

New and Returning Students Information and Guidance.

**Please only attend the College
buildings when timetabled or asked to
do so by a member of our staff teams.**



Covid-19 secure for everyone



University of the
Highlands and Islands
Shetland College

Welcome

Hello and welcome back on campus following the temporary closure of our buildings due to the Covid-19 pandemic. Our priority is to provide a safe learning environment for you. We want you to feel confident and safe about accessing our facilities, so we have introduced some changes on campus over the summer period to ensure your health, safety, and wellbeing. You will hear more about these changes during your induction.

We will continue and review these safety precautions in line with current advice from the Scottish Government.

Covid-19 symptoms

Students must only attend Shetland College, Learning Centres or Train Shetland if they feel well. Do not attend if you, or anyone in your household, is showing signs of Covid-19.

The symptoms of COVID-19 are now:

- continuous cough
- fever/high temperature (37.8C or greater)
- loss of, or change in, sense of smell or taste (anosmia)

If you develop any of these symptoms, contact the NHS to arrange to be tested. Do this online at [NHS Inform](#), or call 0800 028 2816. You should self-isolate at home straight away along with other members of your household.

If you suspect you may be showing signs of Covid-19, you must:

- Go home and self-isolate per the Scottish Government's advice on [NHS Inform](#) (if this is not possible, and you feel too unwell, please report to reception, while taking all precautions to prevent the spread (e.g. face covering/social distancing) and staff will assist you.
- Visit NHS Inform and book a test online via the [NHS Inform](#) website.
- Please inform your Senior Lecturer or Personal Academic Tutor (PAT) (higher education students) immediately. You will find out who your Senior Lecturer/PAT is during induction.

Students who are at [heightened risk of Covid-19](#) or have been [shielding](#) should continue to follow Scottish Government advice. Our [Student Support Team](#) can provide advice on how we can support you in during your studies if you have any questions or concerns.

In the event of an outbreak of confirmed COVID-19, Shetland College / Train Shetland will support and share relevant information with you in line with our obligations under [Test and Protect](#)

Test and Protect, Scotland's approach to implementing the 'test, trace, isolate, support strategy', is a public health measure designed to break chains of transmission of COVID-19 in the community.

As part of this you will be asked to self-isolate at home for 10 days if you have symptoms of COVID-19 or you have tested positive for it. If you live with someone who has symptoms or has tested positive, or if you have been in close contact with someone who has tested positive, you will be asked to self-isolate at home for 14 days.

In line with the Scottish Government's Covid-19 Route map, Shetland College UHI will be delivering courses in Semester 1 (August to December 2020) using a blended approach to teaching. This includes using video conferencing, remote learning technologies, and face to face teaching, where it is safe and important to do so.

The following information relates to our Gremista campus at Shetland College / Train Shetland UHI

What to expect when our buildings re-open this autumn

Students are asked to only come to the college building when they are timetabled to have practical classes in the building. Following Scottish Government Guidelines we are limited with the number of staff and students we can have in the building at any one time and we are that you only attend the building if you have been asked to do so or have a timetabled class in the building.

Re-opening of our campus buildings

Our buildings are now open with RESTRICTED ACCESS to staff, students and the public. You must make an appointment to gain access to the buildings. We are still very much open for business and we are continuing to deliver learning online where possible.

Whether you are a new, or returning student, you can expect to see some changes when you enter our buildings this autumn.

Schedules Classes will begin from Monday 7th September 2020

9am to 8pm, Monday

9am to 5pm, Tuesday

9am to 8pm, Wednesday

9am to 5pm, Thursday

Accessing our buildings

On entering the building please give your name to reception. Students should follow clearly marked entry and exit signs and sign in/out at main entrance and reception area every time they enter/exit the building, including for comfort breaks.

Physical distancing and moving around our buildings

When using our buildings, you are asked to adhere to Scottish Government guidance on physical distancing. This is currently set at two metres. Signage and markings have been introduced across our buildings to illustrate this. Where this is not possible, for example, in certain practical lessons, additional measures will be required, and these will be explained to you by the relevant teaching staff in advance.

Please keep to the left-hand side when moving through our buildings and remember to wear your face covering when moving around the building.



Face coverings are mandatory while moving around our campuses in all communal areas, including the corridors and toilets. If you are exempt or have a reasonable excuse not to wear a face covering, ensuring physical distance will be even more important (this does not apply to individuals or groups who have exemptions to social distancing e.g. care givers supporting students).

You should not stop for long conversations in the corridors. Other measures such as staggered start times, lunch breaks and finish times will help maintain physical distancing on campus.

Students should not congregate in corridors prior to and/or between class. Please use the canteen area if there is space to do so or go directly to your timetable classroom.

[In class or study](#)

Physical distancing has been implemented, please only use the computers, chairs and equipment that have been set 2 metres apart. Do not be tempted to turn monitors around or move furniture within the classroom. You may be asked to wear face coverings when in class or study where physical distancing cannot be maintained for some workshops of activities



On entering the classroom please use the hand sanitiser available, if you are using a computer or any other equipment please wipe this down with the cloths and spray available in the classroom, by spraying the cleaning product onto the cloth and then wiping the equipment – **DO NOT** spray directly onto the keyboards, monitors, machines etc.

If you are learning in a specialist area, such as a workshop, further guidance may be provided by your lecturer.

Facilities

Transparent screens have been added at key interaction points throughout the building, including:

Reception

Library

Canteen

Canteen - Briggistanes

The canteen will re-open at the start of semester 1 (August/September 2020) selling a variety of hot and cold food. Please follow the physical distancing measure in place, sanitise your hands when entering the area and only sit at the spaces set out following physical distancing measures. Before sitting and when leaving your table please use the spray available to clean your table.

A card machine is being introduced into the canteen and will be available for contactless payment where possible. While we would encourage the use of contactless payment, we understand that this may not always be possible and ask that where possible when paying by cash you have the correct change.

Student Services

Student services at the Gremista campus will be available between 9am and 5pm, Monday to Friday. Here, you will find student support, funding, student guidance, student counselling and admissions staff to help you with any enquiries.

Library and learning resource centre

Our library facilities will be available online and for click and collect services only in semester one. More information on how our online library service works will be available during your induction. You will need to wear a face covering when collecting pre-order books from the library.



Travel to and from campus

We understand students may need to use public transport to travel to and from our campus building. Face coverings are mandatory when travelling on public transport. You should also ensure social distancing and avoid busier times of travel, when possible.

Travel by foot, bike, or car if you can. When using our car parks ensure social distancing.

Staying safe on campus



Hygiene and Hand sanitisation

We strongly recommend that you wash your hands regularly with soap and hot water for at least 20 seconds to reduce transmission of the virus.

Please wash your hands every time you enter or leave our buildings, and when you blow your nose, sneeze, cough, or eat/handle food.

The use of soap and hot water is preferable to sanitiser. However, hand sanitiser dispensers will be located at all entrances to our buildings and key locations. Please use these dispensers when you enter or leave these areas, particularly when hand washing is not available.

Cover your mouth and nose with a tissue when you cough or sneeze, throw the tissue in a bin and wash your hands.

You should avoid touching your face, in particular your eyes, nose and mouth, at all times.

Cleaning

Our buildings have been thoroughly cleaned ahead of reopening and we'll be operating an enhanced cleaning service when you return to the building to ensure a high standard.

Sanitising sprays will also be located in key locations and students should use these to wipe down keyboards, mice, and any other equipment before and after using. This includes in communal areas like our library and in class.



Toilets

The **exterior doors to communal washrooms will be open** to support physical distancing, providing a clear line of sight for people entering and exiting. As a result, only cubicles will be available, and urinals should not be used. Disabled toilets will be available as normal.

Sanitising sprays should be used to clean toilet seats before use – do not flush sanitising wipes, dispose of them in the bin.

Toilet lids should be lowered prior to flushing to reduce the spread of aerosols.

If toilet cubicles are occupied, please wait outside the toilet room/communal washroom.

Wash hands thoroughly after using the toilet for at least 20 seconds with soap and hot water

Use hand towels to dry hands – automatic hand dryers will be disabled

Health and wellbeing

Our student support team are here to help you. They can provide advice, support and guidance regarding your studies, as well as your own health and wellbeing. If you have any concerns, please speak to our [guidance coordinator](#). You can also speak to your Senior Lecturer or Personal Academic Tutor (PAT) (HE students) if you are struggling because of the current situation. You will find out who your PAT is shortly.

All students also have access to the [Togetherall](#), a confidential support service operated by healthcare professionals, which is available online, 24/7, and is completely anonymous.

Student code of conduct

All students should read and refer to our [student code of conduct](#) which sets out expectations of how students should conduct themselves to other students, staff and external organisations.

Failure to adhere to the measures in place to keep all of us safe from COVID-19 could result in disciplinary measures being taken.