



# PLUMPTON

## COLLEGE

---

## GROUP

### Social Distancing Policy

This policy sets out a framework for dealing with Social Distancing to mitigate exposure to the Coronavirus. The policy is applicable to all employees, students and visitors within the Plumpton College Group. For the avoidance of doubt the policy is non-contractual.

Any reference to Plumpton College is relevant to the Plumpton College Group, meaning any employee employed by its subsidiaries, any student studying courses at its sites or any visitors at any of its sites its holding company or any subsidiary of its holding company.

SMT Assigned Owner	
Document Author	Edd Sarasketa
Approved by	
Date of Approval	
Date of minor amendments approved by SMT	
Frequency of review	
Date of next review	

The SMT is delegated to approve minor changes to the policy in response to legal changes and best practice.



## Social Distancing Policy

The Plumpton College Social Distancing Policy is to be adopted at all of its sites while the restrictions of the Coronavirus remain in place. It applies to anyone coming into the College's grounds, including staff, students, parents, contractors and visitors. It has been created to ensure, so far as it is reasonably practicable, that all interactions will be carried out with a commitment to protecting everyone who comes onto our premises.

This policy has the full support of the Senior Management Team (SMT).

In implementing this commitment to manage social distancing properly we will:

1. Carry out a COVID-19 risk assessment. Before restarting work and reopening the College to our Students at our sites we will ensure the safety of all persons by carrying out a risk assessment and communicating the results of the risk assessment.
2. Promote working from home wherever possible.
3. Promote a dynamic and effective Virtual Learning Platform for all of our students.
4. Adopt Partnering and Bubbling protocols wherever possible.
5. Utilise outside space as teaching and social spaces where possible.
6. Promote Social Distancing behaviours for persons who need to use buses to arrive to the College.
7. Promote other means of transport over the use of Public transport wherever possible.
8. Stagger arrival, leaving and break times and provide floor markings and one-way signage to maintain a 2-metre distance when entering and travelling through buildings. (We will be providing targeted hand-sanitiser stations throughout the buildings and the grounds).
9. Use signage to remind employees and visitors of social distancing guidance.
10. Restrict the use of the lifts to one person at a time. And provide hand sanitiser for use before and after using the press buttons. Prioritise people with disabilities to use the lift.
11. Restrict access between Residential areas, creating Households and using one-way systems.
12. Promote zoning throughout the College to minimise the mixing of different cohorts.
13. Ensure the relevant software and hardware is available to sustainably maintain a virtual platform for all of our students and staff and minimising shared physical IT resources.
14. Carry out Audits of all internal spaces, limiting numbers of people able to use those rooms at any one time. These numbers will be shown on the doors.

15. Ensure workstations in the library, offices, class rooms enable people to maintain at least 2-metres distance from each other - where possible, working back to back or side-to-side, rather than facing each other. We may consider using screens where necessary.
16. Stagger break times and encourage staff and students to bring in their own drinks and packed lunches to avoid the use of the canteen area. Where the kitchen area is to be used, this will be set up to maintain social distancing.
17. Auditing of Toilet facilities has been completed and maximum numbers have been communicated. Introduce a queuing system for use of the toilet facilities to ensure social distancing is maintained.

Responsibility for implementing this Social Distancing Policy Statement rests with the Senior Management Team (SMT). The management team endorses this policy statement and is fully committed to its implementation.

You are responsible for abiding to this policy and to intervene where you see this not happening. This is the best way for us to protect each other. Failing to abide with this Policy will be dealt with on case by case basis but could lead to disciplinary action being taken against individuals or groups.

This Social Distancing Policy Statement will be regularly reviewed and updated as necessary to remain aligned to government guidelines.

Review Date: - - / - - / - - - -