

Inverness College UHI

On Campus

Guide for new and returning students

Covid-19 Secure for Everyone



Updated: 3rd March 2021

Welcome for students

We're looking forward to welcoming a limited number of returning students back on campus following the temporary closure of our buildings due to the Covid-19 pandemic.

We will continue to follow Scottish Government advice closely in relation to the re-opening of the College. Government guidance (25 February) states:

“For the moment, the vast majority of learning must continue to be online. However colleges and universities can restart some in-person teaching and learning, with numbers kept as low as possible. This will be a cautious approach with priority for students on work placements in critical sectors, for example health and social care and early learning and childcare, or university and college students whose learning is time-sensitive to their course or assessment which cannot be delivered remotely. This phased return will be managed in compliance with all of the public health measures to keep you safe.”

Students can find out if they will return to college in March or April via this weblink:

[Coronavirus - Courses confirmed as returning to campus \(uhi.ac.uk\)](https://www.uhi.ac.uk/coronavirus/courses-confirmed-as-returning-to-campus)

Students should only return to campus:

- To attend a class, face to face on campus.

We want staff and students who are returning to campus to feel safe, happy and confident about accessing our facilities, so we've introduced some changes on campus to continue to ensure your health, safety and wellbeing.

We will continue to review these safety precautions in line with current advice from the Scottish Government.

You will hear more about these changes from your curriculum team.

In line with the Scottish Government's guidelines issued in February 2021, the vast majority of our learning will continue to be online.

The following information relates to our main campus at Inverness College UHI and 1 Inverness Campus, the Scottish School of Forestry. Our Early Learning and Childcare Centre remains open 8.15am to 5.15pm. Our Studio Space at Inverness Creative Academy remains closed at this time.

Our priority is to keep everyone safe and we have set some basic expectations about conduct when you are in and around the building. You can be asked to leave the building and may face disciplinary proceedings if you do not follow the guidelines.

1) What to expect when our buildings re-open in March 2021

- **Re-opening of our campus buildings**

You can expect to see some changes when you enter our buildings this autumn.

Inverness College UHI, 1 Inverness Campus, and The Scottish School of Forestry will reopen from Monday 8th March 2021. Our opening hours in both buildings will be 9am to 5pm, Monday to Friday.

Students should only return to campus for face-to-face classes when authorised to do so.

The Scottish Government has issued guidance to colleges and universities guidance, which restricts building occupancy. Unfortunately, at this time, we are not able to open access to our learning resource centre at Inverness College UHI, 1 Inverness Campus.

- **Entering our buildings**

At this time, authorised staff and students should access College buildings as follows:

- 1 Inverness Campus – using the revolving door at the front entrance (car park side), one person per quadrant.
- Scottish School of Forestry – using the front door (adjacent to reception)
- ELCC – using the front door (car park side).

A COVID Monitor will monitor access as you enter the building and remind everyone of key messages about face masks, hand sanitisation and physical distancing. COVID Monitors will also monitor communal area, such as corridors and the Corrie.

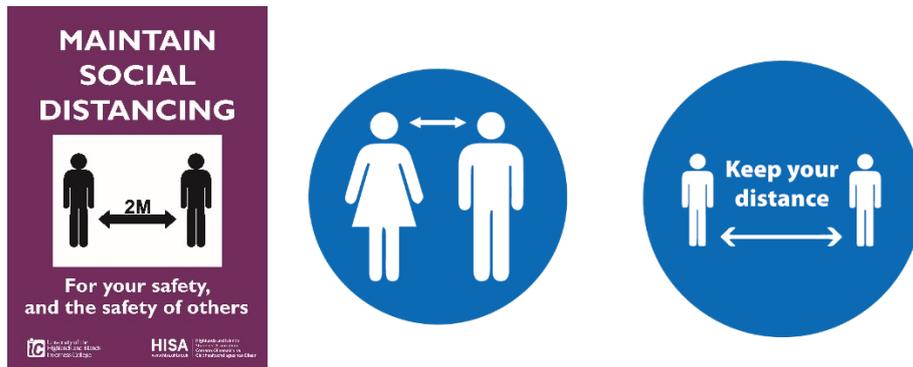
Students should follow clearly marked entry and exit signs. Everyone entering our buildings must use the hand sanitisers. Hand washing and hand sanitising signage will be displayed throughout our campus buildings to remind students of the important of good hand hygiene, as below:



Signage will clearly state that the College is open to authorised staff and students only. Our campus buildings will not be open to the public, and visitors should not be invited onto site.

- **Physical distancing, moving around our buildings and face coverings**

When using our buildings, you should adhere to Scottish Government guidance on social distancing of 2 metres. Signage and markings have been introduced across our buildings to illustrate this, see below:



Please keep to the left-hand side when moving through our buildings.



Lifts should only be used where necessary and only one person should occupy a lift at any one time to ensure social distancing. This does not apply to individuals or groups who have exemptions to social distancing e.g. care givers supporting students.

Face coverings

To help protect others and reduce the risk of transmission of COVID-19 in our communities, **face coverings must be worn at all times**, unless you are exempt from wearing one (for example, if you have a health condition or a disability; you need to communicate with someone who relies on lip reading; you need to eat, drink or take medicine).

Students attending college to carry out practical activities will be issued with a Type 2 R surgical mask, which they must wear.

Face coverings are available at the COVID Monitor station at the entrance to the building. COVID Monitors and teaching staff will issue fresh face coverings where required.

Please dispose of all masks responsibly in the bins provided.

All students should wear plain face coverings to avoid causing any offence (no wording).



Anyone with an exemption is asked to identify themselves through use of an approved lanyard of identification card. The college recognises the following exemption identification:-

- Scottish Government Issued card – these are available via <http://exempt.scot/>
- College issued exemption card & lanyard – these are available on request from your PDA.

If you are exempt, or have a reasonable explanation for not wearing a face covering, ensuring social distancing will be even more important (this does not apply to individuals or groups who have exemptions to social distancing e.g. care givers supporting students).

All staff and students should be aware of these exemptions and ensure they understand and respect this. Bullying and harassment on this issue will not be tolerated.

- **Hygiene and hand sanitisation**

We strongly recommend that you wash your hands regularly with soap and hot water for at least 20 seconds to reduce transmission of the virus, while using our buildings.

Please wash your hands every time you enter or leave our buildings, and when you blow your nose, sneeze, cough, or eat/handle food.

The use of soap and hot water is preferable to sanitiser. However, hand sanitiser dispensers will be located at all entrances to our buildings and key locations. Please use these dispensers when you enter or leave these areas, particularly when hand washing is not available.



Cover your mouth and nose with a tissue when you cough or sneeze, throw the tissue in a bin and wash your hands.

You should avoid touching your face, in particular your eyes, nose and mouth, at all times.

Be aware of any changes to the skin on your hands due to increased washing/sanitising. If you develop reddened/dry or hard skin on your hands you should contact your GP.

- **Cleaning**

Our buildings will be thoroughly cleaned ahead of re-opening and we'll be operating an enhanced cleaning service when you return to the building to ensure a high standard.

Cleaning materials and sanitising gel will be provided in teaching and study spaces, including the learning resource centre, and students are expected to wipe down their workspace and frequently contacted surfaces such as keyboard, mice, and desks before and after use.

- **In class or study**

You must wear a face covering at all times. If you are learning in a practical area, such as a workshop, you will be issued with a Type 2 R surgical face mask and further guidance may be provided by your lecturer.

Lecturers/technicians will open classrooms 10-minutes prior to the start of a timetabled class to avoid the need to congregate in corridors prior to and between classes.

Cleaning materials and sanitising gel will be provided in teaching and study spaces, and students are expected to wipe down their workspace and frequently contacted surfaces before and after use.

- **Facilities**

Transparent screens have been added at key interaction points throughout the building.

Reception

Our main reception desk at Inverness College UHI, 1 Inverness Campus, will be staffed Monday to Friday, 9am to 12pm. The Scottish School of Forestry reception will not be manned. Any enquiries can be directed to info.ic@uhi.ac.uk

Canteen and cafes

At the main campus, Inverness College UHI, 1 Inverness Campus, our Corrie restaurant will re-open on Monday 8th March 2021. To comply with current guidance, we will offer a take-away service in the Corrie. Our shop and Lochan café will remain closed for the time being. We are unable to operate a food and beverage service at our canteen at the Scottish School of Forestry, but the canteen can be used by anyone taking in a packed lunch. Lunchbreaks must only take place in the Corrie, adhering to allocated break times and physical distancing requirements.

Our Food and Beverage service will be **cashless**, so students should pay by card. Apply Pay/Android Pay is also accepted.

Our Sheiling Training Restaurant will remain closed until further notice.

Face coverings do not need to be worn while you're eating and drinking in designated dining areas, but should be put back on when you finish eating and drinking.

Student support centre

The student support centre will continue to operate remotely. This will be periodically reviewed. Student support, funding and admissions staff can continue to help with your enquiries via email – studentsupport.ic@uhi.ac.uk

ICT support

Our ICT helpdesk will be online only. Email ict.ic@uhi.ac.uk or telephone (01463 273525).

Library and learning resource centre

Our library facilities will be available online only for now but will be periodically reviewed. A postal service for resources not available as e-books is available. If you would like to post books back to us, please package them safely and send them to use using the following Freepost address (there is no charge for this): **Library, Inverness College UHI, FREEPOST IV326, 1 Inverness Campus, Inverness, IV2 5NA**. To **borrow** Library books, please choose the Postal Loan service. For further information email library.ic@uhi.ac.uk.

Our learning resource centre at Inverness College UHI, 1 Inverness Campus, which provides access to study space, PCs and printing, will remain closed. These arrangements will be reviewed as restrictions ease.

Skillzone

Skillzone, which provides study support to students, will continue to operate remotely. This will be periodically reviewed. Staff will be available remotely to provide support. Email: skillzone.ic@uhi.ac.uk

Hair and beauty salons

Our hair and beauty training salons (where hairdressing and beauty students work with real clients) will remain closed. We will reopen this facility when it is safe to do so. Our Breagha Commercial Salon (where recently qualified hairdressing and beauty students work with real clients) will remain closed. This will be reviewed later in the year.

- **Toilets**

The exterior doors to communal washrooms will be open to support physical distancing, providing a clear line of sight for people entering and exit. As a result, only cubicles will be available, and urinals should not be used. Disabled toilets will be available as normal.

Sanitising wipes should be used to clean toilet seats before use – **do not flush sanitising wipes, dispose of them in the bin.**

Toilet lids should be lowered prior to flushing to reduce the spread of aerosols.

If toilet cubicles are occupied, please wait outside the toilet room/communal washroom.

Wash hands thoroughly after using the toilet for at least 20 seconds with soap and hot water.

Use paper hand towels to dry hands – automatic hand dryers will be disabled. Please dispose of paper towels in the bin provided.

2) Accommodation

Purpose-build student residences are located at Inverness Campus. Our accommodation providers Cityheart Living are accepting applications as normal for the start of the 2021/22 academic year. For further information on our accommodation, please visit <https://www.uhi.ac.uk/en/studying-at-uhi/first-steps/accommodation/> or email: student.accommodation@uhi.ac.uk

3) Travel to and from campus

We understand students may need to use public transport to travel to and from our campus building. Face coverings are mandatory when travelling on public transport. You should also ensure social distancing and avoid busier times of travel, when possible.

Where possible, students are recommended to travel by foot, bike or car, if possible. Car sharing is not recommended due to difficulties in ensuring social distancing.

When using the College car parks ensure social distancing. Car park three is currently being used as a Covid-19 testing centre by the UK Government. Staff should use car park one and two. If these car parks are full, please use the main Inverness Campus car park beside the entrance roundabout.

If you are required to travel in a College minibus, a face covering should be worn by all. One metre social distancing is required between the driver and passengers.

4) Health and wellbeing

Our student support team are here to help you. They can provide advice, support and guidance regarding your studies, as well as your own health and wellbeing. If you have any concerns, please speak to the [team](#). You can also speak to your Personal Development Advisor (PDA) (FE Students) or Personal Academic Tutor (PAT) (HE students) if you are struggling because of the current situation. You'll find out who your PDA/PAT is shortly. They should be your main point of contact for any support you need during your studies.

All students also have access to the [Togetherall](#), a confidential support service operated by healthcare professionals, which is available online, 24/7, and is completely anonymous. Student support information will also be available in Brightspace.

5) Covid-19 Symptoms

Students should only attend College if they feel well. Do not attend Inverness College UHI if you, or anyone in your household, is showing signs of Covid-19.

These include:

- A continuous cough (a new continuous cough is where you have a new cough that lasts for an hour, have had three or more episodes of coughing in 24 hours, are coughing more than usual).
- Fever/high temperature (38.7C or greater) (a high temperature is feeling hot to the touch on our chest and back. You may feel warm, cold or shivery).
- Loss of, or change in, sense of smell or taste.

If you suspect you may be showing signs of Covid-19, you must:

- Self-isolate per the Scottish Government's advice on [NHS Inform](#) (if this is not possible, and you feel too unwell, please report to reception, while taking all precautions to prevent the spread (e.g. face covering/social distancing) and staff will assist you).
- Visit NHS Inform and book a test online via the [NHS Inform](#) website.
- Notify covidtest.ic@uhi.ac.uk if you test positive for COVID-19. Please also remember to report your absence through the [normal reporting procedure](#).
- Students who are at [heightened risk of Covid-19](#) or have been [shielding](#) should continue to follow Scottish Government advice. Our [Student Support Team](#) can provide advice on how we can support you in during your studies if you have any questions or concerns.