

**Stephenson Campus**

Thornborough Road,  
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[www.stephensoncoll.ac.uk](http://www.stephensoncoll.ac.uk)

**Melton Campus**

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[www.brooksbymelton.ac.uk](http://www.brooksbymelton.ac.uk)

**Brooksby Campus**

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## SMB Group Covid-19 Student Induction Guidance

We can all help control the virus if we all stay alert and follow government guidance. We expect all students to:

- Wear a face covering if using public or college supplied transport. If you do not, you will be refused travel and for public transport, risk a penalty fine. Take hand sanitiser with you and wash your hands before and after travel
- Limit contact with other people
- Maintain a social distance from others at all times, where possible using the 2-metre rule.
- Wash your hands/use hand sanitiser upon entering the building regularly throughout the day and when requested
- Not attend college if you or anyone in your household are showing Covid-19 symptoms.
- Self-isolate at home for the period specified if you are contacted by the government test and trace service.
- Immediately inform your lecturer if you feel ill. You will be isolated until you can be sent home.

The following guide explains what you should do when learning in any college buildings. This information must be followed by all students and can be used as a daily checklist

### Entering the building

1. Everybody must follow entrance rules and maybe required to queue to get into the building
2. The College recommends that staff and students wear a face covering in corridors and other public/communal areas and when moving around the campus. You should ensure that when not in use, your face covering is stored in a sealed plastic bag.
3. If you are coming into the building you should have been given a location you will need to be in. Students are asked to avoid gathering in groups in the college and go to a work area as soon as possible
4. Hand sanitiser will be available at the entrance to the building and at various key locations
5. Public facing areas such as reception will be screened off for protection
6. There will be designated directions of movement so please follow the system in place in main areas and curriculum areas. Keep two metres distance from the people around you (where possible) and do not have conversations in public areas that block routes

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**In the building**

1. Social distance in work areas/classrooms as far as is possible
2. Classrooms will be set up to ensure desks are sufficiently set apart to maximise the distance between students
3. If you are wearing a face covering you can remove this while in the classroom, workshop or other practical area
4. Remember to wash hands often and before eating and drinking
5. Smoking is only allowed in smoking shelters. The capacity of each smoking shelter will be clearly indicated in order to maintain social distancing.
6. Avoid touching your face. Sneeze or cough hygienically. Cover your nose and mouth with a tissue or your elbow when coughing or sneezing. Bin the tissue and then sanitise your hands (Catch it, bin it, kill it)
7. Should you have an accident in college there are first aid staff on hand who may put on additional PPE when administering first aid
8. Lifts should only be used by those who can't use the stairs. If you need to use the lift you should seek authorisation from Student Services or Site staff. Lifts have a maximum capacity of one person although carers are also allowed where required
9. Students should remain in class groups and not mix with others unless 2 metres distancing can be maintained
10. You should bring your own stationery and other learning tools such as calculators. These must not be shared with other students
11. You should bring your own food and refreshments if possible. There will be sandwiches, confectionary, crisps and drinks available to purchase from our refectory areas. Food can be eaten in designated areas and not shared with other students
12. Students must use the same keyboard in each session. You must clean down your keyboard each time you use a computer
13. Disciplinary action may be taken if students break any of the rules

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**Leaving the Building**

1. If you are using a face covering, put this back on as you enter the corridor or other public area
2. Exit the building by the defined route at all times
3. It is advised that you wash the clothes you have been wearing from your time in college regularly

**Leaving the building in the event of a fire or other emergency**

1. Fire drill – All persons in the college will be notified in advance of a fire drill. If the fire alarm sounds (short burst only) you should make sure you return to your work area where the lecturer will read a pre-prepared script on what do in the event of a fire. After 15 minutes the alarm will sound again to signal the end of the drill.
2. Fire or other emergency - real event (alarm will sound more than 30 seconds) evacuate as normal being mindful of 2 metre social distancing. Leave by the nearest fire exit. You might be asked to disperse or move to another assembly point by a fire warden