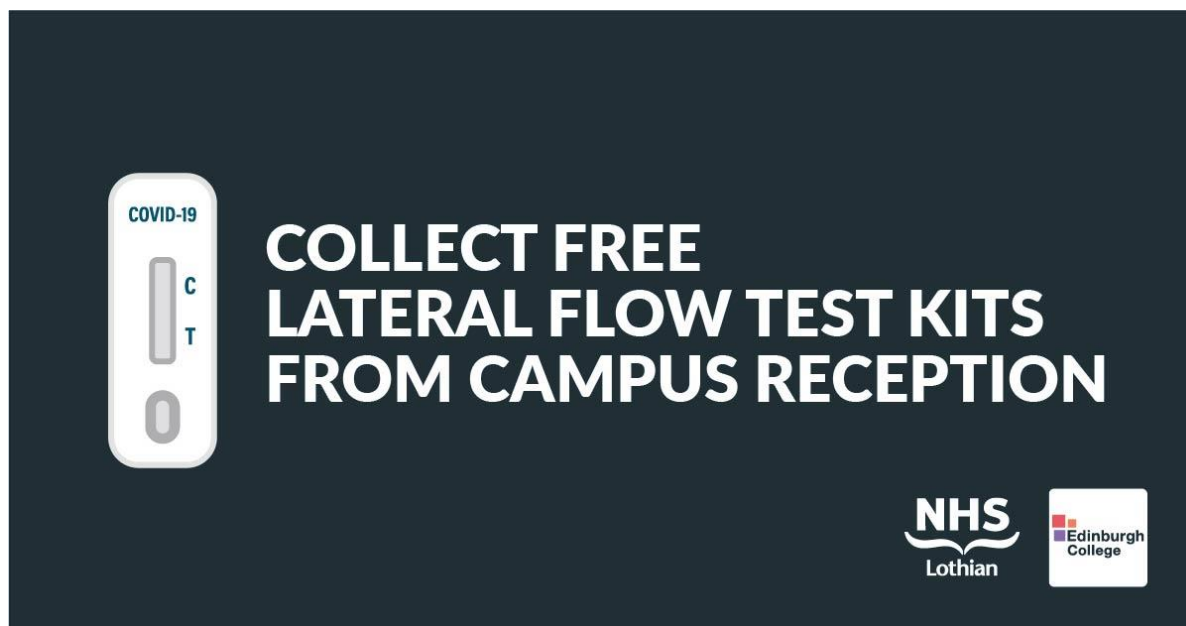## 4. WHAT TO DO IF A STUDENT OR COLLEAGUE PRESENTS WITH COVID-19 SYMPTOMS

If you, a student or a colleague recognises someone having the symptoms of COVID-19 or gets a positive Lateral Flow Test while on campus, please follow the instructions on the Health and Safety Portal.

5. COMMUNICATING CONFIRMED CASES ON CAMPUS

We will work with the Scottish Government's Test and Protect team to manage all cases that occur and to identify any close contacts who may need to get tested or self-isolate. All identified close contacts will be informed and provided with appropriate guidance.

6. VACCINATIONS

You can help to reduce the risk and keep Scotland on track by getting vaccinated. Find out more about about getting vaccinated.

COLLECT FREE LATERAL FLOW TEST KITS FROM CAMPUS RECEPTION

7. LATERAL FLOW TESTS

The College is providing free, rapid and easy-to-use COVID-19 tests (Lateral Flow Tests) for staff to test themselves at home before coming on to a campus.

These tests are available for staff and students that are required to come onto campus. You can collect Lateral Flow Tests from campus receptions and are encouraged to test two times per week at home prior to coming on to campus. More information on Lateral Flow Tests can be found on the College website.

Please encourage students to collect Lateral Flow Tests and test themselves regularly if they are coming onto campuses.

8. KEEPING SAFE ON CAMPUSES

The College has a number of health and safety measures in place which must be followed by all people attending our campuses. It is important that everybody is aware of the guidance in place.

Staff coming onto campuses must:

- Wear a face covering in public spaces
- Respect personal space
- Wash your hands regularly
- Keep rooms ventilated
- Be respectful and say if it's not okay
- Support students to follow the guidance

Wear a face covering - Please wear a face covering in public spaces when you are moving around campuses. Face coverings do not need to be worn in offices and classrooms when sitting down.

Respect personal space – We have removed the 1-metre social distancing guidance across our campuses but please be considerate of others and always respect their personal space.

Wash your hands regularly - Please wash your hands regularly when on campus.

Keep rooms ventilated – Where possible, windows should be opened and remain open whenever a room is in use.

Be respectful and say if it's not okay - Please respect colleagues and students when you are on campus. Everybody will be experiencing different feelings about the current situation and it's important that you speak up if you need to.

Support students to follow the guidance - All students must follow the measures in place and will be required to read our On Campus Guide for Students before attending a campus.

9.   ENTERING AND EXITING CAMPUSES

All entrances and exits are now open for use across campuses.

10. FACE COVERINGS AND EXEMPTIONS

Please wear face coverings in public spaces when you are moving around campuses. Face coverings **do not** need to be worn in offices and classrooms when sitting down (unless you are exempt).

The College is signed up to the Sunflower Lanyard Scheme to recognise staff with hidden disabilities, who might be exempt from wearing face coverings.

You can get a lanyard for free by filling in a [quick collection form](#) and will be able to pick it up during normal college hours from any campus the next day. Please encourage students to wear face coverings in public spaces.

11. SPECIALIST COVID-19 ARRANGEMENTS

Your course may require students to follow specific COVID-19 regulations and guidance, in addition to the general guidance included in this guide. Please ensure students are aware of any differing guidance and support them with following it while in classes.

12. HYGIENE AND CLEANING

Please wash your hands regularly throughout the day. Additional cleaning measures are in place across our campuses to ensure ongoing cleaning of regularly used touchpoints.

13. LIFTS AND STAIRS

We have removed the limit relating to the maximum number of people permitted in our lifts due to COVID-19. Please continue to be considerate and respect others personal space.

14. KITCHENS

Kitchens and staff rooms are open for colleagues to use if they are attending a campus. Please use your own utensils and equipment where possible.

15. CATERING

A limited 'Grab and Go' café service is available at all campuses for staff and students to purchase refreshments including soup, sandwiches and hot drinks.

16. SHOWERS AND CHANGING FACILITIES

Showers and changing are open for staff and students to use and will be cleaned more regularly as part of increased cleaning processes in place across campuses.

17. TOILETS

We have removed the limit relating to the maximum number of people permitted in our toilets due to COVID-19. Please continue to be considerate and respect others personal space.

18. VENTILATION

Procedures are in place to ensure adequate ventilation of indoor spaces across our campuses and this will be regularly monitored. This means we are ensuring that as much fresh air as possible is running through the building. Where possible, windows should be opened and remain open whenever a room is in use.

Regular CO_2 monitoring will take place in all campus areas. Measurements below 800ppm are considered safe. Measurements between 800ppm and 1500ppm indicate a need for additional measures to be taken.

CO_2 monitors are available at Reception and can be used to monitor any areas of concern. Information on how to use the monitors, recording sheets and procedures for elevated CO_2 levels are also available.

19. FIRE EVACUATION

If the fire alarm activates, please follow the existing fire evacuation process and make your way to the nearest assembly area via the quickest possible route.

20. PARKING

The College has currently suspended the need to display a parking permit when parked in campus car parks.

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For more information please visit:

edinburghcollege.ac.uk

or call +44 (0) 131 669 4400

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