Introduction
This Guide is provided for all College staff and Fellows. We ask you to read and ensure you understand it and the actions it requires of you. We expect that you will ensure you keep up to date with it as arrangements change and in particular that you re-read it before returning to site after a period away. We also expect that all staff and Fellows will abide by the protocols it sets out; should you have questions, please write to bursar@sant.ox.ac.uk.

The safety of our College community is our top priority. We have therefore developed guidance and a risk assessment for the site as a whole, and these are available on the College website. We have used this risk assessment, as well as the Government’s published advice, to develop this Guide, which covers the general operation of the College. In developing this Guide, we have consulted with staff and Fellows, and we will continue to make updates to it as necessary.

Heads of Department and Centre Directors, in conjunction with the Domestic Bursar, have conducted specific risk assessments and developed safety plans for their areas of operation as appropriate. Heads of Department are responsible for implementing and managing safety measures in their teams.

Key to maintaining a safe environment is the need to ensure good ventilation, continue with strict social distancing, ensure rigorous cleaning and hygiene, limit gatherings and the number of people in the College as far as is practical, and control movement around the site. We must all be prepared to adapt the way we work to ensure everyone’s safety. The College, in line with the rest of the Collegiate University, has introduced a face coverings policy, whereby all College members must wear a face covering when using a shared indoor setting.

To further strengthen the awareness of COVID-19 risks and related safety measures we are asking all staff and managers to complete an online module prior to or shortly after their return to the College: https://businesssafe.peninsula-online.com/ELearning/COVID-19Employees/index.html#/

Working from home
To limit numbers in College and aid social distancing, staff and Fellows should continue to work from home whenever possible. We expect that this will begin to change in the coming months in the run up to the new academic year and pending Government guidance. As articulated in the College’s Home Working Policy, the College is the usual place of work for all members of staff, and the pandemic is an exceptional period rather than ‘business as usual’.

Should any members of staff or Fellow need to return to on-site working for any reason, consideration should be given to the potential for some elements of the role to be carried out from home and to enabling a mixture of office and home working.

All those working at home must complete a display screen equipment workstation checklist to ensure that you are working safely, and you must discuss any concerns, assistance or equipment needed with your manager in the first instance. Any IT required should be discussed with your manager and agreed items requested from it-support@sant.ox.ac.uk. If you need any items of furniture, fixtures and fittings (for example, chairs, desk lamps, foot stools), to assist you working from home, you should discuss these with your manager and then request agreed items via bursar.pa@sant.ox.ac.uk.
Some people working remotely may need to come into College on occasion to undertake tasks that cannot be completed remotely (for example, retrieving a file or using specialist equipment for a particular task). Such arrangements should be made through your manager and signed off by the Bursar.

Managers will keep in contact with staff working from home to monitor and assist with their wellbeing and to make sure that they are kept informed of developments in the College.

Working in College – actions you must take
If your role cannot be carried out from home and you need to come to the College, you must comply with the following restrictions and activities, which have been put in place to ensure everyone’s safety.

Ensuring you are well
You must not come into College if you are displaying any of the main symptoms of COVID-19.

If you feel unwell while at work and are displaying any of the main symptoms of COVID-19, please report this to your manager and arrange to return home immediately, maintaining social distancing at all times.

If you are displaying any of the main symptoms of COVID-19, please stay at home and let your manager know in the usual way. Please also email easresults@sant.ox.ac.uk to inform the college who will advise you to seek a test as soon as possible. Tests are available to staff and Fellows displaying symptoms (minor or major) through the University’s Early Alert Service. Once tested, you must stay at home until you get the result.

It is likely, particularly at certain times of year when we all experience the usual 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.

Regular symptom-free (Lateral Flow Device) testing
Free testing is available during Trinity Term for all students in Oxford and staff who are working in College. Lateral Flow Device (LFD) tests can detect whether you have COVID-19 before you develop symptoms. You should book your test appointments twice a week. Full details and FAQs are on the University’s symptom-free testing webpage.

Lateral flow tests are also available via the Government website at Order coronavirus (COVID-19) rapid lateral flow tests - GOV.UK (www.gov.uk).

Changes to self-isolation rules
There is now a standard duration of 10 full days whatever the reason for self-isolation.

The 10 days are now counted from the day after the relevant event. For example, if someone develops symptoms on 14 Dec [Day 0], they must self-isolate for the rest of that day + all of the following 10 days [15 Dec to 23:59 on 24 Dec] and can come out of self-isolation on 25 Dec [Day 11]. Government guidance about self-isolation can be found at https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/.

Travelling to and from work
If you have to come to the College, please follow the Government’s safer travel guidance. You should continue to monitor the Government’s advice as it may change over time.
Increased ventilation
COVID is airborne. All doors, including the main entrance and exit doors, should be opened whenever possible, weather permitting, provided that any increase in fire risk can be mitigated in other ways, and not to the detriment of the individual’s comfort. Please support us in this by opening windows in shared spaces wherever possible, and closing them behind you as you vacate the space, wiping down any surfaces you may have touched in the process.

Face coverings
The Common Framework makes clear that face coverings are to be worn during face-to-face teaching and in shared indoor spaces. Further guidance on this has been drawn up and circulated; please also see the University webpages at this link and the University policy on SharePoint at https://sharepoint.nexus.ox.ac.uk/WQVKHN (SSO required).

2m distance indoors
The University has developed a Common Framework for teaching and meeting space which requires all face-to-face meetings to take place at a 2m social distance. Our seminar and meeting spaces are configured with this in mind and we ask for the support of all staff and Fellows in maintaining this.

Hand hygiene
Please wash your hands thoroughly on arrival at work and on a regular basis throughout the day: see www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/. Please also wash or sanitize your hands again following any journey within the 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 kitchens/tea points.

Cleaning
Housekeeping staff will provide an enhanced general cleaning service in all communal areas and daily bin emptying. However, all staff and Fellows 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 will be provided so that you can wipe down equipment and surfaces, such as door handles, photocopiers, workstations, keyboards, telephones and other regularly-touched surfaces, when you have finished in a particular area. Everyone is asked to share the cleaning burden by wiping down areas, surfaces and devices when you finish using them.

Meetings and meeting rooms
You should use remote working tools like the telephone, conference calling, or Teams where possible to avoid meeting in person (guidance on all of these options is available from the IT Team, should you need it).

Should you use Zoom for any College business, please ensure you have read and understood the policy and guidance at College use of Zoom - All Documents (ox.ac.uk).

If you do need to meet in person, only the necessary participants should attend, 2m distancing must be maintained, face coverings must be worn, and the room must be well ventilated by opening windows and doors. Please meet outdoors where practical to do so.

Teaching spaces including supervisions
Separate guidance has been issued to event organisers on the booking of teaching spaces, with maximum capacities for each of our regular teaching spaces provided. Individuals responsible for
leading seminars and meetings must take responsibility for the following during and immediately after their booking:

- Ensuring that participants wear face coverings indoors where 2m distancing is not maintained and Perspex screening is not available.
- Wiping down surfaces and any shared items on vacating the space.
- Asking participants to wipe down the areas/items they have used when they vacate the space.

Wipes and cleaning sprays will be provided for this purpose.

Fellows may use their offices for one-to-one supervisions where the office is sufficiently large to ensure a 2m distance is maintained. If so, you will be responsible for ensuring that surfaces are wiped down at the end of each supervision. All colleagues are reminded that the virtual meetings tools in use currently can be very effective for small meetings and supervisions, and are encouraged to continue to use them where possible.

**Lunch and breaks**

Lunch and breaks may need to be staggered and/or taken in small groups. Please take this into account in your use of common rooms. Social distancing rules must be observed at all times, and you should use outside areas for breaks whenever possible. Please discuss and agree appropriate break areas and routines with your manager as needed.

**Hot and cold drinks**

All staff and Fellows are asked to bring their own refillable water bottle and tea/coffee mug. Disposable mugs will be available, but all cutlery, tableware, tea towels and other shared items will be removed from kitchens/tea points, leaving only kettles, coffee machines and items essential to the ability to make hot drinks.

**Avoiding contact with surfaces**

Please avoid touching shared surfaces wherever possible. Leave doors open where you can, and avoid sharing pens or other work equipment. If you do have to touch a shared surface (such as a light switch or photocopier button), sanitize your hands before and after, and wipe down the surface using the wipes/spray provided.

**Reducing movement around the site**

Movement around the College should be minimized wherever 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 is 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**

Staff and Fellows are asked to follow Government travel advice at all times, including avoiding travel to high-risk destinations. If you travel abroad, Coronavirus regulations may mean that you must self-
isolate for 10 days when you arrive in the UK, unless you are travelling from one of the countries exempt from quarantine rules. The full list of countries exempt from quarantine rules is updated regularly. If your journey involves a transit stop in a country not on the list, you will need to self-isolate when you arrive in England if new passengers get on the transport you are on, or if you or other passengers get off the transport you are on and mix with other people, then get on again. Information can be found at https://www.gov.uk/guidance/coronavirus-covid-19-travel-corridors

Work procedures
Managers must comply with the framework set out by the College and ensure that they adapt their procedures to prioritise safety, and conduct appropriate consultation and training with their staff. The Domestic Bursar can advise and assist where necessary. An HR Guide for Managers has been produced and circulated to all Heads of Department and Centre Directors. The HR Manager can advise further where needed.

Working in College – actions we will take

Cleaning
As noted above, housekeeping staff will provide an enhanced general cleaning service in all communal areas and daily bin emptying. Seminar spaces will be cleaned at regular intervals throughout the day as published to meeting organisers separately. We also ask for your help in ensuring the site is safe, and all staff and Fellows are expected to ensure shared devices and work areas are wiped down after use. We are providing wipes and sprays throughout to aid with this.

Protective screens
Perspex screens have been fitted during August throughout shared spaces where needed and in the Lodge. Please let us know if you feel that an additional screen is required anywhere in the College.

Signage
Signage and posters are in place in all areas to remind everyone of the social distancing requirement and additional safety measures necessary in individual areas, such as lifts and toilets (with further signage to be added w/c 24 August).

One-way systems
Some of the corridors and routes around 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.

Offices
Offices have been risk assessed to ensure that 2m social distancing can be maintained. Perspex screens are fitted where workstations are face-to-face. Flexible working times may need be used to reduce the number of people in an office at any one time. No hot-desking is allowed. Face coverings must be worn wherever 2m distance cannot be maintained and there are no Perspex screens to protect staff and Fellows. Please consider contacting one another using virtual means (email, telephone, MS Teams) before arriving in person. If a face-to-face conversation is needed, please be considerate of the other person/people in the room and ensure you maintain a 2m distance wherever possible to do so.
Personal Protective Equipment (PPE)
This suggests that PPE is unnecessary in most office-based work environments. PPE will be provided to those members of staff in College for whom a risk assessment demonstrates this is necessary.

Hall
Flooring markings and a one-way system are in place to enable safe queuing in the Hall. Separate doors will be used for entrance and exit at all times. The Hall is currently open for take-away only, to be eaten in offices, work places or outside areas, ensuring that social distance is maintained at all times.

Contractors and visitors
If it is necessary for contractors and visitors to attend site, social distancing must be maintained at all times, and all those on site must follow the guidance concerning handwashing, meetings and all other safety procedures in this document.

The individual liaising with the contractor or visitor must send them the College’s safety procedures before their visit, and must explain the safety and hygiene arrangements to them on arrival. All visitors and contractors must be booked in at the Lodge. Their time on site should be keep to a minimum.

Deliveries and collections
Where possible, deliveries should be non-contact and social distancing maintained at all times. If unloading or moving stock requires more than one person and social distancing cannot be maintained, face covers must be worn. Hand sanitiser will be available for delivery drivers to use if needed.

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.