St Antony’s College Safety Guide
for MEC Archive readers

This Safety Guide for MEC Archive readers is a shorter, adapted version of the Staff and Fellows safety Guide which is available at https://www.sant.ox.ac.uk/staff-update

Prior to visiting the MEC Archive, please read this Safety Guide for MEC Archive readers and email the archivist debbie.usher@sant.ox.ac.uk to confirm that you have read and understood your responsibilities.

Ensuring you are well
You must not come to St Antony's College if you are displaying any of the main symptoms of Covid-19 (high temperature, continuous cough, loss of smell or taste). In these circumstances, please:

- Stay at home
- Let your College know. If you are at St Antony’s College then email easresults@sant.ox.ac.uk
- Seek a test. This can be done through the University’s Early Alert Service
- Once tested, you must stay at home until you get the result.

It is likely, due to seasonal colds, that many of us will display symptoms similar to COVID-19. It is important for the safety of all that you stay home if you are experiencing any relevant symptoms, however mild.

Travelling to and from St Antony’s College
Try to walk or cycle if you can. If you have no option but to take public transport, please follow the Government’s safer travel guidance. You should continue to monitor the Government’s advice as it may change over time.

Arriving at St Antony’s College – NHS Covid-19 app
The University and St Antony’s College are using the ‘NHS Covid-19 app’ for the purposes of Test and Trace, and printed posters are displayed throughout St Antony’s College site.

All users of the site (Fellows, staff, visitors, students) are asked to use the ‘scan in’ each day on arrival at the College. The posters display QR codes for you to scan; information about the app and your data privacy are at https://covid19.nhs.uk/privacy-and-data.html In summary:

- The app tracks the spread of the virus but does not track people.
- It uses the Apple/Google Exposure Notification Application Programming Interface (API) which is already built into your phone.
- You are not asked to enter any personal information when you use the app.
- The app cannot use your GPS location or track where you have been, be used to check or monitor if you’re self-isolating, be used by law enforcement to identify or track you, or see personal information on your phone, such as your messages, address book or your phone contacts.
- All the data that could directly identify you is held on your phone, is not stored centrally and is not shared anywhere else.

We are aware that the app does not work on older devices, but if your handset allows you to do so, please scan in on arrival at St Antony’s College each day that you arrive.

**Hand hygiene**

You must wash your hands thoroughly on arrival at St Antony’s College and on a regular basis throughout the day: see [https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/](https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/)

It is particularly important to wash or sanitize your hands again following any journey within the St Antony’s College site or after touching any surfaces.

Hand sanitiser is located at all main entrances and in key areas. Handwashing facilities are available in all WCs and kitchen/tea points.

**Cleaning**

Housekeeping staff will provide an enhanced general cleaning service in all communal areas and daily bin emptying. However, you are asked to take responsibility for shared devices that you use or shared areas that you occupy for periods of the day. Antibacterial sprays and wipes are provided so that you can wipe down equipment and surfaces when you have finished in a particular area.

**Face coverings**

St Antony’s College, in line with the rest of the Collegiate University, has introduced a face coverings policy, whereby all who are able to do so must wear a face covering when using a shared indoor space. For further information, see the [Face Coverings policy](#)

**Avoiding contact with surfaces**

Please avoid touching shared surfaces wherever possible. If you do have to touch a shared surface, sanitize your hands before and after, and wipe down the surface using the wipes/spray provided.
Reducing movement around the site
Movement around St Antony’s College should be minimized where possible. Therefore, please do not make any non-essential trips around the College. If movement around the College is essential, you should consider the best time to do so to avoid others and the safest route to help with social distancing. Routes that use the outdoors and that avoid contact with doors and surfaces are preferable to indoor routes. One-way systems are in place in certain areas: please follow these.

Lifts
Only use lifts if absolutely necessary and only one person at a time.

Toilets
Please be mindful not to crowd toilet/bathroom areas. Paper towels are being installed where possible to avoid the use of hand driers.

Travel
Please follow Government travel advice at all times, including avoiding travel to high-risk destinations. If you travel abroad, Coronavirus regulations mean that you must self-isolate for 10 days when you arrive in the UK.

One-way systems
Some of the corridors and routes around St Antony’s College are too narrow for social distancing to be maintained, and one-way systems are in place where possible to ensure that people do not pass each other. One-way systems are marked out clearly and must be observed at all times.

Where a one-way system is not possible, signage will remind you to be observant and to use suitable stopping places to allow others to pass at a 1m+ distance where necessary.

Emergency procedures
Social distancing should be maintained during any emergency or fire evacuation, unless it would be unsafe to do so. First aiders will have PPE made available to them and must wear it whenever attending to a first aid matter.