In Class Support Team Meeting

Laura Cook (Friday 28/08/2020. 11:00-12:00. Zoom Meeting)

*Power point Presentation:*

In Class and Workplace Support

Returning to Work Safely

Good to see everyone safe and well

Thank you to everyone for your patience over the past few months

* We will be discussing how we deliver in class support safely
* We need to consult with you all on how we do this

There are 2 Risk Assessment:

1. Exposure to suspected / diagnosed Corona Virus
2. Covid-19 Risk Assessment for working on College and University campuses

We are focussing on the second one, considering:

* Hazards
* As we provide Personal Care Support, we already have a lot of experience in provided relevant protection
* Social Distancing
* Movement of people
* Getting to work – form of transport
* Hygiene control
* Going to multiple sites / campuses
* If you develop symptoms

Controls Put in Place

* Avoid face-to-face work
* Where possible we will set you up to work from home
* However, there will still be some students who will need to go into College/University
* Keep to fixed cohorts
* Increased handwashing
* Social distancing
* Using hand sanitiser and face covering
* Assess risks dynamically
* We are in continually changing environments
* Feed back to your coordinators any concerns you have
* Communication is key
* Controlled movement around campuses
* Identify areas that we don’t have control over
* Training
* Ensuring you are kept informed and you are confident
* Access to info on your People-HR
* Support people to work from home
* Controlled site Inductions
* Try to use touch base devices
* Cobalt the new upgrade from Wyvern will enable you to acquire emailed signatures from your students
* Open doors with elbows – avoid contact as much as possible
* Work back-to-back or side-to-side rather than face-to-face
* However, consider students on the Autistic Spectrum, deaf students and students with hearing impairments
* We will be doing individual support plans and risk assessments for these students
* Optimize outdoor spaces during breaks / lunches
* Understandable that this will be difficult during winter months
* Identify vulnerable staff
* Use Track + Trace
* Stringent hand hygiene
* If there is a case of Covid-19
* You will need to self-isolate
* Self-certify to get sick pay
* Safe travel to and from work
* Washing your clothes after work
* Monitor noise levels
* Shouting / singing increases the spread of germs by the mouth
* Training staff on any other areas
* Communicate with Colleges and Universities

Dynamic Risk Assessment

Risk Assessment Awareness course is available for you to do on Citation

* Your judgment and feedback are key

Questions from the Survey so far

Q1. Test and Trace

* This is in Attendance and Movement of the Risk Assessment report

Q2. Ventilation

* Out of our control
* Find out from the Universities what they are doing and will communicate this with you
* Air conditioning is advised against
* Opening windows were possible

Q3. Masks

* Let us know if you are not able to wear a mask / face covering

Q4. Students

* Pre meetings with students will be via Zoom

Q5. Hours

* We are monitoring recruitment closely and prioritising existing staff
* Working online can increase your hours / open up more options

Q6. Remote working – how this will look

* Meeting with Colleges and Universities are / have taken place
* A lot of staff are still not on sites
* They do not know a lot yet
* Waiting until we get timetables in
* Teams and Skype will be mostly used for remote support
* We are running some training on these in September

Actions

* You will get your Login details for Cobalt
* Attend the training – dates for the training go out in the Voice today
* The 14th, 16th and 17th for training on Cobalt
* Complete Infection Control Training if you have not done so already
* Covid secure packs will be sent out to you all – containing hand sanitizer and face mask
* Risk Awareness Course – email Laura Trueman if you would like to do this: [LauraT@learningsupportcentre.com](mailto:LauraT@learningsupportcentre.com)
* Complete the In-Class survey if you have not done so already
* Practice using Skype, Zoom, Google Classrooms will also be used by Colleges and Universities
* Download the People-HR app – login details will be the same as the desktop version
* Please be patient with us
* There will be different variables for each kind of support
* We will have to do Health & Safety checks

Any Questions?

Q. Microsoft Teams?

- There is an app that you can download

Q. Masks?

- These can be face coverings, not necessarily surgical face masks

- Use your own if that is better for you but let us know so we don’t send you a pack.

Q. Class Bubbles?

- Not particularly practical

- They are moving away from the idea of bubbles, so we may not be seeing bubbles

- Numbers of students on campuses will be down and wearing masks / face coverings is advised as an alternative to bubbles.

Q. Deaf / Hard of hearing / students with hearing impairments?

- Will need to look at alternative face covering that will be transparent or visors

Q. Car Parking Permits to solve the issue of public transport?

- We will look into getting this

Q. Remote platforms – costs?

- Zoom – free up until 40 mins

- Teams – someone can invite you to join a meeting

- Skype – free

Q. Sited Guide support – how will this work?

- Side-to-side support

- Wearing mask

- Wearing gloves as you need to touch student’s arm

(Glove will be included in the packs we send out to you)

Q. Timetables?

- Notes should be turned around in 24/48 hours

- We will put in agreed turnaround times

Q. Practical / Art & Design students?

- Quite a lot of these are / have been cancelled, however others will need to go in physically with controlled measures in place

- Your health is top priority – if you are feeling concerned / unsafe, please talk to us

- If you are high risk – we will prioritise you for work from home

Q. Sessions – if they are not being taken live (i.e. notetaking), how is this timesheeted?

- Ideally focus on one student at a time

- Initially stick to timetabled slots and then review it

- Look at changes to how timetabled session are time sheeted

Q. Joining Seminars remotely – awkwardness?

- Change your name as it appears on Zoom/Teams to discretely introduce yourself / make the lecturer/teacher aware of who you are. E.g. ‘Laura Cook – Notetaker’

- Break out rooms

- Getting the academic staff onboard

- Try not to get involved in the classes

Q. Wheelchair users / Vulnerable students?

- We will need to look at this

- Students have been encouraged to use student accommodation near campuses

Comment: A blended learning approach will be employed by DMU, York and Newcastle, limiting face-to-face learning as much as they can.

As we get Timetable through – we will be discussing support with you and your students

We need you all to use your judgement

* If there are concerns, you need to leave that environment
* Your health and safety comes first
* Keep communicating with us

Thank you all, stay safe

[End of meeting]