



# On Campus Guide for Staff

Keeping safe on campus

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## 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. For the start of session, the majority of our courses will begin online with a small number of priority groups undertaking classes on campus.

Whilst the majority of staff will continue to work from home for the start of session, it may be necessary for those in certain roles to attend campuses to deliver classes, access software and equipment, or to provide support services. 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; 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.

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

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

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)

**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 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 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

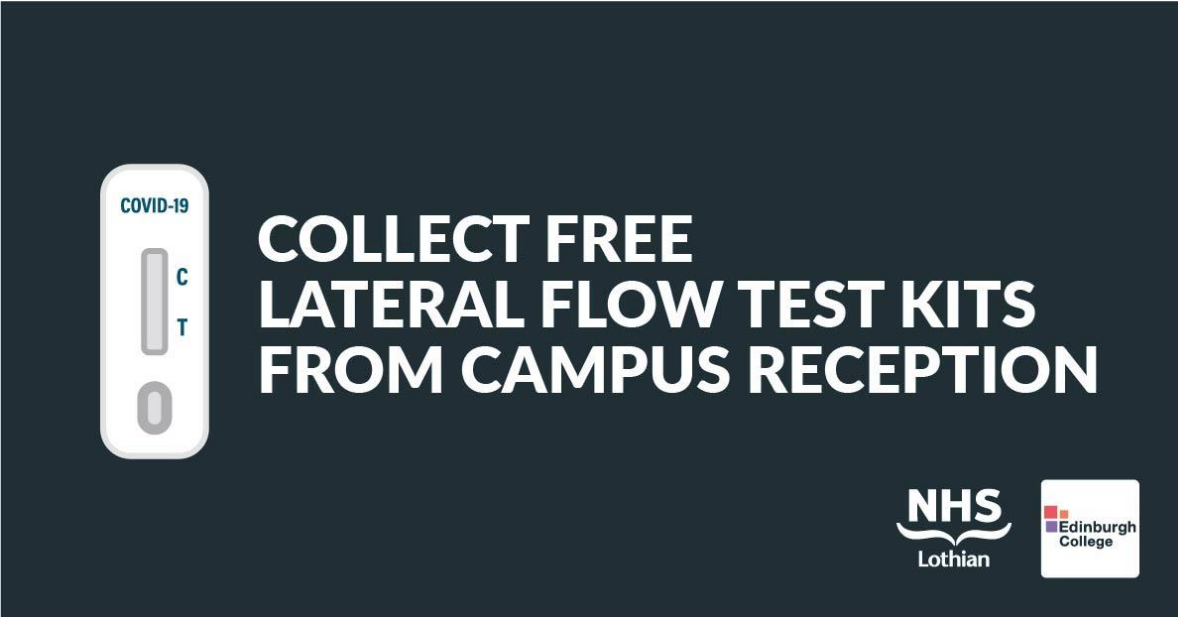
If you, a student or a colleague recognises someone having the symptoms of COVID-19 or gets a positive Lateral Flow Test while on campus, please follow the instruction [in this guide](#).

#### 5. COMMUNICATING CONFIRMED CASES ON CAMPUS

We will provide a weekly update on the number of cases confirmed on campuses via the [Staff intranet](#) and [College website](#). 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 [vaccine drop-in clinics](#) and about [getting vaccinated](#).



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

NHS Lothian  
Edinburgh College

## 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.

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



Staff coming onto campuses must:

- **Only attend campuses if you have a need to**
- **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**
- **Support students to follow the guidance**

**Only attend campuses if you have a need to** - It is important that you only come onto campuses if you have a need to and if your visit has been authorised by your line manager.

**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** - Please wear a face covering at all times on campus, including in offices and 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 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

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



## 10. FACE COVERINGS AND EXEMPTIONS

Please wear a face covering at all times on campus, including in offices and classrooms, other than when you are eating or drinking (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 at all times.

## 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. 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 or hot desks 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.

## 13. 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.

## 14. KITCHENS

Kitchens and staff rooms will be open for colleagues to use if they are attending a campus. Please be mindful of others when using these rooms, adhere to 1-metre social distancing and use your own utensils and equipment where possible. Please sanitise your hands before and after using shared kitchens.

## 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. WATER FOUNTAINS

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

## 17. 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.

## 18. 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.

## 19. 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.

## 20. 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.

## 21. TRAVELLING TO CAMPUSES

We have created a [Coronavirus Travel Guide for Staff](#) 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.

## 22. 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 staff and students are aware of when this comes into place and how to request a permit.

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



# On Campus Guide for Staff

## 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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