



The HCA Covid Code four Key Principles:

CLEAN YOUR HANDS

RESPECT SOCIAL DISTANCING

WEAR A MASK

KEEP YOUR SPACE CLEAN



CLEAN YOUR HANDS

Sanitise your hands when entering any building, studio, workshop or performance space and regularly throughout the day.

Hand sanitiser is provided at each entrance and at various stations throughout the college with replacement sanitiser and wipes available at reception.

Personal hand sanitiser is encouraged.

Additional wash basins are located in key areas of the college.

Use hand towels where available and dispose of them properly.



RESPECT SOCIAL DISTANCING

Follow floor markings to adhere to the 2-metre distance rule.

'Keep to the right' in all corridors, stairwells and high traffic areas.

Wheelchair users and those with a physical disability have right of way and only need to 'keep to the right' if possible.

Keep to your 'bubble groups', established by course and colour (indicated on your student ID badge).

Maintain social distancing or wear a mask when working outside of your 'bubble group' and during any break or independent study times.

Maintain the 2-metre social distancing rule wherever possible.

Portable clear screens are to be utilised during particular activities.

Breaks and lunch times to be staggered where possible.

Students are encouraged to sit outside or eat in designated areas.

The use of Microsoft Teams and other conferencing software is encouraged.



WEAR A MASK

Masks should be worn by all students and staff when entering the building, moving throughout the building and while in social/public spaces such as IT suites, Student Study Centre, Libraries, Canteen spaces, social areas and toilets (with more than one occupancy).

Masks are not mandatory when eating or drinking.

Students and staff should be responsible for bringing their own masks.

Masks should be stored appropriately. E.g. in a resealable plastic bag.

Where a student is unable to wear a mask, an alternative solution will be provided.

You may be asked to 'mask-up' for certain activities. E.g. a close-up demonstration. Staff members leading the activity will ask students to 'mask-up' and 'de-mask' as required.

Under no circumstances should anyone share their mask.

QA

Personal visors available on request to all staff. The wearing of a visor by a member of staff is based on the nature of the work they are doing and their personal preference.

Visors should be checked on a regular basis for any wear and tear and replaced appropriately.

Visors should not be shared and are the responsibility of the owner to ensure it is cleaned, named and stored appropriately.

Students are encouraged to sit outside or eat in designated areas.

The use of Microsoft Teams and other conferencing software is encouraged.



KEEP YOUR SPACE CLEAN

New enhanced cleaning has been implemented, including regular cleaning of frequently touched surfaces such as door handles and handrails.

Additional bins have been added to campus to support the 'Catch it, Bin it, Kill it' approach with additional tissues in all shared spaces.

Students and staff are responsible for wiping down all surfaces and equipment after use including desk, keyboard, mouse, phone and other risk points throughout the day.

Ensure that all learning spaces and areas are kept tidy and clean.

Ensure that surfaces and areas have been wiped down before leaving each session, Especially when learning spaces are being used by different groups throughout the day. Floors should only be included where appropriate. E.g. after a movement/dance session.

Students and staff are required to clean up after themselves during break and lunch times ensuring they use the bins provided for litter and wiping down surfaces before and after using them.

Sharing food and drink is strongly discouraged.



For more COVID-19 information visit
www.hca.ac.uk/covid-19

