

Student Advice:

West Dean College of Arts and Conservation welcomes all our students to a teaching environment that is safe and hospitable. We are operating on a principal of the same as or better than national guidelines. This ensures that West Dean is **Covid secure**. The principal of the one metre plus rule is our benchmark, and where that cannot be maintained we aim to have adequate and practicable measures in place.

To ensure you have a safe visit we will:

- Welcome and assist you from a safe distance
- Monitor temperatures
- Provide a stringent cleaning regime in public areas
- Have staff patrolling the site to monitor visitor safety
- Put one-way systems in place or close areas where social distancing would be difficult
- Operate cashless payments on site
- Be asking our staff to wear face coverings in communal and retail areas

To keep yourselves safe and well please:

- Keep one metre plus away from staff, other students and visitors
- Wash your hands for at least 20 seconds after using the facilities and before entering workshops
- Follow any guidance signage in place
- Use the sanitiser stations provided
- Please consider wearing a face covering in communal areas and when social distancing cannot be maintained

Home Testing:

In line with other educational establishments, we strongly encourage all short course students to take a Covid-19 home test (lateral flow) shortly before coming to the College. This will help us ensure that there are no Covid-19 outbreaks. It only takes two connected cases to cause an outbreak, this would lead to the College closing for ten days.

Similarly, the College's HE students, tutors and staff are all encouraged to test twice a week using our on-site testing facility.

Covid Secure:

The Health & Safety Executive and the Government have set a list of five points that all organisations must meet before they open. The Trustees, Executive Management Team and Staff are committed to maintaining these as fundamental principles throughout all College and Estate departments. To this end:

- We have carried out a Covid-19 risk assessment and shared the results with the people who work here
- We have cleaning, handwashing, and hygiene procedures in line with guidance

- We have taken all reasonable steps to help people work from home
- We have taken all reasonable steps to maintain a one metre plus distance in the workplace
- Where people cannot be one metre plus apart, we have done everything practical to manage transmission risk
- Higher education students and staff have access to regular on-site asymptomatic testing

Booking Courses:

During this process you will receive clear and concise information on how the College will be operating during Coronavirus restrictions. This will include what we expect from our staff as well as how you can contribute to the safety of everyone on the site. Important areas are:

- Students who are self-isolating or displaying Covid-19 symptoms are to inform the College and not to attend any courses
- A health declaration is to be signed by students on arrival at the College
- Information on temperature checks and our processes for carrying these out
- The wearing of face coverings (see below)
- How the College aims to achieve social distancing

On Arrival:

Our check-in and welcome procedures have been revised to allow a speedier experience to minimise time in public areas and allow safe social distancing.

Temperature Checks:

It is our policy that everyone entering the College (staff, contractors, and students) has a daily temperature check. This will be carried out at using the latest equipment that involves no physical contact. We hope you will understand that this helps ensure a safer environment for all.

Face Coverings:

These can reduce the risk of transmission particularly in areas where social distancing of one metre plus is compromised, albeit temporarily such as in corridors or washrooms. All West Dean staff have been requested to wear face coverings in these areas and we are asking that students please consider doing so too:

- Please consider donning a face covering before entering any College building
- Wearing a face covering whilst traversing corridors where other students and staff may be present will help keep all of us safe
- Consider wearing a face covering in communal areas unless social distancing can be maintained (such as once seated in the refectory or restaurant. Please replace your face covering before leaving your seat)
- When using the Craft Shop face coverings should be worn
- If wearing a face covering it will be fine to remove it once you are at your workstation and one metre plus from all other occupants
- They must be redonned if the student wishes to move around the workshop/studio or if the one-metre space is compromised such as if the tutor is interacting with the student

- They can be removed once in open air but please keep in mind that social distancing will also reduce the risk of transmission

We would recommend that you bring face coverings that you are comfortable wearing.

Medical style masks (type I IR) are available within the teaching spaces or from Technical Resources. These are free of charge.

If you would be more comfortable with a visor, we can supply these free of charge.

Social Distancing:

The College is working to the principle of one metre plus as the best means of reducing transmission. This will be reflected in how we set up classrooms and workshops. In many cases student numbers have been reduced to facilitate this. There will be signage and advice throughout the College and the operation of one-way systems where this can be achieved. Break times will be set to reduce congestion within the common areas.

Hygiene:

The College has invested in extra washroom facilities as well as sanitising stations where appropriate. Most workshop and studio spaces will have sinks and appropriate handwashing materials as well as paper towels and bins. We would ask that all students wash their hands regularly in line with national guidance. This is particularly important before and after breaks and visiting washrooms. Regular sanitising is also recommended especially before entering and upon leaving common areas.

Cleaning:

Cleaning and Housekeeping staff have received extra training and access to appropriate materials such as cleaning fluids to keep surfaces clean and safe. Workshop and studio spaces are subject to a thorough clean in-between courses. College tools will be quarantined, cleaned, and sanitised. Course tutors will be issued with cleaning packs for sanitising shared items such as machines. Hard surfaces particularly in common areas will be regularly sanitised. The regularity of washroom checks and cleaning has also been increased.

Workshops:

Each workshop has its own safe method of working, this is based on equipment, the nature of the course and the facilities in the workshop. Your tutor will explain these as part of the course induction along with other safety matters.

All workshops have been risk assessed and student course numbers reduced accordingly to allow social distancing.

Ventilation:

Good ventilation, by encouraging a regular exchange of air within the space, is a proven mitigation against infection. As such we will open windows and doors as required. This may lead to cooler temperatures within teaching spaces. **Please bring warmer clothing with you if you feel this may make you uncomfortable.**

Course Induction:

As well as the regular Health & Safety induction all students will receive specific advice on procedures to enable them to enjoy and get the best from our courses safely. Also, on entering your teaching space you will find your pre-paid course materials waiting for you. These will have been handled and packaged following strict hygiene procedures.

Personal Protective equipment (PPE):

Because of the nature of some courses PPE will still need to be worn where our risk assessments require it. The current situation may however dictate that other PPE will also be identified to reduce the risk of transmission. Each course will be different but where appropriate the College will supply such items as masks, face shields and disposable gloves.

Information Technology:

To reduce the need for 'close contact' in the teaching environment (such as tutor demonstrations) the College has invested in cameras and screens where viable. Other IT driven teaching aids may also be used depending on the subject matter.

Catering:

In re-shaping our food services delivery, we have set ourselves the target of maintaining the quality of our food even though how we deliver this has changed. We will endeavour to deliver as wide and varied a choice that is possible while still catering for dietary needs and allergies.

There will be a revised service which will be based upon separate seating times. Students should follow the guidance in the restaurant. Please ask a member of staff if you have any questions.

College Facilities:

We recognise that access to these is important for students and so the College has made appropriate changes that allow those using them to remain safe.

Craft Shop: In line with how other retail outlets are operating there will be changes that we hope will not reduce the experience of our shop but contribute to making it a safe and comfortable environment. These will be detailed at the course induction. There will also be clear signage and information where needed.

IT Suite: To maintain social distancing the College will be reducing the number of workstations. We will also be introducing regular cleaning and sanitising of the room and equipment.

Library: Students wishing to use the library should ask at the Student Welcome desk for details.

Residential:

As well as the usual servicing that we provide all rooms will be subject to cleaning using recommended materials and sanitising in between occupancies. The College has a robust procedure should a room need to be isolated and deep cleaned before re-occupation.

Rooms will be subject to a full and regular cleaning service. But we understand that your room is your own space, so if you do not want this service, please let us know at the time of booking.