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 our own 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 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 who are able to do so must wear a face covering when using a shared indoor setting. We will provide two face coverings to all staff and Fellows; please collect these from the Lodge.

To further strengthen the awareness of COVID-19 risks and related safety measures we are asking all staff and managers to complete the following online module prior to 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. Managers should ensure that only people who cannot work remotely attend College. This will include:

- Workers in roles critical for business and operational continuity, health and safety management, or regulatory requirements and which cannot be performed remotely: for example, maintenance, housekeeping, catering and lodge staff. From the start of term, this will also include those providing services to students (e.g. IT or Library support).
- Workers in critical roles which could be performed remotely, but who are unable to work remotely due to home circumstances or the unavailability of safe enabling equipment.

In term time, some staff and Fellows may need be in College for the purpose of conducting in-person interactions with students (including teaching and supervision), and to support course delivery. Even in these circumstances, consideration should be given to the potential for some elements of the work to be carried out from home and to the possibility of a mixture of office and home working.
Managers are expected to consult their staff on working arrangements using the HR Guide for Line Managers, and to take into account the needs of the College and the individual’s circumstances, ensure that everyone is treated fairly and equally, and make every effort to enable working from home where possible.

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 in 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.

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 (high temperature, continuous cough, loss of smell or taste). In these circumstances, please:

- Stay at home
- Let your manager know in the usual way
- Email easresults@sant.ox.ac.uk to inform the College
- 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.

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 return home immediately, maintaining social distancing at all times. Please then follow the bullet points set out above.

It is likely, particularly during winter 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.

Travelling to and from work
If you have to come to the College, try to walk, cycle or drive on your own 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.

To aid social distancing, it may be possible to stagger arrival and departure times. Please discuss this with your manager if you think it is relevant to you. Managers should encourage flexible working patterns for their staff where possible, to enable them to avoid peak travel times and to limit contact with other commuters and reduce travel times. Any changes to working hours, even if they are temporary, but must be agreed and recorded on the return to working on site discussion form in the HR Guide for Managers.
Arriving at work – NHS Covid-19 app

The University and the College are using the ‘NHS Covid-19 app’ for the purposes of Test and Trace, and printed posted are displayed throughout the 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 in College each day that you arrive.

Hand hygiene

You must 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/. It is particularly important to 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 are 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.

2m distance indoors

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

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). The College will provide two face
coverings to all students, staff and Fellows – please collect yours from the Lodge. You will, however, need to source your own additional face coverings since they need to be washed (or, if disposable, disposed of) after each use. Some useful practical guidance on using washable face coverings is available at https://www.bbc.co.uk/news/uk-53395513.

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).

Zoom should be avoided if possible due to security concerns that have been raised with this platform, and should never be used where confidential or sensitive material will be discussed.

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. Seminar and meeting rooms are set up with chairs and desks spaced out to ensure social distancing, and have a maximum capacity number displayed on the door.

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 stated therein. Individuals who are leading seminars and meetings must take responsibility for the following during and immediately after their booking:

- Ensuring that participants wear face coverings indoors.
- 2m distancing must be maintained, unless Perspex screening is installed between users.
- Participants and/or those leading the session must wipe down surfaces and any shared items when they vacate the space. Wipes and cleaning sprays are 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.

Increased ventilation
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.

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.

Lunch will be available from Hall as a take away service only from mid-September, with staff asked to collect their meal between 12:00 – 12:30 daily. The Hall will then be open from 12:30 – 14:30 for
students and Fellows, with some limited provision for students to have seating in Hall. This is intended for those students who otherwise have limited shared space in which to eat.

**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 14 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](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 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. As noted above, there are also ‘NHS Test and Trace’ posted throughout the site which display QR codes for you to scan on arrival each day.

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 at the times set out above; your take-away meal should be eaten in a common area in your part of the College site, at your office/desk or in 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 on our website before the 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 kept 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.