HCA's Covid Code Updated August 2021

Purpose

The Covid Code is HCA's response to the current Coronavirus (Covid) pandemic and should be used in conjunction with the college's health and safety, risk assessment, safeguarding and other relevant policies and procedures.

It has been produced in line with the most recent government guidelines (Further Education COVID-19 operational guidance) and where appropriate other government guidelines have also been used as a reference point.

- Part 1 outlines the HCA Covid Code
- Part 2 outlines procedures around ensuring compliance

As the situation and guidelines change the HCA Covid Code may also be subject to change. In particular, the college may re-introduce some infection control measures currently suspended.

The college has a **Covid Outbreak Management Plan** outlining likely actions in the event of an outbreak, depending on advice from Public Health England and others appropriate bodies.

A **Covid-19 Cross College Risk Assessment** is published on the college website including the risks and mitigations taken in order to prevent the spread of Covid within the college community. This is frequently reviewed.

The Code is complemented by responses to FAQs on the Covid information section of the college website and the college guidelines for staff or students becoming symptomatic on campus.

HCA Covid Code Part 1

Basic Principles of the HCA Covid Code infection prevention

- Get fully vaccinated (unless medically screened as unsuitable)
- Know the symptoms of Covid and stay off campus if you develop any of them, self- isolate and take a PCR test as soon as possible
- Test twice a week at home for Covid without symptoms with lateral flow tests
- Clean your hands thoroughly and frequently
- Catch coughs hygienically

- Keep your space clean
- Respect social distancing when practical
- Keep windows and doors open to improve ventilation when you can safely
- Wear a face covering in poorly ventilated spaces as requested by college if social distancing cannot be maintained, unless registered exempt
- Students and staff are encouraged to wear face coverings when moving around the college at busy times
- Face coverings may be worn throughout the campus

Covid Symptoms

Staff and students should not come onto campus under any circumstances if they become symptomatic but should seek advice from the NHS and book a PCR test.

The most important symptoms are

- A new continuous cough
- A high temperature
- A loss or change to your normal sense of smell or taste

Students should inform the college by contacting registry on **01432 845304** or email absent@hca.ac.uk making it clear the reason is Covid-19 symptoms.

Staff should inform their line manager and personnel.

Home testing for Covid Without Symptoms

All students and staff accessing the campus are expected to **test for Covid without symptoms at home twice a week** and report the results to the NHS and HCA. Students should report lateral flow test results through studentnet, staff by emailing staffnegative@hca.ac.uk or contacting personnel directly if positive. This is an important measure to help identify asymptomatic cases of the virus and enable us to continue to deliver face to face teaching and learning.   Students and staff who choose not to participate will still be able to access campus.

Clean your hands

- **All staff, students and visitors should sanitise hands thoroughly for at least 20 seconds when entering** the building, studio/workshop or new environment and regularly through the day particularly having used the toilets or before eating.

- Staff and students should also clean hands thoroughly after using any shared equipment.

- For NHS guidelines on effective handwashing see How to wash your hands - NHS (www.nhs.uk)

- Hand sanitiser stations are provided at the main entrances of each campus and at various stations throughout the college and must be used on arrival, when returning to work space after a break, when changing rooms and before and after eating

- Bottles of hand sanitiser and wipes are available within each teaching space, and can be collected by staff from designated areas on both campuses (currently College Road Campus ground floor kitchen/Folly general staff room) if areas are running low

- Students and staff are encouraged to bring their own small bottle of hand sanitiser to enhance general hand sanitisation

- Use air hand driers or paper towels to dry hands

- Ensure hand towels are appropriately binned.

Catch Coughs

Staff and students should follow 'Catch it, Bin it, Kill it' approach to coughs and sneezes disposing of tissues appropriately in bins and cleaning hands afterwards

Keep your space clean

- Students and staff should ensure that areas they are working in are kept as tidy as possible

- Enhanced cleaning of shared areas is being maintained including regular cleaning of frequently touched surfaces such as door handles and handrails, using detergents

- Students and staff are responsible for wiping down any equipment before and after use, for example: keyboards mice, and desk phone if shared

- Staff can collect additional supplies of wipes and sanitiser from designated rooms, currently the ground floor kitchen (College Road) or staff room (Folly campus)

- If any additional cleaning equipment is required it can be requested from maintenance@hca.ac.uk

- Student and staff should not share equipment without cleaning between uses

- If learning spaces are being used by different groups throughout the day each group should ensure that surfaces and areas have been wiped down before leaving the session. This does not usually include cleaning floors, the only

exception where it may be appropriate to clean the floor is after a movement/dance session based on the risk assessment.

- Students should be briefed and encouraged to be extra vigilant when cleaning up after themselves during break and lunch times. This includes using the bins provided for litter and wiping down surfaces after they have used them.

- Sharing food, drink and water bottles is discouraged and should be avoided.

Respect social distancing

Maintaining your distance from other people is one of the most important measures to prevent the spread of infection.

Whilst social distancing is not required on campus all staff and students should consider maintaining social distance where space allows.

- Floor markings in corridors and other spaces indicate a 2 metre distance as a guide

- **'Keep to the Right' principle** applies in all corridors, stairwells and high traffic areas. Wheelchair users and those with a physical disability have right of way and only need to 'keep to the right' if possible.

Ventilate rooms

- Staff will improve ventilation by opening windows and doors in work spaces where possible to create air flows. Students and staff should dress appropriately to support this. Where it is difficult to maintain a flow of fresh air then staff should try where possible to refresh air periodically (at least every half hour) by opening a number of windows simultaneously for a short period.

- Open internal doors (not fire doors) when possible to support ventilation

- Follow the guidance in individual rooms regarding the use of air conditioning.

Face coverings

- Students and staff are encouraged to wear face coverings when moving around the college when it is busy and may wear face coverings throughout the campus

- Students and staff are expected to wear face coverings in some spaces where ventilation is currently limited, such as IT suites

- The college may require face coverings to be worn more widely if the local or national situation requires

- Students and staff are responsible for bringing their own mask(s) to college/work and storing them appropriately (a small plastic ziplock bag is recommended). A small selection of disposable masks and ziplock bags are available at reception for students or staff who misplace or forget to them

- Students and staff should follow guidelines on the safe putting on and taking off of masks including cleaning hands before and after and avoiding touching your face

  Face masks: How to wear one correctly - BBC News

- Students and staff are advised to bring 2 masks and change them if damp

- Students and staff may wear transparent masks to aid others' lip reading and reading facial expression

- Under no circumstances should anyone share their mask with another person

Visitors to campus

- Visitors should be briefed at reception to follow the Covid code

- Students should not invite visitors into college buildings on either campus

HCA Covid Code Part 2

Covid Code Compliance

Students and staff are all expected to follow HCA's Covid Code and national guidelines around Covid on campus and off

Student compliance:

Repeated failure to uphold the HCA Covid Code or any student seen to be deliberately in breech may result in a period of exclusion from the campus or in the event of an extreme breach, permanent exclusion.

- In the first instance, a member of staff will remind the student failing to comply with the Covid Code guidance

- Students concerned about other students' compliance may politely remind the student concerned directly or raise their concerns with a member of staff

- Repeated reminders of a minor infringement by staff or a more significant (in the judgement of the college) or deliberate infringement will result in a formal written warning

- Failure to comply after the written warning may result in a temporary exclusion from HCA campuses

- Failure to comply after an exclusion will result in a longer exclusion and potentially, in an extreme case, permanent exclusion through the formal disciplinary process.

Staff compliance:

- Staff concerned about another member of staff's compliance may politely remind them of Covid Code guidance

- Staff may also report a concern to personnel

- Line managers may be asked to remind staff about minor infringements

- Repeated minor infringements or more serious infringement (in the judgement of the college) may be addressed through the staff disciplinary process

- Staff are expected to follow Covid guidelines off campus as well as at work as failure to follow these guidelines may endanger staff and students and bring the college into disrepute

- Staff are expected to promote the Covid Code to students and support student compliance.

We want everyone to understand and support the Covid Code.

If you have any questions or suggestions, students should raise them with a member of staff.

Staff should raise any questions with their line manager or Personnel.

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