

OSC COVID-19 / Coronavirus STATEMENT

The priority of Orbital South Colleges is to ensure the safety of students, staff, and visitors at our College campuses. The College Group regularly monitors the COVID-19 guidance as the Government and Association of Colleges update it, along with guidelines from the HSE and Public Health England (PHE).

In line with the change of Government Guidance, students returned to on-site education on 8th March 2021, the COVID-19 college risk assessment has been reviewed. Both East Surrey and John Ruskin Colleges remain open providing students with on site and remote learning. Teaching staff and staff who cannot carry out their roles remotely are continuing to attend College premises and some support staff are attending College on a roster basis.

Orbital South College Community level:

Expectations:

Our college community must all follow these instructions:

- All staff and students (except those with medical exemption) are required to wear face coverings in communal areas.
- Do not leave home if they or anyone in their household has symptoms.
- Wash hands often with soap and water for at least 20 seconds.
- If soap and water are not available, use an alcohol-based hand sanitizer for at least 20 seconds.
- Avoid touching their eyes, nose and mouth with unwashed hands.
- Cover their cough or sneeze with a tissue, then throw it away ***“Catch it, Bin it, Kill it”***.
- Clean and disinfect frequently touched objects and surfaces.
- Minimize direct contact by keeping the recommended “social distance” of minimally 1m with additional precautions or 2m from others.
- To protect others, students and other members of our college community should limit contact with elderly family members and friends, or those who might be at-risk due to other health issues.
- Avoid close contact with people who are unwell.
- All staff who are deemed to be Clinically Extremely Vulnerable (those with a letter from the NHS) must make HR aware and must self-isolate as per the Government guidance
- All staff must follow our COVID Procedure & Interim Homeworking Procedure, which are in place to maximise the safety of the College community.

Activity to minimise risk to our community:

- As well as embedding the above rules throughout our community, we also have a clear procedure in place for the reporting and timely management of any COVID cases.
- Orbital South Colleges is working closely with its cleaning providers to ensure cleaning staff continue to use best practice while cleaning surfaces in common high use areas in all buildings. When a case of COVID is reported, a deep clean of appropriate areas is undertaken as soon as we are made aware.

- Orbital South College Group are working closely with our catering companies to ensure best food hygiene practices are consistently maintained at all of our sites.
- We encourage digital transfer of material where possible, e.g. use of e-forms email Office Teams.
- Cleaning and premises staff are checking hand sanitisers stations throughout the day (which are kept in communal areas) to ensure they are kept fully stocked.
- Washing facilities are also subject to frequent checks throughout the day.
- Departmental and student responsibility posters are displayed all across both at East Surrey and John Ruskin Colleges.
- Students are reminded on a daily basis of the importance of social distancing both in the college and outside of it.
- Keeping teams together (as cohorts /bubbles) to reduce contact with others and keeping teams as small as possible.
- Sneeze screens are placed at points of regular interaction or where 2m can't be maintained in office environments.
- Wipes and cleaners are provided in every classroom, workshop and office.
- Staff are provided with appropriate information, training and instruction to enable them to identify and deal with the risk involved in the work that they undertake and what they should be doing to minimise the risk.
- There are regular All Staff bulletins which go out by email with key information and a focus on wellbeing support.

Department Level expectations & activity:

Each department within Orbital South Colleges completes a termly Generic Risk Assessment, which considers the risk of exposure to COVID-19 under COSHH Regulations 2002 (Control of Substances Hazardous to Health). Additional consideration and ongoing adjustments are undertaken for:

- classroom design and layouts to ensure social distancing of 1 metre plus is kept between students where practicable, as recommended by Public Health England (PHE)
- ensuring hygiene and handwashing rules are followed by staff & students
- reviews of shared work spaces and machinery, taking steps to review work schedules to allow students to undertake other tasks where possible
- using signs and tape to define areas within the classrooms/workshops
- use of shared equipment and making provision for cleaning regimes in between use
- cleaning regimes for reusable PPE
- regulating entry and exit to classrooms/workshops to reduce risk of groups forming