

A close-up photograph of a young Black woman with her hair in braids, laughing heartily. She is looking towards a young man whose profile is visible in the foreground on the right. The background is softly blurred, suggesting an outdoor campus setting.

# KEEPING YOU SAFE.

YOUR GUIDE TO SAFETY ON  
CAMPUS AT NEWCASTLE COLLEGE



# KEEPING YOU SAFE.

## Welcome to Newcastle College!

We've been busy making changes designed to keep you safe and this guide is to make sure you know what to expect from on-campus learning. Safety remains our highest priority and we're working hard to make sure that campus remains a safe place to learn. This means that there will continue to be safety measures in place across campus for the foreseeable future.

If you have questions, please contact your Personal Tutor or the Student Services team on **[enquiries@ncl-coll.ac.uk](mailto:enquiries@ncl-coll.ac.uk)** or by calling **0191 200 4000**.

KEEPING YOU SAFE.



# YOUR TIMETABLE.

Our first priority is to keep you and all of our community safe. As well as changes to our campus, we've made changes to our teaching and learning to reduce the numbers of students on campus at any time. We know it's important that you spend time on campus with your tutors and classmates and benefit from learning in our fantastic facilities.

You will split your time between practical learning on campus and remote learning from home.



# TRAVELLING TO CAMPUS

Whether you are travelling to campus by car, walking or public transport, please plan your journey in advance and allow plenty of time to arrive on campus and avoid crowds where possible. While we have not closed any bays in our car park, we ask that you make efforts to socially distance when parking and returning to your vehicle. Public transport should be running to a normal timetable but may be subject to smaller capacities. You should check the guidance for public transport operators individually.

[Go North East](#)

[Arriva](#)

[Stagecoach](#)

[Nexus](#)

Please remember that **face coverings are mandatory on all public transport and in buildings on campus**. We ask that you follow the guidance in this booklet to ensure you wear it safely and effectively.



# TESTING

## Home Testing

All students can now take part in home testing. This means you test yourself for Covid-19 and report your results to the College and to the NHS. Newcastle College will provide you with test kits, which come with everything you need to test yourself, along with a full set of instructions. The kits contain Lateral Flow Devices, which give results in 30 minutes.

To be able to take part in home testing, you'll need to have completed a consent form. You can now collect student home testing kits from the reception of your main building or satellite site.

# REPORTING YOUR TEST RESULTS

After each test you will need to report your results to both the College and the NHS within 24 hours, even if the test was negative or void. This is a really important requirement of the testing programme.

## Step 1: Report it to the NHS

You can report it [online](#) or by calling the phone number included in your test kit. Newcastle College will not be notified when you do this.

## Step 2: Report it to college

It is important that you let Newcastle College know your results too. You should do this whether your results are positive, negative, or void. To do this, please use this [dedicated reporting form](#). The form should also have been emailed to you.

# A GUIDE TO SAFETY ON CAMPUS



## CLEANING

We have increased cleaning across campus, especially busy areas, computer equipment and touchpoints. You will also find cleaning equipment in your classroom to wipe your workstation down before and after use.



## RECEPTIONS AND INFORMATION DESKS

We've fitted Perspex screens around our reception and information desks to protect our colleagues. They are still open to help you if you need any assistance.



## ONE-WAY SYSTEMS AND SOCIAL DISTANCING

One-way systems are in place wherever possible across campus. All walkways, staircases and places where queues form will have markers showing which way to walk and reminding you to keep your distance. It's important that you follow these to keep everybody safe. You will notice that some doors are marked 'Entrance Only' or 'Exit Only'. Stairways will either be 'Up Only', 'Down Only' or 'Keep Left.' Lifts will be restricted to one person at a time, please use the stairs wherever possible to reduce queues and keep the lifts free for those unable to use the stairs.



# HAND WASHING AND SANITISER

Please remember to wash your hands regularly for at least 20 seconds. Hand-sanitiser will also be available in every entrance, in every classroom and throughout communal areas of buildings.



# CLASSROOMS

Classrooms have been redesigned to ensure that desks and workstations are socially distanced. This means your class size may be smaller than you're used to. You should stay at your desk throughout lessons and wear a face covering at all times unless you are exempt.

You will notice an area clearly marked in your classroom where your teacher will stand. You should not go into this area.

Where windows can be opened, they will be kept open at all times to keep classrooms ventilated. Students and teachers will not be able to close these windows, therefore please come prepared and dress appropriately for the weather. Bring layers in case you get chilly!



# TOILETS

All toilet cubicles will be in use but some urinals have been taken out of use to allow social distancing. If no facilities are free when you enter the toilet, please wait outside in a distanced queue. Do not convene inside the toilet area next to the sinks.



## LUNCHTIMES AND BREAKS

We know that lunchtimes and breaks can get busy on campus. We've changed your timetables to stagger break times and reduce queues. Queues will be socially distanced and communal seating areas are now closed. You can use seating areas in canteens and cafés which have been redesigned to keep tables separated. Smoking shelters have been closed and there will be **no smoking** permitted on campus.



To help you prepare for the changes we've listed above, we filmed a visit to campus so that you can see some of the changes for yourself and will know what to expect. Simply click on the above image to watch!





# FACE COVERINGS

**To help keep everyone safe, face coverings are required in all indoor settings, including in classrooms unless you are exempt. If you are exempt, you can ask for a sticker at any building reception which can be displayed on your lanyard.**

You must not remove face coverings when in classrooms but you may remove them when eating and drinking in designated areas. When re-usable face coverings are removed they must not be left on desks. They should be stored in pockets or bags, ideally in a sealed plastic bag.

Wash your hands thoroughly or use hand sanitiser before putting a face mask on.

## **Face coverings should:**

- always cover your nose, mouth and chin
- be securely tied at all times
- be flat against your cheeks and if it contains a metal strip this should be moulded to the bridge of your nose
- not be allowed to dangle around your chin or neck
- not be touched when being worn
- be changed if they become moist, damaged or difficult to breathe through

## **Safe removal of a face mask is important. If you remove your mask you should always:**

- wash your hands or use hand sanitiser before and after removal
- handle it by the ties only
- discard a mask safely. Face covering bins have been installed at the entrances to all buildings. They must not be disposed of in recycling bins.

# FAQS.

## **I AM, OR SOMEONE IN MY HOUSEHOLD IS HIGH RISK AND/OR PART OF THE BAME COMMUNITY. WHAT SHOULD I DO?**

Your health and wellbeing is our first priority and Newcastle College is here to support you. We understand that some students may be at additional risk or feel anxious about returning to college.

Please be reassured that we have taken all possible and suitable precautions to ensure that our campus is a safe place to study. This includes limiting the time you spend here, enabling social distancing in classrooms and introducing the use of face coverings in all indoor settings, including classrooms. If you have any health concerns about your return to college please speak to your tutor, who will be able to ensure we put the right support in place for you.

## **WHAT SHOULD I DO IF I GET SYMPTOMS OF COVID-19, OR SOMEONE IN MY HOUSEHOLD HAS SYMPTOMS?**

You should not come into college if you have any symptoms, such as a fever, cough or loss of smell and taste and you should report your absence using the absence line. Stay at home for the [time recommended by the NHS](#) and book a test. If you are already at college when you develop symptoms, you will be asked to go to an isolated room before going home to isolate and [book a test](#). You should inform the college of your test results as soon as you receive them.

## **WHAT SHOULD I DO IF I AM TOLD TO SELF-ISOLATE THROUGH TRACK AND TRACE?**

You should always follow NHS guidance and self-isolate when told it is necessary. Please report your absence using the absence line. If you are advised to have a test, you should inform the college of your test results as soon as you receive them.

## **WHAT HAPPENS IF SOMEONE AT NEWCASTLE COLLEGE TESTS POSITIVE FOR COVID-19?**

If we are contacted to report a positive Covid-19 test from a student or colleague who has been on campus, we will follow the advice of the local Health Protection team. They will advise us if any individuals need to self-isolate or undergo testing and these people will be informed. A trained team will undertake a deep cleaning of any affected area using specialist equipment designed to eradicate Covid-19.

## **DO I NEED TO WEAR A MASK?**

In the interest of everyone's safety, we require all students, colleagues and visitors to wear a face covering on campus unless they are exempt. Face masks must be worn in all indoor settings including classrooms. You may remove face coverings whilst eating and drinking. Please ensure you wear face coverings in line with guidance on page 9 of this booklet in order for it be effective.

## **WHAT HAPPENS IN THE EVENT OF A FIRE-ALARM?**

If the fire alarm sounds you should immediately exit the building and head to the assembly point. You can use any stairwell or exit in an emergency. While you should still try and maintain a two-metre distance from others, your priority should be safely and quickly exiting the building.

## **WILL NEWCASTLE COLLEGE PROVIDE PPE?**

Newcastle College has made extensive changes to campus to ensure the health and safety of our entire community. This includes the provision of additional cleaning equipment and hand sanitiser in all of our buildings. We do ask that you wear a suitable face covering whilst on campus but unfortunately, we are unable to provide these for you.

## **ARE THERE ANY OTHER PRECAUTIONS I CAN TAKE?**

Your health and wellbeing is our top priority and we have taken every precaution possible to ensure your safety whilst on campus. We ask that you follow all of this guidance to keep yourself and others safe.

Although there is no evidence to suggest that Vitamin D gives specific protection against COVID-19 or prevents complications associated with the virus, low levels of Vitamin D may predispose to severe infection. We encourage all of our students, particularly BAME students, to have your Vitamin D levels tested.

## **CAN MY FAMILY OR HOUSEHOLD HAVE HOME TESTS?**

Test kits provided by Newcastle College are for your use only and not the remainder of your household. However, other members of your household or support bubble can access tests through a local test collection point, or by ordering a home test kit online.

## **HOW DO I TAKE A HOME TEST?**

Taking a rapid Covid-19 test yourself at home is really simple to do and should only take a few minutes to complete, but you should wait 30 minutes before reading your results, which will be displayed on the test. Instructions will be included in all test kits.

## **WHAT IF I DON'T WANT TO BE TESTED?**

Tests are recommended but not mandatory. If you choose not to take part in the testing programme you can still return to lessons as planned. Please bear in mind that the more people who take part in testing, the safer our campus will be. This is because it helps us to identify those people who test positive but do not display symptoms and support them to self isolate.

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