



On Campus Guide  
for Students  
Keeping safe on campus

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## 1. INTRODUCTION



Welcome to Edinburgh College. For session 2021/22, the health, safety and wellbeing of our students and staff will remain our top priority. In order to keep everyone safe, we are taking a phased approach to safely introducing more activity to our campuses. For the start of session, the majority of our courses will begin online with a small number of priority groups undertaking classes on campus. Session 2021/22 is likely to include a blended learning approach for most students, with a combination of online and on-campus learning – when it is safe to do so. As we begin to welcome more classes onto our campuses, it is important that everyone is aware of the measures in place to help keep everyone safe. Please read this On Campus Guide for Students before attending a campus.

It is important that you only come onto campuses, if you have been told to do so for a scheduled class or appointment with one of our support teams.

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; travelling safely to campuses; entering our buildings; face coverings; moving around our campuses; hygiene and cleaning; ventilation; behaviours expected; catering services 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 our campuses at all times. We appreciate that there is a lot of information to take in when starting your course and our staff are here to help you every step of the way.

**Please watch our [Health and Safety at Edinburgh College video](#) before attending campuses.**

For more information on plans for the start of session, online learning and our support services please visit our [EC Welcome site](#).

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 regularly.*

## 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)

If you develop symptoms of COVID-19 you must follow NHS advice, stay at home from the start of your symptoms and arrange to be tested. Do not go to your GP, pharmacy or hospital. You should remain at home until you get the result of the test, and then follow the advice you will be given based on the result. 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 lecturer as soon as possible.

If you test positive for COVID-19 and cannot attend an on-campus class, please contact your lecturer.

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 your learning if you are unable to attend an on-campus class due to testing positive for COVID-19.

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

## 4. VACCINATIONS

We encourage you to get vaccinated if you are eligible for the COVID-19 vaccination. If you are over 16, you can attend a vaccination drop-in clinic so you are ready for student life. Find out more about the [vaccine drop-in clinics](#) and [about getting vaccinated](#). This will help to reduce the risk and keep Scotland on track.



## 5. LATERAL FLOW TESTS

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

These tests are available for 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](#).

**COLLECT FREE  
LATERAL FLOW TEST KITS  
FROM CAMPUS RECEPTION**

NHS Lothian  
Edinburgh College

## 6. 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.

To keep our Edinburgh College community as safe as possible, it is important that everybody is aware of the guidance in place.

You must:

- **Only attend campuses for timetabled classes**
- **Respect 1-metre social distancing**
- **Wear a face covering**
- **Sanitise your hands regularly**
- **Follow the guidance in place**
- **Be respectful and say if it's not okay**

**Only attend campuses for timetabled classes** - It is important that you only come onto campuses, if you have been told to do so for a scheduled class or appointment with one of our support teams.

**Respect 1-metre social distancing** - Please be considerate of others and respect 1-metre social distancing at all times regardless of wearing a face covering.

**Wear a face covering** – You must wear a face covering at all times on campus, including in classrooms, other than when you are eating or drinking (unless you are exempt).

**Sanitise your hands regularly** - Hand sanitising stations are in place across all of our campuses. Please sanitise your hands regularly throughout the day, including when entering and exiting buildings.

**Follow the guidance in place** - Signage is in place across our campuses to outline expected behaviours. Please follow the guidance at all times.

**Be respectful and say if it's not okay** - Please respect other students and our staff 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.





## 7. ENTERING AND EXITING CAMPUSES

We have designated entrances and exits at all campuses. Please only enter and exit campuses using the designated doors.

## 8. BEHAVIOURS ON CAMPUS

When you are attending any of our campuses, it is important that you follow all of the guidance in place. Please head straight to your allocated classroom, workstation or meeting area and do not gather in groups in corridors or communal spaces.

## 9. FACE COVERINGS AND EXEMPTIONS

You must wear face covering at all times on campus other than when you are eating or drinking (unless you are exempt). The College is signed up to the Sunflower Lanyard Scheme to recognise students 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 your specified campus the next day.

There may be occasions when you will be required to wear a face covering without exemption such as for activities that require you to intentionally breach current social distancing measures. Your lecturers will make you aware of the safety measures in place for these activities.

## 10. SPECIALIST COVID-19 ARRANGEMENTS

Your course may require you to follow specific COVID-19 regulations and guidance, in addition to the general guidance included in this guide. Your lecturers will let you know of any differing guidance and will support you in following it while in classes.

## 11. CLEANING AND HYGEINE

Please wash your hands regularly throughout the day, including when you enter and exit our campuses. Hand sanitising stations are available for you to use throughout our campuses. Please sanitise your hands before and after using lifts, printers and vending machines. Please use sanitiser wipes to clean shared equipment before and after use and sanitise your hands.

Additional cleaning measure are in place across our campuses to ensure ongoing cleaning of regularly used touchpoints.

## **12. LIFTS AND STAIRS**

We have limited the number of people permitted to use a lift at any one time to allow for social distancing of 1-metre. Please follow the signage in place regarding the maximum number of people permitted in our lifts. We encourage you to use the stairs if you are able to do so and ask you to keep left at all times when using the stairs and walking in corridors.

## **13. 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.

## **14. WATER FOUNTAINS**

Our water fountains are in operation and students are encouraged to use their own reusable cup or bottle. Please sanitise your hands before and after using the water fountains.

## **15. SHOWERS AND CHANGING FACILITIES**

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

## **16. TOILETS**

We have limited the number of people permitted in our toilet areas at any one time to allow for social distancing of 1-metre. Please follow the signage in place.

## 17. 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.

## 18. 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. Where possible social distancing should be observed, however, the evacuation of the building takes priority. Please maintain social distancing once you are outside the building, if possible.

## 19. TRAVELLING TO CAMPUSES

We have created a [Coronavirus Travel Guide for Students](#) with information on how to travel safely and sustainably to our campuses.

Please take the time to read the guide to ensure you are aware of the options available to you.

## 20. PARKING

The College has currently suspended the need to display a parking permit when parked in campus car parks, due to the low number of students and staff planned to be on campus for the beginning of session 2021/22.

We will be reintroducing parking permits later in the term and will ensure all students are aware of when this comes in to place and how to request a permit.

For more information on the health and safety measures in place across our campuses, please read our [Health and Safety information for students](#).



# On Campus Guide for Students

## Keeping safe on campus

For more information please visit:

[edinburghcollege.ac.uk](http://edinburghcollege.ac.uk)

or call +44 (0) 131 669 4400

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