

Coronavirus (COVID-19) Staff FAQ

1. Staff Lateral Flow Testing

We would strongly encourage all staff who are returning to on site working to undertake a lateral flow test the week commencing 1st March 2021, before the start of our wider on-site opening.

Please email the test centre address to book an appointment: COVID19-Testcentre@croydon.ac.uk.

Whilst we would like all relevant staff to participate, please note this is voluntary and you do not require a negative test in order to attend site.

The government have recently announced that home test kits will be made available to staff, and that testing of staff will move to this model as soon as possible. Once we have the delivery of home test kits, we will send a separate communication to advise staff of this and the process for collection and reporting of results.

We would advise staff to book for an appointment for testing w/c 1st March and we hope to be able to distribute the home test kits to staff at the same time (pending delivery date).

Please remember that lateral flow tests are for asymptomatic testing. If you have COVID-19 symptoms you should not attend our onsite test centres and you should follow the advice in point 3 below.

2. Are Students being tested?

Students will be initially invited to attend for a lateral flow test from w/c 1st March 2021. Students book the test in a slightly different way, via MyPT.

Whilst we will undertake initiatives centrally to encourage student participation in testing, we would ask all staff to encourage student participation in testing, explaining it is a great way to help keep our learning environment safe. However, we should remember that it is a voluntary scheme and there is no requirement for students to participate.

For those students that would like to participate in lateral flow testing, they will need one negative test before their initial return to campus from 8th March 2021. From there, students will need to receive 3 tests in total (each 3-5 days apart), at our on-site test centres, before becoming eligible for home testing kits. The rationale for this is that they have the expert guidance from our trained staff, before having the home test kits to undertake themselves.

3. What should I do if I (or a member of my household) develops COVID-19 Symptoms?

You must report this to your line manager as soon as possible. Your line manager will be responsible for contacting Health & Safety team (Rebecca Lynch – rebecca.lynn@croydon.ac.uk) who will co-ordinate the Colleges response.

Please note that the main symptoms of Coronavirus are:

- **a high temperature**
- **a new, continuous cough** – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours.
- **a loss or change to your sense of smell or taste**

If you have these symptoms you will need to isolate for at least **10 days**. If a member of your household develops these symptoms you will need to isolate for **10 days**. The requirement for a GPs certificate in these circumstances will not be required and it will not count towards any sickness monitoring period (for the initial 10-day isolation period). For more than seven days absence, we ask that you provide us with an "isolation note" from NHS 111, which you can obtain by completing a simple questionnaire at <https://111.nhs.uk/isolation-note/>.

A member of HR will also contact you to check you are okay and to obtain information about any staff or students you may have been in close contact with.

It is also important that you get tested. Under government guidance, all education and childcare workers, including support and teaching staff can have priority access to testing for which they can apply via: <https://www.gov.uk/apply-coronavirus-test-essential-workers>

Please note that these antigen tests are only effective if you take the test within the first 5 days of developing symptoms.

If you receive a negative test, you should email your line manager and Rebecca Lynch rebecca.lynch@croydon.ac.uk in Health & Safety to notify them of the negative test result. You can discuss with your line manager if you are well enough to return to work.

Where a positive test result is received, please notify your line manager and Rebecca Lynch (rebecca.lynch@croydon.ac.uk) as soon as possible. It is appreciated that this will be a worrying time, but please remember that the virus is mild for the majority of people. You are able to contact Care First for support if you feel this would be beneficial for you www.carefirst-lifestyle.co.uk

It may be that HR or Rebecca Lynch need to contact you to discuss and further details on contacts.

It is important that if you are feeling unwell after a positive test result, you should take time to rest to ensure you are putting your health and wellbeing first. Once you are feeling well enough to work, you should contact your line manager and discuss if there is work you can undertake remotely during your self-isolation period.

Once the self-isolation period is over, and when you are feeling better, you may return to work. Please note that the government advice is that the cough may last much longer than 10 days, but a symptom of a cough alone after this period will not require the individual to self-isolate.

4. Home Testing

We encourage all of our staff to participate in home lateral flow testing. Collection of home test kits will be from our on-site test centres reception area. Your home test kit LOT number will be logged and you will need to report back your result to the test centre COVID19-Testcentre@croydon.ac.uk in addition to uploading your result via the NHS app.

There is separate guidance on this which will be communicated to staff who participate. You will be given clear instructions when you collect your home test kit. There is also a You Tube video on self-testing: <https://www.youtube.com/playlist?list=PLvaBZskxS7tzQYIVg7lwH5uxAD9UrSzGJ>

There are also webinars available with further information on home testing and uploading results:

<https://www.youtube.com/watch?v=lf0nRSYF-gl&feature=youtu.be>

<https://www.youtube.com/watch?v=C8JTkEKKIU&feature=youtu.be>

Please ignore the fact that this refers to primary and early years settings, as this was the area where the government initially implemented this initiative.

5. What happens if I become ill with COVID-19 symptoms whilst on site?

It is unlikely that many staff will develop COVID-19 symptoms whilst on site. However, we have put arrangements in place for this possibility. If you develop a fever, new persistent cough or a loss of taste or smell whilst on site, you should contact your line manager or Rebecca Lynch rebecca.lynch@croydon.ac.uk as a matter of urgency. You should immediately limit contact whilst on site, and if possible, return home as soon as possible, ideally without using public transport.

We do have an isolation room, where you will be able to stay until appropriate transport home can be arranged. The isolation room (first aid room) will have ventilation and bathroom facilities.

6. What is the process if I receive a positive lateral flow test notification?

There are 2 different routes to this depending whether you have tested at home or at our on-site test centres.

From testing on-site Test Centre - You will likely get the notification by text message or email as your first notification. This will detail all the guidance you need to know about what is required in terms of isolation and you will need to immediately isolate for 10 days. If you are onsite when you receive the notification, you will need to leave site as soon as possible and follow the safer travel guidance: <https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers> Where you are able to avoid public transport, but need a safe space to isolate for collection, we have an isolation room available, as detailed under point 5 of this FAQ.

When tested on site, you do not require a follow up PCR test following a positive lateral flow test result. You should isolate for the 10-day period and follow public health guidelines on isolation.

From home test kits – If you get a positive result from a lateral flow test device at home, you will need to report your lateral flow test positive result and also undertake a PCR test to confirm the result <https://www.gov.uk/apply-coronavirus-test-essential-workers>

You will be required to self-isolate in the period between your lateral flow test and the PCR result. The isolation requirement will then depend upon your PCR test outcome.

For any periods of self-isolation, where you are well enough to work, you should speak to your line manager about what work you can undertake remotely during this period.

7. What should I do if I'm contacted by NHS Test and Trace or required to self-isolate?

If you are contacted by NHS Test and Trace, or are confirmed as a 'close contact' of a positive case, you will be required to self-isolate for 10 days. You should notify your line manager who record this on iTrent as other absence / self-isolation. Therefore, you will not be disadvantaged by complying with the government advice for the 10-day period. You should discuss with your line manager if you are able to work remotely during this period. If you can work remotely during this period (including on-line delivery) you should do so.

You will need to notify your line manager if you develop symptoms during the isolation period. If you develop symptoms you are able to get tested and you must notify your line manager if you subsequently receive a positive test.

If your test comes back negative in this circumstance, you must still wait the full 10 days before you can end the self-isolation period.

8. What is the NHS COVID-19 contact tracing app?

The government have developed a contact tracing app, which we encourage staff and students to download and use: <https://www.covid19.nhs.uk/>

9. What are the key things I should remember when on campus?

You should refer to and familiarise yourself with the high level and your local area risk assessment. The guidelines to ensure that we are a COVID secure workplace should be observed at all times and we recognise that our staff will do all they can to keep our staff and students safe.

- Follow 2m social distancing.
- Staff must use face coverings in corridors and communal areas (unless exempt)
- staff must wear face coverings in teaching spaces where they are unable to maintain a two-metre distance from students (unless exempt)
- The new guidance is to wear a face covering in addition to the use of face shields, as it states that face-shields are not an effective control on their own (unless exempt)
- Follow the one-way systems
- It should be remembered that the lifts are only in operation for staff and students with mobility constraints.

- Catch it, bin it, kill it campaign – There will be posters promoting this based on government advice on this.
- Cleaning hands – It is advised that staff wash their hands when they arrive on site, during breaks and after removing a face covering.
- It is a legal requirement to use face coverings on public transport. The safe travel guidance for passengers is available: <https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers>
- When removing a face covering, please ensure that disposable masks are carefully disposed of. Re-useable masks should be kept in a sealed bag and kept with your personal belongings.
- Keep a clear desk so we can ensure contamination from soft surfaces is limited, and regular cleaning can take place.
- For teaching staff, there will be a 2m social distancing set up at the front of the classroom between teaching staff and students, which should be maintained.
- Rooms are appropriately ventilated by opening windows where air conditioning is not present.
- Ensure classrooms are managed as per the seating plan and left accordingly for the next group.

10. What is the new requirement for student face coverings in College?

Up until the Easter holiday period, the Government has outlined the additional requirement to wear face coverings in classroom settings where social distancing can not be maintained.

In order to have clear messaging for students, we are communicating that face coverings will be required in all classroom settings for students in addition to the communal and corridor areas. Clear communications will be going out to students and we will reinforce this messaging prior to return to College.

11. Does the requirement to wear face coverings apply to staff office spaces / base rooms?

All staff work areas are set up with 2m social distancing between desks. Maintaining 2m social distancing is the best way we can stay safe. Face coverings are not required in these areas, but if staff wish to use them it is by personal choice.

If there is a need to have a socially distanced meeting with someone (rather than a MS Teams call /phone call /zoom meeting), it is recommended that you ask the other individual if they would prefer you to wear a face covering for the duration of the meeting.

12. What if I'm exempt from wearing a face covering?

Please email HumanResources@Croydon.ac.uk and you will be allocated an exemption sticker which can be placed on your staff ID card. The sticker is discrete, but is easily identifiable and

looks like the image below.



Students with exemptions should be directed to Student Services.

The definition of exemption from the government is ‘individuals who cannot put on, wear or remove a face covering because of a physical or mental illness or impairment, or disability’.

13. **What is the definition of ‘Close Contact’?**

We are required to contact any staff or students that have been in close contact with someone who has a positive case of COVID-19. Close contact is defined as:

- a person who has had face-to-face contact of someone who has tested positive for COVID-19 (within one metre)
- a person who has been within 2 metres of someone who has tested positive for COVID-19 for more than 15 minutes
- a person who has travelled in a small vehicle with someone who has tested positive for COVID-19 or in a large vehicle near someone who has tested positive for COVID-19

For anyone who is defined as close contact as per above, we will require them to follow self-isolation guidance for 10 days. In addition, we need to notify Public Health England London Coronavirus Response Cell (LCRC). The LCRC will then work with us to undertake a rapid risk assessment to identify any further action required, such as requiring wider groups to self-isolate or testing for asymptomatic staff/ students etc.

Please be aware that individuals who have been in contact with staff who are required to self-isolate do not need self-isolate themselves, unless that individual subsequently tests positive for COVID-19.

Given the definition of close contact and being in a small vehicle, any car shares should be avoided unless they form part of a risk assessment based on one of the 8 risk categories.

14. **What can I do to help with contact tracing?**

First and foremost, staff should try and maintain 2m social distancing.

You can download the contact tracing app, which we encourage staff and students to download and use: <https://www.covid19.nhs.uk/>

In order for us to quickly identify contacts and ensure effective deep cleaning requirements, the below are some useful reminders for staff:

- Try to remember the toilet facilities you use on a daily basis so we can identify areas we need to deep clean if you subsequently develop symptoms. Staff may wish to try and use

- the same facilities on a consistent basis to limit the need to keep a mental note of this.
- To take a mental note each day of any staff or students you may have come into contact with outside of your normal bubble.
 - For office spaces, keep a sign in sheet for any visitors to the office outside of the usual staff bubble.

15. What should I do if I get a test and trace notification whilst on site?

The Government advice is to leave site and follow the self-isolate guidance as soon as possible. If you receive a text message notification whilst teaching or during a meeting etc, you should excuse yourself from the room as soon as possible and phone your line manager (or relevant manager that is available) to discuss how you respond in the situation.

It is important that students are not left unsupervised for any longer than it takes for you to step outside the classroom and make contact with your manager. It is important to remain professional and students should not be unnecessarily alerted to the fact that you have received a test and trace notification.

Your manager will then discuss what should happen so that you can leave site to self-isolate as soon as reasonably practicable.

You should then follow the safe travel guidance and avoid public transport, where possible: <https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers>

16. What should I do if my child's school requires them to self-isolate?

For staff who have children in an educational setting, there may be instances where a bubble, class, year group, or even whole School closures for a 10-day isolation period. In the circumstances that your child has been asked to self-isolate, but they do not have symptoms, you do not have to self-isolate yourself. However, we recognise that this presents unplanned childcare responsibilities. For staff who's role requires on-site attendance, you will need to speak with your line manager to discuss a plan for the 10 day period. We trust that staff will work with us to reasonably balance their childcare with the child's other parents/guardians where possible. However, we ask managers to consider flexible options for remote working over this relatively short 10-day period. This is especially the case for single parents, who's childcare options may be more challenging.

17. What is the position if wrap around care is cancelled?

It is our understanding that the government are planning to keep the provision on wrap around care in the form of breakfast clubs and after school care open. In the event that these provisions are reduced, they will likely be prioritised for essential workers. Any further updates regarding this will be communicated as soon as possible.

18. What should I do if a student reports to me that they have COVID-19 symptoms?

This will mainly apply to academic staff, but some support staff may also receive notifications of students with symptoms. First of all, it's important to remember the symptoms of COVID-19 that require self-isolation (High temperature, continuous cough, or loss of taste/smell).

- **COVID Related Student Absence**
 - Once you have received notification that one of your students is absent due to; displaying symptoms; household member displaying symptoms; being identified as a close contact or actually receiving a positive COVID-19 test you must:
 - Record the absence on the class Register (M or Q - please see previous email from MIS)
 - Log on MyPT as a Confidential Referral under the Heading COVID-19. This automatically alerts the Health & Safety team
 - The Health & Safety Team will then be in contact as necessary with next steps
- **Positive COVID-19 Notification**
 - Following notification of a positive COVID-19 student, the Health & Safety team will require immediate access to seating plans and registers for relevant classes as information must be provided to the local Health Protection Team at Croydon Council.
 - Please ensure:
 - As well as logging on MyPT you also ring Rebecca Lynch or Paul Marsden, Director of IT & Estates, immediately to inform them
 - All seating plans are available and up to date
 - All registers are completed in a timely fashion on ProSolutions

19. Academic Managers - What are my responsibilities to contact students under test and trace requirements?

When a student reports that they have COVID-19 symptoms (High temperature, continuous cough, or loss of taste/smell), CTMs of HoS will be required to contact the student to reinforce the need to get tested and to ask them to identify any close contacts within the College in the 48 hour period before the development of symptoms.

If we have a confirmed positive case, students who are 'close contacts' will be required to self-isolate. HoS /HoFs (or their relevant delegated team member) will then have to contact the parents of the impacted students regarding the requirement to self-isolate. It is planned that this will be managed through Parent Mail.

20. What should I do If I am in a high-risk group?

We have asked staff to confidentially notify HR, if they fall into any of the categories below. Please note that category 1, has been updated in line with government advice in February 2021. The Clinically Extremely Vulnerable (CEV) group are currently required to shield until 31 March 2021 and would have received a shielding letter from the Government.

If you are in high-risk group (category 2-8, or a combination) and you are concerned about a return on-site, you should initially speak with your line manager to review the area risk assessment and request an individual risk assessment via HumanResources@croydon.ac.uk if you remain concerned.

The College will follow the advice regarding shielding for CEV staff, but remote working can not be prioritised for other groups (category 2-8). However, individual risk assessments should be able to discuss reasonable controls that would enable staff to feel confident to return to on site working.

Category 1	Extremely Clinically Vulnerable	<ul style="list-style-type: none"> • solid organ transplant recipients • people with specific cancers: <ul style="list-style-type: none"> • people with cancer who are undergoing active chemotherapy • people with lung cancer who are undergoing radical radiotherapy • people with cancers of the blood or bone marrow such as leukaemia, lymphoma or myeloma who are at any stage of treatment • people having immunotherapy or other continuing antibody treatments for cancer • people having other targeted cancer treatments that can affect the immune system, such as protein kinase inhibitors or PARP inhibitors • people who have had bone marrow or stem cell transplants in the last 6 months or who are still taking immunosuppression drugs • people with severe respiratory conditions including all cystic fibrosis, severe asthma and severe chronic obstructive pulmonary disease (COPD) • people with rare diseases that significantly increase the risk of infections (such as severe combined immunodeficiency (SCID), homozygous sickle cell disease) • people on immunosuppression therapies sufficient to significantly increase risk of infection • problems with your spleen, for example splenectomy (having your spleen removed) • adults with Down’s syndrome • adults on dialysis or with chronic kidney disease (stage 5) • women who are pregnant with significant heart disease, congenital or acquired • other people who have also been classed as clinically extremely vulnerable, based on clinical judgement and an assessment of their needs. GPs and hospital clinicians have been provided with guidance to support these decisions 											
Category 2	Clinically Vulnerable	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="padding: 2px;">are 70 or older</td></tr> <tr><td style="padding: 2px;">have a lung condition that’s not severe (such as asthma, COPD, emphysema or bronchitis)</td></tr> <tr><td style="padding: 2px;">have heart disease (such as heart failure)</td></tr> <tr><td style="padding: 2px;">have diabetes</td></tr> <tr><td style="padding: 2px;">have chronic kidney disease</td></tr> <tr><td style="padding: 2px;">have liver disease (such as hepatitis)</td></tr> <tr><td style="padding: 2px;">have a condition affecting the brain or nerves (such as Parkinson’s disease, motor neurone disease, multiple sclerosis or cerebral palsy)</td></tr> <tr><td style="padding: 2px;">have a condition that means they have a high risk of getting infections</td></tr> <tr><td style="padding: 2px;">are taking medicine that can affect the immune system (such as low doses of steroids)</td></tr> <tr><td style="padding: 2px;">are very obese (a BMI of 40 or above) BMI calculator</td></tr> <tr><td style="padding: 2px;">are pregnant – see advice about pregnancy and coronavirus</td></tr> </table>	are 70 or older	have a lung condition that’s not severe (such as asthma, COPD, emphysema or bronchitis)	have heart disease (such as heart failure)	have diabetes	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) BMI calculator	are pregnant – see advice about pregnancy and coronavirus
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Category 3	Those living with someone who is Clinically Vulnerable or CEV												

Category 4	Those with dependents - childcare	There is a separate category for childcare so that we know the impact of wider opening of schools and childcare settings or any future local lockdowns.
Category 5	Those with other dependents	There is a separate category for this so that we know the impact of dependants that is not related to changes in School / childcare settings.
Category 6	Black, Asian and Minority Ethnic	There is government evidence that COVID-19 has a disproportionate impact on individuals from BAME backgrounds.
Category 7	Travel	It is recognised that those with a long distance to travel or more than 2 interchanges will not be able to avoid public transport.
Category 8	Impact	This is a category for staff with a disability not in category 1 or 2 but where impact of condition is high e.g diagnosed mental health condition.

21. I am a member of support staff – when will I be able to physically return to work?

In line with current government advice and in order to limit the number of staff on campus, staff in the majority of office-based support areas should continue to work remotely, where possible.

Some areas of front-line support staff have been identified as being required on site, and this will continue.

If you have been working remotely but you need to attend campus for a specific requirement, this need to be authorised in advance and the request emailed from the relevant line manager to Shariel Condappa, condas@croydon.ac.uk. This applies to both Croydon and Coulsdon campus.

If staff are facing difficulties with continued remote working, you should contact your line manager to further discuss this and what reasonable adaptations could be made to support you.

22. Can I work from home when I’m not required on site for teaching?

Where possible, teaching staff should only attend site to fulfil their teaching commitments and other academic duties that require onsite attendance. Where practicable and reasonable to do so, the staff member is advised to work remotely for other elements of their role, such as administrative duties. Staff members should agree with their line manager how they will communicate when they will be working from home, such as the use of Microsoft Outlook calendars.

23. How can I ensure an appropriate work life balance when remote working?

The College has developed a collection of wellbeing resources which has lots of additional information on keeping yourself well in these difficult times. Your line manager should also be in regular contact, and ensure 1 to 1s and team meetings take place.

Whilst we are aware of the need for flexibility in working hours during this time, it is also advisable to ensure you can achieve a suitable balance between work, other commitments and

your health and wellbeing. Your first step should be to discuss this with your line manager if you have concerns. It may be useful for you to have defined work hours and a deadline for shutting down each day. Other staff may appreciate the flexibility to be able to start later and work in the evening.

It should also be noted that if emails are received outside of standard work hours, there is not a need to respond to this until the next working day.

24. My home computer is not fit for purpose – what options do I have?

There is a new benefit offer of a salary sacrifice scheme for staff to upgrade their personal laptops (for those who wish to do so). We have partnered with Caboodle to offer staff the option of purchasing a personal laptop computer, via a salary sacrifice scheme. The scheme has been set up with a maximum limit of £1,000 where the cost can be spread over a 3 year period. To be eligible, you must be an established staff member. Further details are attached, or if you have any queries, please contact Ama Bona Owusu in HR (OWUSUAM@croydon.ac.uk).

Dell also offer discounts for education staff:

<https://deals.dell.com/en-uk/category/dell-advantage-deals>

Also, please note that if you are working predominantly from home and would like to discuss options to have your PC transferred to your home environment instead of work place please contact ITServices@croydon.ac.uk.

25. Can I use the College Car Park at Croydon Campus?

From 8th March 2021, we will need to restrict the car parking on site at Croydon Campus to staff with the highest needs. For those staff who had temporary access to access the car park during lockdown, this will end on 5th March 2021. There are 40 spaces on site and spaces will be allocated in the following priority order:

1. Staff with a blue badge (disability parking)
2. Staff who are in risk category 1 (who need to attend site for an urgent and specific purpose)
3. Staff who are required to transfer between sites for an essential business need
4. Staff who are in risk category 2 (clinically vulnerable), combined with risk category and 7 (Travel from a long distance or more than 2 interchanges).
5. Staff who have a temporary health requirement, supported by a GP certificate or Occupational Health Advice.
6. Any remaining spaces will be available on a first come first served basis with priority given to staff in risk category 2 or where there are a combination of risk factors.

The car park allocation is currently full, but please email helen.langford@croydon.ac.uk if you would like to go on a waiting list.

Coulston campus does not have restricted car parking space and staff car parking will be available.

26. What is the policy on annual leave and quarantine rules?

The most up to date quarantine government advice is available at: <https://www.gov.uk/uk-border-control/self-isolating-when-you-arrive>

The main points for return to England are:

- You must take 2 coronavirus (COVID-19) tests after you arrive in England - you'll need to book these before you travel
- either quarantine in the place you're staying or in a managed quarantine hotel for 10 days when you arrive in England
- What you need to do depends on where you travel in the 10 days before you arrive in England.
- If you travel in or through a country on the banned travel list (sometimes called the 'red list') in those 10 days you will need to quarantine in a managed quarantine hotel.

If you book a holiday to a country where there were no quarantine rules in place at the time of booking, we would not want to disadvantage you on return from leave. It is expected that a sensible conversation can take place with your line manager to re-organise work to enable you to work from home during the quarantine period.

We do not wish to restrict staff on where they can go on holiday. However, if you knowingly book annual leave in a country where quarantine rules are in place at the time of booking, you should plan to use annual leave / unpaid leave to cover the required quarantine period on return. This should be discussed and agreed in advance with your line manager in advance. Where this does not happen, the period will be unpaid leave.

You should plan to have the relevant equipment you need to work from home before you go on annual leave in any circumstances. The government advice can change quickly, so this is recommended even if you are not going to a country on the quarantine list when you depart for holiday. Any laptops, iPads, mobile phones etc should be shut down and safely stored out of site.

Please note that the tests required for quarantine are a personal expense and will not be paid for by the College.

27. What is the process for visitors to site?

The College has written the following visitors rules based upon the recommendations from The Department of Health and Social Care and Public Health England. This should be sent out in advance to visitors (separate attachment).

Visitors must:

- have a prior appointment in order to attend site
- NOT attend if they are displaying any COVID symptoms

- report to reception immediately upon arrival and provide contact information for track and trace purposes
- wear a face coverings in all communal areas. Where a visitor is exempt the College should be made aware prior to the visit
- follow the COVID secure measures in place in and around the building/site
- maintain appropriate distance from all staff and students
- adhere to the keep left/one-way system and other COVID signage onsite
- ensure frequent hand washing
- NOT use lifts unless needed due to health issues
- leave the building by the nearest safe exit immediately upon hearing the fire alarm. One way/keep left systems may be disregarded at this time
- sign out at reception before leaving site
- leave site immediately if feeling unwell with any COVID-19 symptoms
- notify the College immediately if they test positive for COVID-19 within 48 hours of leaving site

If a visitor is found to contravene any of the above, they may be asked to leave site.
For any further advice please contact Health&Safety@croydon.ac.uk

Further advice and information

Health & Safety Shared Mailbox and Contact Information: health&safety@croydon.ac.uk

NHS 111: <https://111.nhs.uk/service/covid-19>

Government advice: www.gov.uk/coronavirus

WHO Advice on Face Coverings: <https://www.who.int/emergencies/diseases/novel-coronavirus-2019/advice-for-public/when-and-how-to-use-masks>

Care First Support: www.carefirst-lifestyle.co.uk (Username: Croydon, Password: college).
Telephone: 0800 174319

Updated 02.03.2021