

Return to On-site Working – Non-Academic 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 may change prior to the start of Michaelmas term. 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
- 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. Students, public and contractors etc are responsible for providing their own face covering.

Face coverings are not a substitute for good hygiene, social distancing and 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 and as part of your return to work induction.

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 your line manager who will inform the Domestic Bursar and go home immediately (avoiding public transport if possible). Arrange to be tested through the University testing scheme and self-isolate at home until the test result has been received <https://www.ox.ac.uk/coronavirus/health/covid-testing> 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. Report to your line manager.

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 your line manager or 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.

The attached guidance on wellbeing has some useful contact details and more options for support.

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 for Michaelmas term, 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
Lunch	<ul style="list-style-type: none"> As with SCR members a cold Lunch will be provided which will be pre- ordered and available for collection (More info to be communicated separately regarding meals) Please organise your team so that one or two people collect the meals for the rest of their team to reduce the number of people travelling around college.
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 by tying the rubbish bag 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 to College is via the main Lodge or High street gate Entry and exit from all other sites is via the main entrance Use all available space to circulate around college, including the quads 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 College has increased the amount of bike storage at the main site, Frewin and the sportsground
Room Bookings	<ul style="list-style-type: none"> Face to face meeting should be an exception. If a meeting room booking is required please do this in the usual way, via the Conference office However due to social distancing guidance the capacities of the rooms have significantly decreased, and scheduling will be restricted to allow for regular cleaning. Academic purposes will take priority for room bookings
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

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