

### **Student Advice:**

We welcome 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 and the KLC School of Design is **Covid secure**. Although nationally measures to reduce the spread of the virus are being relaxed, we want to provide an environment where you feel safe and comfortable

### **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
- Operate cashless payments on site

### **To keep yourselves safe and well please:**

- 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
- We strongly recommend that you wear a face covering when in communal areas

### **Booking Courses:**

During this process you will receive clear and concise information on how the College will be operating during the 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 have tested positive or are displaying Covid-19 symptoms are to inform the College and not to attend any courses
- A health declaration is to be signed electronically 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)

### **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 you are near others such as:

- When entering any College building
- Whilst traversing corridors where other students and staff may be present
- In communal areas unless eating or drinking
- When using the Craft Shop
- There is no requirement for face coverings when in the open air

**Government advice recommends wearing a face covering in crowded and enclosed spaces, especially where you mix with people you do not usually meet. Also, when rates of transmission are high.**

We strongly recommend that all West Dean and KLC staff wear face coverings in these areas and we are asking that students consider doing this too unless you have an exemption:

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

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

### **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.

### **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.

### **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.

### **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:** This is available to use by Short Course Students. Please ask the Student Welcome Team 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.