

Corpus Christi College
Covid 19 Secure – Risk Assessment and Risk
Management plan

References

- A. HM Government – Working Safely During Covid 19 in offices and contact centres dated 11 May 2020.
- B. HM Government – Working Safely During Covid 19 in restaurants offering takeaway or delivery dated 11 May 2020.

Introduction

1. This document is the Risk Assessment and Risk Management Plan in order to be able to re-open Corpus Christi College under Covid 19 social distancing and safe working requirements. It is written in order to comply with the Governments directions on ensuring a safe working environment and specifically HMG Document “Working safely during Covid -19 in offices and contact centres” issued on 11 May 20 (Reference A). In addition, there is an annex (Annex A) citing additional / different methods required for the catering operation in College which comply with Reference B. There is a lot of duplication between the different areas and therefore Annex A only produces variations required for catering operations and that annex needs to be read in conjunction with this main document. The document is deliberately written in the same sequence as Reference A, so as to enable direct comparison by anyone who wishes to compare College policy and plans with Government recommendations and to enable a simple audit should this ever be required.

Aim

2. The aim of this document is to risk assess the ability for Corpus Christi College to re-open or partially re-open under social distancing measures for Covid 19 and to provide a plan for introducing mitigation measures to enable safe working under those conditions.

Managing Risk

3. The first step in Reference A (section 1) is to minimise risk by removing as many people from the workplace as possible. This means that businesses and workplaces must make “every reasonable effort to enable working from home as a first option”. **Hence all staff, including academic staff, should work from home wherever possible.** Where working from home is not possible then measures should be put in place to maximise social distancing and preserve hygiene between staff and any other persons in College. Other measures to minimise the opportunity for personal interaction would include:

- a. Increasing the frequency of hand washing / sanitising. This includes a task to make hand sanitisers more available at the entrance to buildings and other key places in College. **Action: Accommodation Manager.**
- b. Increase the frequency of cleaning of surfaces using normal cleaning agents. This particularly applies to door handles (including push plates), taps, keyboards and toilet flushes. **Action: Accommodation Manager.**
- c. Keeping activity time involved as short as possible – this means only being on site long enough as is absolutely necessary to undertake activities which cannot be done at home - i.e. not being on-site for any longer than is absolutely necessary for work which cannot be done from home. **Action: All members of College.**
- d. Using screens or barriers to separate people from each other. **Action DB and HSC to identify where such barriers are required - procuring and installing them as required.**

- e. Using back to back or side to side working (rather than face to face) whenever possible. **Action: DB and HSC to identify areas with face to face working and organise (with the assistance of IT) the moving of desks to reduce wherever possible incidences of face to face working.**
- f. Reducing the number of different people each person has contact with by using “fixed team or partnering” so that staff only work with the same people regularly. This might include changing shift patterns to keep smaller teams together. This will mainly be a catering issue but might apply to other teams – for example Library staff – and Heads of Department should consider this when establishing work patterns. **Action: HoDs to consider shift patterns to reduce the number of staff at work at any time and to keep the shift teams consistent.**
- g. College must give particular consideration to those who are especially vulnerable to Covid 19 and whether these staff should be the last to return to work and what measures are in place for them over and above those considered less vulnerable. **Action: HR to maintain a list of those especially vulnerable ensuring that they remain furloughed or working from home for as long as possible in order to minimise their exposure to the work environment.**

Detailed Risks and Mitigation Measures

Who should go to work (Reference A section 2)

4. As per para 3, above only those workers who need to be at College to undertake their work should be on site. This will represent particularly workers in roles critical for business and operational continuity, safe facility management, or regulatory requirements and which cannot be performed remotely. This will include some maintenance staff, the Lodge, Health and Safety staff, and a minimum number of building cleaning staff (Scouts) for the elements of the College Estate which are occupied. This may be extended to include workers with critical roles who cannot work from home due to domestic circumstances or the unavailability of safe enabling equipment. In the event that a member of staff (including academic staff) feel that they cannot work from home for either domestic or safe equipment reasons then they should seek the permission of their Line Manager (DB or Bursar for staff and President for academic staff). The Line Managers must provide the Lodge with details of those authorised to be at work so that only staff so authorised are permitted to enter College. This list will include all those staff with “essential workers” letters from the end of March. **Action: President, Bursar, and DB to authorise staff permitted to be at work and provide details to the Lodge.**

5. Welfare considerations for furloughed staff and those working from home. College should consider the mental as well as physical well-being of staff when deciding who to return to the working environment as the College begins to re-open its doors. Clinically vulnerable staff (see para 3g, above) should be the last staff considered for returning to work and should be prevented from doing so wherever possible. Any case of a clinically vulnerable or extremely vulnerable member of staff being considered for returning to work on College premises should be referred to the DB/Bursar/President for a decision and to ensure that all other options have been exhausted prior to that person being permitted to return to work. In the event that such a person is permitted to return to work on site then an individual risk assessment must be conducted for that person and maximum measures imposed to minimise their exposure to others over and above those measures required for those not in this category. **Action: All HoDs.** In addition, for those staff working from home or on

furlough or self- isolating with Covid 19 symptoms / with a household member with symptoms the following actions are to be undertaken by HoDs:

- a. Ensure that staff are informed of their access to the Employee Assistance Programme should they need to call for health / Mental Health reasons. All staff on furlough were informed of this in the letter placing them on furlough in late March.
 - b. Having frequent (at least fortnightly) contact by telephone or video with staff to ensure that they are well and reminding them of the EAP if needed. Updating staff on College's activities and ensuring that they are feeling valued and secure from a work perspective at all times. Any serious concerns should be identified to HR as soon as they become apparent. **Action: HoDs and HR.**
 - c. Ensuring that staff who may be self-isolating or isolating with their household are identified to HR and payroll to ensure they receive the appropriate sick pay during their absence. **Action: HoDs, HR, Payroll.**
6. Equality in the Workplace. Any staff with protected characteristics must not be disadvantaged or discriminated against in any manner. Any decisions to return to work or otherwise must take account of the particular circumstances of those characteristics. Consideration must be given to any increased risk arising through the protected characteristic. We must, as normal, make reasonable adjustments to the working arrangements of anyone with protected characteristics to ensure that such staff can work on an equal footing with their colleagues. **Action: all to note and consider as required.**

Social Distancing at Work (Reference A section 3)

7. Employers are required to maintain social distancing in the workplace wherever possible. This has to take account of all the factors in para 3 a-f. Specific considerations would include:
 - a. Staggering arrival and departure times at work. While this is easily done for individuals and office workers this becomes significant for those who typically work as a team – this will apply to maintenance, library staff, and especially catering staff (See Annex A). **Action: HoDs to consider staggering arrival and finish times to prevent long queues and clustering of people trying to get into College. Staff working in outside buildings should go direct to their place of work and not come into the central site first.**
 - b. College has no additional parking space available to expand parking but provides plenty of cycle parking. College should consider removing parking privileges from those who live within the ring road to enable those from further afield to park and not take public transport. College to consider allowing staff to park at outside properties and cycle / walk to work – the demand for this might need the introduction of a parking permit system. College to consider “cycle to work” schemes in terms of allowing staff to purchase cycles including safety equipment (lights, helmets, hi-viz vests etc) – this should include consideration of electrically assisted cycles. It would also be worth considering expanding the College bus pass loan scheme to include Park and ride season tickets so that staff can drive to the City P&R sites and then walk / cycle to work rather than use public transport. **Action: Bursar.**

- c. College has no corporate vehicles for passenger transport. The Maintenance van should only be occupied by one person at a time (requirements for a second person to travel should be by other means – e.g. walking, cycling or personal transport if possible.) The inside of the Maintenance Van should be cleaned and sprayed with anti-viral product both on completion of every task and then also on starting every task – this allows for a fail- safe of one person forgetting. The Maintenance Van may not be used for personal reasons while these restrictions remain in force. **Action: All Van drivers and Maintenance Manager.**
- d. College has no additional entry points which it can open and would prefer all staff to come through the main entrance in order to permit temperature checks to take place on arrivals (Staff and visitors / contractors). Whilst this may cause some queuing and inconvenience it is felt that temperature monitoring may be more worthwhile than having multiple entrances.
- e. Lockers are provided for staff who do not have other places to store their belongings. There may be a need to space these out once we get a full catering team back in work but at this point there is more than adequate provision
- f. Using markings and introducing one-way flow at entry and exit points. College is about to introduce a one -way system of moving around the exterior of College buildings. The DB and HSC are in the process of marking this out and the routes can be found at Annex B. Routes and instructions will be sent to all staff as soon as this is complete. This will include queuing systems for food once the kitchen is allowed to return. **Action: DB and HSC.**
- g. Providing handwashing and / or hand sanitiser at entry and exit points. This will be taken into account alongside para 3a, above
- h. College has no turnstiles or security procedures which need to be relaxed in order to minimise touching on entry to College.
- i. The College plans to introduce temperature checks to all personnel entering the College. Anyone with a temperature above 38 DegC will be told to return home and self-isolate. **Action: DB/ College Nurse / Lodge**
- j. In terms of moving around buildings we will instruct staff to make better use of telephones at their own desk and video calls wherever possible. Movement between offices / areas is to be minimised – no member of staff should need to be rotated through different areas and thus we have minimised the risk of people moving between sections. The nature of our buildings is such that one-way flows are almost impossible in most places as the age of the buildings preclude this. We will introduce a protocol concerning going through doors without glass vision panels (the knock and wait principle) as well as passing manoeuvres on stairs and in corridors when distancing cannot be undertaken – this will be that people should face to their right

and pass each other back to back. In areas where one-way flows can be introduced then they will be.

- k. College has only one passenger lift in its Lampl building. This will be marked for no more than 2 ambulant people or reserved for one wheelchair user once the building is brought back into use.

8. Workstations. Offices and work-places will, where needed have floor markings indicating safe distances from other desks and workstations. Where required practical one-way systems around offices will be imposed and occupants will be required to prop office doors open so that visitors can see the access arrangements before entering. A “knock and wait” system will be introduced so that visitors must be invited into another office before doing so. Workstations will be re-arranged where required (bearing in mind shift times and minimum staffing) to avoid face to face working. Where this still leaves close working then sneeze shields will be introduced between workstations in addition. All this needs to be identified and requested. **Action: HoDs to identify to the DB and HSC what actions need to be taken within each office to preserve the 2m social distancing and other protective measures. DB and HSC to ensure the actions required are taken to avoid staff being forced to work in unsafe conditions.** College makes very little use of “Hot Desks” except in the Lodge, Library issue desk, Maintenance visiting Fellows / Emeritus Fellows office (which will be closed during these conditions). **Action: DB to lock and close the Emeriti office.** For those staff in the lodge, library and maintenance teams procedures for desks must be that the person leaving a designated “hot Desk” cleans the desk including mouse keyboard and any other equipment as they leave the desk. The person then taking up use of the desk repeats the process so that the desk is cleaned twice between users thus providing an element of safety in case one member of staff forgets. **Action: Lodge, Library and Maintenance staffs.**

9. Meetings. Wherever possible meeting are to be conducted electronically either through videoconferencing using Teams, Zoom or via Teleconferencing. Where physical meetings are required a space must be booked which is suitable for the number of attendees – these numbers to be the minimum possible for each meeting. **Action: The DB and HSC are to reconfigure each meeting room so that no position is less than 2m from the nearest next position. Maximum occupancy numbers under these revised conditions are to be passed to Accommodation office for use when booking meetings.** In addition we will invoke a protocol on entering / leaving meeting rooms such that the first arrival occupies the furthest seat from the door and the room is filled up backwards with the last person to arrive filling the seat closest to the door. Meeting room doors should be left open wherever possible. Departing a meeting (unless there is a one-way system in place) will be in reverse order of arrival. Meeting attendees will be required to provide all their own papers and stationery items. Hand sanitisation will be covered under para 3a. Outdoor meetings may be encouraged and the Handa Terrace may be used for such – subject to the meeting “room” entry and exit system being observed. Wherever possible different exits from meeting rooms will be used to entry points.

10. Common Areas. The College needs to ensure that people do not abandon social distancing when utilising common areas. This will involve closing many common areas such as the JCR, MCR, SCR, Staff Room, Beer Cellar, Hall, Livingstone Room, Andrew Glyn room – this list may not be exhaustive and may be added to. Further measures to maintain social distancing with include the solid doors protocol (knock and wait before opening), taking breaks outside and 2m apart, staggering breaks so that space does not become limited and that the 2m gap can be maintained.

This will include co-operation between departments as well as within departments. Staff should be discouraged from leaving site during their shift and this may involve changes to shift patterns – particularly on “split Shifts”. Kitchens may not immediately be re-opened and staff should bring their own food. When the kitchen does re-open then there will be a servery queuing system (one way) and all meals will be served in pre-packaged containers with disposable cutlery (if required) and there will be no seating areas – staff should return to their office / workstation to eat. More detail on catering will be found in Annex B. The Lodge already has a protective screen (sliding glass) and this must be kept closed at all times except to pass items through. When passing items through the item should be placed with the recipient stand back as far as possible, the glass re-closed and then the recipient pick up the item. There will need to be regulation of the catering staff changing / locker rooms and this will be published in Annex B. Staff should use lockers wherever possible – items of a personal nature should not be left in a communal area other than within a personal locker.

11. Accidents, Fire and First Aid. In the event of an accident, fire or first aid incident then staff need to make a judgement as to what is the greatest threat – wherever possible deal with any incident in a socially distanced manner – ie go to the fire assembly point but spread out to keep 2m apart. For incidents requiring first aid etc consideration must be given to the use of PPE (in the shape of face masks, gloves etc) if available before encroaching within 2m to deal with the incident. First Aiders must wash hands and face thoroughly after having given first aid etc. Social distancing should not prevent potentially life saving first aid being given but should be followed by washing exposed areas of the first aider as soon as possible after the treatment is concluded. For minor injuries the first aider can provide instruction from 2m distance to the recipient who should be encouraged to self-treat (ie administer plasters etc). **Action: All first aiders**

Managing Visitors and Contractors (Reference A Section 4)

12. Visits to college are to be encouraged via remote means where possible. Site guidance should be provided to all physical visitors on our systems and protocols for working safely with Covid 19. **Action: The HSC will produce a guidance leaflet for all visitors and contractors on our Covid 19 procedures and protocols.** The minimum number of visitors should be invited to site for any visit and similarly contractors. Contractors should provide to the HSC copies of their Covid 19 RAs and RAMS in addition to their usual paperwork before being permitted on site. In addition to contractors being required to sign in at the Lodge all visitors will now be required to do likewise. Any visitor or contractor failing the temperature test will be excluded from site. Similarly, any visitor or contractor found to be breaking our procedures or protocols will be asked to leave site immediately. Lodge staff will complete the signing in book on behalf of visitors and contractors to prevent pen sharing among many. **Action: Hosts of visitors are to conduct a verbal check of understanding of our procedures with guests / contractors as soon as practicable after leaving the Lodge.**

13. The Library. **Action: The Librarian is to provide detailed procedures of how the library will operate once readers may be re-admitted. This will include comments on all relevant areas of this main paper but only where they differ from this paper. This will need to include the need for PPE and any specific measures on cleaning within the library as well as procedures for operating reading spaces and book issue / return. This guidance will form Annex C to this document.**

Cleaning the Workplace (Reference A Section 5)

14. Prior to reopening significant facilities which involve air handling plant (notably the MBI auditorium, muniment rooms, the kitchen and other areas with air handling plant) there is to be an inspection of that air handling plant by the College HVAC contractors to ensure that adequate airflow is maintained despite reduced occupancy. **Action: Master of works to ensure all HVAC plant doesn't automatically reduce ventilation levels with reduced occupancy.** All staff are to be encouraged to open windows and encourage natural airflow / ventilation in areas not served by HVAC systems.

15. There will be a need for amended cleaning practices around offices and rooms on site. This will include more frequent cleaning of items as described in para 3b. **Action: The Accommodation Manager will provide, as part of her action at para 3b, detailed change of cleaning schedules and Methods to be used by Scouts as well as PPE requirements for differing tasks. This guidance will form Annex D to this document.** This work must include reference to removal of waste and belongings, the cleaning of printers. In the event that a case of Covid 19 has been identified in College then areas visited by that person should be secured, cleaning advice sought from the Government / PHE and that cleaning carried out before such spaces can be re-opened. This may require the contracting of specialist cleaners.

16. Signage, handwashing and in facilities and toilets. Signs reminding people of good handwashing technique and reminders about touching faces and dealing with sneezes and coughs should be provided in all washrooms. **Action: Accommodation Manager (through the Scout Supervisors) to identify all washrooms needing such signs, to the HSC. Action: HSC to acquire posters for display at suitable places around College reminding staff of good sanitary practice. Action: Maintenance Manager to install all such signage.** The provision of hand sanitiser around College is covered in the action at para 3a. Guidance to staff on using toilets should not be required as all toilets in College are single person occupancy and social distancing is maintained through the privacy lock. The exceptions will be those toilets in the MBI Auditorium and Catering changing rooms (this latter will be covered in Annex B). MBI toilets should be governed by the rule of one person in each of the male / female facilities at any one time only with people waiting in the main lobby to provide room for entry / egress from the small space provided in this area. The knock and wait principle to be applied to entry to these facilities. Paper towels should replace all other forms of hand drying in College if not already achieved. **Action: Accommodation Manager (through the Scout Supervisors) to identify any toilets not utilising paper towels for hand drying in College. Paper towels then to be provided including dispensers if required. Action: Accommodation Manager (through the Scout Supervisors) to identify all washrooms needing such signs to the HSC. Action: HSC to acquire posters for display at suitable places around College reminding staff of good sanitary practice. Action: Maintenance Manager to install such signage.**

17. Changing Rooms and showers. College has work showers in the catering staff changing rooms and the Plummer locker room. All other showers are in student accommodation and will be dealt with under Annex D. The staff showers will be reduced in accessible number to one in each of the 3 facilities. The doors already have locks which enable anyone in the shower to social distance while within the shower. Those using the showers will be provided with materials and tools to clean the facility. Locker / changing rooms are to be equipped with "occupied / free" signs to be change over as staff enter and leave these rooms. The rooms are small enough to have to insist on one

person at a time therein. This can be dealt with by staggering shift start / finish times and scheduling staff changing times. This will be covered under Annex A, Catering.

18. Handling of goods, merchandise and vehicles. The use and cleaning of the College Van is covered at para 7c, above. Postal deliveries and collections is covered in para 31 below. See also para 30 on Handling of goods and merchandise. Deliveries of goods and merchandise should be made, wherever possible to an outside area (Thomas Yard) and external packaging should be removed in the open air by staff wearing gloves and face coverings. This packaging should then be disposed of immediately to the various waste streams in Thomas Yard. Staff operating the cardboard baler should also do so wearing gloves and face coverings. **Action: All HoDS receiving deliveries.** Upon removal of PPE from unpacking deliveries those staff are required to thoroughly wash their hands and faces before undertaking any other work. Use of washing facilities in the Plummer should be used for this purpose.

PPE (Reference A section 6)

19. The Government is very prescriptive on the use of PPE and states in Reference A Section 6 P24 that “Workplaces should not encourage the precautionary use of extra PPE to protect against Covid 19 outside clinical settings or when responding to a suspected or confirmed case of Covid 19.” We have discussed above the exception of staff unpacking deliveries and operating the cardboard baler. In addition, any staff operating temperature checks on people arriving at College should wear PPE as directed by the College Nurse. It is however, recognised that some staff may choose to wear face coverings while at work – these are not face masks and will not be provided by the College. If choosing to wear face coverings then staff need to be given the following guidelines for their use:

- a. Wash your hand thoroughly with soap and water for 20 seconds or use hand sanitiser before putting a face covering on or removing it.
- b. When wearing a face covering, avoid touching your face or face covering as you could contaminate them with germs from your hands.
- c. Change your face covering if it becomes damp or if you’ve touched it.
- d. Continue to wash your hands regularly.
- e. Change your face covering daily.
- f. If the material is washable, wash daily in line with manufacturer’s instructions. If it is not washable dispose of it carefully in your normal waste.
- g. Practice social distancing wherever possible.

20. Specific housekeeping and catering needs for PPE will be discussed in Annexes D and A respectively.

Shift Patterns and working groups (Reference A Section 7)

21. Staff who are placed into shift groups should not be transferred between shift groups unless such a move is essential and has been agreed by the HoD and sanctioned by the DB or Bursar.

Action: all HoDs.

22. HoDs should identify places where staff pass things to each other or others and make an arrangement to place items for transfer on a surface, and retire; the receiving person can then approach the surface and pick the item up without breaching social distancing. This will be of

particular importance in the Lodge, Library and Bursary. It will also be important for issue of cleaning materials etc from stores to Scouts – this will be dealt with in Annex D. **Action: All HoDs – if additional furniture is required to deal with this then please discuss your proposed solution with the DB.**

23. Work related Travel. Work related travel is to be avoided if at all possible. If travelling for work then cars should only have one occupant and if using public transport then government guidelines on the use of public transport should be followed. Wherever possible remote working / electronic methods of meeting should be adopted. In the event of an overnight stay being required then staff should only book accommodation which is en-suite and can deliver social distancing guidelines.

24. Deliveries to Other Sites. Deliveries to other College sites or collections from suppliers using the Maintenance Van should be minimised. Deliveries to areas of College (central site and outside houses) should be made by dropping the items at the entrance / in the lobby of a building and then calling the receiving staff (either on the phone or by calling out). Those staff can then collect once the delivery person has left the area. Where 2 person deliveries are required (mainly by maintenance) then the 2 staff should be operated as a consistent pair operating on the same principle as shift working. **Action: All HoDs making deliveries**

25. Payment transactions. Wherever possible electronic means of payment (incoming and outgoing) are to be utilised. Cash is not to be issued or accepted where any other method of payment can be utilised. Where there is a need to operate a credit card machine then this should be undertaken over the telephone if possible (cardholder not present principles) – in the event that a cardholder must be present then the “passing items between staff” procedure from para 22 above to avoid physical contact. **Action: Bursary, Lodge, Development, Library.**

Communications and Training (Reference A Section 7)

26. The Domestic Bursar will provide initial communications to staff on how they can work safely based on this document. This will be a simplified version of this document – HoDs will be responsible for getting copies of that document to individual staff and ensuring that they fully understand the content. In the event that staff do not have English as a first language and require translation then the College will pay for any necessary translated documents which cannot be done in house. HoDs will have the opportunity (and should listen to staff doing the work) to comment on procedures and recommend changes to the DB / Bursar. Department specific procedures (Including Annexes A, C and D) should be agreed with the DB / Bursar as should any changes to them once issued. Staff are each to receive a written copy of the procedures to be followed in a language they can fully understand and are to sign as having read and understood procedures to be followed. Having submitted that signature then breaches of procedure and protocol will constitute a breach of Health and Safety at work and therefore be subject to disciplinary action. In addition, HoDs should verbally brief staff (either by phone, video call or in person (but socially distanced)). All questions by staff are valid and deserve an answer. **Action: DB, All HoDs.**

27. All procedures and practices are to be discussed at Health and Safety Committee as a standing item on the agenda until such time as Covid 19 restrictions are fully and permanently lifted. **Action: All members of the Health and Safety Committee.**

28. HoDs are reminded that Covid 19 measures may affect the mental health of staff at any time. Staff should be made aware / reminded that they have access to the College Employee Assistance Programme which is the first point of referral for such issues. Incidents of Mental Health concerns should be reported, in confidence, to HR in order that any subsequent treatment can be tracked to ensure staff return to well-being. **Action: All HoDs.**

29. The HSC will be responsible for communicating College Covid 19 procedures for work and deliveries at /to College to all contractors and suppliers who visit College – this is to be communicated alongside our normal H&S documentation requirements. **Action: HSC**

Inbound and Outbound Goods (Reference A Section 8)

30. The College relies on deliveries of goods to run its operations. Occasionally we have to return items thus generating collections of outbound goods. Deliveries should generally be made to Thomas Yard as described in para 18, above. Departments should collect directly from there and handle as per the instructions at para 18. Items should be delivered and left with no contact between driver and staff. “signed for” packages should arrange signatures electronically but using the procedure above. Maintenance will install a weather protected rack in Thomas Yard so that many small packages can be delivered without taking up excessive space in Thomas Yard. Staff are not to assist drivers in loading and unloading. Drivers should not be on-site long enough to need toilets or welfare facilities. In the event that this need does exist then they are to use the facilities in the student locker / shower room until there is a return of students to College. **Action: Maintenance Manager to install a weather protected rack in Thomas Yard. Action: All HoDs expecting deliveries.**

31. Post. The Lodge will create (within the one-way system, Annex B) a drop-off point in the Main entrance for outbound post – they will collect from here when people movement is not happening. The Lodge will then frank the post and arrange collection with Royal Mail. Staff will be advised of the precise details once finalised. Inbound post will be delivered to the Lodge as normal with the exception that Royal Mail staff will drop postage sacks outside the Lodge door and Lodge staff will take the sacks in for sorting. Parcel delivery companies will need to operate in the same way. An additional table may be required in the lodge for this purpose. **Action: Acting Head Porter**

Annexes:

- A. Catering aspects of a Covid19 secure College
- B. College one-way movement system map
- C. Library aspects of a Covid19 secure College – to be issued
- D. Cleaning aspects of a Covid19 secure College
- E. Maintenance aspects of a Covid19 secure College

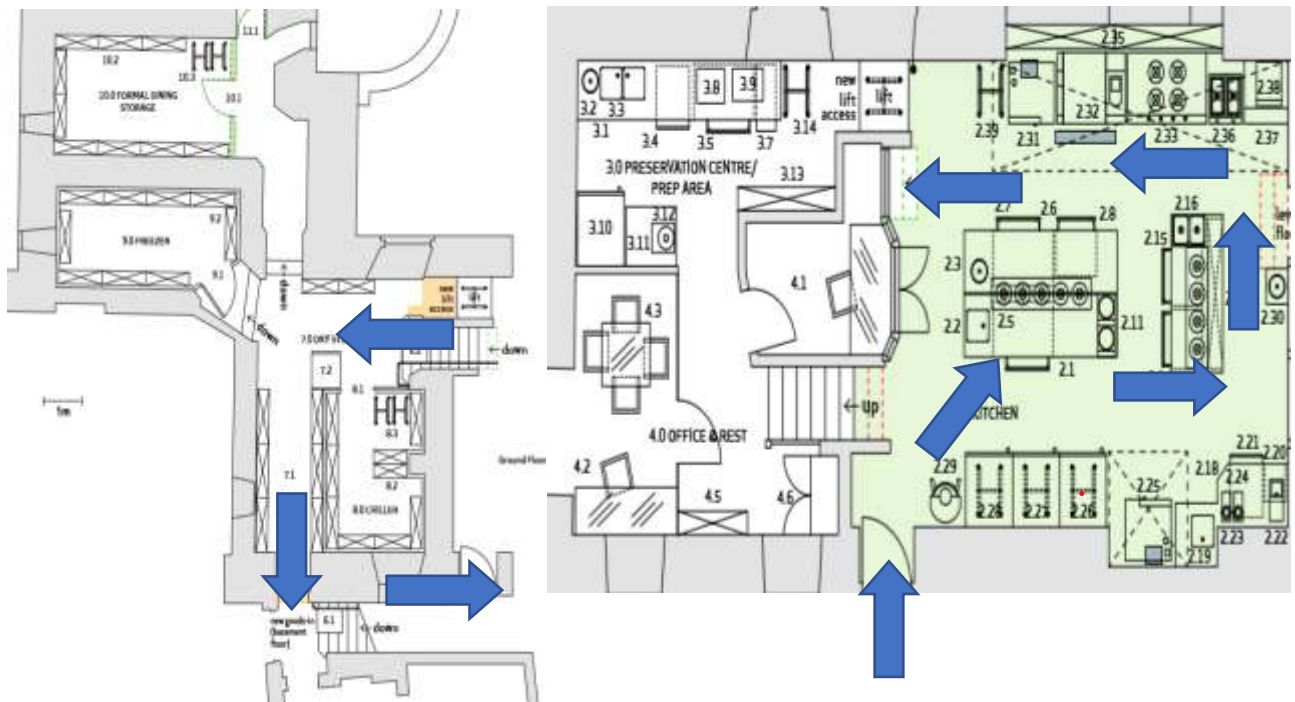
Catering Procedures

Staff:

- Reduced number of catering staff to the minimum required
- Kitchen staff are to change into working clothes on site. All items for laundry are to go through the laundry service (staff are not to undertake laundry of kitchen clothing at home).
- Start times will be staggered to ensure only 1 person in the changing room at any one time.
- Short shifts to minimise the amount of time they are on the premises.
- No other person other than catering staff permitted in the kitchen at any time
- Toilet breaks – only catering use the Thomas yard changing room/toilets and will have to verbally check that its free, and the use of occupied/not-occupied signs will be used
- All staff have been asked to avoid public transport where possible - assistance with parking at one of the College sites may be sought through the DB
- Walk in Chillers and freezers are to be accessed by only one person at a time following the “Knock and wait” principle.

One-way system within the kitchen:

There will be a strict one-way system in the kitchen, which will be marked with arrows



Rules in the Kitchen :

Within the kitchen there will be strict rules to adhere to they are:

- Before service all door handles, light switches, push buttons are to be sterilised

- No face to face working- there will be specific work areas within the kitchen where kitchen staff will be able to work
- All doors (except fire doors) will be propped open- to stop the contamination of door handles
- Increase handwashing and surface cleaning
- Making sure hands are well sterilised when touching takeaway boxes etc.
- Adhering to the one-way system at all times (signs will be put up)
- After service the servery will be sterilised with all laminated signs/menus sterilised as well
- After service all door handles, light switches and push pads are to be sterilised
- The chilled prep area will have only 1 person working in at any time

Wash up:

In the wash up area there is to be ONLY 1 member of staff in there at any one point there will be a table set up outside the new door in Thomas yard where the chef will decant any dirty trays and likewise where the KP can put cleaned items for the chef to put away

Deliveries:

All deliveries to the kitchen will be left on the delivery shelf which is outside the kitchen door, underneath the glass canopy (a sign will be put up)

There is to be NO external delivery person in any part of the kitchen

All deliveries will be unboxed by a member of the kitchen team (wearing fresh gloves) wiped down and put away all excess packaging with be put in the normal waste area

What is on offer:

- Lunch will consist of prepacked sandwiches, yoghurt, fruit, crisps and a bottle of drink, (all of which will be individually packaged)
- Dinner (when available) will be a set two-week menu which the Head Chef will email out on request. This will be portioned up into takeaway cartons and disposable wooden cutlery will be used.

How we will serve

- Signing up is essential, please email the Head chef before 10am, the day before you want the meal to avoid waste as numbers will be ordered specifically tailored to demand. No sign up – no meal.
- Dietary requirements are required when you sign up. Generally, there will be 1 meat and 1 vegetarian/vegan option on offer, unless dietary needs require otherwise.
- Please see Annex B regarding the one-way system into the servery and out through Gentlemen Commoners' Quad
- The one-way system through the servery and beyond will be marked out 2 metres apart to comply with social distancing

- Lunch and dinner timings will be extended to cater for what will be a slower service These to be advertised once service resumes
- All food will be placed on servery, hot or cold and the kitchen team will retreat beyond the wooden hatches, and a “self-service” will commence. I the event that the servery requires re-stocking then customers will be asked to stay outside the servery while this is conducted and only re-admitted once staff are behind the kitchen barrier
- For all that need to pay for their food there will be a system set up which allows social distancing. Ideally this will be through moving the till to the pass-through but this will need IT Assistance.

Breaks:

The kitchen team will take over the staff room for their social distancing breaks at specific times, this will need to be reviewed when the college brings back more staff. Only one person at a time may use the staff room and they must clean items they touch before leaving.

There is to be no sharing of crockery (mugs) or cutlery (tea-spoons) – staff are responsible for their own items and for cleaning them and securing them from others.



CLOISTERS



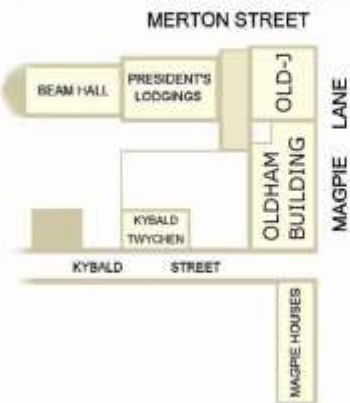
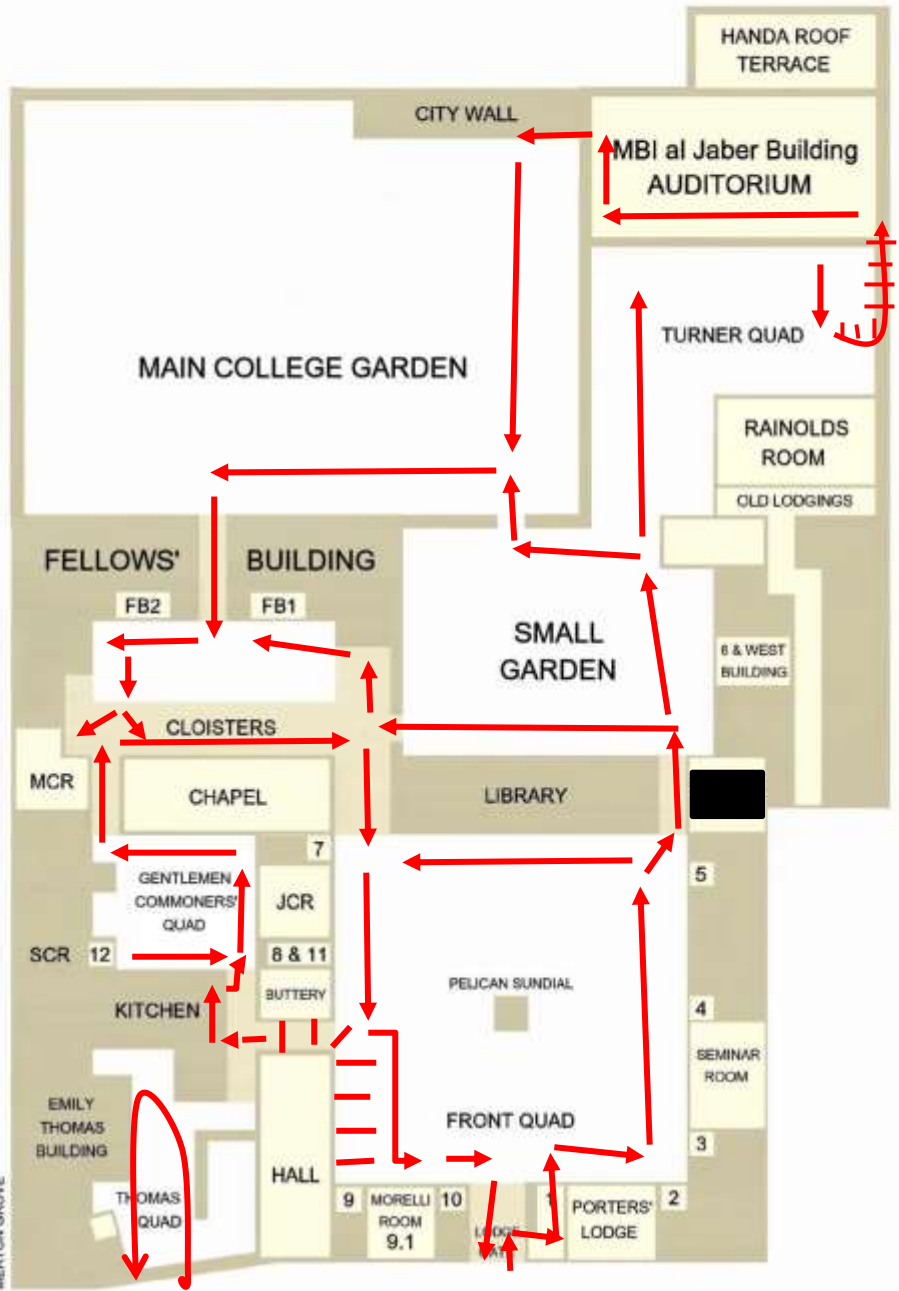
CHAPEL



HALL



FRONT QUAD



The Library

This annex outlines the risk management strategies to be adopted to deliver main library services safely for staff and readers as restrictions are lifted. The different stages are designed to be cumulative and can be adapted to the tasks and numbers involved. If the level of infection increases, stricter measures could be reintroduced.

A. Lockdown

The Library closed to all readers. Librarian on site one day a week to review environmental conditions and security (see also the Archives section below).

Risk management:

- Regular handwashing, use of hand sanitiser/antibacterial wipes
- Video/telephone meetings

B. Major social distancing

The Library closed to all readers. More staff time on site.

1. Librarian on site up to two days per week. Senior Library Assistant on site 1-2 days p.w.

Additional risk management:

- Staff do not overlap on site
- Use of own workstation, desk, phone, equipment
- Regular daily early morning cleaning of communal surfaces
- End of day wipe-down of shared equipment (copier, CCTV monitor, kettle, etc.)
- Use of appropriate PPE (e.g. nitrile gloves, disposable aprons)
- Quarantining of returned books for 3 days¹

2. Librarian and Senior Library Assistant on site at same time

Additional risk management:

- Staggered start and finish times
- Use of Issue Desk as separate workstation/workspace
- Installation of sneeze-guards (between SLA and AL desks; at Issue Desk, by copiers)
- Additional antibacterial wipes/sanitiser, e.g. by Issue Desk, copiers and office desks
- Use of CCTV to avoid meeting on main stairs/entrance to old library
- Use of appropriate PPE (e.g. face masks, nitrile gloves, disposable aprons)
- Each staff member responsible for own crockery/cutlery for tea/lunch breaks

¹ The [JFLA](#) site provides a good overview. As reiterated by CILIP and the Bodleian Libraries, general advice is that the risk from material previously handled by someone infected by COVID-19 is negligible after 72 hours for items with plastic covers, and negligible after 24 hours for items with paper/cardboard covers.

C. Moderate social distancing

Library open for reader retrieval of material. Three staff on-site, in two teams.

Additional risk management:

- Team and task separation
- Stairs and corridor carpet marked with social distancing reminders
- Barriers to prevent use of seating
- Installation of 'engaged' sign at top of stairs to readers' toilet
- Restricted opening hours

D. Minor social distancing

Library also open to readers as socially distanced study space, with 3-4 staff on-site (one team).

Additional risk management:

- Limited and controlled seating (requiring: signage; barriers; removing chairs and/or workstations; monitoring)
- Quarantining of books handled by readers (and not borrowed)

Summary:

Situation	Staff on site	Readers and services on site	Book loans and other services	Book returns from continuing students	Book returns from finalist/leavers
A. Lockdown	1 person for 1 day	No	Remote enquiries Limited scans Limited postal loans	Loans renewed to end of TT: Retain	Loans renewed to end of TT: Retain
B.1 Major social distancing	2 people for 3-4 days; Working separately	No	Increased availability of scans and loans (by post and collection)	Loans renewed until Annual Book return (ABR); Retain until October	Leave at Porters Lodge or Liddell (incl. Bod books)
B.2 Major social distancing	2 people for 4 days; Working together	No	Increased availability of scans and loans (by post and collection)	Loans renewed until ABR; Retain until October	Leave at Porters Lodge or Liddell (incl. Bod books)
C. Moderate social distancing	3 people for 5 days In two separate teams	Yes: book retrieval / borrowing only; No study space or copier; Limited opening hours	Staffed Issue Desk; No in house use of material or copier; Continuation of remote scans and loans by post or collection	Retain until October; Returns to book bin only (with delayed check in)	Loans renewed; Leave at Porters Lodge or Liddell (incl. Bod books); Postal returns

D. Minor social distancing	At least 3 people working as one team	Yes: Book retrieval / borrowing; Restricted study spaces; Use of copier; Limited opening hours	Staffed Issue Desk In house use of books and copier; Continuation of remote scans and loans by post or collection	Returns to book bin only (with delayed check in); Moving to real time returns	Loans renewed; Leave at Porters Lodge or Liddell (incl. Bod books); Postal returns
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The Archives:

Archivist working 1 day on site, later increasing to 2 days (with 1 day overlap with return of the Assistant Archivist). Risk managed through:

- Office space in MR1 only used by archivists; video/telephone meetings
- Study carrel used on separate days by Assistant Archivist and Antiquarian Cataloguer
- Regular daily cleaning of communal surfaces and equipment
- Regular handwashing, use of hand sanitiser/antibacterial wipes; use of PPE
- No admittance to MR 1 for readers until social distancing requirements removed

Housekeeping

1. Housekeeping cannot be conducted as if under normal conditions. Scouts must not enter rooms which are occupied and may only clean vacant rooms. Others must not enter rooms if the Scout is already present. This means that more onus has to be placed on individuals to undertake their own housekeeping to some extent. Students and office occupants will have to empty their own waste bins and keep rooms tidy. Mug washing is to be undertaken by the owner of the mug and not left to Scouts- likewise with any other crockery and cutlery etc. **Action: All students and staff to empty bins (leaving sacks either in the collective bins or outside (sealed) staircase doors for collection. Action: All staff to maintain and clean mugs, crockery and cutlery on a personal basis.**

2. Housekeeping staff are to wear disposable gloves at all times when cleaning around College. Masks may be worn if the individual Scout wishes. **Action: All Housekeeping Staff.**

3. Supplies. All Scouts are to request what stocks they need for their cleaning cupboard by e mail / phone. The supervisors will put out the list of requested supplies for Scouts (labelled as to who they are for) to a collection area and give the Scout a time for them to collect at. The location of this facility has yet to be determined. This ensures no interaction between supervisor and Scout at dropping off and collection and minimises the number of staff in the area at any one time. For outside properties Scouts should not collect but deliveries will be made using the College Maintenance Van. Deliveries will be made to an external area of each property / Lobby area and the Scout contacted to tell them that items have been delivered. Again, contact between staff should be minimised by this method. **Action: Housekeeper to set up and run supplies ordering process and Collection area.**

4. Timetabling of Office / Room Cleaning. The Scouts will, (see para1) only be able to clean offices and rooms (including Student bedrooms) when occupants are not present – therefore days and times will be agreed for cleaning with each occupant as required. If the occupant is present at the agreed time then the Scout will not clean that room and move on. **Action: Housekeeper to arrange (through the supervisors) for cleaning rotas and agree these with office occupants / advise students of the rota.**

5. Laundry. The Yardmen are to deliver clean linen to the foot of a staircase / entrance to a building. Similarly, they collect dirties from the same place. The yardmen then (wearing appropriate PPE) organise the outgoing laundry into bags for Burford Laundry to collect from the delivery / collection rack in Thomas Yard. Deliveries from Burford are to be made to the same rack and the yardmen to put away into Storage. **Action Housekeeper to brief Yardmen on new process and advise Burford where to deliver and collect from.** In house laundry should be kept to a minimum and delivered and collected in the same way. One person should be designated to undertake this laundry and have it returned (bagged) to the originating Scout.

6. PPE. The Housekeeping Team will procure masks, gloves, aprons and faceshields centrally for the College. Other user departments will arrange (as with cleaning supplies in para 3, above) to collect from a central location at a specified time.

7. Printed Reports. Later in the return process (when we have conferences or students or guests) the Housekeeping team require printed reports. The existing printer in the Housekeeping

office is old and unreliable. This will need to be replaced prior to the re-commencement of these activities. **Action: IT to replace the existing printer in the Accommodation office with something more reliable to prevent maintenance visits.**

8. Staffing. Once a more general return to work is authorised, we may split the team into 2 (with a supervisor each) working week on / week off so as to keep the teams separate. In addition start and finish times for staff may need to be altered to permit cleaning of areas when they are not occupied and to avoid large numbers of staff arriving at College at the same time.

9. Breaks. Staff will not be permitted to meet in the Staff room. The Staff room will have a schedule by department for when their staff can access it for tea / coffee. The department will then need to schedule people to go in, collect a drink and then leave to consume their refreshments elsewhere. Department and / or individual staff must not overlap in this room.

10. Contractors and other visits. The increased importance of scheduling visits by contractors / Maintenance and other along with communication of such visit cannot be over emphasized. In keeping contact between people to a minimum it is essential that housekeeping are told of planned visits and that this information is passed on to the individual Scout.

11. Hard surfaces and meeting rooms. It may be necessary to designate some staff to be solely responsible for moving around College through the working day to clean hard surfaces more frequently (These would include door handles, push panels, toilet flushes, taps etc). Further we may need to clean Meeting rooms after each meeting including wiping of chairs, desks etc. If this is the case then the College will create a small team within Housekeeping to do this while allowing others to do the more routine cleaning.

Maintenance Procedures

PPE

A full set of personal PPE to be carried by maintenance staff at all times. To include

Faceshield

Face mask

Non-allergenic latex-type gloves, to be worn at all times on all sites

Protective gloves

Sterilizing wipes

Latex type gloves to be worn at all times when entering college property

Faceshields and masks to be worn where maintenance staff cannot maintain separation including when working together

Access to Maintenance Workshop

- Generally, access to basement, kitchen, stores, plantroom and workshop for maintenance staff only, only exception access for motorcyclists to park in basement
- Maintenance Manager's office to be out-of-bounds to other staff, all conversation to be held from door to workshop
- No access to office from bicycle store
- At all times only one member of staff at a time allowed to enter or exit the workshop, priority to be given to those exiting the workshop.
- Workshop seating arrangement to be altered and central worktable to be relocated to basement
- Screens to be installed on workbenches to achieve separation
- Staff to face away from each other when other staff are moving through workshop

Use of Staff Room/Kitchen

- At all times only one member of staff allowed access to the staffroom/kitchen
- Staff to make their own drinks/refreshments and to wash up their own cutlery and crockery – there is to be no sharing of cutlery and crockery.
- All surfaces, kettle, toaster, microwave, door handles to be sterilized before and after use with wipes

Use of Tools

- No sharing of basic tool kits, now to include rechargeable drills
- Shared tools and equipment. Staff are to sterilize tools with wipes on collection and return to workshop

Access to rooms for Maintenance

- Maintenance staff to wear latex gloves at all times when on college property

- Existing knock and wait procedures to be followed before entering rooms to check occupancy. This now applies to all offices and rooms.
- Access to individual's rooms is permitted only if rooms are vacated
- Access to multi-occupancy rooms permitted only where social distancing is possible and a face mask is to be worn