

Coronavirus (COVID-19): Guidance for colleges – Summary of published changes

Update 30 June

Section	Original Text	New Text.
Public Health Measures - Hygiene	Colleges will follow guidance in the provision of appropriate hygiene facilities (such as hand sanitising facilities), particularly at key areas such as entry and exit points	Colleges will follow guidance in the provision of appropriate hygiene facilities (such as hand sanitising facilities), particularly at key areas such as entry and exit points, as well as guidance on opening public and customer toilets .
Related information		Scottish Government guidance on opening public and customer toilets

Update 3 July

Section	Original Text	New Text.
Progressing through the phases – Phase 2		From 6 July 2020, outdoor hospitality spaces (such as bars and restaurants) will be able to open, subject to physical distancing guidance.

Update 9 July

Section	Original Text	New Text.
Progressing through the phases – Commencement of teaching in the new academic year		Time-sensitive mandatory or regulated skills assessments that are essential to the completion of Modern Apprenticeship qualifications or to comply with a legal obligation, can also resume in colleges from July 13.

		<p>From 22 July, colleges can commence a phased return to on campus learning as part of a blended model with remote teaching. Public health measures (including physical distancing) will be in place.</p> <p>Building on planning during the various phases of the Scottish Government’s route map, the precise blend of digital and face-to-face delivery will reflect current public health guidance.</p> <p>Institutions will identify the appropriate blend of delivery, reflecting on what will maximise learning as well as supporting more vulnerable learners and teachers, and enabling management of risk.</p> <p>Colleges will continue to support the provision of equipment to support blended learning, while maintaining physical distancing, and minimising the impact of digital poverty on their students.</p> <p>Risk assessments of individual facilities should be undertaken to ensure that health and safety legislation and guidance is fully adhered to. These should be kept simple and accessible although suitable and efficient.</p> <p>The text above also applies to face-to-face student support services.</p>
<p>Additional considerations – International</p>		<p>Those travelling from a country not yet exempt from quarantine requirements should complete a passenger locator form and self-isolate for 14 days.</p>

arrivals and requirement to self-isolate		
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Update 27 July

Section	Original Text	New Text
<p>Workforce planning and student support – Special consideration for people who are clinically vulnerable or shielding</p>	<p>All colleges should follow the latest guidance for students and staff who are shielding or who live with individuals who are shielding.</p> <p>People who are clinically vulnerable are those with pre-existing conditions who are being advised to stringently follow the physical (social distancing) guidance and should work from home where possible. If they cannot work from home, consideration should be given to whether they might undertake alternative work or working hours to enable them to stay away from others wherever possible.</p> <p>If people who have household members who require shielding attend college premises they should be advised to adhere to stringent physical distancing.</p> <p>College will adjust their approach accordingly if new public health advice emerges, following due risk assessment processes.</p>	<p>All colleges should follow the latest guidance for students and staff who are shielding or who live with individuals who are shielding. The shielding advice is in place until at least 31 July. If the shielding advice is paused after this, then those who were shielding would be categorised as at increased risk and should follow physical distancing measures more stringently than the general population, and be risk assessed to ensure they can do this. The default position should remain that wherever possible, people should work from home and should only return to the workplace where they can do so safely.</p> <p>If those at increased risk (but not in the shielding category) cannot work from home, they should be offered the option of the safest available on-site roles, enabling them to maintain physical distancing. Workplace activities should be carefully assessed to identify if they involve an unacceptable level of risk.</p>

Workforce planning and student support – Outbreak management		<p>Colleges should suspect an outbreak if there is either:</p> <ul style="list-style-type: none">• Two or more linked cases (confirmed or suspected) of COVID-19 in a setting within 14 days - where cross transmission has been identified; or• An increase in staff absence rates, in a setting, due to suspected or confirmed cases of COVID-19. <p>If college suspects a COVID-19 outbreak, they should immediately inform their local NHS board Health Protection Team (HPT). The college may be then contacted by them, as they may get information from NHS Test & Protect or other sources.</p> <p>In the event of an outbreak, colleges should:</p> <ul style="list-style-type: none">• Continue to follow the general guidance above to reduce risk.• The local Health Protection Team will undertake a risk assessment and conduct a rapid investigation. They will advise on the most appropriate action to take.• Staff and students who have had close contact with case(s) will be asked to self-isolate at home. In some cases, a larger number of other staff and students may be asked to self-isolate
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		<ul style="list-style-type: none"> • Consider wider testing of affected population and staff • Information: ensure that staff (and other relevant people) are aware of what has happened and the actions being taken • Closure: may be done following advice from the Health Protection Team and Incident Management Team or the college may make their own decision on closure ahead of this advice as a precaution or for business continuity reasons <p>The Health Protection Team or Incident Management Team will declare when the outbreak is over.</p>
<p>Workforce planning and student support – Test and Protect and self-isolating</p>		<p>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 Coronavirus (COVID-19) in the community.</p> <p>The NHS will test people who have symptoms, trace people who may have become infected by spending time in close contact with someone who tests positive, and then support those close contacts to self-isolate. That means if they have the virus they</p>

		<p>are less likely to pass it on to others. Organisations will play a vital role in ensuring that their workers are aware of and able to follow the public health advice.</p> <p>Colleges should follow public health guidance if someone becomes unwell with coronavirus symptoms on campus. The person should self-isolate straight away and, if possible, wear a face covering on route and avoid public transport.</p> <p>Colleges should direct staff and students to NHS Inform or, if they are unable to access online services , call 0800 028 2816, to arrange to get tested.</p> <p>Until they have been tested and told if it is safe to leave home, colleges should make sure that staff and students do not have to, or feel that they have to come back to campus.</p> <p>More information can be found on the Test and Protect website and the NHS Inform website provides further health advice and information including on duration of self-isolation.</p>
<p>Additional considerations – Legionella testing</p>		<p>There is an increased risk of Legionnaire’s Disease when buildings have been out of use, or not running at full capacity. This is because water systems may become stagnant when not in use, increasing the risk of legionella within water supplies. Many public</p>

		<p>and office buildings have been closed during the COVID-19 crisis, making legionella a legitimate concern as lockdown restrictions are eased.</p> <p>The Health and Safety Executive have published advice on the risk of Legionella in buildings which are closed or running with reduced occupancy during the COVID-19 crisis. This can be found on the Royal Environmental Health Institute of Scotland (REHIS) website.</p> <p>Colleges should undertake a health and safety check of buildings, and deep cleaning prior to reopening where necessary, to mitigate risks. More information can be found on the HSE website.</p>
Related information - Fair Work during the COVID-19 crisis		<p>Scottish Government's joint statement with the STUC</p> <p>The Equality and Human Rights Commission has produced guidance for employers to aid in discussions about return to work.</p>

Update 5 August

Section	Original Text	New Text
Workforce planning and student support – Special	When planning on extending/resuming activities, colleges should consider the needs of those who	From 1 August 2020 those who were shielding can go back to workplaces where they cannot work from home. Their employer should support them to do so safely and ensure they can stringently follow public

<p>consideration for people who are clinically vulnerable or shielding (now Special consideration for people at high clinical risk)</p>	<p>are shielding, or people who have household members who are shielding.</p> <p>People who are shielding fall under the extremely clinically vulnerable category and require a different set of measures from above to keep them safe. The most up-to-date guidance and list of underlying health conditions that necessitate shielding should be checked on the NHS Inform website under the shielding section.</p> <p>When planning on extending/resuming activities, colleges should consider the needs of those who are shielding, or people who have household members who are shielding.</p> <p>People who are shielding fall under the extremely clinically vulnerable category and require a different set of measures from above to keep them safe. The most up-to-date guidance and list of underlying health conditions that necessitate shielding should be checked on the NHS Inform website under the shielding section.</p> <p>All colleges should follow the latest guidance for students and staff who are shielding or who live with individuals who are shielding. The shielding advice is in place until at least 31 July. If the shielding advice is paused after this, then those</p>	<p>health guidance around physical distancing and hygiene. There may, however, be the requirement to revert back to some level of shielding in the future at either a national or local level if the number of cases rise. Those who previously had to shield will be kept informed of any relevant health advice if things do change. Colleges can also keep up to date with the most recent advice on the Scottish Government website.</p> <p>In order to support this, an individual risk assessment guidance and tool) has been developed to help staff and managers consider the specific risk of COVID-19 in the workplace. It is relevant to all staff, but will be particularly relevant to those who are returning to work after shielding, those who are returning to normal duties after COVID-19 related restrictions, those who are returning to the workplace after working from home or anyone who has a concern about a particular vulnerability to COVID-19.</p> <p>When planning on extending/resuming activities, including the formation of households, colleges should consider that some students may be required to shield should the guidance on people at high clinical risk change.</p>
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who were shielding would be categorised as at increased risk and should follow physical distancing measures more stringently than the general population, and be risk assessed to ensure they can do this. The default position should remain that wherever possible, people should work from home and should only return to the workplace where they can do so safely.

If those at increased risk (but not in the shielding category) cannot work from home, they should be offered the option of the safest available on-site roles, enabling them to maintain physical distancing. Workplace activities should be carefully assessed to identify if they involve an unacceptable level of risk.