

RESUMING CAMPUS OPERATIONS



VISITOR
GUIDE

MESSAGE FROM THE PRINCIPAL



Dear Visitor,

Firstly, I would like to welcome you to Forth Valley College.

As I am sure you are aware, we have had to make some changes to our campus life during this period to ensure the safety of all campus users. While we pride ourselves on being an open and welcoming College, during this challenging period visitors should only come to campus if other methods of conducting their business with the College (telephone or video conference) are not feasible.

We have produced this guide to provide detailed information on the adjustments we have had to implement to ensure the safety of visitors, staff and students to our campuses. As a visitor to the College, I would ask that you fully comply with the arrangements in place.

Please ensure you are familiar with the information and if you have any questions, please refer to the College website.

Regards,
Dr Ken Thomson,
Principal



Before coming on campus

All visitors must read the information guide to ensure understanding of our new processes and procedures.

Reception

Each reception will now have protective screens. Please ensure social distancing at all times.

Sign-in Process

Visitors will be required to sign-in on arrival at reception.

Times for Deliveries

All deliveries should clearly display the recipient's name to minimise the number of people handling packages.

We can accept deliveries during normal campus opening hours.

Term Dates

Please visit our website for our 20/21 term dates.

OPENING HOURS (TERM TIME)

ALLOA CAMPUS

Monday & Wednesday

8am – 9pm

Tuesday, Thursday & Friday

8am – 6pm

FALKIRK CAMPUS

Monday & Friday

8am – 6pm

Tuesday, Wednesday & Thursday

8am – 9pm

STIRLING CAMPUS

Monday & Friday

8am – 6pm

Tuesday, Wednesday & Thursday

8am – 9pm

ON ENTERING THE BUILDING



Enter the building through the main entrance at reception



Use the hand-sanitisers provided on entering and exiting the building



Maintain physical distancing



Be patient, as moving around the campus may take longer than usual



Follow instructions on the yellow signage



Avoid touching surfaces, where possible



Face coverings should be worn on campus - more info on page 5

CAMPUS LIFE

Got symptoms? DO NOT COME ON CAMPUS



Symptoms

When the College reopens, anyone with symptoms as defined by the Scottish Government's advice, must not attend College under any circumstances and should contact the NHS to follow their test and protect procedure. All visitors must report to reception on arrival and will be required to provide full contact details in line with the Scottish Government's Test, Trace, Isolate, Support (TTIS) process.

Arriving on campus

On entering the campus, you must ensure you use the hand sanitiser provided. Once you have signed in with reception, please either:

- Proceed to your destination as directed by reception staff.
- If you are waiting for a member of staff, please make use of the space in the reception area to maintain physical distancing and to free up the reception area for another user.

Campus Navigation

Upon re-opening, the College will be operating a keep left system, which will be clearly marked by yellow signs. Physical distancing will be in line with the latest Scottish Government Guidance and will be clearly marked with signage throughout the campus. These measures must be adhered to at all times. Corridor doors will remain open to reduce the touching of hard surfaces.

Toilets

All campus toilets are in operation across all campuses without any restrictions. However, users must adhere to physical distancing guidelines.

Lifts

Lifts on campus will be restricted to single person occupancy and this will be clearly marked with a yellow sign. However, this does not affect those who are accompanied by a carer, on campus. To assist in maintaining the cleanliness of the lift system, we ask that only individuals with mobility or other issues (plus carer where needed) who cannot use the stairs, use the lifts. All other college users must use the stairs.

Meetings

Meetings should continue via online video conferencing, where possible. Face-to-face meetings should only take place under exceptional circumstances with appropriate physical distancing measures in place. There will be no hospitality (teas, lunches etc) provided at meetings at this time.

Gallery Restaurant/ Refectories

These facilities will remain closed until after the October break and will only be used for learning and teaching for related courses.

Bring your own refreshments

Visitors who anticipate a lengthy period of time on campus (e.g. contractors carrying out works) should bring their own food with them.

Drinking Water

Water fountains are in operation and visitors are advised to use their own cup.

Face Coverings

The Scottish Government have provided new guidance on the requirement for face coverings whilst on campus and this will take effect immediately. This applies to all colleges and universities across Scotland. Unless you are exempt, you are advised to wear in covering on campus.

Face coverings should only be removed when you are seated in a classroom, other teaching environments, workrooms, or within our refectories, unless otherwise advised.

However, individuals can choose to wear a face covering in these areas if preferred.

Things to consider when wearing a face covering include:

- Do not share face coverings with others
- Ensure your hands are clean before putting on or removing a face covering
- Ensuring your face covering fits properly and covers your mouth, nose and chin
- Store your face covering in a washable, sealed bag or container
- Avoid placing your face covering on surfaces
- Wash re-usable face coverings after each day of use
- Disposable face coverings should be disposed of safely and hygienically in a general waste bin

Please also be aware that some staff, students and/or visitors will be exempt from wearing a face covering and we would ask you to be respectful and considerate towards others.

Face coverings will be available for those who don't have access to one.

Finally, it is still important to follow other measures in place to ensure your safety and wellbeing such as physical distancing and following good hygiene practices.

TRANSPORT AND TRAVEL

Parking

There are no changes to our current parking arrangements however, please be patient when waiting for others exiting their vehicle and ensure you maintain physical distancing.

Service Yard Access

You must have prior permission from the Estates and Facilities team to access the service yard. The service yard can be used for deliveries only and is off limits for parking.

Safe and Secure Deliveries

A room will be identified for the safe and secure storage of deliveries which need to remain in isolation for a period of time.

ON CAMPUS

Please ensure that you refer to the latest Scottish Government Guidance when using public transport.

ESTATES, FACILITIES & HEALTH AND SAFETY

Cleaning/Hygiene Measures

Increased cleaning measures are in place for the safety of students, staff and visitors. There are also additional sanitising products, including foot operated dispensers and sanitising units across all campuses.

Fogging System

A fogging machine will be used on a four-week rolling programme as part of our additional sanitising arrangements. The fogging machine will cover all surfaces with a fine mist creating a protective membrane and will be conducted by our Estates team.

Sanitising Tunnels

Tunnels are available at each campus reception to sanitise tools and equipment.

Electrostatic Machine

Our electrostatic machines will be operated by our Estates and Facilities team to support the enhanced cleaning schedule and will be used as an additional measure to keep hard surfaces clean and safe.

Air Conditioning

Air conditioning filters are routinely changed with units serviced at regular intervals throughout the year. Windows should be opened in rooms to provide additional ventilation.

Fire Evacuation

There are no changes to our current fire evacuation procedures, please follow the existing process. The priority is a safe evacuation, however, please maintain social distancing once you are outside the building, if possible.

Accessibility

People can continue to access the campus via lifts (with reference to the advice on page 4) and accessible doors. Please keep to the left when circulating through the building.

First Aid Provision

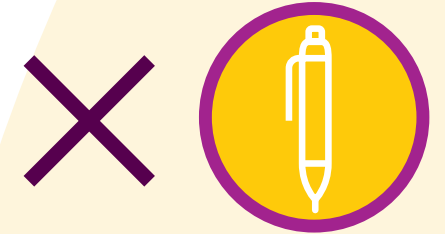
First Aiders will not be expected to attend a call, which is symptomatic of COVID-19. Those displaying symptoms should leave campus and seek medical advice from NHS inform.

Increased cleaning measures are also in place for the added safety of students, staff and visitors.

KEEP YOURSELF SAFE – THINGS TO AVOID

1

Chewing your pen



2

Putting anything near your face which has come into contact with surfaces



3

Chewing gum



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Keeping you connected –

keep up to date with the latest information from FVC:

College website, Digital Screens and Social Media.



Making Learning Work

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