

Frequently Asked Questions

17 March 2020

Coronavirus - Important Information

Below is some information on questions we are being asked and the College response. This is based on the medical information available at the time and date of publication and is subject to change as on 11 March 2020 the World Health Organisation categorised the current outbreak as a Pandemic.

Question	Response
What is Coronavirus>	Refer to NHS website: Coronavirus overview: https://www.nhs.uk/conditions/coronavirus-covid-19/
What do I do if I develop COVID-19 symptoms at the college?	All staff have been issued with a set of guidelines as to what to do in these circumstances. Please inform a member of staff if you feel you are developing these symptoms at the college.
I have developed a 'new' continuous dry cough and/or a temperature above 37.8 degrees.	<p>If you have developed either of these symptoms the government advice is to self- isolate for 7 days.</p> <p>Action Required:</p> <ul style="list-style-type: none">• If you are unwell you should call the college reception on 01245 265611 after 8.30am, explain the reason and leave a contact number.• A member of staff will call back to gather more information.• You will need to be prepared to share relevant information regarding your contact with others and advice you have sought. <p>NHS Medical Advice & Questionnaire: https://111.nhs.uk/service/COVID-19/ NHS Coronavirus overview: https://www.nhs.uk/conditions/coronavirus-covid-19/</p>

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Should I self isolate?	<p>Current Government guidance is that if you have these symptoms (in the question above) you should self-isolate for 7 days. If you live with a person who has the symptoms of coronavirus, self-isolation should be for 14 days.</p> <p>Action Required:</p> <ul style="list-style-type: none"> • If you are unwell you should call the college reception on 01245 265611 after 8.30am, explain the reason and leave a contact number. • A member of staff will call back to gather more information. • You will need to be prepared to share relevant information regarding your contact with others and advice you have sought.
How will my absence due to COVID 19 affect my attendance?	If you are absent from College due to being unwell with COVID-19 or having to self-isolate, you will be marked absent. The College has established ways to account for absence due to COVID-19.
Will the College be closed?	There are no current plans to close, we aim to remain open. The Senior Management Team is reviewing the advice received from the Government. Any decision made to close must be supported by the Department of Education and Public Health England. We are reviewing the advice daily.
How will I be notified if a Campus is Closed or the College is closed	<p>If the decision is made to close, information will be sent via email and be published on the College website. The information will clearly state which Campus and how long the Campus is expected to close.</p> <p>Action Required Students should regularly check their emails and the College website for information and updates.</p>
Apprentices	<p>If your employer closes, please contact your Work Based Learning Assessor.</p> <p>Day release students can attend college as usual, unless otherwise notified.</p> <p>Please continue to utilise smart assessor.</p> <p>If your Work Based Learning Assessor is not available, please contact Sally Gatrell on gatrells@chelmsford.ac.uk</p>

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<p>I'm an apprentice and I've just been told I'm being "furloughed". What does this mean and what am I entitled to?</p>	<p>The coronavirus job retention scheme allows employers to claim for 80% of your wage (There is more information here https://www.gov.uk/government/publications/coronavirus-covid-19-apprenticeship-programme-response). If you are furloughed you can't work for your employer during this time, but you can undertake training, including your normal off-the-job training as part of your apprenticeship. You will be paid at least 80% of your current wage. If 80% of your wage takes you below the national minimum wage for apprentices at this time (which is £4.15 p/hr if you are aged 16 - 24 and £8.72 if you are aged 25 and over) your employer will need to make up the difference. If you are worried about what this means for you, or how this works, our Business Manager, Dave Cornwell is happy to help. You can call him on 07795 847399 to talk things through.</p>
<p>What College work will be available for me if a Campus/or the College is closed?</p>	<p>Your tutor should provide you with information on work you can do, so please contact them via your College email address.</p> <p>Alternatively, go on to the college website, click onto remote access where you will find 'how to' guides to support students.</p>
<p>Will the Learning Resource centres remain open?</p>	<p>This will be a decision made at the appropriate time. However, it is likely, if the College is required to close, that the Learning Resource Centre will also close to prevent transfer of the virus in communal areas.</p>
<p>I am planned to go on a College organised Trip. Will this still go ahead.</p>	<p>Advice on trips booked and arranged will be provided by the trip organiser /Curriculum Area Manager to students and parents/ guardians.</p>
<p>Sickness absence / Self - isolation Records</p>	<p>The College will be keeping records of students who are absent due to diagnosis of Coronavirus or you have to self-isolate. Any information disclosed will be treated in confidence and only used for the purposes of managing your health, wellbeing and absence. The College may be required to report on numbers affected by the COVID-19 virus.</p>

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Where can I get more information from?	<p>National Health Service NHS Medical Advice & Questionnaire: https://111.nhs.uk/service/COVID-19/ NHS Coronavirus overview: https://www.nhs.uk/conditions/coronavirus-covid-19/</p> <p>Department for Education Launched a coronavirus helpline to answer questions about related to education. Staff, parents and young people can contact the helpline as follows:</p> <p>Phone: 0800 046 8687 - DfE.coronavirushelpline@education.gov.uk - opening hours: 8am to 6pm (Monday to Friday)</p> <p>The Foreign and Commonwealth Office https://www.gov.uk/guidance/travel-advice-novel-coronavirus</p>