

# 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
3.0	17/08/2021	Covid-19 College Management Group	Updated for 2021-2022 Academic Year in line with lowering coronavirus protection levels
4.0	08/10/2021	Covid-19 College Management Group	Face mask requirements updated in line with amended government guidance.

We have enjoyed welcoming new and returning students on campus from August 2021. It is our intention to keep our college centres open to students for the 2021-2022 academic year as outlined below.

Access to centres remains prioritised for students on courses that have a highly practical element and need access to specialist equipment and facilities. Priority will also be given to students who need to access a study space due to personal circumstances which may include broadband issues and needing a suitable environment for study.

Students whose courses are delivered using our online classrooms will continue to study from home. Depending on your individual circumstances you may be able to study at a college centre depending space availability.

We have produced this guide to give detailed information on the adjustments we are making to ensure the safety of staff, students and visitors to our campuses. We continue to review these safety precautions in line with advice from the [Scottish Government Guidance](#) and other relevant organisations. Be aware that we endeavour to keep this document in line with Scottish Government guidance, but there may be a slight delay if circumstances change rapidly.

As a College community of staff and students we recognise the need to work together to do all we can to protect our health, each other, and our students' ability to study. We realise that the situation continues to change as we move within Beyond Level 0 therefore we must work together with respect for one other.

## If you have COVID-19 Symptoms or have been contacted through Test and Protect:

- If you believe you have COVID-19 symptoms, or live with someone with symptoms, you should not come onto campus, [but self-isolate and book the normal PCR test](#). See the [Coronavirus \(COVID-19\) in Scotland | NHS inform](#) for more details about Coronavirus (COVID-19).
- 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

## **Vaccinations**

We are supporting the Scottish Government Student “Roll up your sleeve” vaccine message. [Coronavirus \(COVID-19\) vaccine \(nhsinform.scot\)](https://nhsinform.scot) This is where you can find information on how to book appointments and details of where you can access drop in vaccinations. Please take advantage of these when offered, it’s our best way out of the coronavirus pandemic and it’s the best way to protect your opportunity to get your qualification.

Vaccinations are also available for you if you are one of our international students and we would urge you to take advantage of this if you have not been vaccinated before arrival in Scotland - [COVID-19 vaccinations for international students \(studentinformation.gov.scot\)](https://studentinformation.gov.scot)

## **Testing**

All students who will change household to a term time address are strongly encouraged to participate in the pre-departure and post-arrival testing.

During the time that you are studying with us, further testing is voluntary. However, we are strongly encouraging all students and college staff to participate wherever possible, to contribute to the wellbeing of our college community and to protect your ability to gain your qualification whilst enjoying student life.

Once you arrive on campus, you can collect the test kit and instructions for use from your local college centre.

Tests are also available by post using this link, <https://www.gov.uk/order-coronavirus-rapid-lateral-flow-tests> or by collection from a number of participating pharmacies – use [this link](#) to find out more.

Remember, testing is the socially responsible thing to do before travelling, attending social events or before returning home to see friends and family.

## **Track and Trace**

For Track and Trace (Contact Tracing) purposes we will continue to record contact details of all staff and students on campus on a daily basis. Customer Services and centre staff will record all staff and students who have booked a study space upon entering the building. Lecturers / tutors will record all student attendance in scheduled classes by a register.

## Working together to reduce risks:

The coronavirus (COVID-19) vaccine our best protection against coronavirus and NHS Scotland strongly recommend you get the vaccine when offered it. However, please remember, that through no fault of their own, not everyone can be vaccinated. Not all members of our community will be in the age range to be offered the vaccin, and others may have underlying conditions which make vaccination impossible.

So in order to protect ourselves, our communities and your qualifications, we have decided that we will continue to promote the safe practices that we have all become used to:

- Good hand hygiene – washing or sanitising hands frequently
- Hand sanitisers are located at the entrance and in each classroom for you to use.
- Opening windows and doors to allow for good ventilation
- Appropriate physical distancing
- Face coverings must be worn (unless exempt\*) in all communal areas, in the library, the lecture theatre and in the canteen unless eating and drinking there.
- They must be work when entering the building and moving about between offices or classrooms
- They **do not need** to be worn in classrooms and offices **IF** there is at least 1m distancing or physical partitions, and where appropriate ventilation is in place
- If you are learning in a specialist area, such as a workshop or studio, further guidance may be provided by your lecturer.
- Access to and from sites will only be by the normal front entrance doors, unless otherwise communicated.
- Please be patient when entering, moving around and leaving the premises as this may take longer than usual.



**Wash or sanitise hands frequently**



**Wear face coverings**

\*<https://disabilityequality.scot/news/face-covering/>

## Irregular/Adhoc Access

Additional access **MUST** be agreed in advance with Customer Services / Centre Managers and is on an appointment only basis. Please contact your local college centre reception, or email [Studyspace.whc@uhi.ac.uk](mailto:Studyspace.whc@uhi.ac.uk) and give details of your requirements and where you are requesting access for.

- It may not be possible to grant additional 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

- Please contact your local centre for details as each of our centres have different availability.
- There will be sanitising wipes available for you to clean down tables and chairs before and after use in all communal areas.

## 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

- We will continue to encourage appropriate physical distancing in our circulation spaces and busy areas.
- Please keep left wherever possible, corridors have been marked appropriately.
- Signage and floor markings illustrate this
- Classrooms will be laid out to promote appropriate distancing.
- Face coverings are required when moving between offices or classrooms.
- Transparent screens have been added at key interaction points and desks.



**Keep a social distance**

## Library and Learning Resource Centre

- Face coverings must be worn in line with Government Guidance
- Our library facilities will be available for quiet study and will be available for booking.
- There will be a click and collect service available for books.
- When available for collection the recipient will be contacted by email and the items will be clearly labelled and placed ready for collection.
- When onsite printers are available, please sanitise hands before and after use. Sanitising products will be available next to devices to ensure equipment is clean and safe.
- Further details will be on the UHI website, and you can contact [library.whc@uhi.ac.uk](mailto:library.whc@uhi.ac.uk).



**Wear face coverings**

**COLLECTIONS  
AND  
DELIVERIES**

## 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 appropriate 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 surfaces, 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 the University of the Highlands and Islands. For further information on our accommodation, please visit [University accommodation - University of the Highlands and Islands \(uhi.ac.uk\)](https://uhi.ac.uk) 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 [student.services.whc@uhi.ac.uk](mailto:student.services.whc@uhi.ac.uk)

## 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.
- New for 2021-22 is access to Spectrum Life Student Assistance Programme, our new 24/7 telephone support service and portal.

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.

Thank you! We hope that you enjoy your time with us here at West Highland College UHI and we are looking forward to supporting you in your learning journey.



**spectrum**  
.life

### Student Assistance Programme

The Student Assistance Programme (SAP) is a free, confidential counselling service that provides you with emotional and practical support for concerns big or small. It is available to all students.

Our SAP is available 24/7, 365 days a year covering:

- Counselling
- Legal Information
- Financial Information
- Consumer Information
- Career guidance
- Life coaching
- Mediation
- Health Information

Call and see how we can help:  
0800 0318227 (UK Freephone)\*  
OR

SMS/Whatsapp: Text 'Hi' to 00353 87 369 0010 (standard rates apply)

Online Web Portal:  
<https://uhi.spectrum.life/login?org=uhowell>

Click 'New Here? Sign Up' if you have not registered previously.  
Organisation Code: **uhowell**

If you have signed up previously, your username is your email address.

Download the **Spectrum Life** app in the app store for access to hours of additional wellbeing content.

