

Overall approach to Covid-planning

In planning for Michaelmas Term, the College has worked to ensure that the College is Covid-secure (in line with government guidelines <https://www.gov.uk/government/publications/staying-covid-19-secure-in-2020-notice> in order to protect the health of all our students and staff and to reduce the risk of transmission of the virus. It is also important that the way we work can be adapted quickly to new restrictions that may be introduced if the virus starts to spread more rapidly.

The College will operate as normally as possible, but changes will have to be made. This note is intended as a summary of day to day conduct. Further detail can be found at <https://www.bnc.ox.ac.uk/covid-19>

Key measures are

1. The College will maintain a strict cleaning regime, and will regularly remind all members of the community of the need to keep
 - Reporting symptoms & self-isolating if asked
 - Adhering to social distancing requirements
 - Practicing good personal hygiene
 - Wearing face coverings
 - Participating in testing & contact tracing
2. Students in college rooms will be grouped in “households” of up to 8 rooms, sharing dedicated bathrooms and kitchens. Within these households, students do not need to socially distance. If any member of the household has symptoms of infection, the whole household will need to self-isolate unless that student has a negative test.
3. Outside student rooms and households, and individual offices, in all other areas of college, social distancing will be necessary, usually at 2 metres, unless this is impossible and mitigation measures are in place. In addition, face coverings need to be worn in all indoor areas, including for Tutorials and meetings except when eating in Hall or you meet exemption criteria.
4. Tutorials will be face to face where possible, with social distancing and face coverings. All larger group teaching [of more than 10 people] and some tutorials will be on line.
5. For professional, administrative and domestic staff, each team has [or soon will have] assessed how it can work with social distancing in place, and whether face coverings will be necessary.
 - a. For operational and domestic teams who have to be on site, work will be planned to allow social distancing.
 - b. For office-based staff, there is likely to need to be a mix of office and home working for each team.
 - c. The needs of each individual will be taken into account, and where possible we will accommodate the preferences and practicalities that each person faces, although this may not always be possible. From time to time the College may need to ask people who prefer to work at home to work in college, and those who prefer to work in college to work at home.

6. Large meetings [of more than 10 people] will continue to be held on MSTeams. Smaller meetings may be held in person, with social distancing in place, for those that work closely and see each other regularly. Meetings which bring people together who would not normally meet will generally be held on MS Teams unless face to face interaction is particularly important. Individual staff-student interactions (eg with college office, accommodation IT or finance) would usually be on line.
7. As large spaces in College may be heavily in demand, priority will be given to teaching, to feeding students, and to the welfare of students and staff.
8. Most catering will be “take away”, with orders and collection times booked on line in order to manage the flow of people and avoid large queues.
9. Dining capacity will be limited, with those eating at 2 metre distance (except those students in “households”). As many students in college accommodation do not have kitchens or places to eat, the dining spaces will be allocated to students in the first instance, with food collected from the servery (“take away” food, but eaten in Hall). Once these systems are working well, we will seek to expand services to provide more spaces to eat in college and/or some served dinners, particularly for Freshers and new staff.
10. If the spread of the virus results in new severe restrictions, then some or all of the following measures would be taken
 - a. Tutorials: all tutorial teaching would return to MSTeams.
 - b. Domestic and operational staff: detailed plans are in place for how catering, cleaning and security operations would continue.
 - c. All office-based staff would work from home
 - d. All meetings would be on line
 - e. All catering would be “take away” only.