



HCA's Covid Code Updated March 15th 2021

The Covid Code is HCA's response to the current Coronavirus pandemic and should be used in conjunction with the college's health and safety, risk assessment, safeguarding and other relevant policies and procedures.

It has been produced in line with the most recent government guidelines relating to Further and Higher Education institutions around Covid-19 (which were substantially updated week beginning February 22nd) and where appropriate other government guidelines have also been used as a reference point.

As the situation and guidelines change the HCA Covid Code may also be subject to change.

A Covid-19 Cross College Risk Assessment is available online including the risks and mitigations taken in order to prevent the spread of Covid-19 within the college community.

- Part 1 outlines the Covid Code
- Part 2 outlines procedures around ensuring compliance

HCA COVID Code Part 1

4 Basic Principles of the HCA Covid Code:

CLEAN YOUR HANDS

RESPECT SOCIAL DISTANCING

WEAR A MASK

unless exempt

KEEP YOUR SPACE CLEAN

In addition to the 4 basic principles this updated code contains guidance on **ventilation, testing and college procedures for addressing student or staff non-compliance.**

COVID SYMPTOMS

Staff and students should not come onto campus under any circumstances they become symptomatic but should seek advice from the NHS and secure a symptomatic test.

The main symptoms are

- A high temperature
- A new continuous cough
- A loss or change to your sense of smell or taste

Students should inform the college by contacting registry on **01432 845304** or email **absent@hca.ac.uk** making it clear the reason is Covid-19 symptoms

Staff should inform their line manager and personnel

LATERAL FLOW TESTING

Staff and students accessing the campus are strongly encouraged to participate in the college's lateral flow testing programme. This is an important measure to help identify asymptomatic cases of the virus. Testing is voluntary and students and staff who choose not to participate will still be able to access campus.

CLEAN YOUR HANDS

All staff, students and visitors should sanitise hands thoroughly for at least 20s when entering the building, studio/workshop or new environment and regularly through the day particularly having used the toilets or before eating.

For NHS guidelines on effective handwashing see [How to wash your hands - NHS \(www.nhs.uk\)](https://www.nhs.uk)

- Hand sanitiser stations are provided at the main entrances of each campus and at various stations throughout the college and must be used on arrival, when returning to work space after a break, when changing rooms and before and after eating
- Bottles of hand sanitiser and wipes are available within each teaching spaces, and can be collected by staff from designated areas on both campuses (currently CRC ground floor kitchen/Folly general staff room) if areas are running low
- Students and staff are encouraged to bring their own small bottle of hand sanitiser to enhance general hand sanitation
- Use air hand driers or paper towels to dry hands
- Ensure hand towels are appropriately binned.

RESPECT SOCIAL DISTANCING

Maintaining your distance from other people is one of the most important measures to prevent the spread of infection.

- **Floor markings in corridors and other spaces indicate a 2 metre distance** and should be adhered to.
- **'Keep to the Right' principle** 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.
- **Office spaces** have door signage which indicates maximum occupancy to maintain social distancing and should be followed.
- **'Bubble Groups'** of students have been established by course teams and students to remain in their 'bubble groups' as much as possible
- Students should **maintain 2 metres** distance wherever possible even with other students in their bubble group
- **Staff should at all times try and maintain a 2 metre distance** from students and other staff even when they work in the same staff team
- **One metre plus:** Where possible office, teaching and communal spaces are set up to promote a 2 metre social distance. Where the space/nature of the activity means this is not a possibility at least one metre should be maintained with additional measures as such as a screen or masks
- **Social distancing guidelines** should be followed outside college buildings, and travelling to and from college

WEAR A MASK

- Masks are to be put on by all students and staff before entering any college building
- Masks are to be worn inside the college at all times that 2 metres social distance cannot be maintained except where exceptions apply
- This means wearing masks within bubble groups in studio and workshops as well as moving from one space to another and in general areas of the college such as IT suites, workshops, student study centre, library, toilets (with more than one occupancy)
- Masks should be worn when moving around any internal space (e.g. when leaving a desk to walk across a studio)
- Masks should be worn in the canteen areas unless food and drink are being consumed
- If you are consuming food away from the canteen you must ensure you are in as open a space as possible, outside if weather permits, fully socially spaced and there is good ventilation; you should also confirm people near you are comfortable
- Students and staff are responsible for bringing their own mask(s) to college/work and storing them appropriately (a small plastic ziplock bag is recommended). A small selection of disposable masks and ziplock bags are available at receptions for students or staff who misplace or forget to bring PPE
- Staff and students should follow guidelines on the safe putting on and taking off of masks including cleaning hands before and after and avoiding touching your face
- [Face masks: How to wear one correctly - BBC News](#)
- Students and staff are advised to bring 2 masks and change them if damp
- Students and staff may wear transparent masks to aid others' lip reading and

reading facial expression

- Under no circumstances should anyone share their mask with another person
Some people are exempt from wearing masks. There are many reasons for exemption including those who:
 - Cannot put on, wear or remove a face covering because of physical impairment or disability, illness or mental health difficulties
 - Speak to or provide help to someone who relies on lip reading, clear sound or facial expression to communicate
 - where putting on, wearing or removing a face covering will cause you severe distress
- for the full list see Face coverings: when to wear one, exemptions, and how to make your own - GOV.UK (www.gov.uk)
- Students must notify their course tutors they are exempt in line with the guidance and are asked to wear an exemption lanyard to ensure others recognise they have registered as exempt and are not breaking the Covid Code (tutors should record exemptions with registry)
- Staff must notify personnel if they are exempt in line with the guidance are asked to wear an exemption lanyard to ensure others recognise they have registered as exempt and are not breaking the Covid Code (tutors should record exemptions with registry)
- The college recognises that staff and students are not required to show proof of exemption and carrying an exemption card is a matter of personal choice and not required by law
- Where a student is registered with the college as exempt from wearing a mask their tutor should discuss risk mitigation with them and where possible put additional measures in place such as allocated seating in studio/other learning spaces to reduce walking through groups of students
- Students and staff who are exempt may choose to wear a visor; though the function of a visor is different to a mask: a visor may offer some measure of protection to the wearer from others but is less effective as limiting the possible spread of infection by the wearer

- Visors should be checked by wearers on a regular basis for any wear and tear and replaced appropriately; a new visor can be requested from reception at any point within the working day.
- Visors should not be shared with other people and it remains the responsibility of the student or staff member to ensure it is cleaned, named and stored appropriately

For exemptions and other national guidance that should be followed see [Face coverings: when to wear one, exemptions, and how to make your own - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/face-coverings-when-to-wear-one-exemptions-and-how-to-make-your-own)

The college fully respects some students and staff are exempt from wearing masks under the guidance. The college will not tolerate any harassment of those who are exempt or who choose not to participate in lateral flow testing. Staff and students may reasonably remind others of the Covid Code and national guidelines. The college has introduced exemption lanyards to prevent unnecessary reminders.

CLEAN YOUR SPACE

New enhanced cleaning has been implemented including regular cleaning of frequently touched surfaces, including door handles and handrails, using detergents. Shared areas, including toilets, are being cleaned more regularly.

- Staff and students should follow 'Catch it, Bin it, Kill it' approach to coughs and sneezes disposing of tissues and cleaning hands
- Staff are responsible for wiping down their office work desk, keyboard, mouse, phone etc. throughout the day.
- Staff can collect additional supplies of wipes and sanitiser from designated rooms, currently the ground floor kitchen (CRC) or staff room (Folly campus)
- If any additional cleaning equipment is required it can be requested from maintenance@hca.ac.uk
- In learning spaces students and staff should ensure that areas are kept as tidy as possible
- Staff and students are responsible for wiping down any equipment before and after use, for example: keyboards and mice
- Staff and students should not share equipment without cleaning between
- If learning spaces are being used by different groups throughout the day each group should ensure that surfaces and areas have been wiped down before leaving the session. This does not usually include cleaning floors, the only exception where it may be appropriate to clean the floor is after a movement/dance session based on the risk assessment.
- Students should be briefed and encouraged to be extra vigilant when cleaning up after themselves during break and lunch times. This includes using the bins provided for litter and wiping down surfaces after they have used them.
- Sharing food, drink and water bottles between students or staff is to be discouraged and avoided.

VENTILATION

Staff will improve ventilation by opening windows and doors in work spaces where possible to create air flows. Students and staff should dress appropriately to support this. Where it is difficult to maintain a flow of fresh air then staff should try where possible to refresh air periodically (at least every half hour) by opening a number of windows simultaneously for a short period.

VISITORS TO CAMPUS

- Students should not invite visitors into college buildings on either campus
- Staff advised to keep external visitors to a minimum
- Exceptions, for example contractors, must be briefed at reception to follow the covid code.

COVID CODE COMPLIANCE

Students and staff are all expected to follow HCA's Covid Code and national guidelines around Covid on campus and off

Residential students must follow any guidance around household mixing and not invite other people into their residency (unless part of formal support bubble) until national guidelines allow

Student compliance:

- Repeated failure to uphold the HCA Covid Code or any student seen to be deliberately in breach may result in a period of exclusion from the campus or in the event of an extreme breach, permanent exclusion.
- In the first instance, a member of staff will remind the student failing to comply with the Covid Code guidance
- Students concerned about other students' compliance may politely remind the student concerned directly or raise their concerns with a member of staff
- Repeated reminders of a minor infringement by staff or a more significant (in the judgement of the college) or deliberate infringement will result in a formal written warning
- Failure to comply after the written warning may result in a temporary exclusion from HCA campuses
- Failure to comply after an exclusion will result in a longer exclusion and potentially, in an extreme case, permanent exclusion through the formal disciplinary process.

Staff compliance:

- Staff concerned about another member of staff's compliance may politely remind them of Covid Code guidance
- Staff may also report a concern to personnel

- Line managers may be asked to remind staff about minor infringements
- Repeated minor infringements or more serious infringement (in the judgement of the college) may be addressed through the staff disciplinary process
- Staff are expected to follow Covid guidelines off campus as well as at work as failure to follow these guidelines may endanger staff and students and bring the college into disrepute
- Staff are expected to promote the Covid Code to students and support student compliance.

We want everyone to understand and support the Covid Code. If you have any questions or suggestions, students please raise them with a member of staff. If the staff member does not feel able to answer a student question, please pass as quickly as possible to any member of the college Incident Management Group or to personnel.

Document Control

Manager Responsible	Principal
Version Number	2.1 (amends following feedback on visas and exemptions) (15/03)
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For more COVID-19 information visit
www.hca.ac.uk/covid-19

