

SAFE RETURN TO CAMPUS

STUDENT GUIDE

Version	Date	Approved By	Change Description
1.0	26/08/2020	Covid-19 Management Team	

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. Our priority is to provide a safe learning environment for you, so we have introduced some changes to ensure your health safety and well-being.

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

Initial priority for access to centres is for students on courses that have a highly practical element and need access to specialist equipment and facilities. Except for these practical courses, all other courses will 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

- 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.
- 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, 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.

- Access to and from sites will only be by the normal front entrance doors, unless otherwise communicated.
- The wearing of a face covering when entering premises is mandatory, unless you are exempt*.
- Face coverings will be discretionary in ‘class or study’ areas with joint agreement, where physical distancing can be maintained, but should be put back on when you leave class or move to another part of the building.
- A touch free hand sanitiser is located at the entrance and you should sanitise your hands on entering and leaving the premises.
- 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.

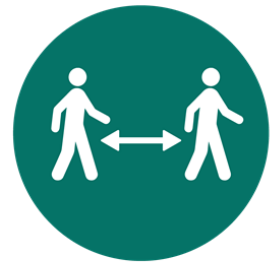
* <https://www.gov.scot/publications/coronavirus-covid-19-phase-3-staying-safe-and-protecting-others/pages/face-coverings/>
<https://disabilityequality.scot/news/face-covering/>

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.

Social 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 should 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 social distancing is problematic.



Keep a social distance



Wear face coverings

Library and Learning Resource Centre

- Our library facilities will be available online only in the first instances. There will be a click and collect service available. Further details will be on the UHI website, and you can contact 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 social 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



Accommodation

- Purpose-built student residences are located at Fort William. Our accommodation providers Cityheart Living are accepting applications as normal for the start of the 2020/21 academic year. For further information on our accommodation, please visit www.uhi.ac.uk/en/studying-at-uhi/first-steps/accommodation/ or email: 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.
- 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.