

ONSITE COVID CAMPUS GUIDE

Protecting you during your time at college.



South Tyneside College



Part of
TyneCoastCollege

UNSURE IF YOU SHOULD COME INTO COLLEGE?

Take our COVID-19 assessment test: <https://bit.ly/2R4dN9B> or visit Moodle (Moodle.stc.ac.uk)

GETTING TO COLLEGE

- Where possible, try and avoid using public transport.
- Keep a 2 metre distance from people who are not members of your household.
- Please try and arrive as close to the time your lesson starts as you can.
- Make your way straight to your classroom, keeping to the left hand side of corridors and in single file.

INITIAL TESTING

- You are required to take 3 tests in 3 weeks in total while on campus.
- Your tutor will have arranged your first test at our testing station prior to any face to face education.
- Return to class only when you have received confirmation of negative result.

WHEN YOU ARRIVE (DAILY ROUTINE)

When you arrive on site each day, you must:

1. Keep a 2 meter distance from other people
2. Wear your face covering AT ALL TIMES while on campus, even in classrooms unless your tutor states otherwise.
3. Use the hand sanitiser immediately on arrival.
4. Ensure you follow the directional signs for the area you are in.
5. Make your way straight to your classroom, following our directional signs.
6. Follow the rules – there are posters and stickers all around college to support you with this.
7. Wash your hands regularly throughout the day (all classrooms will contain hand sanitiser)

CAMPUS ZONES

Familiarise yourself with your colour zone and the areas you are permitted to enter.

STC campus map:
<https://www.stc.ac.uk/downloads>

SUPPORT SIGNS

You will see around the buildings there are signs to help with social distancing. This signage is for your own health and safety on site.

PLEASE ENSURE YOU TAKE NOTE OF IT

- Look for floor stickers that will help you keep a 2 metre separation from other people.
- Corridors will be clearly marked with keep left signs and floor stickers.

STAY ALERT

- If you are showing ANY signs of Coronavirus you MUST NOT come into college.
- If a member of your household has any symptoms of Coronavirus, you MUST NOT come into college.
- Please report your absence in the usual way.

WHEN YOUR CLASS HAS FINISHED

- Please leave the college as soon as your last class has finished.
- Make sure you leave college by the nearest exit.
- Please take note of the directional signs and follow

the rules for everybody's safety.

- Please use the hand sanitiser stations on exit.

IMPORTANT TO NOTE

1. You MUST bring a face covering with you which you MUST wear AT ALL TIMES while on campus unless you are exempt where the college will provide you with a face shield. PLEASE NOTE: you cannot use the same face covering in college that you have used on public transport while travelling to college.
2. Please bring your own pencils, pens, notepads etc.
3. DO NOT share any of your personal belongings with anyone else.
4. Our catering facilities will be open but offering a limited takeaway menu with contactless payment only.
5. You will be expected to stay in your classroom most of the time, facilities such as the library may be closed, or have restricted access. Your tutor will be able to provide further information.

COVID FAQs

DO I NEED TO WEAR A FACE COVERING BEFORE ENTERING COLLEGE?

- Yes, you **MUST** wear a face covering before entering the college premises and it must be worn **AT ALL TIMES** while on campus, unless you are legitimately exempt where the college will provide you with a face shield. Please contact your tutor for more information on how to request exemption and complete your form, or visit Moodle (Moodle.stc.ac.uk). Your exemption form must be signed by a tutor.
- It must cover your mouth and nose at all times.
- You will be questioned by a member of staff if you fail to abide by the rules as it's important for your and others safety.

WHAT HAPPENS IF I AM EXEMPT FROM WEARING A FACE COVERING?

- If you are exempt, the college will provide you with an orange lanyard so you can be easily identified. You can collect your lanyard

from our Student Services team located near main reception. Those who are exempt will be provided with a face shield and these must be worn unless exemption reason can be further justified.

WHAT IF I AM SHOWING SIGNS OF COVID?

- If you or a member of your household has any symptoms of Coronavirus, you **MUST NOT** come in to college. You **MUST** arrange to get a NHS test immediately and advise your tutor.

WHAT HAPPENS IF I FORGET MY MASK?

- We strongly recommend you bring your own face covering or mask into college but if you do forget, please report to main reception or stores straight away on arrival and we will be able to supply on that occasion.

HOW DO I WEAR A FACE MASK CORRECTLY?

- Wash or sanitise your hands before putting it on
- Ensure the mask goes up to the bridge of your nose and all the way down under your chin
- Tighten the loops or ties so it's snug around your face
- Avoid touching your face, or the parts of the mask that cover your nose and mouth
- Wash or sanitise your hands before taking it off
- Use the ear loops to take the mask off and wash or sanitise your hands afterwards.

AM I REQUIRED TO WEAR A FACE COVERING IN CLASS?

- Yes. Unless your tutor states otherwise due to strict 2 metre distancing, adequate ventilation or due to activity safety requirements.

DO I NEED TO WEAR A FACE COVERING BEFORE LEAVING MY CLASSROOM?

- Yes, you **MUST** wear a face covering **AT ALL TIMES** while on campus.

I'M WORRIED THAT COVID CASES ARE RISING, WHAT IS THE COLLEGE DOING TO KEEP US SAFE?

- We are closely monitoring Department of Public Health advice and it's more important than ever to follow social distancing to avoid the spread of infection including staying in your designated zones.

REMEMBER:

- Stay at least 2 metres (3 steps) away from anyone you do not live with (or anyone not in your support bubble)
- Wash your hands with soap and water often – do this for at least 20 seconds
- Use hand sanitiser gel (these are located around campus and in classrooms)
- Wash your hands as soon as you get home
- Cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze.
- Put used tissues in the bin immediately and wash your hands afterwards

WHAT HAPPENS IF I START TO SHOW SYMPTOMS WHEN IN COLLEGE, DO I INFORM A MEMBER OF STAFF OR GO STRAIGHT HOME?

- If this is the case, you must notify a member of staff as we will need some information from you but make sure you are wearing your face covering and keep at least 2 metres distance from that member of staff and others
- If you normally travel home

- yourself and you are well enough to do so you will be told to go home from college and leave by the closest exit. You must ensure you wear your face mask and avoid using public transport.
- If you don't normally travel home yourself, or are too unwell to do so, we will take you to an isolation room where you can wait to be collected.
 - When you get home you must arrange to get tested for Coronavirus.
 - STAY HOME – you must self-isolate for 10 days.

WHAT HAPPENS IF ONE OF MY CLASSMATES TESTS POSITIVE?

- First things, first – do not panic. This does not necessarily mean you will get COVID-19 though it does mean you are at risk.
- If we think you have had close contact (within 2 metres for more than 15 minutes, or within 1 metre for 1 minute or more) with the person who has tested positive you will be asked to go home and self-isolate for 10 days.

WHAT SYMPTOMS DO I NEED TO LOOK OUT FOR IF I THINK I HAVE COVID-19?

- If you have a high temperature – this could be if you feel hot to touch on your chest or back (you don't necessarily need to measure your temperature)
- A new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)
- A loss or change to your sense of smell or taste – this means you cannot smell or taste anything, or things smell or taste different to normal.
- If you are unsure or just feel poorly speak to your tutor immediately.

I'VE BEEN INSTRUCTED TO STAY IN MY ZONE AT COLLEGE, IS THIS STILL THE CASE?

- Classrooms and class areas are segregated into designated zones with own entrance/exit, toilets, water outlet and catering facilities.
- Routes between zones are blocked off with signage/ barriers. You must stay

within your restricted zone as instructed.

I'M ARRIVING FROM ABROAD TO STUDY AT THE COLLEGE, DO I NEED TO SELF-ISOLATE?

Quarantining when you arrive in the UK - If you're travelling to England you must:

- Take 2 coronavirus (COVID-19) tests after you arrive in England - you'll need to book these before you travel
- Either quarantine in the place you're staying or in a managed quarantine hotel for 10 days when you arrive in England

What you need to do depends on where you travel in the 10 days before you arrive in England.

If you travel in or through a country on the banned travel list (sometimes called the 'red list') in those 10 days you will need to quarantine in a managed quarantine hotel. If you do not travel in or through a country on the banned travel list in those 10 days you will need to quarantine in the place you're staying.

IF I AM SELF-ISOLATING, CAN I COME BACK INTO COLLEGE WITHIN THE 10 DAYS?

If you are self-isolating because:

- You have been told to by NHS Test & Trace
- The College has told you to
- Someone you live with has tested positive OR is symptomatic then you CANNOT come into College for at least a full 10 days if this is not the case and you are self-isolating because you have symptoms you must get tested, if the test is negative you can come into College. DO NOT come into college to get tested.

I USE PUBLIC TRANSPORT, DO I NEED TO BRING A SPARE FACE COVERING?

- You CANNOT use the same face covering in college that you have used on public transport while travelling to college. Please bring a spare with you.

IF YOU HAVE A COLD, CAN I STILL COME INTO COLLEGE?

If you have a cold or are unwell, but not showing the main covid symptoms, we would advise learners to stay at home, due to:

- risk it actually could be covid
- removing of mask for sneezing/wiping nose and this poses a risk
- potential concerns from parents/learners

WHAT PLACES WITHIN THE COLLEGE WILL STUDENTS HAVE LUNCH? IS THE REFRATORY CLOSED OFF?

- The Refectory is open offering a takeaway menu. Hot meals are available for breakfast, lunch and dinner. Students will have lunch in their designated classrooms.

SAFEGUARDING

SAFEGUARDING LEAD:

Rob Grainey: 07747 461 945, Rob.Grainey@tynecoast.ac.uk

SOUTH TYNESIDE COLLEGE SAFEGUARDING OFFICERS:

- Kelly Harding: 0191 427 6161, Kelly.Harding@tynecoast.ac.uk
- Sajana Noor: 0191 427 6368, Sajana.Noor@tynecoast.ac.uk
- Susan Laws: 0191 427 6354, Susan.Laws@tynecoast.ac.uk
- Nicole Wood: 0191 427 3542, Nicole.Wood@tynecoast.ac.uk
- Ian Fawdon: 0191 427 3658, Ian.Fawdon@tynecoast.ac.uk
- Karen Ambelez: 0191 427 3773, Karen.Ambelez@tynecoast.ac.uk

HALLS OF RESIDENCE SAFEGUARDING OFFICERS

- Kenneth Nott: 0191 427 3610 Kenneth.Nott@tynecoast.ac.uk
- Christopher Galt: 0191 427 3655 Christopher.Galt@tynecoast.ac.uk

STUDENT SUPPORT

For all other queries and concerns, please contact us via LiveChat via our website, through our social media channels or by telephone 0191 427 3500

WELLBEING SOURCES IF YOU NEED A BIT OF EXTRA SUPPORT

College Counsellor: Karen Ambelez, 0191 427 3773
Karen.Ambelez@tynecoast.ac.uk

- www.kooth.com
- www.anxiousminds.co.uk
- www.youngminds.co.uk
- www.rethink.org
- www.tynesidemind.org.uk
- www.educationsupport.org.uk

HOW TO IMPROVE YOUR STUDYING MINDSET AND MENTAL HEALTH

1



TALK ABOUT IT

2

REACH OUT FOR SUPPORT



3

DEVELOP A GROWTH MINDSET



1) Talk about it:

When we talk about our studying mindset and the challenges we're facing, it lifts the weight off our shoulders a little, giving us room to breathe and hopefully find some solutions. When you feel like you're in a hole, TALK to those who care about you. This can be hard sometimes but, if your loved one was struggling, you would want to know and be able to support them, wouldn't you? So, let your circle do the same for you.

2) Reach out for support:

While others can't physically study for you, there are other ways which can help just like talking

as we've said. But there are also little things like taking a break, reminding yourself that you're awesome and that you can do this. If you're struggling with your course, having doubts or need some further support, get in touch with your Personal Progression Coach.

3) Develop a growth mindset:

Developing a growth mindset is the belief that you can improve your abilities and intelligence. That with effort, time, and the right strategies you can become smarter. Push through challenges, be resilient and you will see the results!

4) Celebrate what's going right:

When our studying mindset and mental health is in a downward spiral, it's a lot easier to focus on what's wrong and be completely oblivious of the things that are going right. Celebrate your achievements with a 'Happy Things' jar. Every time something good happens in your life (big or small), write it on a sticky note and put it in a jar. Whenever you're feeling low or experiencing a bad mental health day, pull out the notes and have a read to raise your mood a little.

5) Change your state:

It's hard to get good studying done when you have negative thoughts, low self-confidence, or feeling unmotivated. Here's a simple process to change to a positive, confident, and motivated mindset. Get up off the sofa, chair or bed and do SOMETHING to break up the pattern. Jump up and down, drink a glass of cold water, go for a quick walk, have a shower, sing and dance for one song. This will shake off the lethargy, raise your energy and hopefully improve your studying mindset so you can get down to some great work.

4



CELEBRATE WHAT'S GOING RIGHT

5

CHANGE YOUR STATE



HALLS OF RESIDENCE ADDITIONAL INFORMATION

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COVID-19 NOTICE: WE HAVE IMPLEMENTED MEASURES OVER THE PAST FEW MONTHS, IN LINE WITH GOVERNMENT GUIDANCE, TO ENSURE WE CAN MANAGE THE RISKS RELATED TO THE VIRUS FROM A RESIDENTIAL PERSPECTIVE.

WE HAVE BEEN OPERATIONAL THROUGHOUT THE VIRUS AND THESE MEASURES HAVE PROVED SUCCESSFUL, HOWEVER, WE ARE RELIANT ON EVERYONE'S VIGILANCE AND COMPLIANCE.

THINGS WILL BE DIFFERENT FOR A PERIOD SO WE WOULD ASK FOR YOUR UNDERSTANDING AND PATIENCE WHEN YOU COME TO STAY WITH US, WE WILL CONSISTENTLY REVIEW AND ADAPT WITH THE CURRENT SITUATION WITH OUR PRIORITY ALWAYS BEING THE SAFETY AND WELLBEING OF OUR RESIDENTS.

AS IT STANDS, THE MOST NOTABLE CHANGES TO THE RESIDENTIAL FACILITY ARE THE FOLLOWING.

- **Payments** are to be done over the phone, we are asking that payments are made with a card, either prior to arriving our contacting the office during working hours Monday to Friday 9am – 3.30pm.
- **Face Coverings:** It will be mandatory that you are required to wear face coverings/masks when not in your bed room, in corridors, common areas, travelling to and from college. You are expected to provide your own face coverings, following the government guidance on the correct use.
- **Social distancing:** We are asking you to maintain social distancing where possible, but appreciate this is difficult in certain facilities around the campus, but you must do your absolute best to maintain.
- **Wash your hands:** We all by now have the routine of consistently washing your hands, we would ask, in a residential setting, this is increased, hand sanitiser stations are in every block and at the entrance also.
- **Cleaning:** Bedrooms will not be cleaned, common areas however, will be cleaned more frequently and intensely, you are responsible for the upkeep of your room, we expect you to provide your own cleaning materials, we can permit the use of a Hoover.

- **Shared bathroom:** and shower facilities remain in use and will be allocated. We will where possible allocate individuals floors together with classmates, so they are essentially remaining in their bubbles.
- **Travelling Home:** We would advise under the current circumstances that you don't travel to and from home.
- **Gatherings:** We would ask that large gatherings in common areas and smoking areas are to be avoided.
- **Common Areas:** For the near future, you are only permitted to utilise the common room on your designated floor.
- **Symptoms:** If you have any of the COVID-19 symptoms prior to arrival or live with anyone that has symptoms DO NOT TRAVEL, stay at home defer your arrival date and self-isolate.
- **Catering Services:** at the College will be limited; all items will be in a takeaway/disposable format.
- **Survey:** The Halls team will carry out a survey and a phone call prior to arrival, this will be to manage expectations and ensure no one arrives with symptoms.
- **Access:** The main gate to the Halls will be closed at 11pm each night; this is to control access beyond this time.
- **Visitors:** are not permitted. this will be revied again end of April 2021.

- **Parental assistance:** when moving is permitted up to the entrance of the block and 1 parent per student, this is to limit the traffic with in the campus.
- **The Halls risk assessment** related to COVID-19 is available on request.
- **Returning home:** All residents are required to have the means and resource to return home, if government lockdown restrictions are re-introduced.
- **The 1861 gym** will remain closed.

Lateral Flow COVID testing: To safeguard you and the rest of the residents, you will be required to take a weekly COVID test. This is a condition of your residency. You will be required to book your test slot in advance of arrival by visiting: <https://bit.ly/3rVbnvb>

For queries and concerns, please contact us on 0191 427 3666, via LiveChat via our website or through our social media channels.

CONTACTS

College Counsellor:

Karen Ambelez: 0191 427 3500, Karen.Ambelez@tynecoast.ac.uk

Safeguarding Officers:

Kelly Harding: 0191 427 6161, Kelly.Harding@tynecoast.ac.uk

Sajana Noor: 0191 427 6368, Sajana.Noor@tynecoast.ac.uk

Susan Laws: 0191 427 6354, Susan.Laws@tynecoast.ac.uk

Nicole Wood: 0191 427 3542, Nicole.Wood@tynecoast.ac.uk

Ian Fawdon: 0191 427 3658, Ian.Fawdon@tynecoast.ac.uk

Karen Ambelez: 0191 427 3773, Karen.Ambelez@tynecoast.ac.uk

IT Support:

helpdesk@tynecoast.ac.uk

Additional Learning Support:

als@tynecoast.ac.uk

Halls of Residence:

0191 427 3666

General enquiries:

Contact your course tutor or email info@stc.ac.uk

LiveChat:

www.stc.ac.uk

Social Media:

[@sthtynecollege](https://twitter.com/sthtynecollege) [/southtynecollege](https://www.facebook.com/southtynecollege) [/southtynesidecollege](https://www.instagram.com/southtynesidecollege)



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