

Inverness College UHI

On Campus

Guide for new and returning students

Covid-19 Secure for Everyone



Updated: 31st August 2020

Welcome for students

We're looking forward to welcoming a limited number of new and returning students back on campus this autumn 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 (10th July 2020) states that "Universities and colleges can have a phased return with a blended model of remote learning (online classroom) and limited on campus learning (practical courses) where this is a priority."

Students can find out if they will be on campus in Semester 1 (September to December 2020) via this weblink:

Further education (SCQF level 1-6 courses): <https://www.inverness.uhi.ac.uk/applicants2020/fe/>

Higher education (SCQF level 7-12 courses): <https://www.uhi.ac.uk/en/applicants2020/>

Students should only return to campus:

- To attend a class, face to face on campus (please check your delivery arrangements, above. Further details will be available during your induction)
- You have been authorised to attend the Learning Resource Centre to use a PC or study (via a booking system)
- You have been authorised to attend campus to collect items (via a booking system)

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 over the summer period 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 during your induction to college.

In line with the Scottish Government's Covid-19 Routemap, Inverness College UHI will be delivering courses in Semester 1 (August to December 2020) using a blended approach to teaching. This includes using video conferencing, remote learning technologies, and face to face teaching, where it is safe and important to do so.

The following information relates to our main campus at Inverness College UHI, 1 Inverness Campus, the Scottish School of Forestry, our Early Learning and Childcare Centre, Inverness Campus, and Studio Space at Inverness Creative Academy.

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 this autumn

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

Whether you are a new, or returning student, 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 on Monday 24 August. Our opening hours in both buildings will be 9am to 5pm, Monday, Tuesday, Thursday and Friday, and 9am to 8.45pm on Wednesday.

Our Early Learning and Childcare Centre will also re-open on Monday 24th August, 8.15am to 5.15pm, with places still available for babies/children of students.

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

Students studying remotely can also request access to our buildings via this [access request form](#), should they wish to enter the building for a particular reason, including:

- Emptying lockers/returning keys
- Collecting/returning books
- Returning equipment
- Adding print credit
- Other

Students must request access to our learning resource centre at Inverness College UHI, 1 Inverness Campus, to [book a PC](#) or [study space](#).

Students should only enter our buildings when attending class or when authorised to enter via the above booking systems.

- **Entering our buildings**

During the initial stages of opening, authorised staff and students are to access College buildings as follows:

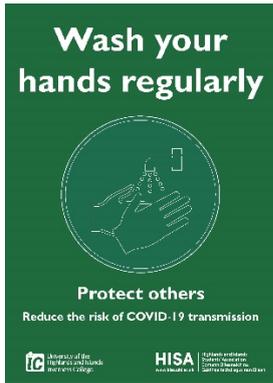
- 1 Inverness Campus – using the revolving door at the front entrance (car park side)
- Scottish School of Forestry – using the front door (adjacent to reception)
- ELCC – using the front door (car park side).

Students coming onto campus at Inverness College UHI, 1 Inverness Campus, **do not need** to sign in on entering. Student registers will be used to monitor attendance on campus.

However, students coming onto campus at the Scottish School of Forestry should sign in and sign out on entering and exiting the building using the QR system in place.

Students should follow clearly marked entry and exit signs.

Everyone entering the building 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:

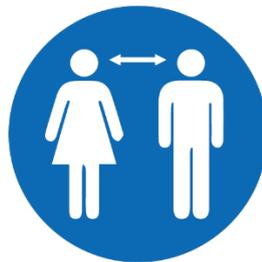
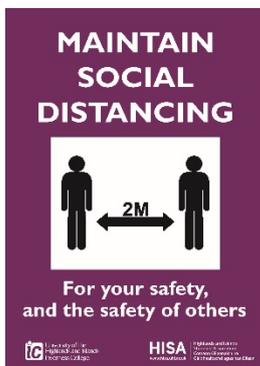


Signage will clearly state that the College is open to authorised staff and students only. Our campus buildings will not be open to the public, and visitors should not be invited onto site.

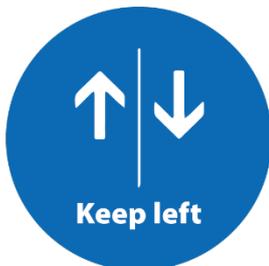
Students who are waiting for the minibus to take them to the Scottish School of Forestry should not enter the main campus, but wait outside the front of the building until the minibus arrives in the drop-off area.

- **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.

People should not stop for long conversations within corridors. Other measures such as staggered start times, lunch breaks and finish times will help maintain social distancing on campus.

Face coverings

To help protect others and reduce the risk of transmission of COVID-19 in our communities, **face coverings should be worn** on entering our buildings and while moving around our campuses, in our library and our learning resource centre, unless you are exempt or have a reasonable explanation for not wearing one (for example, if you have a health condition or a disability and a face covering would cause difficulty, pain or distress; you need to communicate with someone who relies on lip reading; you need to eat, drink or take medicine). 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.



Students who are exempt are encouraged to carry a Hidden Disabilities card, available here: <https://hiddendisabilitiesstore.com/> These cards are also available from our additional support needs team. Email additionalsupport.ic@uhi.ac.uk for more information. 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).

In addition, we strongly recommend wearing face coverings in classroom settings.

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

- **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**

We strongly recommend wearing face coverings in classroom settings. If you are learning in a specialist area, such as a workshop, further guidance may be provided by your lecturer.

In line with Scottish Government guidance, face coverings should be worn at all times in our library and learning resource centre.

Lecturers/technicians will open classrooms 15-minutes prior to the start of a timetabled class. This open-door policy will minimise touch points and avoid the need for students congregating in corridors. This does not apply to workshops and labs for health and safety reasons, however, students should maintain social distancing while waiting to enter these areas.

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

- **Facilities**

Transparent screens have been added at key interaction points throughout the building, including:

- Our receptions
- Student support centre
- Our shop
- Canteen and cafes

Reception

Our main reception desk at Inverness College UHI, 1 Inverness Campus, will be staffed Monday to Friday, 9am to 5pm. 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 24th August selling a variety of hot and cold food. Our shop and Lochan café will remain closed initially, but will reopen as the number of staff and students accessing the building increased. Our canteen at the Scottish School of Forestry will re-open on Monday 31st August.

Both canteens will be **cashless**, so students should pay by card. Apply Pay/Android Pay is also accepted.

Students should sign in and sign out when entering the Corrie Restaurant. This is not required for the Scottish School of Forestry café.

Our Sheiling Training Restaurant will remain closed initially, however, it is our intention to reopen the restaurant when it is safe to do so.

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

Student support centre

The student support centre will continue to operate remotely at the start of Semester 1 (September to December). 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 to begin with in semester one. Email ict.ic@uhi.ac.uk or telephone (01463 273525).

Library and learning resource centre

Our library facilities will be available online in semester one but will be periodically reviewed. A click and collect/drop-off service and a postal service for resources not available as e-books will be available. Library books can be returned to a drop-box located in the Atrium at Inverness College UHI, 1 Inverness Campus. Books will be quarantined for 72 hours before being discharged from your library account. If you would like to post the 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 Click and Collect or Postal Loan service. For further information email library.ic@uhi.ac.uk.

If you are entering our campuses to collect or return books, you must complete this [access request form](#) and await authorisation before coming on to campus.

Our learning resource centre at Inverness College UHI, 1 Inverness Campus,, which provides access to study space, PCs and printing, will be open at staggered times for individual study and will be limited to those who have pre-booked access. PCs (including access to printer) in our learning

resource centre can be booked [here](#). Study space in our learning resource centre can be booked [here](#). A sign in and sign out system on entry and exit to the learning resource centre will be in place.

Our library/learning resource centre at the Scottish School of Forestry **does not** need to be pre-booked.

In line with Scottish Government guidance, face coverings should be worn at all times in our library/learning resource centres.

Skillzone

Skillzone, which provides study support to students, will continue to operate remotely at the start of Semester 1 (September to December). 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 initially, however, it is our intention to 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 in Semester 1 (September to December). 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 2020/21 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.