Minister for Further Education, Higher Education and Science

Scottish Government
Riaghaltas na h-Alba
gov.scot

T: 0300 244 4000
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18th August 2020

Dear Principal

Start of the next academic year

As you know the return of students under Phase 3 of the Scottish Government's route map, in a blended learning model, is a key milestone in our aim to mitigate the broader harms to our society from Covid-19.

We also know that having successfully suppressed the virus in Scotland we must do everything possible to avoid seeing the kind of resurgence which has occurred in other countries. Additionally, we have seen increasing evidence of substantial spread amongst young people, in many cases as the result of failure to respect the rules. Strong compliance with rules and advice is crucial as we move forward and it is vital we work together to support this.

For those colleges with international students I am sure that you will recognise that bringing together large numbers of people from a range of different parts of Scotland, plus the rest of the United Kingdom and overseas, over a very short period of time presents a key risk to further transmission of the virus. It is seen by the First Minister and CMO as their main concern for this phase. I know that you are working hard to draw up your own plans to manage the risks associated with students' arrival at your institutions and to provide them with a positive learning experience whilst mitigating the risks of local outbreaks.

I wish to thank you for the collective and collaborative approach in which we have progressed the development and implementation of mitigations to reduce risk. Continuing to work in this manner and build on the significant progress to date remains vital with the focus on mitigations, outbreak management and communication (students and workforce).

Given how crucial the next stage is for all of us we need clarity of intention and plans. This is to provide additional reassurances to Ministers that there are clear plans, which are being

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developed in a transparent manner, and which will allow further discussion on where additional clarity may be required.

To aid in this I would be grateful that by the 24th August you forward to Natalie.wilson@gov.scot your actions plans setting out the steps you have taken which cover the following points:

For those colleges with international students:

- procedures in place for students from non-exempt countries to ensure respect of quarantine requirements

For all colleges:

- procedures in place for students who need to self-isolate because they have the symptoms of Covid-19 or have been traced as a close contact
- plans on processes to support contact tracing
- plans to minimise the number of people on campus at any one time
- procedures in place to ensure maximum communication and understanding of Covid-19 requirements among students, staff and visitors and any compliance mechanisms you are considering.

We will examine these internally with our public health experts to identify gaps, good practice and areas of shared learning and provide sectoral wide comment. It is important to note that we will be considering your proposals against any relevant public health advice or guidance; we will not be assessing compliance with health and safety legislation or other legal duties. If you are in any doubt about the extent of your responsibilities, you should take independent legal advice or contact the Health and Safety Executive.

We will also host a workshop tailored to discussing strengths, gaps and weaknesses of these plans in the week of the 31st August and will ask that either you or a senior representative from your organisation attends this event.

Also, as you are aware, the safe return of schools is one of our key priorities. In support of that we wish to understand in more detail the mitigation practices you have agreed with the relevant local authority in order to minimise risk of transmission through school pupils attending college. Again, we ask that by the 24th August you submit the mitigation plans in place specific to school pupils attending college. Once received we will review and be back in contact to discuss *via* Colleges Scotland.

We have also been clear that in mitigating broader harms by gradually opening elements of Scottish society, the increased opportunities for transmission in Phase 3 mean we must also focus on containing sporadic outbreaks. While our emphasis is on prevention we need to contain outbreaks if they do occur.

In the unfortunate event of the occurrence of the infection on campus and any outbreaks it is crucial that institutes are clear what action to take. To that effect we request that you provide us with your action plans/procedures to respond to outbreaks, including relationships with local public health teams, by the 24th August. The Covid-19 workbook (https://www.gov.scot/publications/scottish-covid-19-workbook-2020) provides further

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information including key contacts which will be relevant. Again we will examine your responses internally with the assistance of our public health experts and we will offer a further workshop week beginning 7th September and again will be seeking nominations for attendees.

We also request that your action plans and action plans/procedures to respond to outbreaks, include your halls of residence, and that you liaise with providers of purpose built student accommodation where appropriate e.g. where nomination agreements are in place, who will also be asked to provide these.

We will also be urgently revisiting the Safer Workplaces guidance for colleges and universities and purpose built student accommodation. Several different factors have changed since these were first issued in June and July, and my officials will be in touch with Colleges Scotland to discuss further as well as sectoral advice cards.

There are a few further points I would like to highlight:

- Public health advice: We now have a dedicated representative of the Directors of Public Health who will be able to act as a direct contact for advice to the sector at a national level.

- Testing: We are developing options around this, particularly in the context of international students. Officials will discuss further with Colleges Scotland in due course.

- Contact tracing app: It is our expectation that this will be available relatively soon and we would appreciate your promotion of this app within your workforce and with students.

- Communication: This is a vital aspect for both students and staff. We have established a communication group with participants drawn from a range of organisations to promote and support Covid safety. I am aware that there is significant activity already underway as well as a number of national campaigns that will be utilised. This communication group will help further the promotion of key messaging.

I wish to thank you again for your continued support and look forward to working together as we continue in this unprecedented times in forthcoming months.

[redacted]

RICHARD LOCHHEAD

Cc: Shona Struthers – Chief Executive, Colleges Scotland

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The Board of Management of Glasgow Kelvin College is a Scottish Registered Charity. Registration no. SC021207

DS/LC: 0090820

21 August 2020

Natalie.wilson@gov.scot

Richard Lochhead
Minister for Further Education, Higher Education and Science
Scottish Government
St Andrew's House
Regent Road
EDINBURGH
EH1 3DG

Dear Mr Lochhead

Start of Next Academic Year

I refer to your letter of 18 August 2020 requesting a response by 24 August 2020 in relation to various actions.

I now respond as follows:

For those colleges with international students:

- procedures in place for students from non-exempt countries to ensure respect of quarantine requirements.

Response
We do not have international students.

For all colleges:

- procedures in place for students who need to self-isolate because they have the symptoms of Covid-19 or have been traced as a close contact.
- plans on processes to support contact tracing.

Response
Please refer to attached procedure and covering letter for staff as contained in Appendix 1.

We are a Living Wage Employer
disability confident EMPLOYER
SQA Approved Centre
EUROPE & SCOTLAND European Social Fund Investing in your Future

- plans to minimise the number of people on campus at any one time.

Response
All student learning spaces have been organised to ensure a distance of 2 metres is maintained. Each teaching area has a maximum room capacity displayed on the door and the overall plan for the whole College has also been made available to staff. Learning is taking place both on and off campus using a blended learning system.

Managers have organised a system of working for staff in order that staff areas are only partially populated at any one time and social distancing can easily take place. Departments have identified "bubbles" in order that should a COVID-19 outbreak occurs, entire departments don't lose their whole team of staff.

One-way systems have been implemented in all campus buildings.

Overall, the maximum number of individuals who will be in any campus building at any one time will never be more than 1/3 of its previous occupancy levels.

- procedures in place to ensure maximum communication and understanding of Covid-19 requirements among students, staff and visitors and any compliance mechanisms you are considering.

Response
A large number of procedures have been implemented ie one-way systems, posters, hand sanitisers, wipes, enhanced cleaning, room capacities vastly reduced, videos and communication produced. Public health advice and Scottish Government guidelines have been closely followed.

Please refer to Appendix 2 for an overview of some of the items of communication produced ie Covid-19 Staff Toolkit, Staff Home Working Guidance and a Return to Work Self-Assessment Process.

A link to the video produced has been provided below for your interest/information:

https://www.youtube.com/watch?v=YjbYrqYw2TE

- mitigation plans in place specific to school pupils attending college.

Response
All Senior Phase activity is being delivered online in the first instance. This position will be reviewed as the academic year progresses but will remain the case for at least the first 12 weeks of the course. If any school pupils study on campus, they will be subject to the same requirements as all other students, including 2m social distancing at all times. All teaching activity has been fully risk assessed with appropriate mitigation strategies in place, including reducing to a minimum sharing of learning resources and applying other surface based virus control measures.

- provide us with your action plans/procedures to respond to outbreaks, including relationships with local public health teams.

Response
Please refer to Appendix 3 for our Outbreak Management process.

Please note that we do not have Halls of Residences.

I note the various workshops that you intend to set up and confirm that we are willing to be involved in these.

I hope you find the attached information useful and please do not hesitate to contact me should you require any further information.

Yours sincerely

[redacted]

Derek Smeall
Principal and Chief Executive

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Appendix 1

Glasgow Kelvin College
COVID19 Track and Protect Procedure

Staff and Students must not enter any of the College's campuses if they have tested positive for, or are displaying the symptoms of, COVID19

Student/Staff Member inform Lecturer, Line Manager or HR Business Partner that they have tested positive for COVID19.
This should be done by phoning or emailing trackprotect@glasgowkelvin.ac.uk

Is the person:
On Campus?
or
Phoning/emailing in?

On Campus

If someone has come into the building with confirmation they have tested positive COVID19, they should immediately be isolated in the campus 1st Aid Room and a 1st aider called.

The 1st Aider will don full PPE before entering the room

1st Aider asks which departments, class groups or other members of staff the person has been in contact with

1st Aider will advise the person to leave the College and immediately self-isolate at home for ten days

If the person has not already done so the 1st Aider should direct them to www.nhsinform.scot for relevant information or, if they can't get online, call 0800 028 2816

Arrange for suitable transport home (if applicable). This should be done via the Administration Team Leaders.

On phoning Glasgow Taxis the caller must inform the operator that the passenger has COVID19

Passenger to be told they must wear a face covering in the taxi, if they do not have one with them the College will provide them with one

Contact by phone/email

Lecturer, Line Manager or HR Business Partner asks which departments, class groups or other members of staff the person has been in contact with

Lecturer, Line Manager or HR Business Partner advise the person to immediately self-isolate at home for ten days

If the person has not already done so the Lecturer, Line Manager or HR Business Partner should direct them to www.nhsinform.scot for relevant information or, if they can't get online, call 0800 028 2816

1st Aider, Lecturer, Line Manager or HR Business Partner confirm the case with the College Health and Safety Manager and HR. They should also confirm which departments, class groups or other members of staff the person has been in contact with

Confirmation should be given that, either the student/ member of staff has contacted the NHS or, that the student/member of staff has been advised by the line manager to contact the NHS

College Health and Safety Manager will also inform the NHS

Health and Safety Manager will arrange with Estates to have the areas where staff member or student normally works deep cleaned

HR should contact relevant line manager(s) and advise who the person displaying symptoms may have been in contact with.

Said members of staff should be advised to self-isolate and work from home for fourteen days.

If they themselves begin to display symptoms of Coronavirus, they too should contact NHS Inform and arrange for a test.

Communication 1

DS/AMcK/2100720

All Teaching and Support Staff
(Sent by email & MS Teams**)** Issued 17 July 2020

Glasgow Kelvin College - Homeworking Guidance

Thank you once again for your hard work throughout this time to ensure your colleagues and our future students will remain safe and healthy as we prepare to move through Phase 3 of the Scottish Government's Routemap.

With effect from Wednesday 22 July 2020, the home-working guidelines provided below will come into effect. Within this guidance, and in related communications, I use the term "agile working" which describes a combination of both home-working (as we have been experiencing over the past four months) and on-campus working. The mix of home-working and on-campus working will be arranged by your line manager. Where services can be delivered effectively working from home, they should continue to do so dependent upon the operational needs of the College and Scottish Government Guidance. If staff have specific requirements in relation to their working pattern then this should be discussed with their line manager. These guidelines will be subject to ongoing review as required.

As of Wednesday, the 22 July 2020, the Scottish Government's *COVID-19 Routemap* confirms that colleges will be able to implement a phased return to on-campus learning as part of a blended model with remote teaching.

As we move into Phase 3 of the Scottish Government's *COVID-19 Routemap,* positive progress has allowed Scotland to make several changes by lifting some of our current restrictions which will restore as much normality as possible. Our decisions will continue to put the safety and wellbeing of our students and staff at the centre.

I therefore provide this updated guidance to staff on what I consider to be a reasonable expectation of home-working practice during this phase and into Phase 4.

In implementing this guidance, every member of staff must reflect on their own personal situation, discuss and work with their Line Managers and / or Human Resource Colleagues to identify and put in place any reasonable adjustments that may be considered to support them as a result of any significant personal circumstance or commitment which may affect the implementation of agile working. The wellbeing of you and your family is paramount.

Guidance on daily activity:

1. **Normal Hours of business: 7hrs** (35hrs per week)
   Support staff **Within the period 8.00 am until 6.00 pm**
   Teaching Staff **Within the period 8.45 am until 5.00 pm**
   (There is flexibility regarding individual start and finish times within the hours of business to be agreed with line managers to allow staff to accommodate their 35-hour working week. If staff have specific requirements in relation to their working pattern then this should be discussed with their line manager).

2. **Total break time: 1 hr 30 mins per day** (To be taken as and when required. One-hour unpaid lunch break and 30 minutes paid breaks. Staff should take at least 30

minutes in one continuous block for lunch – the untaken 30 minutes may be used to start later or finish earlier with the agreement of your line manager and where it meets the needs of the service. For Display Screen Equipment (DSE) use, the Health and Safety Executive (HSE) recommends short frequent breaks as opposed to long infrequent breaks. Staff should ensure that they take adequate short breaks).

The above guidance is also intended to be applied pro rata for part time staff.

We continue to work hard putting measures in place at our campus buildings to ensure a safe, healthy and well-informed environment for you, your colleagues and students. We will provide further updates to ensure all staff and students are fully informed and confident when it becomes time for a return to campus.

Until you have been informed by your line manager, please continue to use the booking system should you wish to gain access to on-campus resources.

I appreciate the support you continue to provide to your colleagues, our students, stakeholders and the College as a whole.

[redacted]

Derek Smeall
Principal

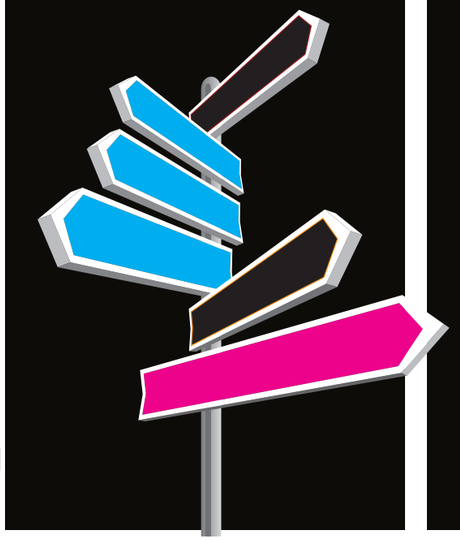
Staff Toolkit for COVID19

PRINT

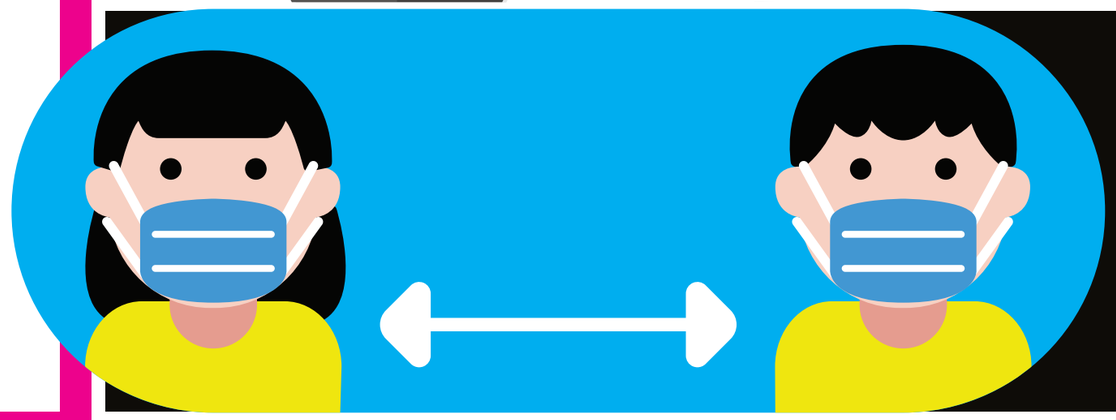
- Teaching in the new Academic Year
- Timeline for Start of Term
- Academic Calendar 2020-21
- Risk Assessments
- Working from Home Shielding and Isolating
- Test and Protect
- Spotting Symptoms and Action
- Cleaning
- Health & Hygiene
- Social Distancing
- Protecting Yourself and Others
- Food and Drink
- Using College Support Services
- Community Provision and Youthwork
- Wellbeing and Good Mental Health

MESSAGE FROM PRINCIPAL

WORKING FROM HOME



ACADEMIC CALENDAR

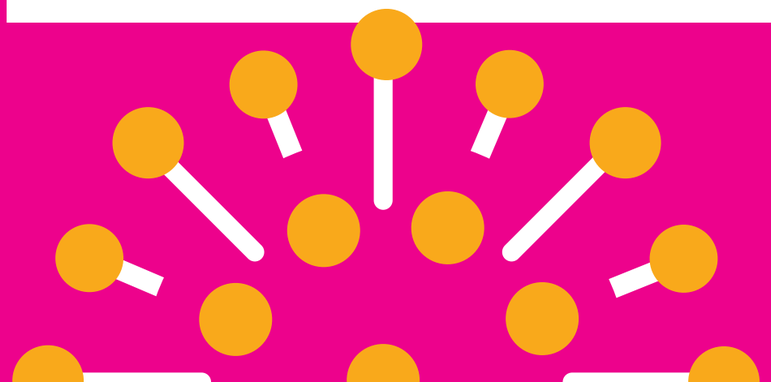


HEALTH & HYGIENE

TIMELINE

Glasgow Kelvin College

SUPPORT



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Message from Principal

Welcome to a new academic year at Glasgow Kelvin College.

Thank-you, all, for the amazing work that took, and is taking, place from March and over the summer period to ensure that our students continue to engage and receive the best learning and application process possible. Your efforts are greatly appreciated and we should be very satisfied with what is being achieved.

By working together as colleagues and friends - with respect, consideration and professionalism - we will ensure that this continues into the new session.

As you will expect, there are some fairly significant changes to our way of working in the 'new normal' and we have worked hard to put together this COVID19 Staff Toolkit to help us negotiate our way through this.

We remain mindful of the Scottish Government Routemap and the ways of working we are putting in place will continue to follow the guidance they provide while putting practical solutions in place to address this. However, we must remain conscious that the recovery is, though positive, still fluid and fragile and a return to lockdown cannot be ruled out completely.

We don't claim to have all the answers and will continuously seek and welcome your feedback but I anticipate that the information contained here should reassure you, and help you to reassure our students, that we are working to provide a safe, healthy and supportive environment to ease us into the new academic session.

The information we have put together in this toolkit should help you engage with a new way of working and ensure that you are aware of processes and safeguards which have been put in place to protect you, our colleagues and our students.

I would urge you to read through the toolkit before coming on-campus to ensure you are fully equipped to re-enter our working environment in a safe and confident way.

In partnership with the Student Association, we are producing a video to support our students and our staff to help ease you back into working and this will be available soon.

As we work through Phase 3 and into Phase 4 of the Routemap we will continue to use a mixture of on and off-campus working (agile working) to deliver blended learning and, to implement this, staying in touch with your Line Manager and your colleagues is fundamental to your wellbeing.

The key message here is that we are supporting each other and protecting ourselves and others in these unprecedented times.

Derek Smeall
Principal

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What Will Happen When The New Academic Year Begins?

Support staff have worked hard to remain engaged over the summer using agile working and Microsoft Teams. In prearrangement with Line Managers, support staff will begin to return to some on-campus working from week commencing 3rd August for essential work.

As you will see from the Academic Calendar for 2020/21, the academic session will begin as planned from week commencing 10 August 2020 with lecturing staff engaging online and coming into campus buildings only by arrangement with their Line Manager.

We anticipate that this fortnight will be a period for staff induction and training to adapt to our new way of agile working, our ICT and the on-campus restrictions in place to ensure a safe and healthy environment for everyone.

From 24th August, different student groups will come onto campus at different times to engage with their lecturer(s) and be inducted into the 'new normal', with a view to Block One teaching beginning 7th September 2020.

This schedule of work will help us prepare for new modes of blended learning and also to meet and welcome our student groups and support them to prepare for their new courses of study.

The Working Groups are already busy planning how the Student Welcome Event will take place and are working with the Student Association, Learner Engagement, Services to Support Learners, MIS, the Faculties and others to see how best this can be implemented. The exact details of this will be discussed and planned by teams themselves so that arrangements meet the needs of different groups / curriculum.

A great deal of planning has gone into ensuring a safe and healthy return to work and you are asked to support your colleagues through this period of change.

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Timeline for start of Term

As we continue to encourage agile working where possible, the dates provided below are a guideline as to how we expect to re-engage with the new academic year. How and when you return to campus will depend on your own circumstances and departmental requirements. You should, therefore, be in touch with your Line Manager to confirm what these are likely to be and how you will schedule your working week. If you have not already done so please complete the Self-Assessment Tool.

Please bear in mind that this timeline is contingent upon the Scottish Government's COVID19 Routemap and easing of restrictions and will be reviewed and evaluated as we progress.

Week Commencing	Expected Action	Refer to:
3rd August 2020	Line Managers and some Support Staff begin to return to campus to familiarise and help establish services. Support Staff should continue agile working unless otherwise notified.	Line Manager
7th August 2020	Line Managers and some Curriculum Managers begin to return to campus to help establish services	Line Manager
11th August 2020	Lecturing staff recommence agile working. Lecturing staff may require to return to campus at different times to familiarise and plan by arrangement with Line Managers. All staff should continue agile working to remain in touch with their teams.	Line Manager
17th August 2020	Continue familiarisation, planning and digital upskilling if necessary.	Line Manager
24th and 31st August 2020	Some students arriving for induction and familiarisation. This will be phased class by class and those staff involved will require to be on-campus	Line Manager
7th September	Block 1 teaching begins using, where possible, agile working although some classes may require to be on-campus	Line Manager

ACADEMIC SESSION 2020/21

Lecturers

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
Aug			TH	TH	TH	TH	TH			TH																					
Sep							1							2							3				PH			PH	4		
Oct					5							TH	TH	TH	TH	TH			6							7					
Nov		8							9							10							11							12	
Dec							1							2								TH	TH	TH	PH			PH	TH	TH	TH
Jan	PH			PH	3						4							5							6						
Feb	7							TH	TH		8				9							10									
Mar	11							12							1							2							3		
Apr		PH			PH	TH	TH	TH	TH			TH	TH	TH	TH	TH			4							5					
May			PH	6						7							8							9				PH			PH
Jun	10						11							12														TH	TH	TH	
Jul	TH	TH			TH	TH	TH	TH	TH			TH	TH	TH	TH	TH			PH	TH	TH	TH	TH			TH	TH	TH	TH	TH	

- Quality Enhancement/Development
- Block One (12 weeks) (07/09/20 - 04/12/20)
- Block Two (12 weeks) (07/12/20 - 12/03/21)
- Block Three (12 weeks) (15/03/21 - 18/06/21)
- PH — Public Holiday x 11 days
- PH — Public Holiday (Support Only) & Teaching Holiday
- TH — Teaching Holidays
- TH — Teaching Holidays (**only** staff employed before 01/08/18)
- Weekend
- Development & Induction

Lecturers, CMs and SCMs who are entitled to 64 days annual leave recommence the session on 11/08/20.

Lecturers who are entitled to 62 days annual leave recommence the session on 07/08/20.

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Risk Assessments

All College departments have been asked to Risk Assess their working area and you, as an individual staff member, have also been asked to Risk Assess your home working environment. We are grateful to you for undertaking this as we each of us must ensure that we are working safely.

There is a college-wide Coronavirus Risk Assessment which has been developed in consultation with staff and student representatives and which covers the safety measures in place. Departmental Risk Assessments can be found on the Intranet at https://intranet.glasgowkelvin.ac.uk/sites/GKC/Pages/Coronavirus-.aspx. This will help staff to operate safely and with confidence in their working environment.

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Working From Home

Current Scottish Government guidance advises that, in Phase 3, people should continue working from home where possible. Therefore, curriculum or service delivery that can be undertaken successfully on a remote 'working from home' (WFH) basis should continue to be done in this way. This is because we want to limit the number of people on campus at any one time so that we can meet the social distancing guidance. You must discuss this with your team / Line Manager to achieve the best working pattern for you, your students and your service.

We recognise that not all curriculum or services can be delivered remotely, and that remote delivery will also not meet the needs of many students and staff. Given this it is anticipated that most parts of the College will work on an 'agile' model, combining on-site working / activities with remote working. We will need to work together to find the best balance we can between these and be flexible and pragmatic about what can, and can't, be done.

Normal working hours will apply but you should remember to take frequent short breaks if working from home. This is for your own wellbeing and comfort. Should you wish to significantly alter your working hours, please discuss this with your Line Manager. If the change to your working hours impacts on the number of hours you work you should refer to the College's Family Friendly and Flexible Working Policy, available on the Intranet.

If you haven't already done so, please remember you are required to Risk Assess your working area at home to make sure you have the equipment you need and your environment is as comfortable as possible. The Home Working Risk Assessment tool should be accessed through the WorkRite site. This should be completed by no later than 21st August 2020.

Also, please bear in mind that the camera may be looking into your home or personal space environment when you're conferencing online. We would recommend that you blur your background when engaging with students or others to ensure your privacy is maintained.

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Staff Who Are Shielding or Isolating

As restrictions ease for those staff who are shielding, the recommendation is that you continue to work from home as before.

Current guidance explains those groups who have been shielding can now 'pause' their isolation but should continue to follow Phase 3 guidance. This will also be supplemented for those that are required to self-isolate under the Test and Protect strategy. Please note that the isolation period from developing symptoms has now been extended to 10 (rather than the original 7) days.

The College is fully supporting the guidance. Those of you who have been shielding, isolating or are under quarantine are recommended to stay in regular contact with HR, your Line Manager and team for support, especially where it concerns your wellbeing.

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Test and Protect

The College is following Scottish Government guidance on arrangements for Test, Trace, Isolate and Support. This does not currently require routine College-based testing as part of the reopening activities, but if this guidance changes then procedures will be put in place.

In order that we follow Test & Protect guidelines to keep safe our colleagues and students, it is imperative that you please ensure with HR that your personal contact details (address and contact phone numbers.) are correct and up to date. You can do this by checking your personal details on the Self-service site on the intranet under HR.

This is for your own protection as it ensures you are easy to contact for testing should there be an identified case of the virus in your vicinity.

We anticipate that, through Line Managers, we will have information each day on which staff members will be present in campus buildings.

If you are contacted by the Scottish Government Test & Protect service, they will provide you with instructions on your next steps.

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Spotting Symptoms and Action

Under Scottish Government COVID19 guidance, key symptoms of coronavirus are:

- A new and persistent cough
- Raised temperature
- A sudden loss or change to your sense of smell (or taste)

Firstly, if you or anyone in your household is experiencing any of the above symptoms or feel unwell, do not come into College buildings. The same advice will be given to our students. You should contact the NHS Helpline on: https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/

If you develop symptoms and are not reporting for work you should contact Human Resources on 0141-588-1576 or 0141-588-1588.

If in the event that an individual attends College and they have symptoms they should immediately be sent home. Anyone who is concerned if they have been in contact with such an individual should wash their hands for 20 seconds. There are three scenarios in which an individual would have to self-isolate for an extended period:

- they have symptoms of coronavirus
- they have been informed by an NHS contact tracer that they have been in close contact with someone who has tested positive
- they live with a person who has symptoms or has tested positive

Should any of the above scenarios apply to you, please contact HR on the above phone number. A self-isolation note can be obtained by following the link below:
https://111.nhs.uk/isolation-note/

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Cleaning

In partnership with our contractors, we have put in place an enhanced daily cleaning regime which includes cleaning 'contact points and touch points'. We have arranged for cleaners to be active throughout the day who will routinely clean surface areas to mitigate against contagion.

Hand cleaning resources are provided for staff and all staff toilets will be supplied with adequate supplies. In addition there will be printed handwashing instructions / posters displayed throughout workplaces, especially in toilets and changing rooms.

Hand Sanitising stations have been placed around College premises for the use of staff and students on site and everyone is requested to use these routinely.

As the College is a public building it will be continually in use and everyone will have to contribute to maintaining appropriate levels of hygiene. You are requested to use the anti-viral wipes available to clean any hard surfaces before and after you have used them and we will request the same of our students.

This cleaning regime will also be applied stringently to 'shared devices' such as those on the Laptop Trolley and users will be responsible for cleaning these before and after use so that the laptops remain contagion-free.

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Health & Hygiene

Stay Safe, Protect Others, Save Lives
We will continue to observe the Scottish Government's guidelines around FACTS

- Face coverings should be worn in areas where it is difficult to socially distance
- Avoid crowded places
- Clean your hands and surfaces regularly
- Two-metre social distancing should be maintained
- Self-isolate and book a test if you develop coronavirus symptoms

To ensure we experience a safe, healthy and supportive working environment, be that on-campus or from home, a significant deal of planning and organisation has taken place. Arrangements on-campus include enhanced cleaning, measures to ensure social distancing and the request for increased hygiene practices, all of which will impact how we use our campus buildings and space.

You are asked to support your colleagues and our students to ensure we move positively into a new way of working. Please be conscious of your own mental health and that of your colleagues. We will each have had different experiences during lockdown and re-engagement may be more challenging for some. Please be patient and respectful of colleagues' and students' needs.

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Social Distancing

Social distancing forms a critical part of our prevention measures and is the basis for many of the changes you will see on-campus. The current Scottish Government guidance remains that, in colleges, we should maintain a 2m distance from others. Should this guidance alter, we will do all we can to comply.

We have applied an extensive programme of alterations in capacity and seating to ensure we remain within the guidelines and both staff and students are protected.

Social Distancing in Classrooms, Work and Other Shared Areas

In order to observe the 2m distancing rule, we have had to reduce the capacity in classrooms, depending on their square footage. Each area has been calculated to encompass the maximum number of people using it at any given time and a notice giving the maximum capacity of each classroom (including the lecturer space) is notified on the classroom door. We would ask that staff ensure these numbers are observed.

There are some specialist areas where fixed equipment and machinery has made the task of identifying capacity more complex. We will welcome the input and experience of staff in these specialised areas to help identify and ensure appropriate social distancing can be achieved.

There will be in place appropriate arrangements to deliver services. This may include a staff rota, social bubbles or adjusted working hours. The sharing of desks and equipment should be limited. Again, anti-viral wipes and hand sanitisers will be made available for staff to clean the areas before and after use.

In staff workrooms and rest areas we have endeavoured to restrict numbers of desk and seating spaces in use at any one time and would ask that you make every attempt to ensure that a 2m distance can be safely observed. As many staff will work from home at different times in the week it is anticipated that this can be achieved.

If a staff member would prefer to work away from other staff then a remote workstation can be arranged. Please speak with your Line Manager.

As toilet cubicles are already sectioned off, there is not a need to close any of these off. However, urinals will be restricted to ensure a 2m distance for those using them. In hand-washing areas around the sinks, everyone is asked to maintain a 2m social distance and not congregate in these areas.

Refectory seating areas will remain open and 2m distancing should be observed when using these areas.

Social Distancing Cont.

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Social Distancing in Classrooms, Work and Other Shared Areas

Single-user Areas

The lifts will be restricted to ensure use by only one person at a time is observed and it is anticipated that people who have access issues will have preference. Clearly, key workers or those in a 'social bubble' will be able to share.

Kitchen areas within the workrooms will also be restricted to use by only one person at a time and all utensils and surfaces must be cleaned appropriately after use and stored away.

Navigating Campus Buildings

Each campus building will have in place a one-way system in corridors to implement social distancing. Where this is not possible, a give-way system will be in place and appropriate signage will help to guide you through this.

There will be stairwells for ascending and stairwells for descending and, again, these will be signposted as 'Up Only' and 'Down Only'.

You should note that, in the event of an emergency/fire drill, some of these measures will have to be relaxed.

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Protecting Yourself And Others

Hand Washing

By now, you will all be used to the ritual of regular handwashing (follow the instructions, 20 seconds, 2 x Happy Birthday..) and this advice continues. Please be aware of what surfaces you are touching and that you avoid touching your face with un-sanitised hands. We will ensure there are sufficient supplies of hot water and soap available.

Hand Sanitisers

Hand sanitising stations will be available throughout College buildings and staff and students are recommended to use these regularly. The sanitising fluid is for use on-campus and this will be made clear to students.

Protective Clothing

There are some curricular areas where protective clothing is used and non-medical protection measures required. Can we ask that you ensure any protective clothing is washed regularly and that disposable materials are disposed of with care and consideration. There is no need for clinical-grade PPE in the College and we continue to observe the Scottish Government guidance.

Face Coverings

The College recommends the wearing of face coverings in the more communal areas and these may be mandatory in Libraries. Please remember, face coverings are chiefly used to prevent you passing on the virus to colleagues and students should you be asymptomatic for COVID19.

When using disposable face coverings, everyone is asked to dispose of these after use with consideration and respect. Bins are provided. If using washable face coverings, people should ensure that these are washed appropriately at 60degrees. If using face shields/visors please ensure these are wiped routinely on both sides with sanitiser.

Again, please take care when adjusting or removing face coverings and avoid touching your face.

As face coverings are mandatory on public transport and in shops, should you forget to bring yours with you, a small supply will be kept at reception for such emergencies only.

We will continue to follow Scottish Government guidelines on the use of face coverings and, should this change, we will notify you.

Perspex Screening

Our Reception areas at each campus will be fitted with protective Perspex screening which will protect staff and those using the service.

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Food and Drink

As we will have reduced numbers using our campus buildings, we have been unable to appoint a catering contractor to provide hot food and drinks on a reduced service. We are disappointed and regret this but, when conditions ease, the situation will be reviewed.

However, at two of our campus buildings (Springburn and East End) we will have a 'shop' which will sell pre-packed lunches and drinks each day. For campuses where there is no on-campus shop available, there are food outlets nearby.

Vending machines to provide hot and cold drinks and snacks will be available in campus buildings. These accept contactless payments.

Alternatively, staff can bring in their own food for consumption but please note there are restrictions on kitchen usage and a strict hygiene procedure for preparation and cleaning facilities which staff must observe.

There will be no hospitality service available in any of our campus buildings.

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Using College Support Services

Support teams are fully functional, although access arrangements are significantly altered due to agile working and the need to limit numbers on-campus.

Arrangements will differ slightly across departments but we anticipate that many teams will operate an online service or if face-to-face contact is required, a booking system may well be in place. We would advise that you contact them by telephone, through Teams or online in the first instance. To accommodate this, please refrain from visiting departments in person unless arrangements have been agreed in advance with the team.

Similarly when you are advising students, please make them aware that they may need to book an appointment as a 'drop-in' or 'walk-in' service may not always be available.

Appropriate steps will be in place to cover the handling of paper-based materials and use of equipment.

Library Services

Due to social distancing and hygiene rules, the Libraries will have to limit the number of people using their service at any one time so there will be limited capacity and full-class study groups cannot be accommodated.
In addition, staff are asked to please use online resources as much as possible.

For the use of copiers etc. there will be notices advising users to wash or sanitise their hands after using these.
A recent change in Scottish Government guidelines means that the use of face coverings is now mandatory in library and other general public areas.

To discuss further, please contact the Library at Library@glasgowkelvin.ac.uk.

Services to Support Learners

The referral process for students will remain in place and information on this will be made available by the team in due course. Once again, a booking system is recommended whether this be for online or on-campus appointments. This applies to staff and students.

Some students whose needs may be complex or immediate may require a 'drop-in' service. Where possible, online or booked appointments should be recommended as anyone 'dropping-in' may have to queue. This applies to staff and to students. **Please contact one of the following:**

learnersupport@glasgowkelvin.ac.uk
guidance@glasgowkelvin.ac.uk
schoolsprogramme@glasgowkelvin.ac.uk
admissions@glasgowkelvin.ac.uk
careexperienced@glasgowkelvin.ac.uk
counselling@glasgowkelvin.ac.uk
supportfunding@glasgowkelvin.ac.uk

Using College Support Services Cont.

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Human Resources

Staff should be aware that HR's open-door policy is not operational at this time. If you have any queries, please contact your HR Business Partner by telephone, email or via Teams in the first instance or direct your questions to the generic HR department email address HRstaff@glasgowkelvin.ac.uk

Where face to face meetings are required, our HR team will be happy to agree arrangements in advance to accommodate this.

Finance

The Finance Team will be discouraging a 'drop-in' service over the next few months and encouraging students and staff to be aware that enquiries will be dealt with online or through Teams in the first instance. This applies to both staff and students.

Students will be encouraged to submit documentation in a digital format. However, they recognise this is not always possible. For those students who must provide physical documentation, it can be handed in to Finance and social distancing will be observed.

More information will be provided on Finance services in due course.

MIS – Student Records and Timetabling

Staff should be aware that MIS's open-door policy is not operational at this time, therefore, there should be no face to face meetings or "drop-ins". If you have any queries, please contact your Student Records contact or the Timetabling Team by telephone, email or via Teams in the first instance or direct your questions to the generic section emails:

- MISstaff@glasgowkelvin.ac.uk
- Timetabling@glasgowkelvin.ac.uk
  For general room bookings please email:
- rooms@glasgowkelvin.ac.uk

The MIS helpdesk can still be used to forward information to Student Records.

Please be aware that paper enrolment forms can still be used to enrol students but Covid-19 precautions should be adhered to. Please ensure that you wash your hands before and after contact and if possible place the forms in an envelope for either handing into the Student Records Office or to Reception for transportation. The forms will be processed in the normal way by Student Records staff who will also be following the Covid-19 guidelines.

Using College Support Services Cont.

PRINT

ICT

The ICT department will not be able to provide an ad-hoc drop in service like previous years. If you are requiring support then you are asked to log it via the web helpdesk which can be found here:

http://ictservicedesk.glasgowkelvin.ac.uk:8080/ (NOTE: you will either be required to be accessing this site from on-campus or via the GlobalProtect VPN)

You can also call 0141 630 4585 (or extension 4585) if you require immediate or urgent support.

Most support requests will be handled using remote access tools (i.e. the ICT support team will contact you and login to your PC remotely).

In the small number of cases where remote support is not suitable a time will be allocated for you to meet a technician at one of the soon to be created 'Support Stations'. The 'Support Stations' will be positioned in every campus and contain a Perspex barrier between the technician and yourself.

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Community Provision and Youthwork

Although discussions are underway, much of the community-based provision is dependent on our community partners and venues to support the delivery of learning for those most vulnerable in our communities.

As many venues remain closed with their staff on furlough, there will continue to be conversations with our partners to seek the best way forward in the coming months, in line with Scottish Government guidance.

To protect any staff who will be involved in community-based and youthwork provision off-site we are working to ensure that we return to delivery at community venues only when risk-assessed COVID19 arrangement are in place and it is safe and healthy to do so.

Staff will be kept informed as and when this progresses.

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Wellbeing and Good Mental Health

For many of us, the gradual easing of lockdown brings longed-for opportunities (even if at a social distance) to see friends, colleagues, resume contact with family in 'real space' or get back to work that we value. For us, that is ensuring that we give our students the best and most effective learning experience.

We recognise that for many of us, even the happy, much anticipated changes can be difficult for our mental health. For many others the prospect of coming out of lockdown when the debate is still live about the science supporting it can be a real worry. This may especially apply to those more vulnerable to the virus and those of us with mental health concerns.

'Unprecedented' has been a much-used word in the last few months but the impact of the lockdown is still an unknown which is why the College is committed to ensuring that we support our colleagues who have found the experience challenging. We have a range of services to help those of you whose concerns or anxiety has emerged or increased over these testing times. Although some staff have managed throughout, it has been a trying time for many of us.

From Big White Wall to the PAM Assist service, through the many helplines which are available, we would urge you to use these services if you feel the need – that's what they are there for. Information is available on the HR Portal on the intranet.

These times may have been, and may continue to be, challenging for you. Please stay engaged with your colleagues, your team, your HR Business Partner or your Line Manager to ensure you receive the support you require.

Could we also ask our colleagues to be mindful of others' anxieties and pressures as we ease back into the workplace and to provide support where we can?

Glasgow Kelvin College

COVID – 19

Staff Return to Work – Self Assessment Tool

This questionnaire has been provided to you so that you can **self-assess** if you have a health vulnerability to COVID-19 infection. It is based on the current UK Government guidance on risk factors for more severe COVID-19 illness. In addition it seeks to establish if you have any other health concerns, caring responsibilities for dependents or other concerns which the College should consider when preparing for your return to onsite working. Please retain this document for your own records. If your circumstances should change please go through the questionnaire again to self-assess your needs. The document can be downloaded by clicking on the following link:

https://intranet.glasgowkelvin.ac.uk/sites/GKC/Pages/HRDocuments.aspx

If you answer **yes** to any of the undernoted questions it is recommended that you discuss your situation with your line manager and your HR Business Partner (HRBP). Discussions will focus on areas including working arrangements; equipment – IT, desk, chair, etc; training; and support.

If you answer **no** to all six questions then you should be able to return to a risk assessed workplace, if required. All areas of work have been risk assessed.

Please note: Workrite requires all staff to complete the 'Home Workers' module, this module requires you to complete an assessment. The assessment will inform the Health and Safety Manager of the equipment that you require to carry out homeworking in a safe environment. The ICT Technical Services Team are liaising with managers and staff to ensure that every member of staff who requires IT equipment to carry out their role are fully equipped. In addition you should complete the 'Coronavirus Awareness & Homeworking Essentials module' and 'Risk Assessment Course'.

1. Extremely and Clinically Vulnerability

Reference

Clinically extremely vulnerable (High Risk) and clinically vulnerable (Moderate Risk) definitions:
https://www.nhs.uk/conditions/coronavirus-covid-19/people-at-higher-risk-from-coronavirus/whos- at-higher-risk-from-coronavirus/ - 21.5.20 NHS

1.1 Extremely Vulnerable

1.1a Do you have a letter from the NHS or your GP practice advising you that you should be shielding?

Yes/No

If YES to Question 1.1a, you should not be attending the workplace at present, as per UK Government Shielding advice. You will be able to continue to work from home, this should be discussed with your line manager.

1.1b Do any of the COVID-19 risk factors apply to you?

- have had an organ transplant

- are having chemotherapy or antibody treatment for cancer, including immunotherapy
- are having an intense course of radiotherapy (radical radiotherapy) for lung cancer
- are having targeted cancer treatments that can affect the immune system (such as protein kinase inhibitors or PARP inhibitors)
- have blood or bone marrow cancer (such as leukaemia, lymphoma or myeloma)
- have had a bone marrow or stem cell transplant in the past 6 months, or are still taking immunosuppressant medicine
- have had a splenectomy
- undergoing renal dialysis
- have been told by a doctor they have a severe lung condition (such as cystic fibrosis, severe asthma or severe COPD)
- have a condition that means they have a very high risk of getting infections (such as SCID or sickle cell)
- are taking medicine that makes them much more likely to get infections (such as high doses of steroids or immunosuppressant medicine)
- have a serious heart condition and are pregnant

Yes/No

If YES to Question 1.1b and you have not received a Shielding letter from the NHS/GP, you may still be in one of the Shielding groups. You should clarify whether you should be Shielding with your GP or hospital Specialist. If you are not being told to shield but have answered Yes to Question 2, you may need OH assessment to determine your individual vulnerability risk before returning to the workplace. You should discuss this with your line manager and HR Business Partner.

2. Clinically Vulnerable

2.1 Do any of the following risk factors for moderate COVID-19 vulnerability apply to you?

- are 70 or older
- are pregnant. (Please ensure that you have completed the Workrite 'New and Expectant Mothers' module. If you are in the early stages of pregnancy and you may wish to speak in confidence with your HRBP)
- have a lung condition that's not severe (such as asthma, COPD, emphysema or bronchitis)
- have heart disease (such as heart failure)
- have diabetes (Type 1 and Type 2)
- have chronic kidney disease
- have liver disease (such as hepatitis)
- have a condition affecting the brain or nerves (such as Parkinson's disease, motor neurone disease, multiple sclerosis or cerebral palsy)
- have a condition that means they have a high risk of getting infections

- are taking medicine that can affect the immune system (such as low doses of steroids)
- are very obese (a BMI of 40 or above)

Yes/No

If yes to Question 2, you may still be able to attend work with suitable control measures in place. The College recognise that some staff may have sufficient risk that they should not present to the workplace, even though they are not in the shielding group, depending on the degree to which workplace COVID-19 transmission risks can be controlled. Appropriate Risk Assessments are in place for all areas of work. You should discuss your needs with your line manager and HR Business Partner.

3. If you are not extremely or clinically vulnerable as defined above, do you have any other health condition that you feel puts you at increased vulnerability from COVID-19?

Yes/No

If yes to Question 3, you may still be able to attend work with suitable control measures in place. The College recognise that some staff may have sufficient risk that they should not present to the workplace, even though they are not in the shielding group or they do not fall into the moderate COVID-19 vulnerability group, depending on the degree to which workplace COVID-19 transmission risks can be controlled. Appropriate Risk Assessments are in place for all areas of work however if you have responded yes you should discuss your needs with your manager and HR Business Partner.

4. Do you have a disability as defined by The Equality Act 2010?

You are disabled under the Equality Act 2010 if you have a physical or mental impairment that has a 'substantial' and 'long-term' negative effect on your ability to do normal daily activities.

What 'substantial' and 'long-term' mean:

- 'substantial' is more than minor or trivial, eg it takes much longer than it usually would to complete a daily task like getting dressed.
- 'long-term' means 12 months or more, eg a breathing condition that develops as a result of a lung infection.

Please follow the link to find out more about the special rules about *recurring or fluctuating conditions,* eg arthritis

A progressive condition is one that gets worse over time. People with progressive conditions can be classed as disabled.

You automatically meet the disability definition under the Equality Act 2010 from the day you're diagnosed with HIV infection, cancer or multiple sclerosis.

By law, the College must consider making reasonable adjustments when it knows, or could be expected to know that an employee has a disability; an employee asks for adjustments or where an employee with a disability has difficulty with any part of their role. Further information on reasonable adjustments can be found on the ACAS website https://www.acas.org.uk/reasonable-adjustments

Yes/No

If yes to Question 4, if you have a recognised disability you may still be able to attend work with suitable control measures and reasonable adjustments in place. The College recognise that some staff may have sufficient risk due to their disability that they should not present to the workplace. Appropriate Risk Assessments are in place for all areas of work however if you have responded yes you should discuss your needs with your manager and HR Business Partner. We would request that you review your personal information in the staff self-service portal and update the data on your status if required.

5. **Are you from a BAME background?**

Yes/No

If yes to Question 5, if you are from a BAME background you may still be able to attend work with suitable control measures and reasonable adjustments in place. The College recognise that some staff may have sufficient risk due to their ethnic background that they should not present to the workplace. Appropriate Risk Assessments are in place for all areas of work however if you have responded yes you should discuss your needs with your manager and HR Business Partner. The College is currently developing a specific Risk Assessment for staff from a BAME background for completion by the manager and the employee. This will be issued direct to the staff member and their manager.

6. **Do you have increased caring responsibilities for a dependent that would impact on your ability to carry out your role on premises?**

Yes/No

If yes to Question 6, you may still be able to attend work with adjustments to your working pattern or duties and responsibilities. Some staff may physically unable to return to on site working but may be able to work from home with reasonable adjustments. You should discuss your needs with your line manager.

7. **Do you fall into any of the categories below which may put you or your immediate family at a higher risk of contracting COVID-19?**

Do you live with?

- A dependent who is shielding– clinically vulnerable
- a dependent with moderate vulnerability
- someone who is pregnant
- a key worker
- someone from a BAME background

Yes/No

If yes to Question 7, you may still be able to attend work with suitable control measures in place. The College recognise that some staff may have sufficient risk that they should not present to the workplace depending on the degree to which workplace COVID-19 transmission risks can be controlled. Appropriate Risk Assessments are in place for all areas of work however if you have responded yes you should discuss your needs with your manager and HR Business Partner.

If you have answered '**no'** to all of the above questions and you have other concerns in relation to returning to onsite working please discuss these with your line manager or HR Business Partner.

Your HRBP is available to speak with you in confidence with regards to any concerns which you may have. Please note, that your HRBP is not in a position to agree to any adjustments to your role or working pattern, this is the responsibility of your line manager. Your HRBP may assist you however through providing advice, and support you and your line manager consider what reasonable adjustments or solutions may be appropriate.

Date completed:

Outbreak management

Colleges should suspect an outbreak if there is either:

- two or more linked cases (confirmed or suspected) of COVID-19 in a setting within 14 days - where cross transmission has been identified

  or

- an increase in staff absence rates, in a setting, due to suspected or confirmed cases of COVID-19

If college suspects a COVID-19 outbreak, they should immediately inform their local NHS board Health Protection Team (HPT). The college may be then contacted by them, as they may get information from NHS Test & Protect or other sources.

In the event of an outbreak, colleges should:

- continue to follow the general guidance above to reduce risk
- the local Health Protection Team will undertake a risk assessment and conduct a rapid investigation. They will advise on the most appropriate action to take.
- staff and students who have had close contact with case(s) will be asked to self-isolate at home. In some cases, a larger number of other staff and students may be asked to self-isolate at home as a precautionary measure. Where settings are observing guidance on infection prevention and control, which will reduce risk of transmission, the local health protection team will take this into account in determining whether closure of the whole setting will be necessary.
- depending on the risk assessment outcome, the Health Protection Team may establish an Incident Management Team (IMT) to help manage the situation
- the Incident Management Team will lead the Public Health response and investigations, and work with the organisation to put appropriate interventions in place

To control an outbreak the Health Protection Team and Incident Management Team will work with the college to put appropriate interventions in place.

Other measures may include:

- cleaning in the setting - for cleaning and waste management, refer to guidance on cleaning in non-healthcare settings

- consider wider testing of affected population and staff

- information - ensure that staff (and other relevant people) are aware of what has happened and the actions being taken
- closure - may be done following advice from the Health Protection Team and Incident Management Team or the college may make their own decision on closure ahead of this advice as a precaution or for business continuity reasons

The Health Protection Team or Incident Management Team will declare when the outbreak is over.