WELCOME TO COLLEGE 2020/21 - KEEPING YOU COVID-19 SAFE

We are back on campus and there are a few things we need you to know. Whether you are brand new or returning to continue your course, Covid-19 safety rules are in place alongside the excellent levels of attendance, engagement with your studies and respect for college rules we expect from our college community. We are really looking forward to seeing you and can support you if you're worried - contact us on heretohelp@eastcoast.ac.uk or **0800 854 695**.

Here's what you need to know:

Coming in and out of College

- On public transport you must wear a face covering.
- **Outside of your classroom you will be expected to wear a face covering when inside buildings. You will need to let us know if you are exempt.**
- Whilst on campus you are expected to keep 2 metres apart from other learners and staff.
- Go straight to your classroom.
- Sanitise your hands on entering and leaving the building.

Break times/Lunch times

- Your break/lunch time will be within your allocated classroom.
- There will be food points available to collect food and return to your classroom.
- College will be cashless where possible.
- If you have a large gap in your timetable please go off site if you are able to or use study spaces to work. Social spaces are not available currently.
- You may use outdoor space, but keeping the 2m social distancing.
- Use the smoking and vaping shelter nearest to your classroom only and as little as possible, keeping to 2m social distancing.

Supporting you

- Please follow social distance rules when you need to see a member of our support team.
- **Book an appointment in advance where you can. We still want to help you, we just need to do so safely.**
- Find our support team numbers on posters around college, on Moodle, the website or email heretohelp@eastcoast.ac.uk
- Appointments would usually be just for you. A maximum of 3 people can attend your appointment. Please let us know if we need to plan for this.

Lessons/Activities

- Sanitise your hands on entering and leaving the classroom.
- You must bring stationery in from home and not share this with any other learners.
- Wipes will be available for computer areas.
- Follow your teacher's instructions regarding social distancing.

Face coverings

- You will be expected to provide face coverings and maintain them yourself.
- Please throw disposable facemasks in the bins provided or keep washable versions in a plastic bag.

Toilets

- Please queue using 2m social distancing.
- You will not be able to use all the sinks, as some will be out of use.

Corridors/Moving about

- You need to keep 2m apart where you can and wear face coverings.
- You are not able to stand and talk in the corridors.

Behaviour

- There is an updated Inclusion and Disciplinary Policy and you must comply fully with these rules to keep all our college community safe.
- Follow the Catch It, Bin It, Kill It instructions.

Showing symptoms/Confirmed Covid-19 Case

If you or anyone in your household has travelled to a lockdown area or has symptoms of Covid-19 please follow Government guidance.

You must not attend college, but you need to let us know by phoning 0800 854 695. If you become unwell during College times you must immediately inform a member of staff.