

COLLEGE COVID CHECKLIST

Your health and safety is our priority and is your responsibility

Keep safe, keep distance, keep learning

- 1. Social distancing:** Students to remain socially distanced from each other at all times. Students to remain 2m away from staff at all times.
- 2. Feeling unwell:** If you are not feeling well then please tell your teacher or a member of staff and they will arrange for a First Aider to come and see you.
- 3. Practice good hygiene:** Wash and sanitise your hands regularly, do not touch your face with your hands, cough/sneeze into a tissue or into your elbow. When you arrive at College, you must either wash your hands or use the sanitiser stations at the entrance to each building.
- 4. Face coverings:** We require all students to wear a face covering in all indoor communal areas of the College e.g. corridors/ILC. Students are not required to wear a face covering in lessons but are still encouraged to do so if they so wish. Where social distancing cannot be maintained between a teacher and student in certain situations/activities, a teacher may reasonably expect you to wear a face covering. You are also reminded that it is compulsory to wear a face covering in shops and on public transport.
- 5. Home Testing:** Please ensure you test yourself twice a week and remember to report your result via
 1. NHS Test & Trace self-report website – <https://www.gov.uk/report-covid19-result>
 2. Godalming College - <https://intranet.godalming.ac.uk/CovidTestConsent/SubmitTest.aspx>
- 6. On campus:** Only remain on campus if you really need to.
- 7. Lanyards:** All students must always wear their lanyard. If a student forgets their lanyard, staff will send them to Student Reception who will give the student a temporary wristband for the day.

8. **One-way systems:** Everyone must follow the one-way systems in place on campus.
9. **Where to work:** When not in class, if a student needs to remain on campus to wait for another class then the student has the following options:
 1. Wherever possible use the many outdoor spaces on campus, weather permitting, keeping socially distanced at all times.
 2. Work at one of the designated workspaces in the ILC. The ILC is open 9am – 4pm.
 3. Go to the large indoor spaces (e.g. Main Hall).
10. **Catering:** All four catering outlets are open on campus. Water fountains remain available around the campus.
11. **Arriving to your lesson:**
 1. Students to arrive at the classroom exactly on time. If a student arrives early, they should wait outside the building to allow the students currently in the classroom to exit.
 2. Students to use the hand sanitiser provided in the classroom on arrival.
12. **During your lesson:**
 1. Follow the seating arrangement as directed by your teacher.
 2. Students may use the toilet at any point to avoid queues at peak times.
 3. Students must wipe down any equipment they are using with the wipes provided in the classroom.
 4. Don't touch anything that hasn't been sanitised by you.
 5. Teachers will finish the class a few minutes early to allow the students to exit the classroom before the next set of students arrive.
 6. Keep your personal items with you at all times.
13. **Keep to the left:** If you find yourself in a situation where you have to pass another person coming the other direction (this applies to the access of a handful of classrooms) always walk close to the LEFT hand wall of the direction you are walking.

If you don't understand any of these arrangements then please ask.