



25 September 2020

Dear Parents, Carers and Students,

As I have written to you previously we are working hard to ensure the safety of our staff and students and we would review our approach regularly. Further to the recent NHS advice of everyone adhering to the message of 'Hands, Face, Space.' I write to advise you that with effect from **Monday 28 September 2020**, all members of our College community will be required to wear face coverings in all communal areas unless they are exempt. This covers corridors, entering and exiting every building, college grounds, upper and lower study space. The independent study areas are NOT communal areas.

Nationwide the government is not recommending face coverings as necessary in education settings because of the system of controls which provides additional mitigating measures. I have decided to take this extra measure to support the NHS message and as a further system of control. As part of our regular review of our system of control, I may introduce further measures over the next couple of weeks.

The Government provides clear guidance on how to wear face coverings:

INSTRUCTIONS: HOW TO WEAR A FACE COVERING: The following instructions are from the Government website below:

<https://www.gov.uk/government/publications/face-coverings-when-to-wear-one-and-how-to-make-your-own/face-coverings-when-to-wear-one-and-how-to-make-your-own>

How to wear a face covering

A face covering should:

- cover your nose and mouth while allowing you to breathe comfortably
- fit comfortably but securely against the side of the face
- be secured to the head with ties or ear loops
- be made of a material that you find to be comfortable and breathable, such as cotton
- ideally include at least two layers of fabric (the World Health Organization recommends three depending on the fabric used)
- unless disposable, it should be able to be washed with other items of laundry according to fabric washing instructions and dried without causing the face covering to be damaged

When wearing a face covering you should:

- wash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser before putting a face covering on
- avoid wearing on your neck or forehead

- avoid touching the part of the face covering in contact with your mouth and nose, as it could be contaminated with the virus
- change the face covering if it becomes damp or if you've touched it
- avoid taking it off and putting it back on a lot in quick succession (for example, when leaving and entering shops on a high street)

When removing a face covering:

- wash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser before removing
- only handle the straps, ties or clips
- do not give it to someone else to use
- if single-use, dispose of it carefully in a residual waste bin and do not recycle
- if reusable, wash it in line with manufacturer's instructions at the highest temperature appropriate for the fabric
- wash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser once removed

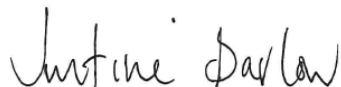
Please continue to follow all the other government advice on coronavirus (COVID-19) including, if you have experienced the recent onset of **any** of the most important symptoms of coronavirus (COVID-19):

- a new continuous cough
- a high temperature
- a loss of, or change in, your normal sense of smell or taste (anosmia)

We appreciate these are anxious times and I thank you as we work together for the benefit of everyone.

Thank you for your continued support.

Yours faithfully,



Justine Barlow
PRINCIPAL