



AECC
University College

COVID-19 Response

Student Guidance
on
Returning to Studies and Campus

September 2020

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COVID-19 RESPONSE – GUIDANCE FOR STUDENTS ON REOPENING AND RETURNING TO CAMPUS

1.0 Introduction

We are really looking forward to welcoming you back to your studies and onto campus for the next academic year. Some of you have already returned and are working hard. Of course the majority will return in September as new students enrol and the current students return to commence their studies. Some students may enrol later than expected due to restrictions such as self-isolation procedures or delays in the processing of grades and visas in their home countries due to the Covid pandemic. We are working with them to make sure they will receive the support they need if this is the case.

Since the Government started to ease lockdown restrictions in the UK in May, the University College has been undertaking an intensive period of planning and preparation for the resumption of activities, informed by Government guidance. We have been working hard to make sure the site is Covid-secure when full teaching on campus restarts.

This planning and preparation work has been undertaken as part of our institution-wide project (known as Project Evolve). The Project Evolve Steering Group has been chaired by the Vice-Chancellor. Students have been involved as part of Project Evolve's Academic Planning and Student Experience workstreams.

A staff-student Planning in Partnership Group has also been formed. This Group is chaired by the Vice-Chancellor working with the Head of Library and Student Services, the SU Engagement Manager, SU Executive and Course Reps. The Group has been meeting fortnightly to run through the plans for reopening the campus and planning for the new semester. The Group has been working together to shape our processes, procedures and communications provided to you as students.

The guidance provided here provides an overview of the progress to date and the measures we have put into place to support and ensure a Covid-secure environment for our University College community. At the end of the guidance is a community pledge we are asking all members of our community to make, to help keep us safe.

The Government response to the COVID-19 outbreak is fluid and subject to change. Local measures and lockdowns may be applied if the community transmission rates increase. The University College's approach will therefore need to adapt accordingly. This Guidance will also be subject to continuous review and update.

2.0 GUIDING PRINCIPLES

- 2.1. The safety, health and wellbeing of our people is our key priority and is at the heart of our planning and decision-making.
- 2.2. At all times our policies and guidance will align with UK Government, Public Health and health and safety requirements and guidelines.
- 2.3. We will communicate, engage with staff and students and work to promote a shared sense of purpose and inclusive decision-making.
- 2.4. We will provide a workplace which is safe, secure and is sensitive to the needs of all members of our community.

3.0 CAMPUS ACCESS AND RETURNING TO STUDY ONSITE

- 3.1. The Chiropractic Clinic, MRI, Ultrasound, and X-ray services have been open for several weeks and interns have been returning on a phased basis to complete their studies (final year) and commence Year 4 (since 3rd August 2020).
- 3.2. Our Facilities and Buildings team have been on site for several weeks progressing key campus works which are required to support new courses commencing onsite from September.
- 3.3. There has been a gradual re-opening of the main campus from 17th August which will be controlled and continually monitored until a full campus reopening on 1st September 2020.
- 3.4. Areas identified for re-opening are determined and prioritised carefully based on operational need.
- 3.5. Before each area is re-opened, preparatory work is undertaken to ensure that essential maintenance and support services are planned and re-activated, and that requirements have been met in line with the latest risk assessments to ensure a Covid-secure environment.

4.0 FACILITIES WHILE SOCIAL DISTANCING ON CAMPUS

- 4.1. A take-away service is available onsite in the Spine and Dine café. Students will be informed when the refectory dining area is reopened for students. When this happens any diners will be required to follow locally-directed cleaning and hygiene procedures. Cleaning materials will be supplied for this purpose.
- 4.2. Students are encouraged to bring their own refreshments but should not share food, drinks, crockery or utensils.
- 4.3. Due to social distancing requirements, toilet facilities may have reduced capacity. Accessible toilets will remain open across the campus.
- 4.4. Occupancy levels within buildings will be lowered accordingly to ensure compliance with welfare regulations. Each room on campus has been assessed for maximum occupancy.
- 4.5. The availability of desks, treatment benches, seating and study spaces will be reduced to allow for social distancing. Pens and other stationery should not be shared.
- 4.6. Schools and departments will be responsible for managing occupancy levels, which in some areas may include staggering lecture start and break times.
- 4.7. Common spaces such as printing facilities should only be used by one person at a time. It is the responsibility of each individual to clean the area before / after use as directed locally. Cleaning materials will be supplied by the institution.
- 4.8. Lifts will be single occupancy or single household only and must only be used if you cannot use stairs.
- 4.9. Signs have been put in place around the buildings on campus to indicate social distancing requirements. Floor markers have been installed where queuing is likely, such as reception areas and pay points.
- 4.10. Directional flows and one-way systems have been put into place for corridors, stairs and walkways, and will be one-way only in narrower routes wherever possible. Wider, two-way areas will instruct people to keep left and walk in single file. Accessible routes will take priority wherever possible.
- 4.11. Entrance and exit points will be separated wherever possible.
- 4.12. Library Services are available online and the Library building will be open for socially distanced study from Monday 7th September. Study desks will need to be booked in advance via the new online booking software. Books will need to be reserved online using the new Click and Collect Service, once you have reserved your books, the Library Team will prepare the books for you and let you know when they can be collected. Hand sanitising stations are available throughout the library and sanitiser is available for you to clean the desks, keyboards and other shared surfaces before use. For opening times and further information about the services see <https://libguides.aecc.ac.uk/> and if you have any questions email the team at learningservices@aecc.ac.uk.
- 4.13. The student Finance Office will be open from Monday to Thursday 9am to 1pm. Students must comply with the following:

Wear a face mask
Knock on door whilst in the office
Prop open door whilst in the office
Exit the same door as arrival
Close door on departure
One student in the office at any time

5.0 HEALTH & SAFETY GUIDANCE

- 5.1. The University's overarching COVID-19 Risk Assessment covering Campus Operations is available on our website.
- 5.2. A specific COVID-19 Risk Assessment of teaching activities has been completed by each Head of School.
- 5.3. Hand sanitising stations have been installed and will be regularly replenished at key locations within buildings and facilities. Soap will be available in toilets and regularly replenished.
- 5.4. Enhanced cleaning schedules are in place, with an emphasis on high-touch areas. Dorguards have been installed on doors to reduce the need to touch door handles.
- 5.5. Where a local risk assessment has identified the need to wear Personal Protective Equipment (PPE) to undertake practical sessions and clinical activities, this will be provided to you along with training on its use.
- 5.6. Although it is not a legal requirement at this time in England to wear face covering in Universities, we have taken the decision that face coverings **must** be worn (unless exemptions exist) in indoor spaces where social distancing may be difficult and where you will come into contact with people you do not normally meet, for example in corridors. Face coverings are largely intended to protect others, not the wearer, against the spread of infection because they cover the nose and mouth, which are the main confirmed sources of transmission of virus that causes coronavirus infection (COVID-19). Wall signs indicate the areas on campus where the wearing of face coverings is expected. In order to facilitate the wearing of face coverings all students will be provided with two re-useable fabric face masks when you arrive on campus.
- 5.7. Some students may wish to wear face-coverings in teaching sessions and in spaces where it is not mandatory and where social distancing measures are in place. It is your personal choice to wear face coverings in these spaces if you wish.
- 5.8. Some students and staff will have health or disability reasons for not wearing a face covering. No student will be asked to seek advice or request a letter from a medical professional about their reason for not wearing a face covering. While it is not compulsory, some students may feel more comfortable showing something that says they do not have to wear a face covering. Students in this category are invited to collect an exemption card and a hidden disabilities lanyard from reception if they wish to do so. They are also welcome to wear other items if they wish such as a badge or even a home-made sign.



- 5.9. While on campus everyone is expected to practice good hygiene by:
- WASHING HANDS ON ARRIVAL for 20 seconds using soap and water, or using hand sanitiser
 - WASHING HANDS FREQUENTLY throughout the day, after handling materials and after visiting a different area
 - COMPLYING WITH SOCIAL DISTANCING MEASURES
 - Maintaining a CLEAN AND TIDY WORK / STUDY AREA

5.10. Students are recommended to check their temperature before travelling to the campus. Temperature screening has been installed through our CCTV at key points of entry onto campus. If someone appears to have a very high temperature, they will be required to undertake an enhanced health questionnaire before they are permitted to enter the campus.

5.11 If you develop symptoms of COVID-19 whilst at home (a high temperature, a new, continuous cough or sudden loss of taste or smell) you must not come onto campus and must self-isolate in line with Government guidance. You must access a test at local testing centre or request a test via the government testing scheme <https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/get-a-test-to-check-if-you-have-coronavirus/> or by calling 119.

If you test positive for COVID-19, individuals in close contact with you will be identified.

Circumstances will vary, but the working definition of 'contact' is anyone who has been close to someone who has tested positive for COVID-19 anytime from 2 days before the person was symptomatic up to 10 days from onset of symptoms (this is when they are infectious to others).

In line with the NHS Test and Trace definitions of a reportable 'close contact' include:

- people who spend significant time in the same household as a person who has tested positive for COVID-19
- sexual partners
- a person who has had face-to-face contact (within one metre) with someone who has tested positive for COVID-19, including:

- being coughed on
- having a face-to-face conversation within one metre
- having skin-to-skin physical contact, or
- contact within one metre for one minute or longer without face-to-face contact
- a person who has been within 2 metres of someone who has tested positive for COVID-19 for more than 15 minutes
- a person who has travelled in a small vehicle with someone who has tested positive for COVID-19 or in a large vehicle or plane near someone who has tested positive for COVID-19

Where you have been in contact with someone through a Perspex (or equivalent) screen, this would not be considered sufficient contact, provided that there has been no other contact such as any of those indicated above.

Contacts of a person who has tested positive for COVID-19 must self-isolate at home because they are at risk of developing symptoms themselves in the next 14 days and could spread the virus to others before the symptoms begin.

Individuals who have been in close contact will be facilitated to leave campus and remain at home for a period of seven days, or until a negative test is confirmed, whichever is shorter.

- 5.12 If you develop symptoms of COVID-19 whilst on campus (a high temperature, a new, continuous cough or sudden loss of taste or smell) you must immediately inform your tutor, stop your activity, return home and self-isolate in line with Government guidance. You should also inform your course director and / or courseadmin@aecc.ac.uk

In addition:

- Activity should stop in the area you were working / studying in (e.g. laboratory, practical room). COVID-19, wherever possible, place the person in a place away from others.
- If you are unwell and unable to go home immediately, you should contact reception and you will be escorted to a separate room by others who are advised to stay at a distance of at least 2 metres.

Please note that these are interim arrangements and subject to review.

If you are symptomatic or have tested positive for Covid-19 you must inform us by completing a Covid-19 Symptom Reporting Form and sending this to covidconcerns@aecc.ac.uk

This information will be seen by a small number of colleagues managing the University College's response to any outbreaks, or potential outbreaks, of Covid-19 in our community.

If you are absent from study for any other reason you must inform courseadmin@aecc.ac.uk in the usual way in line with our standard absence reporting procedures.

6.0 TRANSITION AND SUPPORTING STUDENTS BACK TO STUDY ON CAMPUS

- 6.1. When returning to study students are expected to read and comply with the guidance provided. There is a list of Frequently Asked Questions (FAQs) available to assist with the transition onto site for new students, current students and international students

on our website [here](#). We are also asking all members of our community to commit to a **pledge** to be kind, considerate, respectful and supportive to each other during these unprecedented times. You can find the pledge on the last page of this document.

- 6.2. From 1st September the main reception will be fully open from 07-30am to 5pm Monday to Friday. All students will be required to enter through a staffed entrance – either main reception, clinic reception or Cavendish House reception so that appropriate temperature checks and screening can take place as required. Students will also be required to check themselves onto site using a card reader. It is therefore essential that you have your ID card with you at all times for this purpose.
- 6.3. On the first day of returning to campus, you should take time to re-orientate yourself with the new-look environment, paying particular attention to entry and exit points, direction flows, social distancing signage and designated welfare facilities. If you have any questions relating to the above, please speak with your personal tutor or teaching team for clarification and further guidance.
- 6.4. If you require any specific guidance or have concerns about coronavirus matters, you can contact covidconcerns@aecc.ac.uk If you are aware of a serious breach or non-compliance with safety restrictions you can escalate your concerns by reporting your concerns to covidconcerns@aecc.ac.uk

7.0 SUPPORTING HEALTH AND WELLBEING

- 7.1 We are living in extraordinary and unprecedented times and all of us are adapting to life in these new and changing circumstances. Some of us will be worried about family and friends, struggling to balance study, work, caring and domestic responsibilities, or finding it challenging to adapt to new ways of studying and living. As we return to campus, we will be adapting to working within social distancing requirements and new safety protocols - this will take time to get used to and some of us may understandably feel anxious and worried about these changes.

The University College is committed to supporting the health and wellbeing of our students and there is a wealth of resources and support available to assist you:

If you are feeling concerned, anxious or overwhelmed at this time please contact your Student Services Team via email to book an appointment for a friendly chat studentservices@aecc.ac.uk

AECC University College Community Pledge – COVID-19

We have worked brilliantly as a community throughout this difficult period. As we gradually reopen the campus and welcome staff, students, patients and visitors back onsite it is key that now, more than ever, we all need to respect and support each other, to behave appropriately and to treat each other with kindness and compassion.

We ask everyone at the University College to commit to the following pledge:

- I will follow the latest University College Guidance and UK Government guidance relating to reducing the spread of Covid-19.
- I understand that this guidance is likely to change regularly so I will take personal responsibility for ensuring I am up to date with the latest information.
- If I experience Covid-19 symptoms I will report these according to the University College guidance, follow guidance to self-isolate and get a test.
- I accept that I have an individual responsibility in making sure that the areas where we all live, work, and study are as safe as they can be. This may include participating in mass testing if required to do so.
- I will show empathy, respect and due consideration to others – my friends and peers, my colleagues and all members of my community
- I note that this pledge sits alongside the University's policies around [Dignity, Equality and Diversity](#), and [Harrassment](#) (for students) and that I have a duty to assist in establishing an environment in which harassment, bullying, and victimisation are regarded as unacceptable.
- I understand that for some this is an extremely anxious and concerning time which may require periods of isolation away from others. I will look out for others in my communities. If I have a concern about someone, I will raise this with an appropriate person (personal tutor, line manager, etc.) so that help and support can be offered.
- I will be inclusive and supportive of those around me. If I see others behaving inappropriately and contrary to the COVID-19 guidance, I will raise my concerns directly with those people in an open, constructive, and polite manner. Where I feel unable to safely challenge, I will raise the concern within the University College by contacting covidconcerns@aecc.ac.uk
- If I am challenged about my behaviour I will respond in an open, positive, and respectful manner – listening carefully to those raising the concern and changing my behaviour to remove it if I am able. I understand and accept that wilfully and repeatedly breaching University guidance is an act of misconduct and could lead to me being subject to disciplinary processes. If I see situations that are contrary to guidance, I will remove myself from those situations as soon as possible.

If you require guidance and support in relation to Covid-19 please contact University college colleagues at covidconcerns@aecc.ac.uk

If you have a concern about the behaviour of others but feel unable to raise this with them directly, please contact covidconcerns@aecc.ac.uk providing the following information:

Date of incident:

Time of incident:

Location of incident:

Name of persons involved:

Name(s) of individual (s) you communicated your concerns to (if any):

We will provide you with support and take the necessary steps to positively resolve the concern.