

Capel Manor College

Studying at College & Staying COVID-Secure

Welcome to Capel, or welcome back. We want you to enjoy your studies, be successful and stay safe.

Things to remember

We are all personally responsible for our own safety and for other people around us. Stay alert at all times and if in doubt, ask.

Travelling to and from College



If you are on public transport, be aware of who is around you. Keep your distance and you must wear a face covering.



Arriving at College

You must arrive at College just before your allocated time or when your lesson starts, not too early, and not late.

Staff will welcome you to College. Make sure you have your ID and listen to what staff tell you. Follow their instructions to remain as safe as possible.

You will get a 'welcome pack' that includes important information and some personal protective equipment (PPE). It is yours. Read it and keep it with you.

Your welcome pack includes latex gloves. You do not have to wear these gloves, but can do so if you want.

Wash or sanitise your hands immediately when you get to College, regularly throughout the day, always after lessons and always before eating.

Moving around

Keep 2-metres between yourself and others at all times. It is great to see friends again but you must keep your distance.



Pay attention to the signs, and markings on the floor or walls telling you where to go.

Whenever you go indoors at College, in one of the buildings, you must wear your face covering.



You will not be able to roam freely across the College including during breaks. You must stay in your allocated teaching area / classroom.

We pay close attention to hygiene and shared spaces. Toilets and corridors receive extra cleaning. Help us keep the College clean.

We have hand sanitisers available. Use them and wash your hands regularly.

Only take a break, eat or drink when and where your tutor says you can.

There will be no smoking by anyone to reduce hand to mouth contamination.

You will not be able to leave site during the day and must stay with your group in your designated area. Bring what you need for the day. If you have to leave for urgent reasons, you must ask your tutor.

In your lessons

You are only allowed to be in College on the days and at the times we tell you. Wait for your instruction and timetables to know when and where you should be.

There will be new rules, especially in your practical lessons. Listen carefully to your tutor for the instructions and follow what they tell you.

We will sanitise all classrooms and equipment before and after lessons. Do not use equipment that you are not supposed to use.

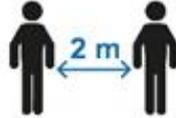
If anyone deliberately breaks the rules, we may ask them to leave. If you see someone breaking the rules, you must tell someone.



Bus travel guidance

Stay safe

Keep 2m apart from people not in your own household while waiting



Look out for 'bus full' signs

The bus will only stop when people want to get off or if there is enough space onboard



If they do stop, they will normally only be able to let one passenger on for each one that gets off.



Be prepared to wait and please help others by prioritising those who need to travel more urgently than you



STAY ALERT • CONTROL THE VIRUS • SAVE LIVES

Help keep our buses safe



Take a window seat, avoid standing and leave space in front and behind you.

Please be patient and wait for passengers to get off before you board a bus



Do not stand or queue in the aisle or next to the bus driver

If you can, wear a face covering where social distancing isn't possible.



STAY ALERT • CONTROL THE VIRUS • SAVE LIVES

Wet

Soap

Wash

Rinse

Dry

Stop germs spreading. The power is in your hands.

Have you washed your germs away? Wash your hands.

COVID-19 Prevention

CATCH IT

Germs spread easily. Always carry tissues and use them to catch your cough or sneeze.



BIN IT

Germs can live for several hours on tissues. Dispose of your tissue as soon as possible.



KILL IT

Hands can transfer germs to every surface you touch. Clean your hands as soon as you can.

