

GET READY TO COME TO UCP

Our guide to keeping you safe
on our **Peterborough Campus**



University Centre
Peterborough

WELCOME

Your health, safety and wellbeing are our number one priority and we have been working hard to get our campuses ready for you to safely come to us.

We have put a number of safety and social distancing measures in place to provide a safe and compliant environment and minimise the risk to you and your teachers.

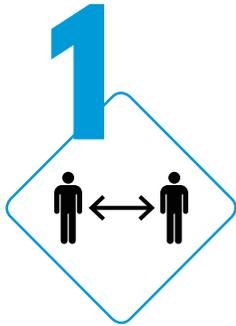
You will find in the following pages the measures we have introduced that you need to be aware of.

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KEEPING YOU SAFE: OUR 7 POINT PLAN

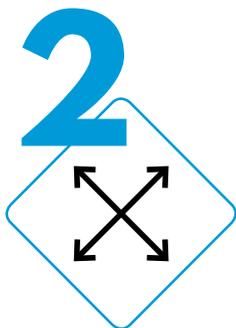


SOCIAL DISTANCING

All of our classrooms, workshops and social spaces have already been arranged to make sure we meet social distancing guidelines.

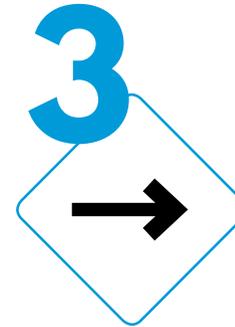
Face coverings will have to be worn when travelling on public transport and moving around campus. We will provide all student facing staff with reusable face shields to be worn as an extra precaution when a 2m distance can't be maintained.

We recognise that some people are not yet confident being around others so we have introduced a wristband scheme. These can be requested by emailing hello@ucp.ac.uk who can assess your needs. If you see anyone with a wristband on, please respect their wishes and keep your distance.



SPACIOUS CAMPUSES

We are really lucky to have such spacious campuses so that we can spread out and limit the numbers of people in each space, ensuring we can be together safely.



MOVING AROUND CAMPUS

To help you move around our buildings at a safe distance, we have introduced designated entrance points, one-way systems and clearly marked out our corridors.



TWEAKED TIMETABLES

We have tweaked our timetables, to avoid overcrowding in our entrances, cafés and social spaces.

There will also be restrictions on how many people can use facilities like the toilets at any one time.



HAND SANITISER

No matter where you are in the campus, you will never be far away from being able to wash your hands and there will be sanitiser readily available.



EXTRA CLEANING

Our brilliant cleaning team always work hard to make sure our campus buildings are sparkly clean. They have taken this up a notch with a focus on extra cleaning and sanitisation of surfaces.



REMINDERS

We have introduced additional signs to remind everyone how they can do their bit to help reduce the risk.

This guide provides information on staying safe on campus before starting your course. On your first day your lecturers will cover 'Keeping You Safe' as part of your induction. This will make sure we all understand what we need to do to keep ourselves and each other safe.

MOVING AROUND OUR CAMPUSES

One-way systems have been introduced across all our campuses and these routes are clearly signposted.

- Please take the stairs if you can. Lifts are for essential use only and should only be used by one person at a time. If you need to use the lift with a carer or support worker, you can use the lift together.
- Please stop and sanitise your hands before using the lift and ensure you maintain social distancing while waiting.
- There will be a one-way system for stairs which will be clearly marked.
- While it might take you longer to move around the building, we have introduced these new routes for your protection. Please make sure you follow the directional signage.

EMERGENCY EVACUATION

If the evacuation alarm sounds, the one way systems do not need to be followed and you must make your way to the nearest emergency exit regardless of which direction it is. If you are unable to use the stairs, please make your way to the refuge points and call for assistance.

Preservation of life is more important than social distancing and your priority is to get out quickly and safely. However, please try wherever possible to maintain the social distancing measures as you leave the building and once you are at the assembly point.



STAYING SAFE ON CAMPUS

STAYING SAFE IN CLASSROOMS AND WORKSHOPS

- Please don't move any of the chairs, desks or equipment.
- We have arranged each classroom to ensure you can be taught safely and meet social distancing measures.
- Choose your seat and stick with it. This will be your personally allocated chair and desk.
- Use your own equipment. Please don't share any items like pens or paper with other students.
- Need to leave the room? Please let your lecturer know before leaving.
- Need to sneeze or cough? Each classroom will have a box of tissues, use them, bin it straight away and wash your hands.

FOOD AND DRINK

Our Costa catering facilities will be open and there will be additional catering facilities at Peterborough College. Students will be required to use the catering facility located in their bubble and social distancing measures will be in place and increased cleaning will be undertaken.

To avoid overcrowding in social spaces at lunchtime, you can eat in classrooms. Please ensure you maintain social distancing and tidy up after you have eaten.

You can bring to UCP your own packed lunch and you can also use the vending machines at all campuses but please remember to sanitise your hands both before and after using them.

SOCIAL SPACES

You will be able to use the social spaces at break times, however there will be a reduced number of tables and chairs to maintain social distancing measures.

CLEANING

Our facilities team will be very visible across the campus, with increased cleaning taking place.

TOILET FACILITIES

To help keep you safe, only a limited number of people will be able to use the toilets at any one time. There will be signage on the toilet door to advise you of this. Please check how many people are in the toilet before entering.



RED BADGES

We recognise that some students and staff will be anxious about returning to College. We will implement a system of badges which can be worn by any member of staff or student who wish to visually indicate to others to take extra care around them.

This might be because of their own health condition or because they live with someone classed as vulnerable or simply because they want additional protection.

Badges can be requested by emailing hello@ucp.ac.uk

SICKNESS PROCEDURES

If you are ill and unable to come into UCP, please report your absence through the normal procedure by emailing your lecturer or course leader and contact the absence line on **01733 762383**.

If you are offsite and have symptoms of COVID, you should contact the Wellbeing Centre on **01733 762237**.

If you are on-site and feel unwell and suspect you have symptoms of COVID, please tell your lecturer straight away.

TRAVEL



If you travel to UCP by car, the campus car parks will be open. Please ensure you maintain social distancing in the car parks.



There will be bike storage available in the campus car parks. After locking your bike in the rack, please make sure you use the hand sanitiser as soon as you come into the building.



Everyone travelling by bus or train must wear some form of face covering. This can be as simple as a scarf or bandana tied behind your head and it needs to cover your mouth and nose.

Face coverings are now mandatory in all shops and on public transport in England. The Government's guidelines include exemptions for certain conditions and hidden disabilities, click [here](#) for more information.

If you are exempt, have a hidden disability or have a good reason not to wear a face covering please contact Student Support by emailing support@ucp.ac.uk to request an exemption card. You will be required to show this when travelling on transport and around campus.

We have been working closely with public transport companies who have published safety information on their websites with guidance on how to use the transport safely:

You can also read the Government's latest travel advice [here](#).

KEEPING SAFE CODE OF CONDUCT

I have read and understand that I will be required to adhere to the following:

- ✓ I have read and understand the 'Get Ready to Come to UCP Our Guide to Keeping You Safe' booklet and will ensure I follow the guidelines.
- ✓ I understand that if I develop any symptoms of COVID-19 whilst on site I must inform UCP and immediately leave the campus. I should then follow Government guidelines regarding self-isolation and testing.
- ✓ I am aware that if I experience symptoms which may indicate COVID-19 or am diagnosed with COVID-19 I must not travel to UCP and follow Government guidelines regarding self-isolation and testing. I must inform UCP immediately.
- ✓ I am aware that if a family member I live with, or someone I have been in close contact with, develops symptoms or is diagnosed with COVID-19 I must not travel to UCP and follow Government guidelines with regard to self-isolation and testing. I must inform UCP immediately.
- ✓ I am aware that I may be required to self-isolate if another student that I have been in close contact with develops symptoms or is diagnosed with COVID-19.

I understand and agree to my responsibilities and accept that failure to comply with these rules and breach of the UCP behaviour policy will result in formal disciplinary action being taken and may result in me being asked to leave UCP.

If you have queries or concerns about coming onto campus or any of the measures that we have introduced, please email support@ucp.ac.uk

QUESTIONS? CONTACT US

We are here
to help.



University Centre
Peterborough

Part of the **Inspire Education Group**

www.ucp.ac.uk
01733 214466
hello@ucp.ac.uk

