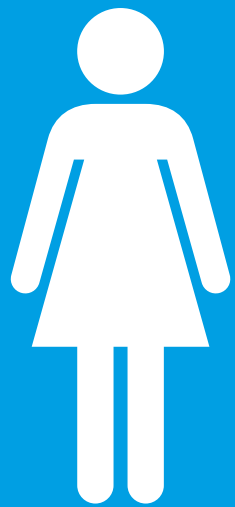
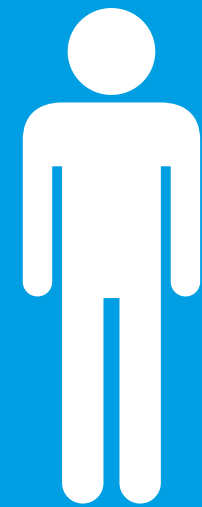


# KEEPING EVERYONE SAFE AS WE RETURN TO COLLEGE



2m



**STAY ALERT** ▶ **CONTROL THE VIRUS** ▶ **SAVE LIVES**

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# INTRODUCTION

We have been working hard to prepare our campus for the return of students and staff in September.

Thorough risk assessments have been completed, based on the latest government guidelines and we are now confident that we have sufficient measures in place to limit the risks of spreading the Covid-19 virus.

We have prepared this guide to inform you of the measures that have been put in place and to clearly state what will be required of all students and staff.

If you have any further queries after reading this guide please do not hesitate to contact us on **01604 491131** or email [student.services@moulton.ac.uk](mailto:student.services@moulton.ac.uk)

# HOW TO USE TRANSPORT SAFELY

We are keeping up to date with the latest government guidance and are working closely with Northampton County Council's Transport Division to ensure our services comply with their standards.

We have put in place a series of robust measures including the deep cleaning of the vehicles the night before they are used on our routes and thorough cleaning of all hard surfaces before and after use with anti-bacterial spray.

We would also ask that you stay at home, do not travel to College and isolate yourself if you have any of the recognised COVID-19 symptoms. Drivers of our vehicles **WILL NOT** let you board if they recognise any of these symptoms. (Symptoms are listed on page 5.)

## BOARDING THE BUS

Whilst waiting to board the bus please maintain a two metre distance between yourself and other passengers wherever possible.

Moulton College transport is a private and dedicated service so is not classed as public transport. We will be organising the students travelling on our transport into subject area bubbles, so you are likely to be travelling with your classmates.

This means that social distancing on the buses will not be necessary between bubble members but will be required between different bubbles.

To facilitate this you will be given an allocated seat on your bus. It is important that you only sit in this seat and do not move to any other seat on the bus.

**IMPORTANT:** As part of our Covid-19 security measures we have decided that all students using Moulton College's transport service will be required to wear a face covering. Please be aware that students must provide their own face coverings to ensure that they fit correctly and are sterile. If you do not wear a face covering you will not be allowed to board the bus.

When you board the bus you will find that seats have been marked with student names. You **MUST** only sit at the seat with your name. Do not move to any other seat on the bus.

Additionally, hand sanitiser will be available upon boarding, we encourage you to use it.

When you get off the bus the driver will direct the students seated at the front to get off first and then begin working towards the back. For your own safety and for the safety of others, please follow the directions given by the driver.

# HOW TO USE TRANSPORT SAFELY

All students arriving by bus will be dropped off at Holcot as usual. Please ensure that you go straight to your lesson and do not congregate in the drop-off area.

Once on site please walk on the left of all paths, this will help maintain the two-metre rule and keep you safe.

## RETURNING HOME

The normal routine of departure from Holcot will be observed, if you need to queue don't forget to social distance! Seats will be marked up in the same way for your return journey. Face coverings must also be worn at all times when travelling home.

## PLEASE NOTE

If you start to display symptoms of COVID-19 whilst at College you will be removed from the classroom and not be allowed to use the college transportation to get home. Your parents or guardians will have to arrange transportation to get you home to ensure all other students remain safe.

## REMEMBER

Normal transport rules still apply, you will need your pass and you will need to be at the stop 10 minutes before the departure time.

# IMPORTANT TO NOTE

## CATERING

The dining suite and coffee shops will all be open. They will be marked out with a one-way access system. Payment in all catering outlets and on the vending machines will be by contactless methods only. Please ensure that you use the hand sanitiser before entering the coffee shops.

## TOILETS

These will be open across the campus however, to assist with social distancing, some cubicles, urinals and sinks will be marked as not in use. Please ensure that if you do need to queue to use the toilets, you maintain social distancing at all times. Markings on the floor will help you to do this correctly.

## LANYARDS

Your lanyard and ID will need to be worn all day so that we know who should be on site. If you lose your lanyard you will need to visit Reception and purchase a new one.

# WHAT TO DO IF YOU FEEL ILL

The main symptoms of COVID-19 have been identified as a:

## High temperature

This means you feel hot to touch on your chest or back.

## New, continuous cough

This means coughing a lot for more than an hour, or three or more coughing episodes in 24 hours.

## Loss or change to your sense of smell or taste

This means you have noticed you cannot smell or taste anything, or things smell or taste different to normal.

**IF** you have any of these symptoms, we ask that you **DO NOT** come into College and ring 111 for advice.

**IF** you are catching College transport and the driver believes you have any symptoms, they will not bring you into College and you will be advised to ring 111 for further advice.

**IF** you attend College with any of these symptoms or symptoms develop whilst you are at College, you will need to be picked up by your next of kin and taken home and should ring 111 for advice. Whilst you wait for a lift you will be isolated from other students and staff to ensure your safety and theirs.

**ANYONE** with symptoms should then self isolate for seven days following advice from 111 and **NOT COME** to College.

**IF** anyone you live with has symptoms you should **NOT COME** to College, ring 111 and self isolate for 14 days as advised.

# MOVING ABOUT WHILST ON CAMPUS

Always walk on the left of paths and corridors.

When queuing for rooms, food or toilets observe the two-metre social distancing rules.

Use hand sanitiser frequently and ensure you wash your hands, in accordance to published guidelines, regularly.

It is essential that to keep everyone safe we all follow the rules of social distancing.



# KEEPING SAFE DURING LESSONS

As part of our preparations for students returning to College each curriculum area has carefully reviewed the steps that need to be taken during classes to keep both students and staff safe. These measures will include but are not limited to:

- Signage to indicate two-metre distancing around the campus.
- Teaching classes outdoors wherever possible.
- Identifying seating/working points within classrooms and workshops so that students know where to sit/stand to maintain social distance.
- Encouraging hand washing and sanitising at regular intervals throughout the day.
- Thoroughly cleaning all equipment, desks and work areas at the end of each College day.
- Not sharing Personal Protective Equipment (PPE) between students.
- Maintaining a two-metre distance between students and staff wherever possible.
- Removing anyone from College who exhibits any symptoms of Covid-19.

# IT IS IMPORTANT THAT EVERYONE COMPLIES WITH THE SAFETY MEASURES

For the safety of everyone on site it is essential that we all follow the safety procedures that have been put in place. This will enable us to ensure that every possible step is being taken to minimise the spread of the virus.

***Due to the importance of keeping everyone safe there will be a zero tolerance of anyone who does not comply with the rules.***

## FAQS

### 1. Will I be able to start my course in September as planned?

We are planning that all students will be able to start their College course in September as originally planned, in accordance with the latest government guidance. It is possible that there may still be a requirement for some lessons to be delivered online but as much as possible we are looking to be able to give you as near to a normal learning experience as possible.

### 2. Will the College transport system operate as usual?

Our extensive transport network is for the exclusive use of our students and therefore no members of the general public will be travelling on our buses, only our students. In accordance with the latest government guidance this means that we can make allowances to social distancing on our buses and therefore we are able to operate as normal. Hand sanitizer will be available as you board the bus and we ask that you use this each time. You must also wear a face covering whilst travelling on the bus. We will also be directing students to sit in bubbles made up of their classmates to further reduce the risk. Buses will be thoroughly cleaned each time they are used on our service.



### 3. Will the College day run as usual or will there be different start and end times?

The College day will continue to start at 9.00am in the morning and finish at 3.00pm on Monday and 4.30pm on Tuesday, Thursday and Friday. We are currently planning our timetable to stagger breaks and lunchtime periods as much as possible to reduce the number of students out of lessons at any one time.

### 4. Will I need to wear a face covering around the campus?

You will not be required to wear a face covering all day but if you are travelling on College transport you will need to wear a face covering whilst you are on the bus.

### 5. Will the dining room and coffee shops be open as usual?

The main dining suite at Moulton and the coffee shops at Holcot, Pitsford and Rushden will all be open as usual. Timetables will be planned so that meal breaks are staggered, and you will need to maintain a social distance when queuing for food. Payment in the canteen, coffee shops and on vending machines will all be contactless as well.



### 6. What measures are the College putting in place to keep students safe?

We have put in place several measures to ensure that everyone is able to return to College safely in September:

- Hand sanitisers in place throughout the College and at the entrance to all communal areas
- Signage to remind students and staff to maintain social distancing around the campus
- Perspex screens in place in canteens and reception areas
- Staggered break times to reduce queuing and large groups of students
- Additional cleaning throughout the day, focusing on touch points and high traffic areas
- Contactless payments being used in all catering facilities, vending machines and the campus shop
- Limiting the sharing of tools and equipment wherever possible

When you start in September, you will take part in a comprehensive induction process. This will include specific training on the measures in place to keep students and staff safe as well as our expectations of students as part of our Covid security measures.

### 7. Do I have to use College transport, or can I make my own way into College?

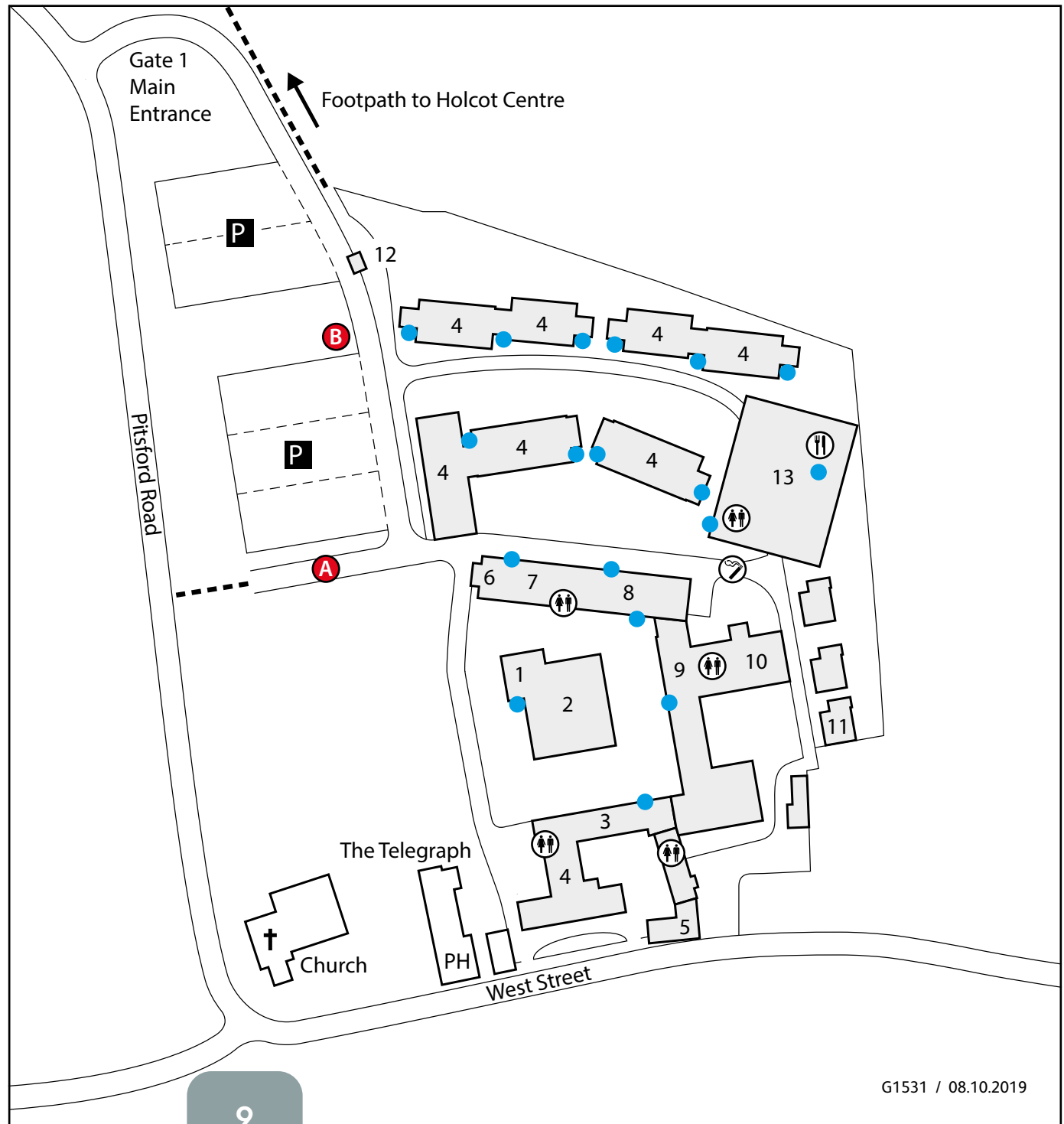
You are welcome to make your own way to College if you would prefer not to use the College transport system, however we do need to know this in advance in order to be able to plan our transport system as efficiently as possible. Students and parents are reminded that transport is a commitment for the entire academic year.



# MOULTON CENTRE GATE 1

● Hand Sanitiser

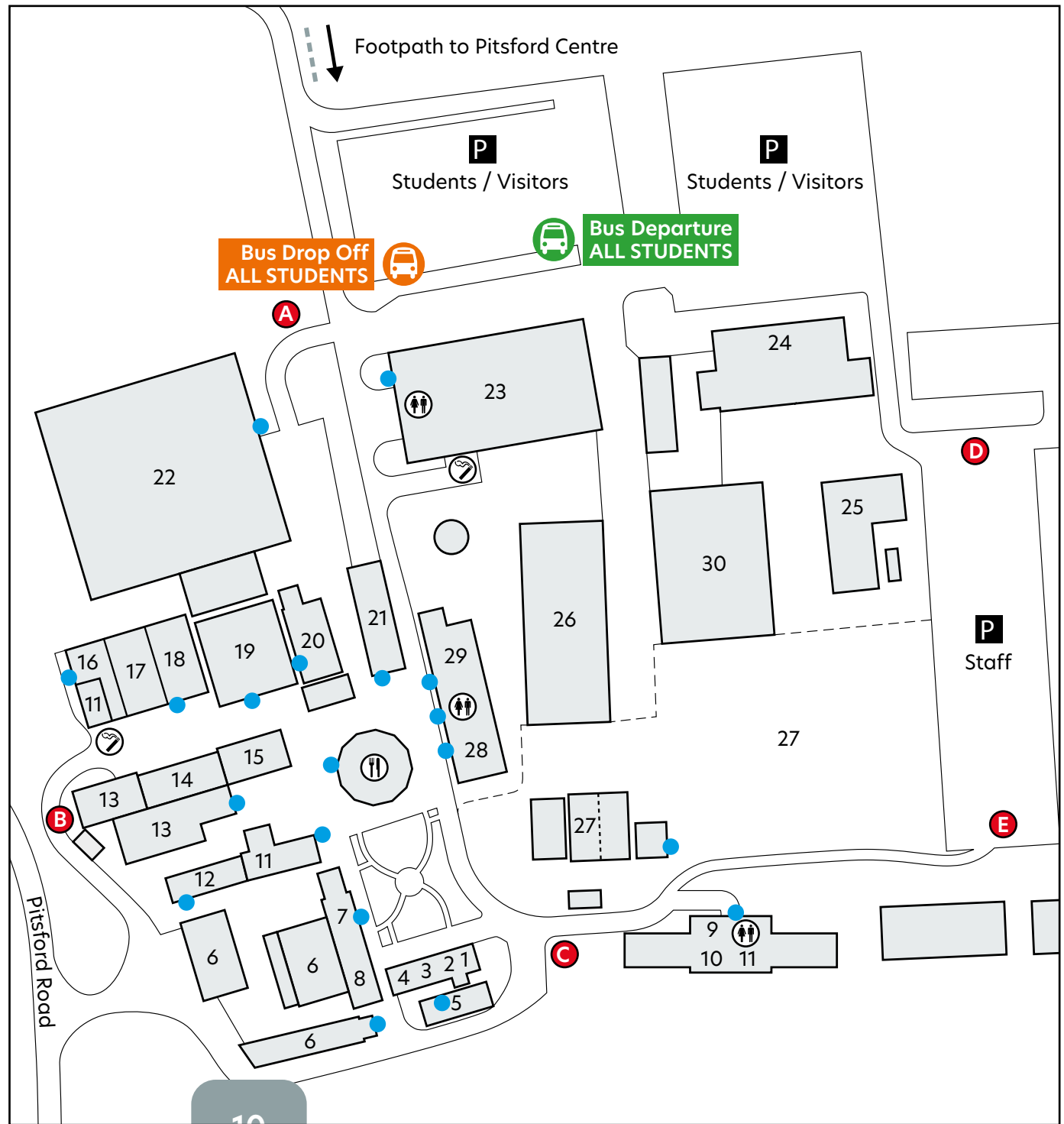
- |  |   |
|--|---|
| 1. Main Reception  | 10. Food Studies Kitchen  |
| 2. Registry:<br>– Student Services<br>– Exams Office<br>– Transport Office   | 11. Senior Warden's Residence   |
| 3. Classrooms<br>M10–M14   | 12. Security Lodge  |
| 4. Halls of Residence  | 13. College Social Centre:<br>– The Barn<br>– Student Support Office<br>– College Shop<br>– Chris Alderson-Smith Dining Suite |
| 5. MIS   | – The Space<br>– Nurses' Room<br>– HE Learning Support<br>– HE Study Area<br>– The Loft                                       |
| 6. Independent Living Centre M9  | – Hotel Services Office   |
| 7. Reprographics   | ● Dining Suite  |
| 8. Higher Education Centre – Classrooms M1–M8  | ● Toilets   |
| 9. Learning Resource Centre:<br>– Library<br>– Careers Centre<br>– Learning Support Centre<br>– Seminar Rooms 1–2<br>– IT Bays<br>– Group Study Bays | ● Smoking Area  |
|  | ● Fire Assembly Point   |
|  | ■ Parking   |



# HOLCOT CENTRE GATE 3

● Hand Sanitiser

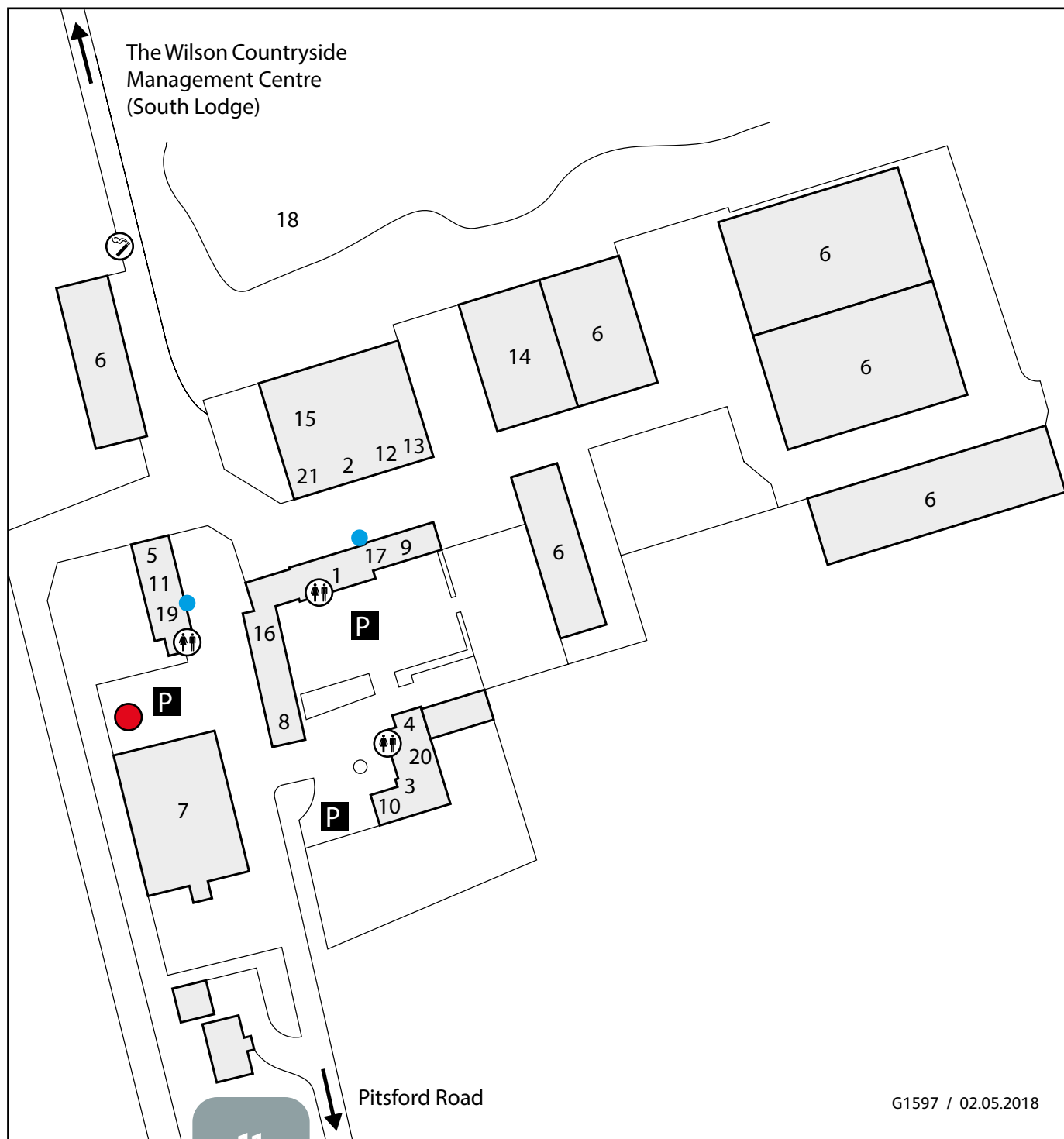
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|---|---|
| 1. Apprenticeship Office                  | 21. Stonemasonry Classroom  |
| 2. Programme Leader Apprenticeships       | 22. Workshops:<br>- Brickwork<br>- Carpentry & Joinery<br>- Maintenance Operations<br>- Wall & Floor Tiling<br>- Classrooms H23-H25 |
| 3. Director of Curriculum and Planning    | 23. John Ashby Sports Hall<br>- Golf Simulator  |
| 4. GCSE Office                            | 24. Veterinary Surgery  |
| 5. Exams Room                             | 25. Animal Therapy Centre   |
| 6. Animal Welfare Centre                  | 26. Plant Nursery Polytunnels   |
| 7. Learning Hub                           | 27. Horticulture Practical Area   |
| 8. Classrooms H6-H8                       | 28. Floristry   |
| 9. Reception and Curriculum Administrator | 29. Picnics Before and After School Club  |
| 10. Classrooms H9-H15                     | 30. Outdoor Social Space  |
| 11. Staff Offices                         | ☘ Coffee Shop   |
| 12. Classrooms H1-H4                      | ♿ Toilets   |
| 13. Furniture Studies                     | 🚭 Smoking Area  |
| 14. Plumbing and Gas Engineering          | ● Fire Assembly Point   |
| 15. Classroom H27                         | P Parking   |
| 16. Bio Science Lab                       |   |
| 17. Construction Materials Test Lab       |   |
| 18. Classroom                             |   |
| 19. Plumbing and Gas Engineering          |   |
| 20. Stonemasonry                          |   |



# LODGE FARM GATE 4

● Hand Sanitiser

- |                                    |                                     |
|------------------------------------|-------------------------------------|
| 1. Management Centre Reception     | 16. Naseby                          |
| 2. Arboriculture Workshop          | 17. Thornby ( <i>first floor</i> )  |
| 3. Boughton ( <i>first floor</i> ) | 18. Tractor / Trailer Driving Area  |
| 4. Creaton ( <i>first floor</i> )  | 19. Vending Machines                |
| 5. Estates Office                  | 20. Walgrave ( <i>first floor</i> ) |
| 6. Farm buildings                  | 21. Welding Workshop                |
| 7. Grain Store                     | ♿ Toilets                           |
| 8. Hollowell                       | 🚭 Smoking Area                      |
| 9. Kelmarsh                        | ● Fire Assembly Point               |
| 10. Lamport                        | Ⓟ Parking                           |
| 11. L1 Classroom                   |                                     |
| 12. L2 Classroom                   |                                     |
| 13. L3 Classroom                   |                                     |
| 14. Mechanical Handling            |                                     |
| 15. Mechanisation Workshop         |                                     |



# PITSFORD CENTRE GATE 4

● Hand Sanitiser

1. Reception
2. John Thorpe Centre
  - Classrooms P7-P13
  - P9 Lecture Theatre
3. Rural Skills Centre
  - Classrooms P1-P6
4. Horse Walker
5. Livestock Buildings
6. Sports Hall
7. Stables
8. Equestrian Indoor Arena
9. Equestrian Therapy Unit and Veterinary Practice
  - Classrooms P14-P16
10. Equestrian Outdoor Arena
11. Equestrian Cross-Country Course
12. Water-Based Hockey Pitch

- ☺ Coffee Shop
- ♿ Toilets
- 🚭 Smoking Area
- Fire Assembly Point
- P Parking

