



Lessons to be learned

Guidance for a safe return to college

v1 May 2020

Introduction

The CICV Forum is helping colleges consider what actions should be taken ahead of a proposed return to teaching.

The main principles have been set out by the Scottish Government and various construction groups. Adhering to these principles will keep apprentices as safe as possible.

The CICV Forum aims to help colleges and approved centres get back up and running as quickly and as safely as possible.

If these rules and procedures are followed and proved to the government's satisfaction, we are prepared and ready to resume apprenticeship training.





Objective

The CICV Forum's message is clear:

We must safeguard not only the young people within our industry, but also our wider communities and families. We all must work together to stop this virus not only for ourselves but for our loved ones.





Overarching principles

What can colleges do

Protect the vulnerable

Ensure apprentices in a vulnerable group, i.e. with underlying health issues, are advised to follow physical distancing guidance or stay at home, with alternative attendance methods provided.

Keep contact lists updated

Ensure all contact numbers and emergency contact details for each student are up to date.

Provide staff knowledge

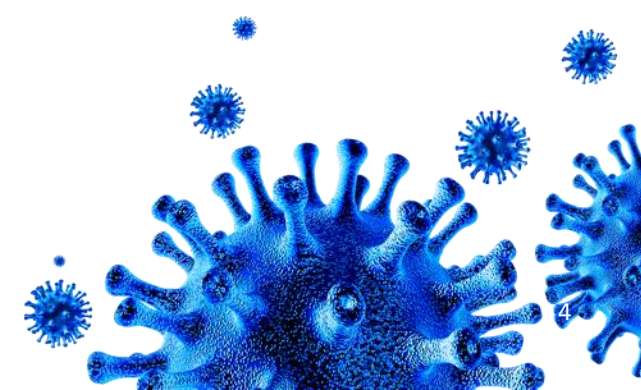
Ensure all lecturers receive sufficient training to know how to spot the symptoms of the virus.

Offer correct facilities

Ensure there is suitable provision at each college for hand washing, sanitising, cleaning etc.

Police physical distancing

Ensure that procedures for physical distancing are put in place and adhered to.





What is physical distancing?

Physical distancing is a set of intervention measures taken to prevent the spread of COVID-19.

To do this, people are encouraged to maintain a physical distance between each other and reduce the number of times they come into contact with other people.

In order to slow the transmission rate of COVID-19, a minimum physical distance of two metres is recommended by Health Protection Scotland.

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Physical distancing / 1

What we can do aid physical distancing:

- 01** Make regular announcements to remind apprentices to follow physical distancing advice and wash their hands regularly.
- 02** Encourage the use of digital and remote transfers of coursework material.
- 03** If possible, provide additional pop-up hand washing stations or facilities. Provide soap, water, hand sanitiser and tissues and encourage apprentices to use them.
- 04** Where possible, always remain two metres apart. Where this is not possible, apprentices should work side by side, or facing away from each other.
- 05** Use signage to direct movement into lanes in corridors and entrances.

Several blue, spiky virus-like particles of various sizes are scattered across the top and middle of the slide. Some are larger and more detailed, while others are smaller and simpler.

Physical distancing / 2

What we can do aid physical distancing:

06 Regulate entry so that premises do not become overcrowded. Classes may need to be split and day release used for some students.

07 Use prominent signage to remind apprentices to stay at home if they have COVID-19 symptoms.

08 Minimise the amount of lecturers per class, to reduce the chance of cross-contamination.

09 Encourage apprentices to bring their own food and avoid canteens.

10 Keep doors open around the college to encourage a steady flow and leave classroom doors open for better physical distancing.

PPE: Face coverings

The Scottish Government's advice is very specific and stricter than in many other countries. It says people should use a face covering in enclosed places where it is difficult to keep two metres away from others. This covering can be made of cloth or other textile through which you can breathe, e.g. a scarf.

Travel to college

Physical distancing is advised when travelling in vehicles to and from college.

Suggested arrangements are as follows:

- Single occupancy of vehicles is preferable.
- If this is not possible, sit as far apart as the vehicle allows.

Tools, equipment and plant

- All tools and equipment should be properly sanitised as frequently as possible to prevent cross-contamination.
- Where possible, ensure only one person uses the same tool, equipment and plant.
- Provide cleaning material and disinfectant so tools can be wiped down between each user.
- Organise work practices to eliminate and reduce transmission points and coach college personnel on the same.

Toilet facilities

Restrict the number of people using toilets at any one time.

Ensure a physical distance of two metres is maintained while using the toilets.

Implement an appropriate COVID-19 hygiene regime:

- Ensure visual hand washing guides are clearly visible and can be understood by all.
- Enhance the cleaning regime in all toilets, particularly door handles, locks and flush handles.
- Provide suitable and sufficient rubbish bins for hand towels, with regular removal and disposal.

Canteens and eating arrangements / 1

Where possible, apprentices and students should be advised to bring a packed lunch and flask to help eliminate transmission.

Break times should always be staggered to reduce congestion and contact.

Apprentices and students must be encouraged to wash their hands before eating.

Hand cleaning facilities or hand sanitiser should be available at the entrance and exit of any room where people eat. This should be used by all personnel when entering and leaving.

Canteens and eating arrangements / 2

Ensure staff, apprentices and students avoid physical contact and always sit two metres apart while eating.

Where catering is provided, consider using pre-prepared and wrapped food only.

Wherever possible, payment should be taken by contactless card.

Tables should be cleaned between each use and sittings based on a rota system.

Corridors

Wherever possible, introduce a one-way system on access routes throughout the college.

Increase access points to help establish this one-way system, e.g. make clear there is one door in and another door out.

Mark up walkways to clearly indicate two-metre spacing.

First Aiders / 1

First Aid Responders should be aware that COVID-19 infects through contact with the mucous membranes, i.e. mouth, nose, and eyes. **It does not infect through the skin.**

Therefore, the greatest element of risk for a Responder is transfer via contact with contaminated eyes, nose, mouth or hands, including contaminated gloves.

The key interventions to manage this risk are to:

- Minimise hand contamination
- Avoid touching your face
- Clean your hands frequently with soap and water or alcohol-based hand gel.

First Aiders / 2

A significant risk also comes from direct transfer transmission, i.e. droplets from sneezing or coughing landing in your eyes, nose or mouth.

This risk is managed by use of appropriate PPE, e.g. mask and eye protection.

The affected person can also be given a mask to cover their nose and mouth when coughing or sneezing.

As a Responder, try to avoid close contact with anyone who requires first aid except in unavoidable scenarios, e.g. emergency life-saving measures due to cardiac arrest, heart attack, choking or stroke.

First Aiders / 3

The following PPE must be available for Responders:

- **Disposable gloves (nitrile/latex)**
- **FFP3 or FFP2 face masks**
- **Disposable plastic aprons**
- **Enclosed eye protection**

Responders must ensure the mask covers the mouth and nose and is fitted correctly to create an adequate seal.

After treatment, disposable PPE and waste should be discarded appropriately and reusable PPE cleaned and disinfected thoroughly.

Wash your hands thoroughly with warm water and soap before and after using PPE.

Replenish PPE stock as appropriate and liaise with the designated person to ensure any issues are resolved quickly.

Cough etiquette

Ensure people are aware of the following:

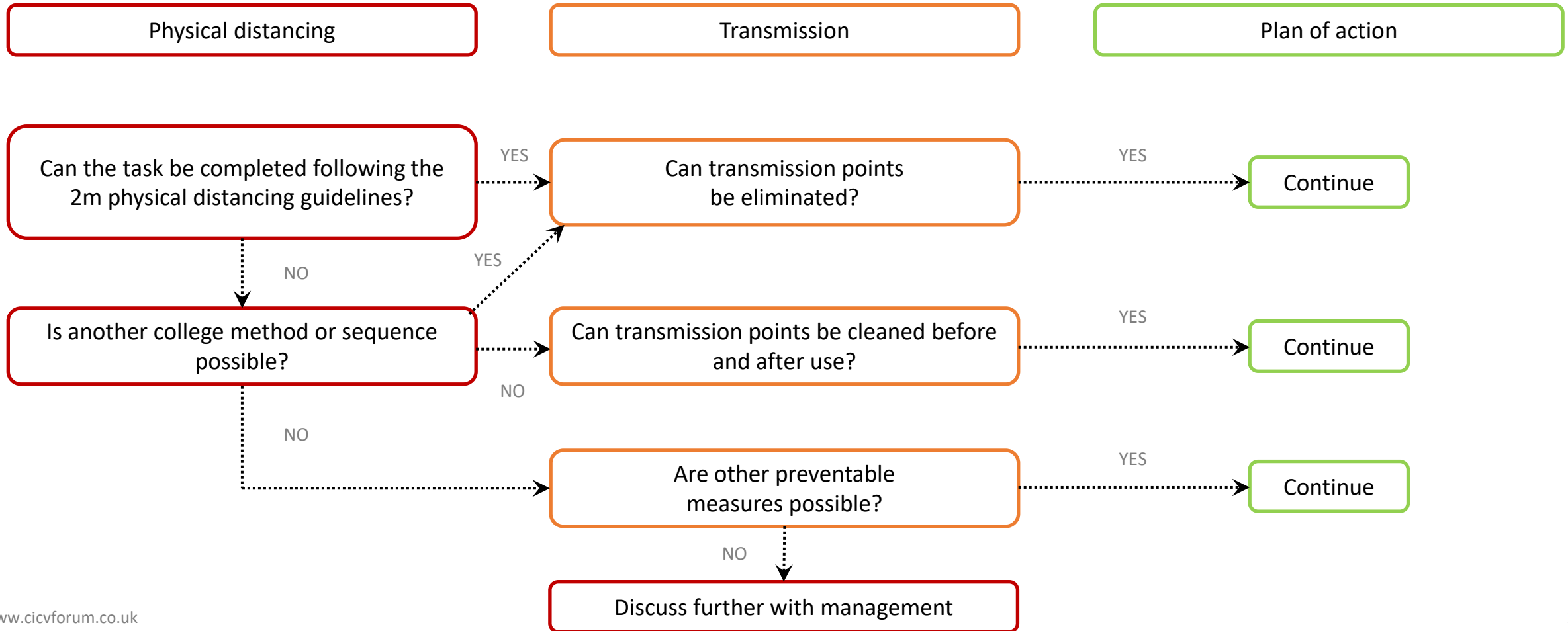
- cough or sneeze into a sleeve or elbow
- always cover your mouth
- dispose of any tissues properly



Cleaning

Ensuring that all frequently-touched objects and surfaces are regularly cleaned and disinfected to prevent the spread of COVID-19.

Physical distancing when carrying out tasks



Symptoms

Ensure no one with the following symptom attends college:

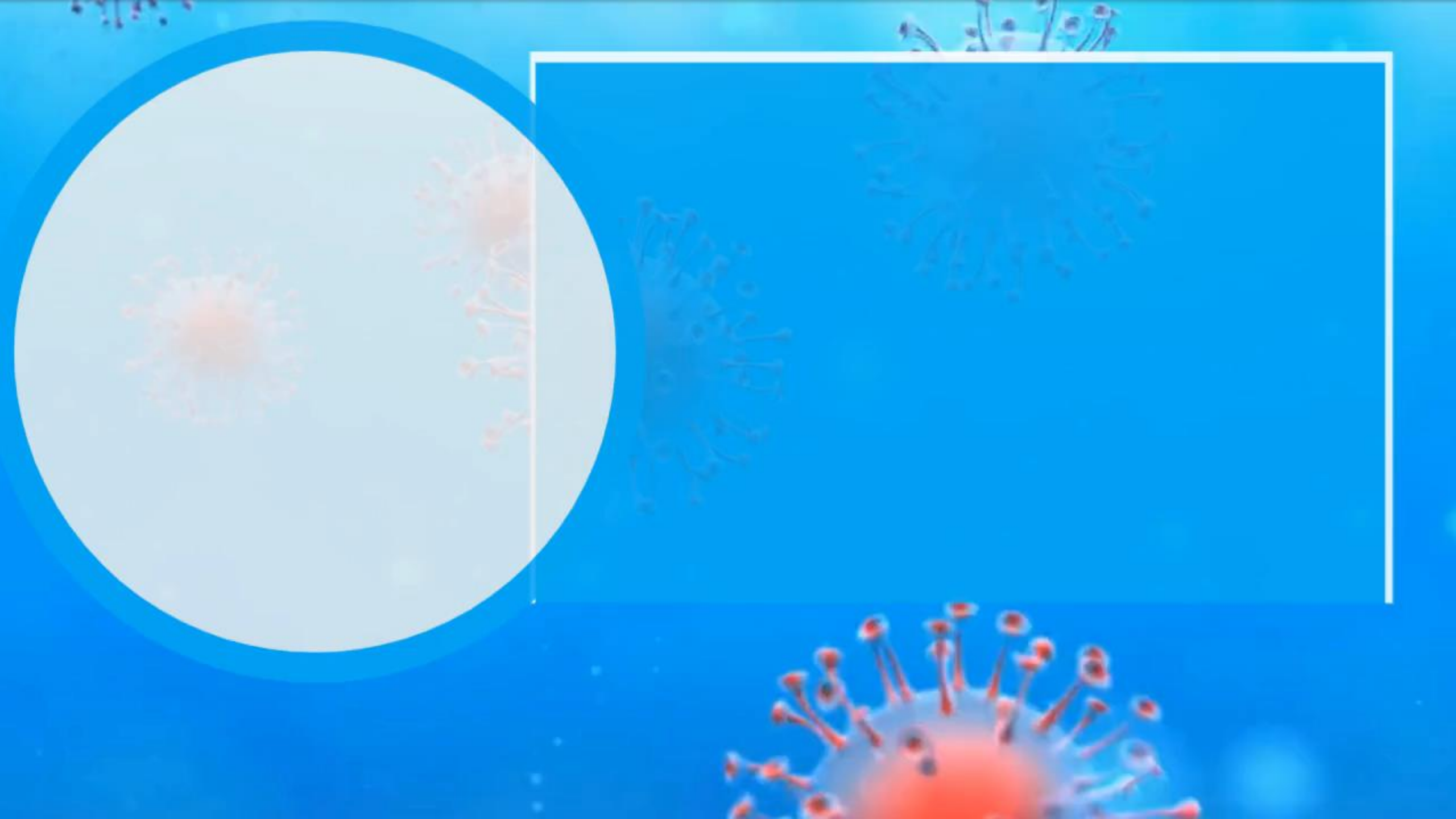
- High temperature
- Cough
- Shortness of breath
- Breathing difficulties
- Loss of smell or taste.

Training providers should be informed immediately if any apprentice shows these symptoms.

Anyone with these symptoms must self-isolate and not attend college as follows:

- Living alone – stay at home for seven days from the date when your symptoms started.
- Living with others – stay at home for seven days from the date when your symptoms started. All other householders should isolate for 14 days, starting from when your symptoms began. If other householders develop symptoms during these 14 days, they should stay at home for seven days, starting from the date when their symptoms began.

Find out more at www.nhsinform.scot



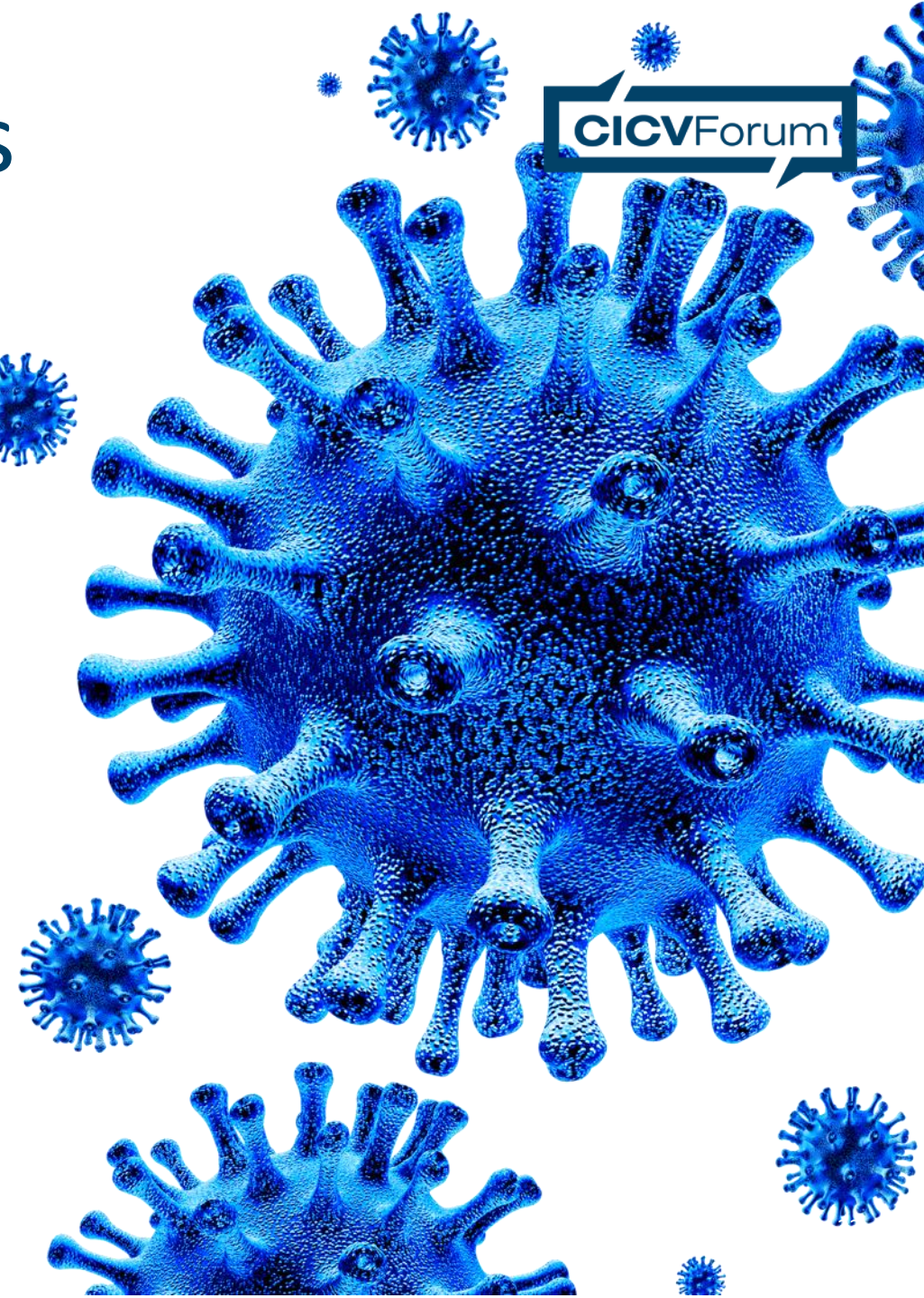
Do's and Don'ts for apprentices

Do:

- ✓ Wash your hands properly and often.
- ✓ Hands should be washed:
 - after coughing or sneezing
 - before and after eating
 - before and after preparing food
 - if you're in contact with someone who has symptoms
 - before and after being on public transport
 - before and after being in a crowd, especially indoors)
- when entering and leaving buildings
- before having a cigarette or vaping
- if your hands are dirty
- after using the toilet
- ✓ Clean and disinfect frequently-touched objects and surfaces.

Don't:

- ✗ touch your eyes, nose, or mouth if your hands are not clean.
- ✗ share objects that touch your mouth, e.g. bottles, cups.





Update risk assessments

All risk assessment documentation for workshops and classrooms should be reviewed before colleges reopen.

Ensure this documentation is aligned with both the measures in this presentation and any relevant Scottish Government guidelines.

The slide features a dark blue L-shaped frame that encloses the central text. Scattered around the frame are several blue, spiky virus-like particles of varying sizes. The word "Sharing" is centered in a large, dark blue font.

Sharing

This presentation should be shared with all lecturers and apprentices on a continual basis to ensure all procedures are followed.

Any apprentice not following the rules should be reported to their Training Provider for immediate action.



Please note: The CICV Forum is not liable for the information given in this presentation. Colleges should always consider the most up to date information from the Scottish Government.

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