

Moray College UHI

Covid-19 secure for everyone



Updated: 24th August 2020

Welcome

We're looking forward to welcoming new and returning students back on campus this autumn following the temporary closure of our buildings due to the Covid-19 pandemic. Our priority is to provide a safe learning environment for you. We want you to feel 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. You will hear more about these changes during your induction week.

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

Covid-19 symptoms

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

The symptoms of COVID-19 are new:

- continuous cough
- fever/high temperature (37.8C or greater)
loss of, or change in, sense of smell or taste (anosmia)
- If you develop any of these symptoms, contact the NHS to arrange to be tested. Do this online at [NHS Inform](#), or call 0800 028 2816. You should self-isolate at home straight away along with other members of your household.

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

Go home and 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.

Please inform your Learning Development Worker (further education students)/Personal Academic Tutor (PAT) (higher education students) immediately. You'll find out who your LDW/PAT is shortly.

Students who are at [heightened risk of Covid-19](#) or have been [shielding](#) should continue to follow Scottish Government advice. Our [Student Services Team](#) can provide advice on how we can support you during your studies if you have any questions or concerns.

In the event of an outbreak of confirmed COVID-19, the college will support and share relevant information with you in line with our obligations under [Test and Protect](#).

Test and Protect, Scotland's approach to implementing the 'test, trace, isolate, support strategy', is a public health measure designed to break chains of transmission of COVID-19 in the community.

As part of this you will be asked to self-isolate at home for 10 days if you have symptoms of COVID-19 or you have tested positive for it. If you live with someone who has symptoms or has tested positive, or if you have been in close contact with someone who has tested positive, you will be asked to self-isolate at home for 14 days.

Re-opening of our campus buildings

In line with the Scottish Government's Covid-19 route map, Moray College UHI will be delivering courses in Semester 1 (September to January 2021) 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. Specific arrangements for your course will be outlined during your induction, however, the following information relates to all our campuses in Elgin.

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.

All buildings will re-open for induction on 24th August 2020.

This includes the Main Campus, Technology Centre, Victoria Arts Building and the Biblical Garden near Elgin Cathedral.

Our current opening times are 8.45am to 5pm Monday to Friday. These opening times will be extended to 9pm when evening classes resume.

Accessing our buildings

Students should follow clearly marked entry and exit signs. When arriving for a class, attendance will be taken. If you are visiting College for a pre-arranged appointment, then you must report to reception on arrival and departure.

Physical distancing and moving around our buildings

When using our buildings, you should adhere to Scottish Government guidance on physical distancing. This is currently set at two metres. Signage and markings have been introduced across our buildings to illustrate this. Where this is not possible, for example, in certain practical lessons, additional measures will be required, and these will be explained to you by the relevant teaching staff in advance.

Please follow the signs carefully. We expect that brief interactions of less than 2m may occasionally occur, but please make every effort to follow the signage as you travel through the building.

Face Coverings

To help protect others and reduce the risk of transmission of Covid-19, face coverings are mandatory when travelling along corridors and in all public areas of the College such as reception areas and toilets. This also applies to the Student Services Centre where the College library is situated.

Exemptions apply to those who 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.

Face Coverings in Class rooms, teaching areas, offices and workrooms

Face coverings are recommended whilst in class rooms, teaching areas, offices and staff workrooms. However, note that there may be situations where they must be worn depending on the suitability of the area for those present in the area along with the type

and level of activity taking place. This will be determined by the Risk Assessment for each specific area.

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

Students should not congregate in corridors prior to and between class. Please make sure that you arrive at the time of your scheduled class. It's expected that you will not move class during the day to minimise corridor traffic and reduce risk. More information will be made available to those students returning to campus in due course.

Facilities

Transparent screens have been added at key interaction points throughout the building for example, at reception areas. As other services re-open, further screens will be installed across the campus.

Canteen and cafes

Canteens and café areas are currently closed, but the college is working with the teams in these areas to start work on the safe re-opening of services. More detail will be issued in due course. The Aye Pod Café area will be available to eat packed lunches. Vending machines are currently out of use.

When they open, canteens will be cashless, you should pay by card.

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

Physical distancing is especially important in these areas.

Student Services

Student services continues to operate virtually and we expect to be opening the building in phase 4 of the Scottish Government route map. Please see the College website for more information, the contact details are as follows:

- Tel: 01343 576354
- Email: Student.Services.Moray@uhi.ac.uk

Library

Our library facilities will be available online only in semester one. Further details will be issued soon.

Hair and beauty salons

Our training salons will start to re-open shortly, further information will be provided in due course.

Accommodation

Purpose-build student residences are located in Elgin. 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

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.

If you are required to travel in a college minibus as part of your studies, a face covering should be worn.

Travel by foot, bike, or car if you can. When using our car parks ensure social distancing.

Staying safe on campus

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.

Please wash or sanitise 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.

Cleaning

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

Sanitising wipes will also be located in key locations and students must use these to wipe down keyboards, mice, and any other equipment before and after using. This includes in communal areas like our library and student services centre, and in class.

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 will be closed to support physical distancing. Disabled toilets will be available as normal.

Sanitising wipes can 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 hand towels to dry hands. Note that some areas have automatic hand dryers and these can be used.

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 with our Student Guidance Team. Details are available here:

<https://www.moray.uhi.ac.uk/students/coronavirus-covid-19/>

You can also speak to your Learning Development Worker (LDW) (FE Students) or Personal Academic Tutor (PAT) (HE students) if you are struggling because of the current situation. You'll find out who your LDW/PAT is shortly.

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 code of conduct

All students should read and refer to our [student code of conduct](#) which sets out expectations of how students should conduct themselves to other students, staff and external organisations.

Failure to adhere to the measures in place to keep all of us safe from COVID-19 could result in disciplinary measures being taken.

Document Change History

Version	Date	Change details
0	11 th August 2020	Draft for approval by H&SPG
1	13 th August 2020	Initial issue to Crisis Management Group
2	18 th August 2020	Moray College Updates