

**Leicester College aims to deliver a full curriculum offer to all students and apprentices from September (phase 2 of re-opening), in line with Government expectations and guidance, within the constraints placed upon the College by the COVID-19 pandemic. Local, as well as national considerations and restrictions may apply.**

The following principles, and the detail below, are designed to provide a framework within which the College leadership, managers, union representatives, curriculum and support staff will plan to deliver and support the College's offer to students and apprentices in the new academic year.

### **Principles**

- The College will deliver as full an offer and experience to as many students and apprentices as is possible, given the constraints presented by COVID-19.
- The health, safety and wellbeing of students, apprentices and staff will be the first consideration at all times.
- The College will work within national guidance, including advice and guidance which is applicable to industrial sectors, but will adapt/augment this where appropriate for local circumstances.
- Where it is effective and feasible for staff to work from home, they should continue to do so, **with agreement from their line manager and in the context of ensuring that there is sufficient staff presence on site.**
- The College will operate a 1 metre+ distancing policy. This will apply to all teaching and non-teaching activities within the College, although teaching staff should maintain a 2 metre distance from students, if practicable. Where this is not practicable, mitigating measures will be put in place. **The wearing of face coverings by everyone on campus will be expected.**
- Students and apprentices will receive a blended learning experience, comprising online/remote teaching, sessions and support combined with practical experience onsite. The precise balance between remote and face-to-face teaching and learning will be decided by Curriculum Directors, in consultation with staff, and will vary depending on the programme area/level of the students and apprentices recruited.
- The College will be clear and transparent in its communication to students and apprentices about what they can expect to receive in terms of their learning experience in 2020, and the standards of behaviour that the College expects from them.

- The curriculum offer, all College support services, meetings and activities will be planned and managed to limit and minimise the number of people on site at any given time. Movement between campuses will be limited to essential travel only and the minibus will not run for now.

### **In more detail:**

#### **College Estate**

The College estate, including all campuses and outreach centres, will be configured and equipped to enable safe distancing at all times. Classrooms will be arranged in line with social distancing requirements. In an ideal scenario excess furniture will be removed – but it may well be that Estates will have to mark out which desks are not to be used within classrooms. Room set up is a priority for attention on reopening. Staff are requested not to alter room configurations which may compromise social distancing requirements.

Office accommodation and occupancy will be reviewed and reconfigured in accordance with the 1 metre plus distancing principle, minimising face to face working, with perspex screens placed in reception/customer facing areas.

Hot desking in staff rooms and/or offices should only happen in exceptional circumstances and where it is unavoidable. Anyone hot desking should ensure they clean down furniture and equipment before and after use.

Visitors will not be allowed on site except in exceptional, pre-booked circumstances (for example, external candidates for interview). This of course means the closure of taste Restaurant and Hair and Beauty salons to the public for the time being; there will be no room rental to external organisations. A policy is being drafted. Contractors will continue to access the estate as necessary.

Access control: doors have been installed at APC A Block. All of the APC, SMC, FPC C and D Blocks now have Access Control entry systems.

Lifts: there is currently signage up on lift doors stating only 1 person allowed in lift per time due to obvious issues around confined space and no ventilation. Usage will be monitored as people return to College.

Catering: reduced menus, with separately portioned food, will be available in refectories until at least the October half term, with tables and seating areas spaced in accordance with social distancing.

This information will be shared with all external partners based in the College leased outreach venues so that they may align their work practices to the health and safety guidance included in the Framework.

#### **Health and Safety Measures**

One-way systems will be in place at all campuses and outreach centres where possible.

As in phase 1, frequent hand sanitisation/washing will be encouraged with sanitisers at every entrance, outside every toilet and available throughout the College.

PPE appropriate for each department/curriculum area will be purchased and held centrally.

It is expected that Face coverings will be worn on campus for students, staff and visitors. More detail is in the [Face Coverings Policy](#).

First Aid: campus wardens and facilities staff have First Aid at Work Certificates and will cover evening shifts; further training is being arranged for construction staff also. A new [COVID-19 specific First Aid policy](#) is in place.

A policy for dealing with any [suspected cases of COVID-19](#) has also been agreed.

### **Curriculum and Student Support**

The majority of enrolment and induction activity, tutorials, apprenticeship reviews, welfare and counselling sessions will be delivered online. With the agreement of their line manager, staff may deliver from home, or from College, or it may be a mixture; curriculum managers are asked to take into account staff circumstances, digital skills, available technology and students' needs (e.g. the need for ALS) when making delivery decisions.

Guidelines for managers and teaching/training staff on online delivery expectations (e.g. how long should sessions be; breaks etc. and other safeguards for staff) are being drafted and will be consulted on with UCU before release.

Curriculum areas will consider the onsite staff presence they need in the light of their delivery plans. Where students are learning on campus, it is important that curriculum managers and others with responsibility for supervising students and responding to their needs and issues are available in college, as required, to enable a safe and effective teaching and learning environment.

### **Student Experience**

There will be no large face-to-face group activities or trips scheduled for the Autumn Term.

All study programme students across all levels will receive a 30 hour vocationally related employability programme, which can be delivered remotely. This will be supplemented by workshops and activities which will be delivered by the SET Team, Work Placement Coordinators and Learning Coaches.

Where appropriate and if possible level 2 students will be encouraged to undertake a work placement. The expectation for level 3 students is that they will go out on an Industry Placement (IP), in line with the IP principles for each sector.

Enrichment activities will be curtailed, but there will be an offer to students, mainly online. Some sporting activities will take place under controlled conditions as per national guidelines.

The assumption is that the majority of counselling/welfare/careers sessions will be online.

There will be restricted access to libraries with appropriate distancing in place; arrangements to compensate for this are under discussion.

Students may use their own devices to engage in learning. We will ask students about their access to IT equipment and will try to provide equipment for those who do not have any IT access, prioritising those who are eligible for the learner support fund.

Refectory arrangements are being considered and advice is being taken by the Catering Manager, but it is clear that there will be only a limited food offer for staff and students.

## **Staff**

Consultation will take place with staff (including BAME staff) who have concerns about returning to work on campus because they may be vulnerable to COVID-19. Individual risk assessments will be conducted and adjustments made as appropriate.

Staff and team meetings will continue via Microsoft Teams wherever possible.

Staff may use their own devices to work from home, or College equipment where they have it. We will prioritise providing additional IT equipment to those staff who have no IT equipment but need it to complete their core work; this will include those who cannot come in to College for health reasons. Further information on working from home is provided in the [Home Working Policy](#).

Staff rooms will be open, but their use should be minimised and appropriate distancing will be in place. It will be necessary to keep desks etc. clear of paperwork and other items wherever possible and there will be no hot desking. Additional space/extra storage is being identified wherever it can be found.

Kitchenettes can only be used by 1 person at any time with no shared cutlery or mugs etc.

There are 65 **photocopiers** around the campuses and outreach centres. There will be a spray bottle containing an Anti-Virus/Bac spray and a Blue centre feed roll to be placed by each one. The user will need to wipe down directly before/after use. Signage will be placed by each machine indicating this.

Staff will be able to park on site and will need to apply for parking permits in the usual way for 2020/21. There will be no staff parking charges for the autumn term, up to 31 December 2020, but the intention is to reinstate parking charges from January 2021.