

Perth College UHI Return to Campus Guide 2020 Student Version

Version 5.0

Studying from home remains the primary option where possible, until this is removed by the Scottish Government

Also available in large print (16pt) and electronic format.
Ask Student Services for details

Version Control History

Version Number	Date of Change	Summary of Revisions Made
1		Draft version
2	31 July 2020	Complete review based on feedback and first published guide
3	5 August 2020	Minor edits – grammar, sentence structure, spelling, layout
4	02 September 2020	Updated based on new Scottish Government guidance issued 01/09/2020
5	11 September 2020	Reference to updated guidance from Scottish Government, addition of reference to religious coverings as face coverings; update of NHS Inform contact number; update on reopening of the Climbing Centre.

This is the guidance that students must adhere to if they are approved to return to study on the College site during the current COVID-19 pandemic.

Studying from home remains the primary option where possible, until this is removed by the Scottish Government. Students must be aware of the contents of risk assessments relevant to their study area BEFORE attending.

The Scottish Government advice from the 01 September 2020 outlines that it is vital that measures are put in place by providers to manage transmission risk to address, aerosol, droplet and surface transmission.

Perth College UHI have therefore identified that physical (social) distancing, hand hygiene and respiratory hygiene are the most important and effective things we can all do to prevent the spread of coronavirus and must be strictly adhered to whilst on our Campus.

The following overarching principles helped inform planning and decision making for teams, managers, trade unions and the College as a whole in looking to return to campus:

1. The Health, Safety and Wellbeing of staff, students, pupils, visitors, contractors and the wider community is of paramount importance at all times.
2. Ongoing guidance from Scottish Government-endorsed scientific advice and guidance will be reviewed and the appropriate action implemented. In particular we will be led by the Scottish Government four phase approach, and the Scottish Government Guidance for Colleges document.
3. Personal Protective Equipment (PPE) required for specific college educational settings through Scottish Government or Health and Safety Executive guidance (and for specific vocational activities where appropriate) will be made available.
4. Plans and arrangements will take due account of required approaches for physical (social) distancing, shielding and engagement with the Scottish Government Test and Protect Strategy.

This guide will be updated as new information/guidance is issued to the College and students should ensure that they check the latest version which will be available on our website.

Perth College is fully supportive of the Scottish Government's FACTS advice:

- Face coverings to be worn in enclosed spaces
- Avoid crowded places
- Clean your hands and surfaces regularly
- Two-metre physical distancing
- Self-isolate and book a test if you develop coronavirus symptoms

1. Commencing study on Perth College UHI Campus

Make sure that you have enrolled online, this will generate your unique student identification number, you will need this to register each time you arrive at college.

Due to the on-going impact of COVID 19, you will commence your course on a flexible basis, this means that you may study practical elements of your course work at college, and more theoretical aspects will be delivered online (this mixture of face to face and online is called blended learning). In a few courses, students may not study on campus at all in the initial stages. You will need to have access to a laptop, your Personal Academic Tutor will give you more information about this.

You will be notified by your Personal Academic Tutor (PAT) about attendance requirements on campus and the group you will be with.

If a student is in a high-risk category, they should communicate with their PAT to look at special arrangements that can be put in place.

2. Risk Assessments

We understand you may feel anxious about commencing your studies on campus and this guide is here to inform you about the measures put in place by the college to ensure your safety in college.

Please read through this guide, your PAT will also review this document with you during induction. This will provide you with the opportunity to ask questions and give you reassurance on what actions the College is taking to ensure your safety when you are in college.

Risk assessments have been carried out that relate to each aspect of your studies, these will be displayed in the appropriate areas of the college. When you are in college, you should familiarise yourself with these risk assessments (they will be different for each curriculum area).

The risk assessments that have been created and associated with COVID-19 are also available to view on the College website [here](#)

3. Registration

As you approach any of the college buildings you will notice that there will be a number of posters displaying a QR code similar to the one below-



Using your SMART phone, you should scan the SIGN IN code and you will then be asked to insert your student number (**you will be issued with this when you enrol**)

online, again you should enrol online before you start college) and then SUBMIT.

The QR code will be used for registering which building you are in on the college campus and meets the requirements of the Scottish Government's Track and Trace system.

When you are leaving the building, you should scan the **EXIT QR Code**, make sure you use the **ENTRY QR Code** when you come in and the **EXIT QR Code** when you leave, they will be clearly marked. Again, enter your student number and press SUBMIT.

If you move to another building then you must use the QR code to register entry and exit of that building.

There are separate QR codes for each building and these are displayed on the entrances to each building.

If you do not have a smart phone then you must 'sign in' and 'sign out' at reception in each building.

If there is a queue please remember that physical (social) distancing must be maintained whilst queueing, please use your mask to protect yourself and our staff.

On entering the buildings students should use the sanitiser or wash their hands with soap for a minimum of 20 seconds prior to moving to any other part of the College.

4. Personal face coverings

You should bring a face covering with you to wear when you are in college

As outlined in the Scottish Government guidance – *“In enclosed spaces, where physical (social) distancing is more difficult and where there is a risk of close contact with multiple people who are not members of your household, you should wear a face covering.”*

Our Campus consists of many communal spaces and in line with the Scottish Government guidance **you must use a face covering at all times in all indoor areas.**

Religious face coverings that cover the mouth and the nose count as face coverings for these purposes. Transparent face coverings which assist communication for those who rely on lip reading and facial expressions can also be worn. Further advice can be obtained from the college's Equality, Diversity and Inclusion Adviser at pc.equality.perth@uhi.ac.uk

If you forget to bring a face covering, or do not have a face covering, disposable face coverings will be available from Reception.

If you wish to dispose of disposable face coverings whilst at College, you should place them in a general waste bin.

There are exceptions to this and some people are not required to wear a face covering. These include:

- children under 5 years of age
- staff such as customer services assistants who are physically separated by means of, for example, screens from customers

Or

- you have a health condition or you are disabled and a face covering would be inappropriate because it would cause difficulty, pain or severe distress or anxiety or because you cannot apply a covering and wear it in the proper manner safely and consistently
- you need to eat or drink – then you must follow the 2m social distancing rule
- you are taking medication
- you are communicating with someone else who relies on lip reading
- a relevant person, such as a police officer, asks you to remove your face covering

In light of the above some people may not be wearing face coverings and this should not be challenged.

Face Coverings/Masks as PPE

Where it has been identified in a risk assessment that a face mask/face covering must be worn as Personal Protective Equipment (PPE), then these will be provided by the College e.g. students working in beauty, hairdressing, engineering and aviation, construction, automotive, sports therapy and hospitality areas.

5. Showing symptoms of COVID-19

Anybody showing symptoms of COVID-19 **must not** come to the College Campus but must stay at home, self-isolate and book a test in accordance with government advice and Guidance.

Symptoms include

- Continuous cough
- Fever/high temperature (37.8C or greater)
- Loss of, or change in, sense of smell or taste

A new continuous cough is where you:

- Have a new cough that's lasted for an hour or more
- Have had 3 or more episodes of coughing in 24 hours
- Are coughing more than usual

Further information about how to check your symptoms and how to book a test can be found at <https://www.nhsinform.scot/coronavirus> or by phoning 0300 303 2713. Students must let their PAT know if they start showing symptoms or are required to isolate (see also section 6 below, **Developing Symptoms on Campus**).

If a student tests positive for COVID-19 (whether having been on campus or not), they must report this by email on covid19.perth@uhi.ac.uk as the College is legally required to report this to the NHS Tayside Health Protection Unit.

If a member of student's household is showing symptoms, then the person showing symptoms should self-isolate and book a test. Other members of the household should also self-isolate until the outcome of the test of the person showing symptoms. At this point they should follow the advice given to the person who has been tested which will include what members of the same household should do.

For Test and Protect and contact tracing purposes, a 'household contact' is defined as:

- those who are living in the same household as a case (e.g. those that live and sleep in the same home, or in shared accommodation such as university accommodation that share a kitchen or bathroom)
- those who do not live with the case but have contact within the household setting: Those that have spent a significant time in the home (cumulatively equivalent to an overnight stay and without physical distancing e.g. 8 hours or more) with a case
- sexual contacts who do not usually live with the case
- cleaners (without protective equipment) of household settings during the infectious period, even if the case was not present at the time.

6. Developing symptoms whilst on campus

What to do

If you develop symptoms whilst on campus then you **must act immediately, you must put your face mask on, and should leave the college campus as quickly as possible, avoiding contact with students, staff and the general public and isolate yourself in your home.**

You should let your PAT or Lecturer know that you are unwell by text message or email.

When you are at home, you should then follow the Scottish Government guidelines on what to do next. Further information about how to check your symptoms and how to book a test can be found at <https://www.nhsinform.scot/coronavirus> or by phoning 0300 303 2713.

If you cannot return home immediately, you should go directly to the main reception area in Brahan or Goodlyburn, you will then be directed to one of the nominated Isolation Rooms to prevent the potential spread of COVID-19.

Isolation Rooms will only be used for this purpose and **no unauthorised access** will be allowed. The windows should be opened on entry to aid air circulation.

From the Isolation Room you should then phone call NHS Inform on 0300 303 2713 and speak to a member of NHS staff who will go through a number of questions with you to identify if you have symptoms of COVID-19. If you do have symptoms, they will advise you to go home and book a test. If you do not have symptoms, they will advise you if you need to take any further action.

Whatever the outcome, please then call Reception by dialling '0' using the phone in the room. The Reception team will then take appropriate action which may include supporting you to get home and ensuring the Isolation Room is cleaned.

If you are too ill to travel and require medical treatment, an ambulance should be called informing the emergency services the individual is COVID-19 confirmed or suspected.

Your PAT will continue to maintain contact with any students who develop symptoms and you must inform them if you have a positive test for COVID-19 through the Scottish Government Test and Protect guidelines.

Further information about how to check your symptoms and how to book a test can be found at <https://www.nhsinform.scot/coronavirus>

Arrangements for College Locations Affected by Covid-19 Symptoms

Students where an individual with Covid-19 symptoms has been working or studying should continue to work or study unless they start to develop symptoms of COVID-19 when the procedure given in the previous section should be followed. Staff will check for alternative accommodation that can be moved to that would allow the room/area(s) to be cleaned.

The room/area(s) will then be closed or cordoned off for cleaning and sterilising.

The room/area will be out of use until such time as it is safe to re-enter.

Estates Department staff will also deep clean the Isolation Room when it has become vacant. The room should be secured until such time as the cleaning staff arrive.

If required, College Management shall initiate an investigation to determine contacts/likely contacts for track and trace and maintain contact with the individual where practicable.

Please note students who have been in contact with someone who has tested positive for COVID-19 may be contacted by the Scottish Government's Contact

Tracing team as part of its Test and Protect arrangements. If this happens, students should follow the advice they are given and ensure that they let their PAT know if necessary eg if they are required to self-isolate.

7. Physical (social) distancing

The College will implement physical (social) distancing (currently 2 metres) in all relevant and communal areas of the College, so far as is reasonably practicable. Any changes to safe distancing guidance will be displayed at all entrances to College buildings.

Some people – for example those with sight loss, autism, learning disabilities, communication or mobility needs – may find physical (social) distancing rules more difficult to follow than others. Please be considerate by giving way when you are travelling to/from or around the campus.

Students should travel down corridors and stairs on the left-hand side at all times.

Physical (social) distancing cannot be guaranteed in corridors therefore you must wear a face covering at all times except where an exemption applies.

8. Travelling to the College Campus

You should ensure you plan your travel to reduce contact with others. Where public transport is necessary face coverings must be worn unless you have an appropriate exemption.

The bicycle stores can be used, but you should ensure physical (social) distancing when placing or returning for your bicycle. You should continue to ensure that any other items such as helmets are stored appropriately to reduce potential cross-contamination i.e. under a desk so others do not inadvertently touch it.

Car-sharing should ideally only take place where it is members of the same household or support bubble, and consider using face coverings when travelling with others. If you must travel with people outside your household or support bubble try to share the transport with the same people each time.

9. Parking

On arrival at college, you should park your car as usual in a designated car park. There is no need to leave empty bays between parked cars, however you should ensure that you follow current physical (social) distancing measures when exiting your vehicle.

Car Parking charges are being temporarily suspended, but this will be kept under continual review

On exiting your car, please make your way as soon as possible to the relevant building. You should continue to use handrails when going up the stairs from the car park to Brahan, but should always wash your hands with soap for a minimum of 20 seconds or sanitise your hands immediately upon entering the building.

For your own safety, you are advised to use the hand sanitisers each time you enter a college building. You will find dispensers at all the entrances and also on each of the floors throughout the buildings.

10. Entrances to College Buildings

Only the main entrances for Brahan, Goodlyburn, Webster and ASW will initially be open and all students and staff must use these main entrances. Alternative arrangements will be made as required for those who have accessibility issues. Please do not use back doors, fire doors etc for any reason other than emergency evacuation.

There will be signage at entrances showing the current physical (social) distancing requirements.

When entering or moving around the building, please observe current physical (social) distancing measures.

Markings on the floor will outline physical (social) distancing requirements when queueing and also there will be signs for one-way systems.

Remember you should walk on the left-hand side of corridors.

11. Good Hygiene Practices

Good hygiene practice is essential to help prevent the spread of COVID-19.

- This includes regularly washing your hands using soap and water for a minimum of 20 seconds or alcohol or non-alcohol-based hand rub particularly before and after eating and after using toilets.
- Avoid touching eyes, nose and mouth.
- Avoid direct contact with people that have a respiratory illness wherever possible.
- Avoid sharing personal items (e.g. mobile phone).
- Cover the nose and mouth with a disposable tissue when sneezing, coughing, wiping and blowing the nose. Dispose of all used tissues promptly into a waste bin. If you don't have any tissues available, cough and sneeze into the crook of the elbow. Wash hands with soap for a minimum of 20 seconds at the first opportunity.

Alcohol-based and non-alcohol based hand sanitisers are positioned around the College, particularly at toilet areas and staircases. These will be clearly marked as

alcohol-based or non-alcohol based. Both have been proven to be effective hand sanitisers for COVID-19.

12. Class attendance registers

Your lecturers will keep Registers of attendance for each class to support the Scottish Government's Contact Tracing arrangements.

13. Toilets

The main entrances to toilets will be open where they are not fire doors to reduce contact, with privacy being maintained in individual cubicles. Urinals will be taped off and cannot be used.

If all cubicles are being used then students should queue in the marked area outside the toilets. Patience and consideration for others should be shown at all times.

Students must ensure that they follow the good hygiene practices in relation to use of toilets including hand washing with soap for at least 20 seconds.

Free sanitary products will continue to be available in the female and accessible toilets, but students must only handle these products if they need them.

Face coverings should be worn when using toilets except where an exemption applies.

14. Refectory / Coffee Shop / Shop

A grab and go service will be available in the refectory and coffee shop. There will be limited seating and students must observe physical (social) distancing at all times.

Queueing will be inevitable and patience is required.

Card payments are preferred to cash payments.

You should ensure that you wipe down the seats and tables you use prior to and after use and ensure that you self-clear any waste. Single use wipes will be provided.

Our catering staff will also carry out additional cleaning of public areas.

Windows in communal areas will remain open during College opening times to ensure an appropriate air flow.

Face coverings should be worn in the shop except where an exemption applies.

15. Classrooms

Each class room will have a maximum capacity based on adherence to physical (social) distancing. Risk assessments have been created to minimise the potential impact of close proximity teaching and sharing of certain equipment.

You will be given instructions from staff on individual classroom requirements, risk assessments will also be displayed in each area.

You must wipe down your chair and desk at the beginning and end of each class. Appropriate single-use wipes will be provided and once used must be disposed of safely in the waste bins provided.

If students are advised by staff that they may eat their lunch in their classroom, they must wipe down their desks prior to and after eating and they should wash their hands with soap for a minimum of 20 seconds or sanitise their hands before consuming food. Single use wipes will be provided.

Windows should be opened at the end of the class, to allow for a flow of air before the next class starts, where possible they should remain open during the class.

16. Workshops, Salons and other practical class areas (including IT suites)

The room capacity for each area will be displayed, you should ensure that this not exceeded to maintain physical (social) distancing. Students should follow instructions from staff of any specific requirements related to room usage and COVID-19 as outlined in the appropriate risk assessments.

Students must wipe down their chair and desk at the beginning and end of each class. Appropriate single-use wipes will be provided and once used must be disposed of safely in the waste bins provided.

Students are not permitted to eat in these areas.

Windows should be opened at the end of the class, to allow for a flow of air before the next class starts, where possible they should remain open during the class.

17. Library & Careers

The Library will be open however there will be certain restrictions due to physical (social) distancing protocols.

Please email library.perth@uhi.ac.uk with any library related queries.

Physical (social) distancing must be adhered to at all times and you should follow the one-way system that has been implemented.

Please note, it is mandatory for face coverings to be worn at all times when in the Library except where exemptions apply.

There will be a temporary email/live chat and collect as well as a new postal service and a dedicated drop off point for the return of books. The drop off point for book returns will be to the right, at the top of the stairs in the library.

If you are returning books, use the one-way system and come up the stairs, drop their books in a drop box then continue round the one-way system out of the library.

We will operate a 72-hour quarantine system for all returned books.

Initially there will not be a physical browsing option or physical newspapers available. To support the expected increased use of the library eJournals and eBooks the Library has increased its digital offering and is offering online drop-in support sessions to help users access electronic resources.

Library induction sessions will also be delivered virtually, and your PAT will make arrangements with your class to carry out an induction.

A limited number of bookable study spaces will be available Monday – Friday 9am-4pm and the library will also be open for study in the evenings on Monday and Wednesday evenings until 9pm.

You will find more information about booking study spaces and all updates on the Library service on the Perth College website [here](#).

Our professional Careers Advisers are based in the Careers and Employability Centre within the library. They offer quality, impartial and accurate course information, careers advice and employability-related guidance to all students. Students can book socially distanced or virtual appointments by email at [**pc.guidance.perth@uhi.ac.uk**](mailto:pc.guidance.perth@uhi.ac.uk).

Everyone is expected to wipe down furniture, surfaces and equipment in their library study area at the beginning and the end of their session. Wipes will be provided; used wipes must be placed in the waste bins provided.

There will be a new contactless payment option for library users.

Eating and drinking is not permitted in the library; bottled water is permitted.

Windows in the library will be opened to ensure a flow of fresh air.

Unfortunately, it is not possible to offer weekend study space until further notice.

18. Moving from one part of the campus to another

Students should ensure that they only travel to parts of the campus that they need to, and where possible should remain on campus for as short a period of time as

possible. You should scan the QR code on entering and exiting each building (or sign in and out if you don't have a SMART phone).

Face coverings should be worn when moving around the College and in communal areas including toilets.

19. Cleaning frequency

The college has made the following provisions in response to the increased hygiene measures required by COVID19:

- The frequency of cleaning has been increased to twice per day for most areas, but three times per day in toilet areas. Cleaning will take place in the morning before students arrive and then at the end of the normal working day, with an additional clean of toilet areas around midday.
- All products used will be disinfectant not detergent-based and in toilet areas there will be a clear log of cleaning completion.
- There will be cleaning products available in classrooms to allow students to undertake their own cleaning (i.e. students should use disposable wipes to clean the chairs and desk that they use prior to use and after use).
- A short guide on how to use the cleaning products will be placed in each classroom along with a cleaning contact number for any concerns. Copies of all safety data sheets for all products used are available from the Estates Office or can be requested from reception.

20. Use of Lifts

Lifts should only be used if a student has a genuine reason for using them. Only one student, or a student and their support person should use the lift at any time and those using the lift should avoid touching the lift walls and rails if possible.

21. Fire Evacuations / Emergency Arrangements / First Aid

If the fire alarm sounds you should evacuate as normal, and physical (social) distancing requirements should be adhered to in the fire assembly point.

Where a student has a Personal Emergency Evacuation Plan (PEEP) in place, this must be reviewed on their first day of return to campus.

First Aid arrangements remain in place in the College, First Aid staff will be required to wear additional Personal Protective Equipment (PPE).

If you require a first aider they can be requested from the main reception in each building.

22. Smoking Shelters

Students should continue to use smoking shelters if required, but must adhere to physical (social) distancing protocols. If students wish support in smoking cessation then they should contact student services who will be able to signpost them to services that will be able to help.

23. Student Residencies

Student residencies will be open however with certain restrictions as required by the Scottish Government.

- All twin rooms will be operated as a single, should circumstances positively change, twin rooms may then be used as twin rooms again
- Upon entering/leaving each residence building, students must use the sanitiser available
- All bedrooms within a flat are en-suite, however there are shared communal areas such as the kitchen and seating areas
- Flats will accommodate from 2 – 4 persons. This will then become what is known as a 'household'
- A household must not mix with any other households
- No visitors will be permitted in a household
- Where possible, households will be formed in course groups or building groups
- There is no need for any individuals within a household to socially distance from one another, however you still need to follow government guidance with regards to social distancing in other parts of the College
- Any student offered and accepted a place in the residences who are entering Scotland from another country must adhere to the government guidance with regards to self-isolating if your country falls into this category. You will need to seek alternative accommodation whilst self-isolating and show evidence of this before you are permitted to enter our residences
- Rooms and flats would normally be inspected regularly for cleanliness; however, this may not be possible under COVID 19, therefore you must ensure that the cleanliness of both your room and your shared communal area and that they are cleaned regularly (i.e. wash and dry all dishes once finished cooking/eating and wipe surfaces clean using detergent)
- If the Scottish Government announce a lockdown due to an increase of COVID19, you will remain in your household during the lockdown period
- Should yourself or anyone in your household develop symptoms of COVID 19, following Scottish Government guidance, all members of the household will all have to self-isolate. You must inform the Residences Office as soon as possible. For Test and Protect purposes and to meet our legal requirements you must share with us and possibly NHS your recent activities and areas/locations you have been to

Any student who is going to be a resident in our accommodation will receive a dedicated briefing once their place has been confirmed prior to arrival.

24. College Nursery

The college nursery will be open however has specific restrictions due to physical (social) distancing protocols and guidelines from the Scottish Government. If students wish to know more then please contact the Head of Student Experience and further details will be provided.

25. Academy of Sport and Wellbeing (ASW)

The ASW Gym reopened on 31 August 2020 as a [UKActive COVID19 Approved Fitness Centre](#) with appropriate procedures and processes in place to allow safe use of the facilities.

The Climbing Centre reopened on 14 September following guidelines from The Association of British Climbing Walls, Mountaineering Scotland and Sport Scotland to ensure that the appropriate procedures and processes are in place to allow safe use of the facilities.

Please refer to the ASW pages on the College website [here](#) for more information about using and joining the ASW and the COVID-19 related measures in place.

26. Additional information

If you have additional questions please contact your PAT, programme leader or Sector Manager or a member of the HISA Perth team.

And finally, we hope you enjoy your time as a student at Perth College UHI and we will do everything to ensure your safety during the current global pandemic.