

Covid-19: Information for Brasenose College Staff

We have been working hard to ensure that Brasenose is a safe place for staff and students and this summary document reflects some of the new practical changes to the way we work which have been recommended by the various Return to Residence work streams, underpinned by expert medical and H&S advice and local College risk assessments.

This document is correct at time of writing but please note guidance frequently changes. Updates will be communicated as they arise.

Health & Safety

Whilst the College, as an employer, has legal health and safety responsibilities, everyone also has a duty under the Health and Safety Act for their own health and safety and that of those they interact with. We all need to make ourselves aware of and follow the Government guidelines and new local College protocols introduced. Latest Government guidance <https://www.gov.uk/coronavirus> and <https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19>

The College is a Covid-Secure workplace. This means that we have:

- Carried out a Covid-19 risk assessment and we will share it with the people who work here (see College website)
- Enhanced cleaning and hygiene procedures in line with guidance
- Taken all reasonable steps to help people work safely from College or work from home
- Taken all reasonable steps to maintain a 2m distance in College
- Ensured at least a 1m distance and taken further mitigation action where 2m distance is not possible

To enable you to work from home the College has provided guidelines and a risk assessment (attached) and made a £300 grant available for the purchase of office equipment to make working from home safe and comfortable.

Our main priority is the protection of our vulnerable staff and students. If you are extremely clinically vulnerable or need your personal situation taken into account, please contact HR or the College office so this can be addressed.

It is expected that from 7th September all students and staff will be required to wear face coverings in the following settings:

- In-person teaching
- Shared spaces (including libraries and workshops)
- Office spaces (unless single occupancy)
- Meeting rooms and spaces
- Common indoor areas (toilets, kitchen, social areas etc)
- Indoor circulation space (Corridors, stairwells etc)

There are exemptions to this on medical, mental health and disability grounds. Please email domestic.bursar@bnc.ox.ac.uk for further information.

College will provide face masks for front line staff in public facing operational support roles and face coverings for all other staff.

Face coverings are not a substitute for good hygiene, social distancing, regular hand washing and these mitigation measures should always be followed.

There will be clear written instructions available for everyone on how to maintain a safe environment in the workplace, and regular reminders of health and safety precautions and any changes to requirements and safe working practices. Local risk assessments have been completed for most areas, and these will be shared with you on request.

These instructions will constitute a reasonable management request and all staff will be expected to follow them. It is your responsibility to observe and follow these new requirements. Failure to follow reasonable instructions or deliberate refusal could lead to disciplinary action.

Action to be taken in the event of Covid-19 symptoms

If you become symptomatic at College, please report this to hr@bnc.ox.ac.uk and your line manager, and go home immediately (avoiding public transport if possible). Arrange to be tested through the University testing scheme <https://www.ox.ac.uk/coronavirus/health/covid-testing> and self-isolate at home until the test result has been received. If negative, you may return to work. If positive, please follow self-isolation guidelines in place at the time.

Staying at home: guidance for households with possible or confirmed coronavirus infection:

<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection>

If you become symptomatic at home, then please remain at home and arrange a test as above.

For those staff planning an overseas trip or returning from one, you may need to quarantine at home upon arrival in the UK. Please see the latest University and FCO advice: <https://www.gov.uk/guidance/coronavirus-covid-19-travel-corridors>

Mental Health

We appreciate that this has been a difficult time for many of us, and everyone's circumstances are different. You may feel you want more support or find it helpful to discuss your personal circumstances with the Senior Tutor or with Julia Dewar in HR. College is keen to adopt a flexible approach wherever possible based on understanding of individual needs, so please don't hesitate to make contact if you want to make us aware of difficulties or to take changing circumstances into consideration.

Refer to the welfare guidance on the college covid page for some useful contact details and more options for support.

Support from Non- Academic Staffing

Non- academic staff are being encouraged to work from home wherever possible, or to work a hybrid pattern of working part- time at home and some days on- site to reduce numbers in College.

Contact: Most staff are available via email, or MS Teams rather than landline.

Changes to Domestic Arrangements

All processes have been reviewed and are likely to have been changed for Health and Safety reasons, and will be kept under careful review. Whilst every effort has been made to ensure safe practices, it is important that anyone who has concerns feels comfortable to raise them, so we can learn from feedback and adapt as required.

Lodge	<ul style="list-style-type: none"> • No access to pidges. Post passed to you by porters on request. The reverse for items you require to be posted/franked • Meetings with Head Porter by appointment only • Visitors to College by appointment only and they need to be met and escorted around College at all times
SCR	<ul style="list-style-type: none"> • The SCR is available to use but the seating area capacity has been reduced • The Shackleton room is to be a teaching room so not available for dining • A cold Lunch will be provided which will be pre- ordered and available for collection (More info to be communicated separately regarding meals) • No breakfast • No High Table • Coffee machine and trust bar will be serviced (and cleaned frequently) • No guests allowed for lunch but this will be reviewed once internal demand known
Non-SCR Lunch	<ul style="list-style-type: none"> • As with SCR- members a cold lunch will be provided which will be pre-ordered via Upay and available for collection.
Workstations/offices	<ul style="list-style-type: none"> • All staff are responsible for the cleaning of their own desk and works station (wipes will be provided by housekeeping. (Please dispose of these carefully and tie the bin bag closed before leaving the office). • Offices will be cleaned once per week. Bins emptied daily before 9am. If you do not wish Housekeeping staff to enter your office please leave your bin outside the door and contact accommodation@bnc.ox.ac.uk
General cleaning	<ul style="list-style-type: none"> • Shared toilets and often touched surfaces will be cleaned 3 times per day as part of the enhanced cleaning regime in place
Access and Egress (one-way system)	<ul style="list-style-type: none"> • Entry and egress to and from college is via the lodge or High gate • Use all available space to circulate around college, including the quads • Access to the SCR is via STIX only as a queuing system for student food collection will be through screens passage

	<ul style="list-style-type: none"> • Please use the sanitising stations as you enter and leave college
Travel and Parking	<ul style="list-style-type: none"> • To support staff in avoiding public transport College has made a limited number of parking spaces available at the sports ground in addition to Fellows parking at Frewin • College has increased the amount of bike storage at the main site, Frewin and the sportsground
Room Bookings	<ul style="list-style-type: none"> • The College Office will operate a series of gathered fields for room booking requests. However due to social distancing guidance the capacities of the rooms have significantly decreased, and scheduling will be restricted to allow for regular cleaning.
Photocopiers/shared printers	<ul style="list-style-type: none"> • Suitable wipes have been placed near to shared photocopiers and printers. Please use these between uses to reduce the risk of transmission

Library operations

The library is planning to open 24/7 from Michaelmas term. A significantly reduced number of reading spaces will be available (circa 45 across the libraries). New procedures are in place for the quarantining of returned books. A number of services will transfer to online (enquiries, assistance, ordering and fetching service)

Student Welfare

Revised student welfare protocols have been established. Welfare support will be a mix of face to face and online. An online triage system for the junior deans, online welfare and medical inductions and a redesigned webpage providing details of the support have been implemented.

We hope that you will enjoy your return to site and look forward to seeing you. We are trying to ensure that there is a smooth transition to new ways of working, but recognise that with so many on-going changes, some may be smoother than others. Please bear with us while we adopt new protocols and systems. We are all working together on this, and we will be grateful for your support.

Matt Hill
Domestic Bursar