

COVID-Secure: Return to Futureworks Information

This guide will inform you of what you need to know as you start your gradual return to Futureworks and the new normal. Below you will find key information on what safety measures we have worked hard to put into place to make your return as safe as possible.

We will be re-opening both of our buildings to students from the 6th July. Leading up to this date we will be reopening to staff as we stage our return to work, please do not try to gain entry before the above date as you will not be permitted.

Traveling to Futureworks

Please be advised, as of the 15th of June 2020 Government guidelines state that all users of public transport must wear a face covering. This includes Busses, Trains and Trams. Taxi's and Private hire vehicles are excluded; however, UBER has announced that face coverings will be compulsory for all passengers and drivers. Due to this policy there will be an increased transport police presence, and there will be a mandatory £100 on the spot fine for anyone disobeying this rule. Many public transport companies have also reserved the right to refuse anyone not following this guidance.

Should you prefer to seek alternative modes of transport there are paid safe cycle shelters located nearby at Salford central station for Riverside visitors and a free cycle rack at the rear of our building in Media City.

Sites & Access Changes

Riverside

Guidance for the entrance and reception area is as follows:

Due to much of our thoroughfare being shared with other businesses, a lot of this pathway is currently being used to facilitate queueing systems into Tesco, Café Nero and Renaker (building site). Please take care upon your approach and expect this area to be busy often. Renaker is our nearest neighbour with their entrance falling just outside the 2m rule. If required, we may form our own queueing system outside, so please remain aware of the activity around our door and plan accordingly.

Due to the dimensions of our entrance way, social distancing rules may be difficult to maintain at times.

- **Face coverings must always be worn when inside the building.**
- Normal opening hours will be in operation, however you will notice changes in how we are currently operating, as noted in additional guidance.
- Our front door will remain open throughout the day and monitored by staff to improve control over traffic. Facilities staff will monitor the numbers of people within the building at all times.
- Floor markings will be in place to display specific directions of flow.
- To protect our reception staff, we ask that you do not linger in the entranceway or at reception, unless waiting for the lift. We will have protective barriers and markers in place to protect the receptionist present, only facilities members will be permitted behind this screen at any time.
- During this time the reception seating area will also be restricted.
- Both lifts now have a limited capacity.
 - The small lift will now have a capacity of 1 rider at a time.
 - The larger accessible lift will have capacity for 2 riders at a time, facing back to back as marked on the floor or one disabled rider.

Media City:

This site's access restrictions are much simpler and unchanged externally. Parking and cycle storage are still readily available to all, with the access gates still in full operation.

Due to the dimensions of our entrance way social distancing rules will be difficult to maintain here internally.

New guidance for the entrance lobby is as follows:

- Face coverings must always be worn when inside the building. We advise that face masks are applied before approach to the building.
- The front door will remain locked throughout the day to improve control over traffic. We ask that you remain aware of people immediately in the lobby and allow priority to those leaving and queue accordingly.
- Floor markings will be in place to display specific directions of flow. We politely ask that all personnel travel on the correct sides of these guides to allow safe and smooth movement.
- To protect all occupants, we ask for no gathering/lingering in the entrance lobby.

Moving Within Our Buildings

To assist with safe operation, additional measures will be put in place to allow uninterrupted movement. Signage and guides will be installed throughout each building to highlight these measures. Some key changes are as follows:

- When using the corridors and stairwell there will be marked waiting zones and traffic lanes. **Please travel along your left or as marked on the floor in a single file.**
 - We ask that you stay aware of others around you and make sensible adjustments to accommodate their free movement.
 - Please avoid lingering to prevent congestion.
 - Please do not be offended by those practicing their own social distancing measures.
 - At media city travel on the stairs is limited to one direction. Please be aware of other potential users before use.
- *Non-fire* doors will be propped open by Facilities Staff to decrease touch hotspots.
- New sanitation areas will be provided in all classrooms, offices and common areas, on top of already existing measures. These measures include:
 - PPE disposal bins (emptied daily)
 - Hygiene stations equipped with hand sanitiser and anti-bacterial surface wipes for workstation sanitisation.

Changes to student areas

Unfortunately, to allow continued student support and administration functions, we have temporarily closed the Floor 3 Learning Resource Centre for use as additional office space. We have rearranged the student lounge with the following:

- Computers and student printer from the LRC
- Seating is spaced out to allow students to safely socially distance
- Student Kitchen will be closed
- One-way system in place around the room

Though necessary, we understand that these alterations are dramatic and recognise their inconvenience. We are keen to maintain a safe and positive environment for our students. We will be listening to your feedback as we continually monitor and make changes to the measures in place.

Using classrooms

Classroom capacity, and usage rules, will be under frequent review depending on government guidelines and internal risk reviews. Capacity will be indicated by signage and we appreciate your cooperation in keeping to these limits.

- Classrooms will be configured with the maximum number of workstations deemed possible by social distancing restrictions.
- It is important that you clean your workstation **before** and **after** use. To enable this, we will provide hygiene stations in every classroom and floor entrance, which have hand sanitiser and anti-bacterial surface wipes.

How to book rooms/equipment

As mentioned, some changes have been made to the way we are operating equipment and room bookings. To provide you with as much information as we can we have created two additional guides. One for Using the online booking system and another explaining how to use our onsite facilities and interactions with facilities staff.

In short:

- Access cards for rooms are now to be collected from facilities reception on floor 5.
- Studio time slots have been limited to one per day.
 - All audio studio bookings are now a single 6-hour booking
 - Standard booking advanced booking rules apply
 - Most time slots now cascade, to allow for the facilities staff additional cleaning schedule.
- You will be able to book classrooms in person or online following usual rules
 - Please inform facilities if you would like to use a classroom someone else is currently occupying by calling the roaming phone.
- All offsite equipment has a 48-hour cleaning buffer between uses.

Getting help from Facilities and Student Services

We are still here to help as normal. Though we do have some extra precautions in place to protect you and our staff.

Facilities

- Reception is still a key place to communicate with staff though we will be changing some aspects of service.
 - Studio and room access cards will now be obtained at facilities reception on floor 5
 - All payments will be card/contactless only. No cash will be accepted.
- Studio reception
 - Studio assistance will be provided via phone or remotely, and only in person when absolutely required (If so, please take a seat on the rear studio bench in the marked locations).
 - You can still contact facilities via telephone, email or in person, though one on one contact will be minimised to make sure everyone is safe.
 - Email: facilities@futureworks.ac.uk
 - Studio Phone: 01612144607

Student services

- The SAC will be closed with all student support done remotely. You can contact student services via email at student.services@futureworks.ac.uk or via phone 0161 214 4602.
- Student support and counselling will still be available; however, this will be done online or over the phone until it is safe again to do in person. For more information about getting support from us please contact leanne.kindley@futurework.ac.uk or via phone 0161 214 4610.

If you come into contact with Covid-19

If you:

- Show symptoms
- Have received a positive test
- Live with someone who has symptoms or has received a positive test
- Have recently been in close contact with someone who has received a notification to self-isolate from NHS Test & Trace

You must:

1. Self-isolate immediately, for a minimum of 7 days. If you are still feeling symptoms after this period, this should be extended to 14 days or until instructed by the NHS/Department of Health England.
2. Apply for a test, ASAP (It is recommended you seek a test 3 days from showing symptoms).
 - i. To book a test please visit <https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/ask-for-a-test-to-check-if-you-have-coronavirus/>
 - ii. Please follow this link for more information on getting tested and the various testing methods: <https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested>
3. Inform your programme leader of your situation, they will keep in contact with you to see where we can provide support. This will be important for us to monitor the possibility of any outbreaks.
4. You may receive a call from/be asked to log into the NHS test and trace system to log any close interactions you may have recently had. If you require any assistance in completing this in relation to your time at Futureworks we may be able to provide additional information, where appropriate.
5. Once your symptoms subside please contact 111 for further advice on your eventual exit of isolation.

We will be monitoring progress at the national and local levels and will make changes to measures as the situation develops. Should you feel like you or someone you know has fallen ill and you have recently been at one of our buildings please let us know so that we may be fully aware of any possible risks.