

# Getting back on the water

**COVID-19 Guideline Booklet**

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# UKSA Guidelines for Career Students - Covid-19

Produced 07/07/2020

## Statement from UKSA's Chief Executive Officer

As we continue to navigate through these unprecedented and changing times, UKSA has reconfigured its operations to ensure we can sustainably and responsibly deliver quality and safe training for our beneficiaries and students in a COVID-19 compliant way.

As the lock down restrictions have started to ease, we have been focused on planning for re-starting operations and training. There has been a lot of new guidance published by the government and this guidance continues to be updated and expanded upon.

We know that the COVID-19 crisis is far from over and that we are not entering into a 'business as normal' phase. This means that the social distancing measures which will remain with us for the foreseeable future have resulted in us being able to accommodate significantly fewer numbers of customers and beneficiaries on site at any one time.

In order to keep everyone safe as possible, we have introduced a number of additional hygiene and safety measures to help reduce the risk of infections. We will be asking all those who visit us to respect each other, our employees and our guidelines on maintaining good hygiene and a safe social distancing.

On the following pages we have provided details of the hygiene and safety measures we have introduced on the UKSA site to provide peace of mind to our staff and visitors.

Thank you for your support.



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[uksa.org](http://uksa.org)

## UKSA Covid-19 Protective Measures Statement

UKSA will not tolerate students or staff who fail to adhere to the Academy's Social Distancing rules and do not keep within their assigned Bubble. It is everyone's responsibility to stay alert to this life-threatening infection. Everyone is responsible for taking safety measures, following government isolation guidelines immediately if you develop COVID-19 symptoms, or are notified by NHS that you have been in contact with someone who has COVID-19. Failure to behave appropriately or to not report the need for COVID-19 isolation to UKSA may result in being expelled from the Academy. You are putting at risk yourself, UKSA staff and students by not adhering to these rules.

### OUR SAFETY MEASURES

			
Social distancing	Sanitising Stations across the UKSA site	Distanced seating in classrooms & offices	Dedicated reception waiting & dining room queue area
			
Enhanced cleaning across the UKSA site	Electrostatic Disinfection of public areas	Student bubbles of no more than 12 people	Staff working from home wherever possible



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## Pre-Arrival

24hrs prior to your arrival you will receive a telephone call from UKSA to ascertain if you have symptoms of coronavirus or have been contacted by NHS Track and Trace. At the discretion of UKSA, persons may be refused entry onto the course.

In addition to this and as part of our standard joining instructions, we ask that you complete the attached Student Medical Declaration & Consent Form and return to [tania.veysey@uksa.org](mailto:tania.veysey@uksa.org)

Please ensure that you bring your own tea/coffee mug (with a lid) and water bottle. If you forget to bring these items, UKSA have these available for purchase from reception.



## On Arrival

To maintain social distancing upon booking in at reception we have provided a dedicated waiting area outside of the reception entrance. Please ensure you maintain the 2m distance rule from others within the waiting area. Please only approach reception when called by the receptionist.



## Accommodation

Students have been allocated single use rooms with their own bathroom. You must not enter other students' accommodation or bring visitors onto the UKSA site.



## Student Bubbles

Each student bubble will consist of no more than 10 people.

Each bubble will remain together at all times other than by permission of their UKSA Staff member for the purposes of toilet break or use of shower facility. Each bubble must remain at least 1 metre apart at all times and will not mix with people outside of their bubble.

Each bubble will go direct to their designated meeting place at the beginning of the day. Where possible, dedicated areas of delivery will be identified for staff and students to remain in for the day's session. This will minimise the number of students and staff who may pass through or come into contact with the delivery area.

**CATCH IT** 

**BIN IT** 

**KILL IT** 

**NHS**

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## Use of the UKSA Dining Hall

To ensure social distancing is maintained each student bubble will be allocated a dedicated time to enter the UKSA dining hall for breakfast, lunch and dinner.

A dedicated waiting area for the dining hall has been provided outside the main building, please wait to be called by a UKSA member of staff before entering the dining hall.

Each student bubble will be allocated 15 minutes to use the dining hall, this is to ensure that all students have the opportunity to use the dining hall while maintaining social distancing. Please ensure you abide by these guidelines for the safety of all students and kitchen staff.

The dining hall will be out of use for UKSA staff other than instructors.



## Face Coverings

Face coverings are not mandatory for students, if you choose to wear a face covering you can supply your own or purchase from UKSA reception.

Face coverings are mandatory for UKSA kitchen and housekeeping staff. UKSA is encouraging all staff to wear face coverings in communal areas where distancing of less than one/two meters cannot be maintained. This is not mandatory.

Face shields will be supplied by UKSA for all instructors to be worn in the classroom when closer than 1m to a student during delivery.



## Leisure Time

At the time of producing this booklet the UKSA bar, gym, sports hall and swimming pool are closed. This is subject to change depending on government guidance.

The laundry will remain open for use. Tokens can be purchased from reception.

UKSA is not able to restrict students from leaving the site during their leisure time, but we must insist that you maintain social distancing at all times when off site.



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## Social Distancing

We ask that all staff and students maintain a 2m distance rule wherever possible. One-way traffic has been implemented on stairways where possible. A site map has been included for your information.

Failure to behave appropriately may result in being expelled from the Academy. You are putting at risk yourself, UKSA staff and fellow students by not adhering to these rules.



## Cash Free Site

To avoid the handling of cash and coins, UKSA will be a cash free site. All transactions must be made by card.



## Cleaning at UKSA

UKSA will be implementing Virus Shield 'Control' regularly across the whole site, this is an electrostatic spraying technology which creates a fine mist, covering surfaces with a 'Teflon' type coating. It kills a wide range of viruses and bacteria including Coronavirus. This system is used throughout the NHS including hospital wards, airports, offices and schools.

UKSA's housekeeping team will undertake a revised cleaning regime of all public areas and accommodation.

All laundry is cleaned off site by a professional external provider.

Hand sanitisers are provided across the UKSA site. Their locations are detailed on the enclosed site map.



## COVID-19 Symptoms

We have provided our emergency action plan flow chart should you think you have Covid-19 symptoms while at UKSA. Please follow this process and contact a UKSA member of staff immediately should you show any symptoms. All students will accept a daily temperature check by a member of UKSA staff and will leave UKSA site immediately if their temperature is identified as high

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## Additional Information

Detailed below are policies, risk assessments and documentation which can be [found on our website](#). Please ensure you have read these documents prior to arriving on site. If you have any questions relating to these documents or any of the information contained within this guidelines document, please contact [tania.veysey@uksa.org](mailto:tania.veysey@uksa.org).

- QHS 012 - Social Distancing at UKSA for Students Policy
- QHS 014 - Quarantine Measures Policy
- RASF 022 - Social Distancing for Students Risk Assessment
- QSG 001 - Student Code of Conduct
- FHS 005 - Student Medical Declaration & Consent Form
- PHS 002 - Emergency Action Plan Flow Chart - Covid-19 Symptoms on site
- PHS 015 - Emergency Action Plan Flow Chart - Covid-19 Symptoms on a yacht
- GOP 006 - Site Map



## Leisure & Recreation Student Declaration Form

Attached with these guidelines is a declaration form, please read, sign and return to confirm you have read and understood the documents provided to you.

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