

Access to College

Introduction

This induction has been created for Barnsley College staff and students and covers additional health and safety measures in place in all College buildings, to combat the spread of the Covid-19 virus.

Covid-19 is a highly contagious and potentially deadly virus.

It can take up to several days for symptoms to appear, so you may be carrying and spreading the virus, without realising it.

To help stop the spread of the virus and protect the most vulnerable and our NHS, please watch this presentation and follow the direction we have given, to protect you and our College community.

Government Guidelines

Following the Government announcement of some easing of lockdown, we have been advised to begin re-opening College in a limited way for a number of staff and students.

New systems in place

So that we can open College and make it safe for everyone, we are introducing new ways of using the buildings that everyone will need to understand and follow.

What we are doing

This is what we are doing to make College a safe place to be.

Restricting Access to College

- Only people who have been invited to come to College will be allowed in.
- Everyone must complete the online checklist and be 'booked in' to gain entry.
- Entry and exit doors will be clearly marked to avoid any congestion.

Personal Protection Equipment

Personal Protection Equipment (PPE) for Covid-19 will be available for anyone who comes into our buildings. However, it's not compulsory to use it.

Moving around the building

- A one-way system is in place to move around the College buildings.
- Signs and floor markers will direct your route.
- Lifts will be available, but should only be used if absolutely necessary.

Keeping College clean

- College buildings will be thoroughly cleaned, sanitised and disinfected every day.
- High risk areas such as door handles and handrails will be disinfected throughout the day.

Hand washing and toilet facilities

- Hand washing facilities will be accessible at all times.
- Hand sanitiser will be available at entrances and exits to buildings.
- Toilets will be cleaned throughout the day, paying special attention to handles, taps and flush mechanisms.

Visiting College

Here's guidance on what you should do if you have a reason to visit College.

Requesting Access

Do not come to College unless you have been asked to, or access has been granted by a senior manager.

You must complete the Induction Checklist available when you have watched the video.

Do NOT visit College if ...

- You have a cough, a fever or any other symptoms of Covid-19.
- You or someone you live with is a vulnerable person or aged over 70.
- Follow the signs
- You must stick to the one-way system in place around the building.
- Only use the entrance and exit doors clearly marked.
- Use the stairs unless you are unable to do. Only one person at a time is allowed in the lift.

Wash your hands properly and often, especially ...

- When you arrive or leave our buildings.
- After coughing or sneezing.
- Before and after eating or preparing food.

Hand sanitiser is not a substitute for proper hand washing.

Social Distancing Rules

While you are in College you should follow social distancing rules and stay two metres away from anyone who is not in your household.

Two metres is about three steps.

If you fall ill whilst on College premises or on College business ...

- Notify your Head of Department, Human Resources or your Tutor immediately.
- Go straight home.
- Follow self-isolation guidelines.

We can only make sure that we all stay safe if everyone follows these instructions.

Induction checklist

You should now complete the form on the website.

Once completed you will be emailed with confirmation that you have understood and will comply with the safeguards in place.

You will need this as proof before you are allowed to enter College.

Thank you