



**Y Coleg
Merthyr Tudful**

**The College
Merthyr Tydfil**

Learner Guidance Procedure

September 2021



Safe Operating Guidelines, Practices and Policies

Overview

The college is committed to ensuring the health and safety of all staff and learners. Our utmost priority is to provide a safe and managed environment that enables all learners to achieve their maximum potential and progress successfully on to the next step of their chosen career ladder, whether that be progression on to the next level of your college course, progression onto higher education or progression into employment.

This guide is designed to provide you with important information to ensure your safety at all times when attending college during the 2021-2022 academic year.

It is vitally important that all learners adhere to this guidance document at all times and **any learners found to be in breach of the guidance will face disciplinary action**

Please note that this guidance will be reviewed and updated throughout the next few weeks to take into consideration any additional Welsh Government and PHW guidance released.

Lateral Flow Tests

To support this guidance and the associated safety measures implemented by the college, all staff and learners will have the opportunity to participate in the twice weekly lateral flow testing process.

You will be able to collect these tests from the college reception. A box of tests will also be provided in your welcome box.

The tests can be used at home in order to regularly and quickly identify positive asymptomatic cases. Along with social distancing and other measures put in place by the college and settings this will reduce the likelihood of adults unwittingly spreading the virus.

Attending the college campus

We expect all learners attending college to:

- Abide by the College's Coronavirus (Covid-19) learner guidance, in particular paying due regard and adhering to the health and safety measures in and around the college campus, in particular the requirements to **wear a face mask at all times in all communal areas of the college. This includes corridors, the college canteen and all key circulation areas.**
- Abide by the college's policy for 100% learner attendance on campus or engagement in online delivery, whilst also being mindful that you should not attend college if you:
 - feel unwell, have any of the identified Covid-19 symptoms (a new continuous cough, a high temperature or loss of taste or smell) – if this is the case, you must self-isolate immediately and book a COVID-19 test;
 - Have tested positive for COVID-19 – please inform us by completing the form [here](#)
 - Have been asked to self-isolate by the NHS Wales Test, Trace, Protect service - Please note that you if you are fully vaccinated or are under 18 years of age, you will not be required to self-isolate. In the event of a positive case being confirmed, you will be contacted if you have been identified as a close contact of the positive case to determine whether self-isolation is required. If you are contacted by TTP and asked to self-isolate, please complete the form [here](#)
- Inform the college if you are absent by notifying your college tutor immediately as per the college's absence reporting procedure.
- Abide by the college's no smoking policy – please note this includes not smoking in the area outside and surrounding the college building and main entrance.
- Dress in an appropriate manner at all times.

Travel to college

- Please be mindful of the guidance on travelling: <https://gov.wales/travelling-safely-during-coronavirus-pandemic-guidance-public-html>
- Please be aware that you must wear a face mask at all times on public and college transport

When on college premises

- Please ensure that you are wearing your **college ID badge** when on site and that it is visible at all times
- Upon arrival on site, learners are required to enter through the college's main entrance doors
- **Please wear a face mask at all times across all college communal area, including the café and canteen (when you are not eating or drinking), corridors and the atrium area. You will be provided with a face mask in your college welcome box**

- You are encouraged to maintain social distancing apart from any person at all times in key circulation areas
- All learners are required, upon arrival on site, to sanitise your hands with the hand sanitiser gel available at the front entrance and thereafter continue to wash your hands frequently with soap and water for 20 seconds and utilise the sanitisers whenever you change rooms, visit the toilet, or move between training rooms/workshops and communal areas.
- Use tissues if needed – Catch it, Bin it, Kill it
- There will be a one-way system on the stairs and through all central circulation/corridor areas, with clear arrows and floor markings around the college
- Please adhere to this one way system and keep to the direction within which you must walk to ensure that we minimise the risk of learners having to cross each other in key circulation areas and classrooms.
- Canteen facilities will be available for you to purchase drinks and snacks. New for Sept 2021, we are also offering a range of Starbucks hot and cold drinks.
- Learners are required to adhere to the signage provided and maximum occupancy numbers in the toilet facilities.
- All hand dryers will be disabled until further notice based on Government advice. Paper towels will be provided in all toilet areas.
- As per the college's learner code of conduct, please refrain from smoking/vaping whilst you are on college premises, including the toilet area.
- Please ensure that you follow all instructions outlined above and given to you by staff, failure to do so will lead to disciplinary actions
- If you see someone not adhering to the above guidance or social distancing rules, please inform your course tutor.

What should I do if I have any of the identified COVID-19 symptoms?

- If you are displaying symptoms of COVID-19 you should stay at home and self-isolate while also making arrangements to be tested. The Welsh Government's [self-isolation guidance](#) sets out the actions to be followed and the periods of isolation required for those with possible or confirmed cases of COVID-19, and their household/extended household members, and this should be read carefully and adhered to.

What should I do if I develop symptoms or feel ill whilst at college?

- If you feel ill whilst at college or develop any COVID-19 symptoms, please inform your course tutor immediately. They in turn will inform a first aider who will accompany you to the college's designated COVID room.
- The First Aider will assess your symptoms and undertake the necessary actions and then arrange for someone to come and collect you.

What if I have received a positive lateral flow test?

If you have had a positive Lateral Flow Device (LFD) test, you should not attend college, and you should arrange for a confirmatory PCR test.

If you are unwell and unable to attend college, please contact your tutor to report your absence through our normal absence reporting process.

What should I do if I feel ill whilst at college?

- If you feel ill whilst at college or develop any COVID-19 symptoms, please inform your course tutor immediately. They in turn will inform a first aider who will accompany you to the college's designated COVID room.
- The First Aider will assess your symptoms and undertake the necessary actions and then arrange for someone to come and collect you.

What should I do if I receive a positive COVID test?

- If you receive a positive COVID test, please let us know by completing the form [here](#)
- We will then liaise with you and TTP to identify close contacts and advise on self-isolation.

What should I do if I am contacted by TTP and asked to self-isolate?

- If you are contacted by TTP and are asked to self-isolate, please notify your tutors through the normal absence reporting system and also by completing the form [here](#)

What should I do if I have concerns?

- If you feel worried or anxious at any time, please talk to your tutor
- The college has a designated Learner Support and Wellbeing team who you can also talk to.
- If you see someone not adhering to the social distancing rules and you are worried at all, you must report this in confidence to your tutor or the designated Duty Principal.
- If you would like any further advice and guidance, please contact our Learner Support and Wellbeing Team or visit: <https://hwb.gov.wales/zones/online-safety/feeling-worried-need-information-want-advice/>