
Return to Residence

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 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 (see attached)
- 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

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 the Nurse 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)
- 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 will be expected to provide their own (enough to enable frequent washing). However, college will stock a limited supply if required.

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 around college sites, 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 request and all students 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 decanal action.

A University wide Student Charter is being developed for students to “sign up to”.

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

If a student experiences a symptom of Covid-19 they must report it immediately to the Domestic Bursar, Department contact and Nurse and arrange to be tested through the University testing scheme <https://www.ox.ac.uk/coronavirus/health/covid-testing>. Students and staff within the symptomatic students’ household must isolate until the test result is known.

For those students planning an overseas trip or returning from one, you may need to quarantine at home or College 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. It is important not to let your mental health impact on your study.

You may feel you want more support or find it helpful to discuss your personal circumstances with the welfare team.

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. • 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 • A lodge triage system will be in place on Old Quad
Catering/Bar	<ul style="list-style-type: none"> • Food will be provided through a “order ahead” system via upay starting on 19th September (More info to be communicated separately regarding meals)

	<ul style="list-style-type: none"> • Gerties will be closed for Michaelmas term. • The Bar will be open on a click and collect basis (access via STXI and exit via STXII) • No Formal Hall but this will be reviewed as the DB teams settle into the new way of working and students become more acquainted with the new measures in place
Shared Kitchens and bathrooms	<ul style="list-style-type: none"> • Shared bathrooms and kitchens will be cleaned by the housekeeping team • In shared kitchen please follow social distancing, please clean and disinfect hand contact points before and after you have been in the area. It is advised to not make drinks for others at this time to avoid passing a cup between people. Please wash your own dirty crockery and cutlery after use.
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	<ul style="list-style-type: none"> • Entry to the main college site is via the Lodge only. Access to all other accommodation sites is similarly via the main entrance • Egress from College is via the High Street or lodge. Egress from all other accommodation 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 sites
Travel and Parking	<ul style="list-style-type: none"> • To support students in avoiding public transport 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 decanal process • 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 • A heated marquee will be available on New Quad for student use
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