





STUDENTS: Working Safely - Coronavirus Safety Measures

When you arrive onsite at Notre Dame Catholic Sixth Form College for the first time you should be aware that new safety measures have been implemented upon government advice to help reduce and prevent the threat of the COVID-19. These measures are a necessity to help ensure the safety of everyone.

Most safety measures are temporary and will be in place for as long as the government advises. Please note that these measures will change and evolve as the college returns closer to full capacity and we appreciate your flexibility in this matter.

Do's & Don'ts

- **Do** check the website and your emails **BEFORE** you set off
 - **Do** read this document and all letters/emails from the Principal before you enter College site
 - **Do** enter through the main college entrance **ONLY**.
 - **Do not** enter the college through any other doors.

 - **Do** Sign in and Sign out at main reception for 1-1s in the Hall or sign in for your class: It is crucial we know who is on site
 - **Do** use the automatic hand sanitisers installed at the main reception and all other buildings when entering any building.
 - **Do not** walk into the building without having sanitised your hands
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- **Do** stick to the one-way systems which are now in place, this includes the majority of staircases
 - **Do not** take short cuts even if it is for a short distance. You may have to walk a little further but please remember why these measures have been implemented
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- **Do** be aware access to certain areas of the college will remain restricted
 - **Do not** enter locked or restricted areas without prior authorisation from the Site Manager

 - **Do not** enter toilets in pairs, remove tape or unlock locked toilets. Toilet cubicles and urinals have been tapped or locked off to ensure social distancing

 - **Do** bring in your own water. All water stations are closed.
 - **Do** take note - tables, desks, chairs etc. have been positioned in the main hall and classrooms to ensure social distancing. Places to sit have been marked with tape
 - **Do not** move tables and chairs or sit in unmarked spaces
 - **Do** keep your desks clear of documents and paper etc. when you have finished work. A regime of regular sanitising spraying is now in place.