

# COVID SAFE ON-CAMPUS OPERATIONS

## STUDENT GUIDE

Version	Date	Approved By	Change Description
1.0	26/08/2020	Covid-19 College Management Group	
2.0	14/01/2021	Covid-19 College Management Group	Cover change. Mandatory face coverings & minor wording changes

**KEEP SAFE TOGETHER**



University of the  
Highlands and Islands  
West Highland College

Ollthigh na Gàidhealtachd  
agus nan Eilean  
Colaiste na Gàidhealtachd an Iar

## Welcome

We are looking forward to welcoming new and returning students on campus as and when it is safe to do so.

We have produced this guide to give detailed information on the adjustments we continue to implement to ensure the safety of staff, students and visitors to our campuses. We continue to review these safety precautions in line with guidance from the Scottish Government.

Priority for access to centres remains for students on courses that are time-bound with a highly practical element and need access to specialist equipment and facilities. Except for these practical courses, all other courses continue to be delivered through scheduled, online connected learning time and flexible learning time. More detailed information about how your course will be delivered is available on the website, select your course and then select the "Study Mode" tab. These pages are being updated regularly.

### Symptoms or Contact through Test and Protect

- Anyone with symptoms, or who lives with someone with symptoms, as defined by the Scottish Government's advice must not attend College under any circumstances and should contact the NHS to follow their test and protect procedure.
- Staff and Student contact details may be provided in line with the Scottish Government's test, trace, isolate and support (TTIS) process if someone tests positive after being on site.
- If you have been contacted by TTIS and told to isolate you must follow their advice, and not attend College
- You should follow the normal absence procedure, and inform your tutors of your absence if you would be attending a practical session. If you are isolating, but feel well enough to attend **online** sessions please do so.



COVID-19 symptoms

## Premises Access

**All access to West Highland College UHI premises is by prior arrangement or appointment only.**

For those of you who are on practical courses and will be attending a centre, or for identified students who cannot study from home, the following processes are in place to ensure a safe environment for all. Please attend **only** for your timetabled sessions and access your **allocated** class spaces and communal areas only. If you are unsure please get in touch.

- The wearing of a face covering is mandatory at all times, unless you are exempt\*.
- You may remove face coverings only when you are stationary to eat or drink and you are more than two metres apart.
- People working from behind Perspex screens can make a personal choice to wear a face covering.
- A touch free hand sanitiser is located at the entrance and in each classroom and you should sanitise your hands regularly.
- For normal course timetabled sessions you must go straight to your classroom / workshop and register with your lecturer for all sessions.
- If you are learning in a specialist area, such as a workshop or studio, further guidance may be provided by your lecturer.
- For the purposes of Test and Protect (Contact Tracing) Customer Services and centre staff will record daily contact details of all staff entering the building, and lecturers will record your attendance by register.
- Please be patient, as entering, moving around and leaving the premises may take longer than usual.



**Wear face coverings**



**Wash or sanitise hands frequently**

### **Irregular/Adhoc Access**

- Additional access **MUST** be agreed in advance with Student Services / Centre Managers and is on an appointment only basis.
- It may not be possible to grant additional/adhoc access if the premises are busy and the premises are at capacity.
- All the aforementioned points regarding premises access should be adhered to.

### **Food and Drink**

- Our café and vending facilities are not available until further notice. Please bring your own lunch and snacks.
- Please also bring your own dishes and cutlery.
- Water fountains, where available, will not be in operation. At Fort William a hot and chilled water dispenser will be available in the café area. Provision at other centres is based on local need.
- There will be sanitising wipes available in these areas.

\* <https://www.gov.scot/publications/coronavirus-covid-19-phase-3-staying-safe-and-protecting-others/pages/face-coverings/>  
<https://disabilityequality.scot/news/face-covering/>

You may be asked for further information if you are not wearing a covering or showing evidence of exemption.

## Transport and Travel

- Public Transport – Please ensure that you refer to the latest Scottish Government Guidance when using public transport
- Parking – There are no changes to our current parking arrangements however, please be patient when waiting for others exiting their vehicle and ensure you maintain physical distancing.
- Cycle shelters, where available, remain operational but users must ensure that they wash or sanitise hands before and after use.

## Physical Distancing and Moving Around Campus

- When on College premises, you should adhere to Scottish Government guidance on physical distancing. This is currently set at two metres.
- Signage and floor markings have been introduced across our buildings to illustrate this
- Where this is not possible, for example, in corridors, washrooms and general circulation spaces face coverings must be worn.
- Corridor doors will be fixed open to minimise touching of pull handles and push plates.
- Please keep left wherever possible, corridors have been marked appropriately.
- Transparent screens will be added at key interaction points and at desks where physical distancing is problematic.



**Wear face coverings**

## Library and Learning Resource Centre

- There is a click and collect or postal service available. Limited opening will resume when we are able. Further details will be on the UHI website, and you can contact [library.whc@uhi.ac.uk](mailto:library.whc@uhi.ac.uk).
- When available for collection the recipient will be contacted by email and the items will be clearly labelled and placed ready for collection.
- When using onsite printers, please sanitise hands before and after use. Sanitising products will be available next to devices to ensure equipment is clean and safe.



## Estates, Facilities & Health and Safety

- Fire Evacuation – there are no changes to our current fire evacuation procedures, please follow the existing process. The priority is a safe evacuation, however, please maintain physical distancing if this is possible.
- First Aid Provision – additional items will be made available to all College first aiders.



## Hygiene and Hand Sanitisation

- We strongly recommend that you wash your hands regularly with soap and hot water for at least 20 seconds to reduce transmission of the virus.
- Wash or sanitise your hands every time you enter or leave the premises.
- Hand sanitisers will be located at all entrances to our buildings and key locations. Please use these dispensers when you enter or leave these areas, particularly when hand washing is not available.
- Cover your mouth and nose with a tissue when you cough or sneeze, throw the tissue in a bin and wash your hands.
- Sanitising wipes are located in key locations and should be used these to wipe down keyboards, mice, and any other equipment before and after using.



**Wash or sanitise hands frequently**



**CATCH IT**  
Germs spread easily. Always carry tissues and use them to catch your cough or sneeze.



**BIN IT**  
Germs can live for several hours on tissues. Dispose of your tissue as soon as possible.



**KILL IT**  
Hands can transfer germs to every surface you touch. Clean your hands as soon as you can.

## Accommodation

- Purpose-built student residences are located at Fort William and are run by [Cityheart Living](#). For further information on our accommodation, please visit [www.uhi.ac.uk/en/studying-at-uhi/first-steps/accommodation/](http://www.uhi.ac.uk/en/studying-at-uhi/first-steps/accommodation/) or email: [student.accommodation@uhi.ac.uk](mailto:student.accommodation@uhi.ac.uk)
- We understand other students may make their own living arrangements. Please do ensure that you are aware of any related government guidance and advice in these circumstances.
- If you have a requirement to self-isolate whilst in local accommodation and need further information about where to obtain support, please contact your local support team.

## Health and Wellbeing

- Our Student Services and Centre teams are here to help you. They can provide advice, support and guidance in relation to your studies as well as your health and wellbeing. [Contact student.services.whc@uhi.ac.uk](mailto:student.services.whc@uhi.ac.uk)
- You can also speak to your Personal Academic Tutor (PAT) (HE students) or your Guidance Tutor (FE students)
- All students also have access to [Togetherall](#), a confidential support service operated by healthcare professionals, which is available online, 24/7.

We understand that all our students (and staff) are individuals, and each must follow Scottish Government Advice relevant to their individual circumstances. Please do contact your local support team, PAT or Guidance Tutor if you have individual circumstances that may need individualised support to help you with your studies.