



Covid 19 – Information for students

This advice will help us to keep staff and students safe and avoid the spread of Covid 19. Please read it carefully and make sure you understand. If you're not sure about anything, please ask during the induction meeting.

IMPORTANT: IF YOU OR SOMEONE YOU LIVE WITH HAS ANY SIGNS OF COVID INFECTION, E.G.

- **A HIGH TEMPERATURE/FEVER**
- **A NEW, PERSISTENT COUGH**
- **LOSS OF SENSE OF SMELL OR TASTE**

YOU MUST NOT COME IN TO THE COLLEGE. CALL OR EMAIL TO TELL US.

IF YOU NOTICE THESE SIGNS WHEN YOU ARE IN THE COLLEGE, TELL SOMEONE IMMEDIATELY.

General Advice:

1. **Wash your hands** regularly using soap and water or hand sanitizer. You should try to wash your hands every time you enter or leave a room or building and whenever you touch things that are not your own.
2. If you need to cough or sneeze, **cover your mouth and nose** with a tissue or in your elbow.
3. **Keep your distance.** Try not to get closer than 2m to anyone you do not live with.
4. **Wear a mask** around the building and, as much as possible, in the classroom when you are not speaking.

Your first day:

1. Before you arrive, you will be invited to a Zoom meeting for your induction/welcome meeting. If you have any questions or are worried about anything, please ask during the meeting
2. New students will need to complete a registration form electronically and email it to us. You will also need to email a photo or scan of your passport (the page with your photo and personal details, and also the page with your visa) and IRP card.
3. If you have not already done so, you will need to do our online grammar test.
4. Please make sure we have an up-to-date address, phone number and email for you

Around the college:

1. Only arrive at the college at the time of your class and leave immediately when your class finishes. The student common room is not open, and you shouldn't wait around the college. Do not stand in groups at the entrance to the college.

2. When you arrive at the college, go straight to your class. Stay in your classroom during the break.
3. Try to keep your distance from other students and staff when you are moving around the college.
4. Keep to the left on stairs and in corridors. If you need to pass someone in a corridor or on the stairs, try to pass back to back (not face to face). The lift (elevator) is not in use except for students with physical difficulties.
5. If you need to speak to reception, you will need to email to make an appointment.
6. If you need documents (e.g. a letter) from us, it will be prepared and left outside the reception. We will email when they are ready to collect.

In class:

1. Classes will be smaller, with distance between students. Please keep this distance and don't move closer to other students. This may mean you need to speak louder and more clearly (that's good for your English!)
2. Make sure your phone is charged – you should not charge your phone in the college as this will make it harder to keep distance from other students.
3. Make sure you have everything you need to study (pens, paper, notebook etc) – you will not be able to borrow materials from your teacher or other students
4. Apart from your coursebook, you will not receive paper handouts. If your teacher needs to give you a handout they will email it to you before the class – check your mail at the start of the class and download any handouts.
5. You should send any homework to your teacher by email.

For more information about preventing the spread of Covid-19, please visit <https://www2.hse.ie/coronavirus/>

STAY SAFE AND ENJOY YOUR STUDIES!