

## Protocol for Staff and Students in College Setting

1. **Minimise contact and mixing** – Keep 2 metres distance. Weather permitting take lessons outside. Ensure you set classroom up prior to learners arriving with tables in position to ensure distance. Students should not share resources.  
No external visitors or Parents will be allowed in the building.
2. **Clean your hands often** - Clean your hands more often than usual, particularly after arriving at your setting, touching your face, blowing your nose, sneezing, or coughing, and before eating or handling food.  
**Please ensure you wash your hands-on arrival and before you leave the building.**
3. **Maintaining hygiene** – Wipe down equipment and surfaces after use. A full clean will also occur at the end of every day.
4. **Respiratory hygiene (catch it, bin it, kill it)** - Avoid touching your mouth, eyes and nose. Cover your mouth and nose with disposable tissues when you cough or sneeze. If one is not available, sneeze into the crook of your elbow, not into your hand. Dispose of tissues into a disposable rubbish bag and immediately clean your hands with soap and water or use a hand sanitiser.
5. **Personal protective equipment (PPE)** - is only needed in a very small number of cases. Children, young people and learners whose care routinely already involves the use of PPE due to their intimate care needs should continue to receive their care in the same way

PPE should be worn if a distance of 2 metres cannot be maintained from any child, young person or other learner **displaying coronavirus symptoms. (Anyone displaying symptoms must be sent home to isolate)**

To prevent the indirect spread of the virus from person to person, regularly clean frequently-touched surfaces, such as:

- door handles
- handrails
- table tops
- play equipment
- toys
- electronic devices (such as phones)

When cleaning, use the usual products, like detergents and bleach, as these will be very effective at getting rid of the virus on surfaces.

When PPE is used, it is essential that it is used properly. This includes scrupulous hand hygiene and following guidance on [how to put PPE on and take it off safely](#) in order to reduce self-contamination.

Face masks must:

- cover both nose and mouth
- not be allowed to dangle around the neck
- not be touched once put on, except when carefully removed before disposal
- be changed when they become moist or damaged
- be worn once and then discarded - hands must be cleaned after disposal

**These protocols will be reviewed and updated regularly in line with Government updates and guidance.**