

This document is subject to amendments as the Government and Collegiate University update their advice and guidance.



WADHAM
COLLEGE
UNIVERSITY OF OXFORD

COLLEGE ARRANGEMENTS

Michaelmas Term 2020

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Important note: This document is subject to updates. The latest version will be found here:

<https://www.wadham.ox.ac.uk/about-wadham/covid-19-safety-guidance/covid-19-information-for-students>

SECTION 1: INTRODUCTION

We are looking forward to welcoming you for the 2020/21 academic year.

This guidance has been produced for students to outline the arrangements in the College and the steps being taken to minimise the risks of COVID-19 transmission as we resume onsite for the start of Michaelmas Term. It is important that you read this document before you arrive at the College, so that you know what to expect and what you need to do.

Please read this document alongside the College's COVID-Secure risk assessment which can be found here: <https://www.wadham.ox.ac.uk/about-wadham/covid-19-safety-guidance>

Where this document mentions social distancing this currently means keeping 2 metres apart.

We are aware that this document highlights many changes to normal life in the College for at least Michaelmas Term and we all have to accept that these changes are for the health and safety of everyone in the College and the wider community. Based on scientific evidence, we know that some people are more vulnerable to COVID-19 and some of our College members are in the groups identified. We would also like to share with you that some of our members have been shielding because they are in the extremely vulnerable category. These members have returned to the College and we need to do all that we can to keep them safe. We trust that you will respect all members in our community and support us in implementing these changes, in the global fight against COVID-19, and that we are able to resume our operations safely and effectively for all concerned.

You will be aware that the William Doo Undergraduate Centre, with improved student facilities, and the Dr Lee Shau Kee Building, for access and outreach events, have been under construction since summer 2018. As well as a new JCR, the Undergraduate Centre will have study areas, social space, an art room, café, bar and e-hub. The Dr Lee Shau Kee Building will have two seminar rooms, a dedicated music room, 20 en-suite bedrooms (including 5 accessible bedrooms) and cycle racks, and laundry and bands room in the basement. We are very fortunate that the contractor was able to put in place measures to safely work through the lockdown and whilst there has been some impact on the project, due to a lower workforce and shortage of supplies, they have managed to put in mitigations to avoid a significant delay. We are pleased to advise that students allocated the en-suite rooms in the Dr Lee Shau Kee Building will move in as planned at the start of term (from Sunday 4th October). The lower floors of the Access Centre, the Undergraduate Centre and the landscaping is anticipated to be complete towards the end of October. We will open these fantastic new facilities for you as soon as it is safe to do so. Until the opening, the JCR will temporarily remain in the Okinaga Room and a temporary facility will be set up for student laundry.

The final section of this document contains contact details.

With best wishes.

Lord Ken Macdonald QC
Warden

Frances Lloyd
Domestic Bursar

SECTION 2: KEEPING THE WADHAM COMMUNITY SAFE

The College is committed to ensuring every reasonable effort has been made to ensure the health and safety of our students, staff, Fellows and visitors, as well as the wider community. Our preventative measures include the following:

- Publishing our COVID-Secure risk assessment on our website in line with UK Government advice.
- Provision of hand sanitisers around the College, including in all meeting rooms.
- An enhanced cleaning programme in frequently used areas, including between teaching sessions in meeting rooms.
- Clear signage to remind people about social distancing, hand hygiene and wearing face coverings in required settings unless exempt.
- Introduction of one-way systems where it is possible and will help maintain social distancing.
- Using screens or barriers to help separate people from each other where appropriate and/or where 2m is not viable.
- Reducing the number of people in areas to maintain 2m distance.
- Introduction of measures to avoid people needing to raise their voices to each other, for example avoiding playing loud music.
- Wellbeing support available to all College members.
- Access to the University's in-house testing service for all students, non-academic staff and academic staff.
- Updates via e-mail and our website.
- Regularly reviewing our operations and welcoming feedback.

Questions?

Please contact the Domestic Bursar's Office.

SECTION 3: WADHAM COMMUNITY RULES

In order to maintain a safe environment in the College for everyone, all members are asked to follow these rules:

- Stay alert and maintain social distancing from others wherever possible.
- Wash your hands regularly with soap and water for around 20 seconds and use the hand sanitiser stations located around the College.
- Use a face covering in all indoor communal areas in line with the Collegiate University's Face Covering Policy unless you are exempt. Indoor communal areas include the Lodge, corridors, staircase, lifts and communal toilets. The archways are considered to be outdoor spaces in the College. Some spaces are exempt, including the Lodge staff area behind the hygiene screen, in dining areas and the bar when eating or drinking, and these areas will be indicated by a sign at the entrance. Students do not need to wear a face covering when they are in their household accommodation.
- Coughs and sneezes should be covered with a tissue (or into your elbow if no tissue) which should be disposed of immediately followed by washing of hands.
- Use designated entrances and exits. Follow one-way systems in place to help maintain social distancing. Avoid using the lifts where possible.
- Use cleaning supplies available when asked to clean surfaces and equipment before and/or after use.
- Stay in your household, book a test and let the College know if you develop any coronavirus symptoms and how long you need to self-isolate. Stay in your household and let the College know if any members of your household develop any coronavirus symptoms and wait for the outcome of their test.
- Use designated facilities where advised. Follow health and safety instructions and signage.
- Keep up-to-date with Wadham and University communications by reading your e-mails regularly.
- Students: To carry a mobile phone and ensure the number is correct in your Student Record by accessing Student Self Service. This is important in case we need to get hold of you quickly.

Failure to follow College rules may result in the matter being considered under the College's Disciplinary Code. Such action would take place under the appropriate procedures and could result in sanctions.

We are monitoring UK Government advice and information from the Collegiate University and may need to implement further rules and guidance as required.

SECTION 4: HAND HYGIENE

We use our hands for many different tasks and as a result of contact with other people, equipment or surroundings, they can be responsible for the spread of a wide variety of germs, some of which could cause infection if not cleaned effectively.

Handwashing with soap and water for at least 20 seconds is the most effective way of cleaning your hands if they are visibly dirty. Hands may look clean, but the germs that can cause infections cannot be seen by the naked eye.

Everyday measures everyone can take:

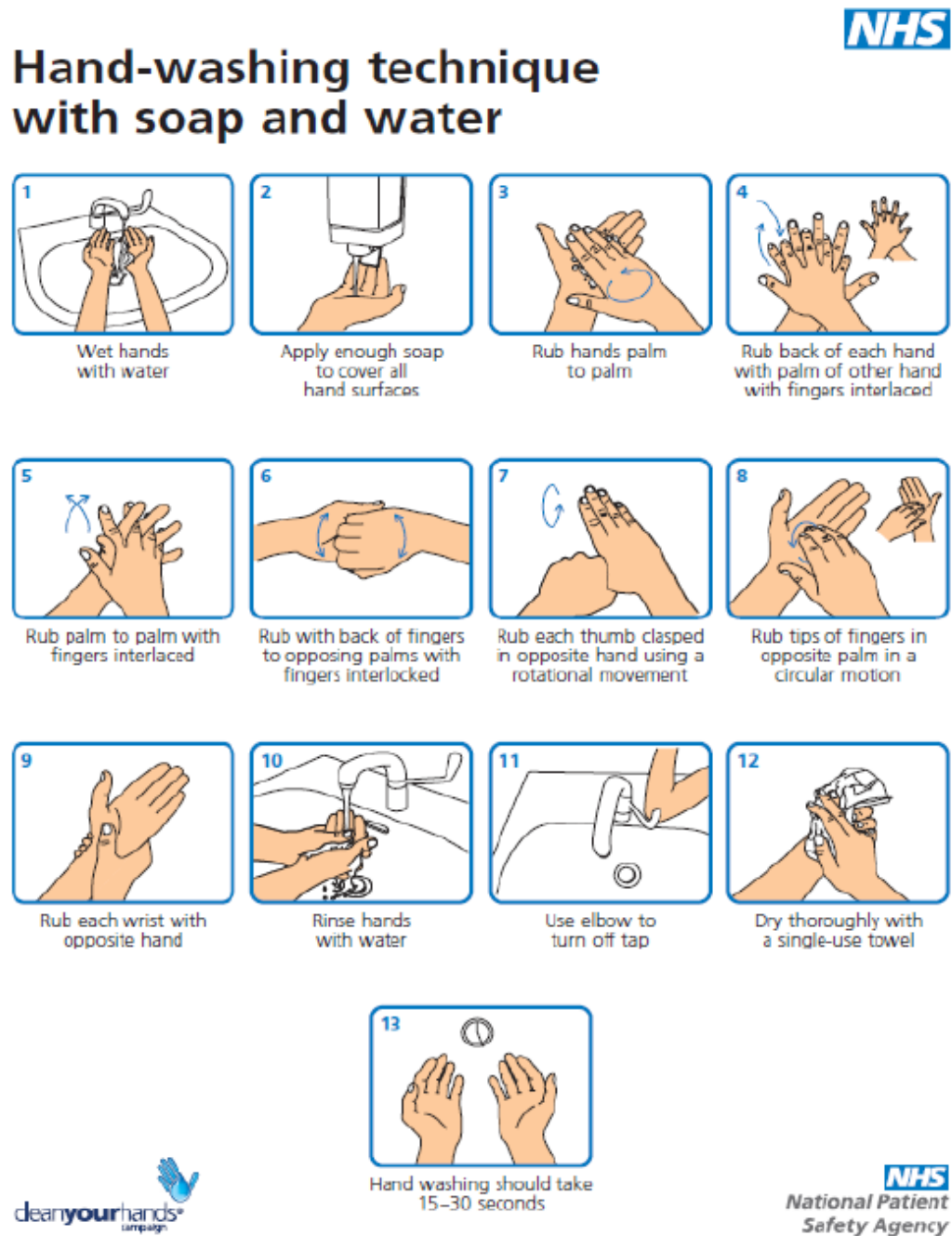
- Washing your hands regularly – with soap and water, and use hand sanitiser if handwashing facilities are not available.
- Cover cough or sneeze with a tissue, then throw the tissue in a bin, then wash or sanitise hands.
- Avoid close contact with people who are unwell and wash or sanitise hands after interactions.
- Clean and disinfect frequently touched objects and surfaces.
- Don't touch your eyes, nose and mouth with unwashed hands.

You should wash your hands:

- Before leaving your household.
- On arrival at the College if you live outside.
- After using the toilet.
- Before putting on and after removing your face covering, unless you're exempt for wearing one under the University's Face Covering Policy.
- After breaks and sporting activities.
- Before food preparation.
- Before eating any food, including snacks.
- After coughing, sneezing or blowing your nose.
- After handling rubbish.
- After touching or handling money.
- After contact with frequently touched surfaces (such as entrance doorways and exits, kitchen taps, kettles, shared printers, etc).
- If your hands are dirty.
- Before leaving the College.

The official NHS technique for washing hands is provided on the next page (see Figure 1).

Figure 1



SECTION 5: MOVING AROUND COLLEGE SITES

Entrances and exits to the College sites remain the same with the exception of the Savile Road gate at the rear of the main site. Use of the Savile Road gate to enter and exit the main site will be temporarily limited to staff, Fellows and contractors. We have introduced this measure as the area is often congested with vehicles and we need to reduce the flow of pedestrians to facilitate social distancing. We will keep this arrangement under review and advise when all College members will be able to use this gate.

We have also introduced a temporary one-way system on the main site through the archways between the Front Quad and Back Quad to facilitate social distancing. Please use the Staircase 4 archway to enter the Back Quad from the Front Quad. Please use the Staircase 6 archway to enter the Front Quad from the Back Quad. Signage is in place to help remind you about this one-way system.

There is a one-way route to dine in the Hall and use the takeaway service from the Refectory. Please see **Section 10** for more details.

Guidance for moving around the College sites to facilitate social distancing:

- Maintain social distancing between other households as much as possible.
- Walk on the left side of paths and staircases where possible.
- Give priority to people ascending the staircase and use landings as passing points.
- Wear your face covering inside buildings unless you or the setting is exempt. Please see below.
- Don't congregate in archways and other pinch points where it will make it difficult for social distancing.
- Though household members don't need to social distance, it could be difficult for others to social distance from large household groups walking together around the College. Walk to your destination in smaller groups, and use single file when approaching others.

Face coverings

The College has implemented the University's Face Covering Policy:

<https://www.ox.ac.uk/coronavirus/health/face-coverings>

All students, staff, Fellows, visitors, contractors and members of the public must now wear a face covering in indoor shared spaces unless the setting or the person is exempt. The face covering should be worn before entering all buildings in the College (as well as University departments) and should continue to be worn in the required setting. The requirement to wear face coverings will not apply to those who have a legitimate reason to be exempt.

The policy document includes the following sections:

- Introduction
- Exemptions
- Required settings for wearing face coverings
- Type of face covering
- Care and Maintenance
- Policy adherence

You may wear your own face covering in the College.

Please contact Katherine Allen in the Academic Office (katherine.allen@wadham.ox.ac.uk) if one of the exemptions applies to you and you will not be wearing a face covering in a required setting. This needs to be done at least 5 working days in advance of any face-to-face meetings so that other

attendees can be informed, and meetings moved online as appropriate. If advance notice is not given within this timeframe, it is the student's own responsibility to also ensure that ALL those with whom face-to-face meetings have been scheduled, including any class or tutorial partners, are also notified, in addition to recording the exemption with Katherine Allen prior to any such meeting.

We aware that some staff and students rely on lip reading and could be disadvantaged by the use of face coverings in some settings. Please contact the Academic Office if you have any questions or concerns.

The College plans to provide all current students, staff and Fellows with two reusable Fair Trade cotton face coverings, free of charge, for the start of Michaelmas Term.

Contacting non-academic staff

Where possible we are limiting face-to-face meetings within non-academic offices as part of our control measures. These offices include: Library Office, Academic Office, Accounts Office, Finance Bursar's Office, Payroll Office, Domestic Bursar's Office, Welfare Advisor, HR Office, Development Office, Accommodation, Sales & Events Office, IT Office, Housekeeping Office, Works Department, Cellarer's Office and Butlers' Office.

You are requested to contact the departments by e-mail for routine matters or telephone if it is an urgent matter. Please see the contact details in this document. Meetings can be arranged with staff and the appropriate arrangements will be made to maintain social distancing.

Smoking in College (including e-cigarettes)

Smoking is not permitted indoors. Smoking outdoors on College sites is restricted to areas where there is a bin for smoking litter. Smokers will be expected to social distance from other households when using smoking areas.

General Public

The College will remain closed to the general public until further notice. Prospective students and alumni are always welcome and the Lodge will provide guidance on protocols, including the Face Covering Policy, before they enter.

Questions?

Please contact the Domestic Bursar's Office.

SECTION 6: STUDENT HOUSEHOLDS

Introduction

All students living in College accommodation will be allocated to a student household of up to 8 students based on whether you are sharing a bathroom/toilet or kitchen. You can freely socialize, without social distancing, with students in your household accommodation, when dining in the Hall, in the JCR/MCR and in the College Bar. You can also go out of the College with your household members without social distancing but you are asked to walk in pairs rather than a large group. You must maintain social distancing outside of your household. Please be considerate and help create an environment where the household feels comfortable and safe together.

Small households

If you are living on the main site you may be in a household on your own or in a household with one student because you are in a single or double set en-suite room and do not share a kitchenette. If this applies to you, we understand that you may be concerned about this. You can contact the Accommodation, Sales & Events Office at the **end of 0th week Michaelmas Term** if you wish to form a larger household with other students in the **same staircase** up to a maximum of 6 students. You must seek written approval in advance from the Accommodation, Sales & Events Office to form a larger household. You must not stop social distancing from other households until you have received the written permission. The College reserves the right to refuse or reverse the decision to form larger households if necessary, for example as part of mitigations to help manage higher levels of transmission risk.

Household numbers

All student households in the College will be identified by a household number. This number will be displayed on doors to communal facilities allocated to a household such as the bathroom/toilet and, if applicable, the kitchenette. The number will also be displayed on flat doors at the Dorothy Wadham Building and Merifield. These facilities must only be used by students in the household. The number will also be used by the catering team if you have booked to dine in the Hall. The table in Hall will display your household number and you will be seated with other members of your household if they are signed on the same sitting. You will be told your household number when you arrive in the College. A newly formed larger household (see section above) will be provided with an updated household number.

Access to accommodation households

The Salto door access system will be programmed to permit students to access their own household accommodation area in their staircase, block or flat across the sites. The Lodge will issue a fob to a student requiring access to a staircase on the main site where they don't reside in order to reach a Fellow's Room or other facility. The fob must be returned to the Lodge after use.

Facilities in households

All rooms on the main site contain a small fridge and you are allowed to bring a kettle to use in your room. Some of our historic and characterful staircases on the main site do not have kitchenettes (small kitchen for making light snacks) and they lack the space to add them. Under normal circumstances, students have been able to share kitchenettes or use the communal JCR or MCR kitchen. As we are following Collegiate University guidance that student households should not share bathrooms/toilets or kitchens, we will not be able to permit different households to share kitchenettes or the JCR or MCR kitchen. For this reason the College's catering provision has been extended to provide more dining options to all students. Please see **Section 10** for more details.

Students living in Merifield and the Dorothy Wadham Building live in flats or studios with kitchens. Each flat or studio is considered to be a student household.

Please note that students are not permitted to bring their own toasters, rice cookers, microwaves, camping stoves and other similar cooking equipment to use in their **bedroom**. Please read the online Wadham Student Handbook for further information on electrical appliances and health and safety advice. Households with access to a kitchen may cook for another household as long as they practice good hand hygiene (see **Section 4**) and food hygiene, and social distance when delivering the food.

You should also take extra care to keep your household shared bathroom and kitchen (where applicable) clean and tidy after you have used them. Please read **Section 8** for more details on housekeeping arrangements.

Household members with coronavirus symptoms

If a member of the household has any of the main symptoms of coronavirus, it is very important that ALL members of the household self-isolate immediately until the member with the symptoms has been tested using the University's Early Alert System (EAS). **The main symptoms of coronavirus are: a high temperature; a new, continuous cough; or a loss of, or change to, your sense of smell or taste.**

The EAS will usually provide the test result to the person with the symptoms and the College within 24 hours. Household members will be told the result of the test. If a test is negative the College will let them know that they can stop self-isolation or there is advice from the EAS to continue to self-isolate, for example another member of the household has also developed coronavirus symptoms. If the test is positive, under current Government guidelines, the household member with the symptoms will need to self-isolate for at least 10 days from the start of the symptoms and other members of the household will need to self-isolate for at least 14 days.

Household members should contact their Tutor and/or the Academic Office if they are due to attend face-to-face teaching in the period when they are unable to leave their household due to the requirement to self-isolate.

We will not ask staff to enter bedrooms or communal facilities being used by a household which is self-isolating unless it is an urgent or emergency situation.

Further details on what to do if you or anyone in your household is experiencing symptoms of COVID-19, as well as support from the College, will be provided in a separate document.

Meeting people outside of your household

The Government relaxed the restriction put in place in March about people visiting other households and have allowed households to form 'social bubbles'. Wadham College is very different from a domestic home. We will have around 570 students living in close proximity in more than 100 student households across the College's accommodation sites. The College is responsible for ensuring the health and safety of all College members and reducing the risk of transmission. **The College's Pandemic Executive Group has taken the difficult decision to introduce a College rule that you are not allowed to invite students from other households, or visitors from outside the College, into your household accommodation at any time. This decision is in the interests of everyone in the College and our wider community.** You are able to socialise with other Wadham household members outside of your accommodation as long as you maintain social distancing. Please see section below.

Different households meeting as a group

Wadham households meeting each other safely within College sites: Wadham student households can meet each other outside their accommodation, for example in the JCR/MCR, Hall, bar or gardens, or in booked meeting rooms, as long as different households maintain social distancing and the maximum occupancy for the space is not exceeded. Wadham households may use the gardens across the College sites to meet each other without booking the space as long as the group does not exceed **six people** if they are from different Wadham households and households maintain social distancing.

Wadham households meeting non-Wadham households inside the College: The College's Pandemic Executive Group has made the difficult decision to only permit students from non-Wadham households onto the College site in order to attend scheduled teaching commitments. This restriction is in place to help to manage our occupancy levels to help maintain social distancing. This decision will be kept under close review and we hope we will be able to lift this restriction when the situation improves.

Wadham households meeting others safely outside the College: The UK Government introduced a law from 14 September which includes a limit of 6 people for most gatherings outside of a household. Gatherings for education purposes are not directly affected by this restriction. Further advice will be provided as soon as possible for households socialising outside College.

Please see **Section 13** to book the College meeting rooms, Moser Theatre, temporary marquee or Fellows' Garden.

We understand that rules for student households will make life feel very different. We will keep the rules under constant review and it is hoped there will be a point when we can relax them once the situation improves.

Questions?

Please contact the Domestic Bursar's Office.

SECTION 7: MOVING INTO COLLEGE ACCOMMODATION

We are planning a staggered arrival process for our College sites so that we can safely manage the process of around 570 students moving in. You should already have received an e-mail with the date and time for you to move in. Please contact the appropriate office if you have not received this information:

- Main site - Accommodation, Sales & Events Office
- Merifield/Lathbury Road – Merifield Manager (site manager)
- Dorothy Wadham Residence – Residential Operations Manager (site manager)

For your own safety, the safety of students in residence, and the safety of our staff, it is very important that you strictly follow Government guidelines on COVID-19, the College protocols set out below, and any specific arrangements sent to you by the relevant office, when you are moving in:

- **You must not come to the College if you or any members of your household where you are currently staying, or support bubble, are displaying COVID-19 symptoms, or you've been told to self-isolate because you are a 'close contact' as part of the NHS Test and Trace System. The primary symptoms of COVID-19 are:**
 - a fever or high temperature;
 - a new, continuous cough;
 - or a loss of, or change to, your sense of smell or taste.
- If you or any member of your household is currently self-isolating, you must finish your isolation period, in line with current Government guidelines, before you travel to the College. You cannot finish the remaining part of your self-isolation in the College. If you have arrived into the UK and are self-isolating outside College accommodation because you have arrived from a country/area that is not included in the Government's list of exempt countries, you must complete the self-isolation period where you are currently staying before moving in.
- Arrangements are in place for you if you will be living in College accommodation and have told us that you need to self-isolate in the College as soon as you arrive in the UK.
- You should allow sufficient time to keep to your allocated arrival slot. If you arrive early it is likely that you will not be able to move in until your allocated slot. If you arrive late you may need to wait until there is a gap when you can safely move in. Our priority is to keep you and everyone in the College as safe as possible and one of these ways is to carefully manage the arrival process to maintain social distancing.
- You may arrive with up to **two guests from the household where you are currently living** to help you move in.
- You and your guests should wear a face covering when entering any College buildings unless you are exempt under the Face Covering Policy. Please see **Section 5**.

- You and your guests are asked to use the hand sanitiser at the entrance before going to any areas in the College.
- You will need to be prepared to carry your own personal belongings to your room/flat. This year it will not be possible for other students to help you carry your belongings to your room unless they are in the same student household as you and you don't have any guests helping you to move in.
- You should follow any directional signage in place to facilitate social distancing. Where there are two way routes you should keep to the left side where possible. Please give way to people ascending the stairs and use landings as passing points.
- You and your guests must social distance from others whilst you are moving in. If you are moving into the main site your guests can help you take your belongings to your room but they should not enter communal areas in your household (toilet/bathroom/kitchen). If you are moving into Merifield or Dorothy Wadham Building your guests are able to help you to move your belongings to the entrance to your flat but **should not enter the student household**.
- The Lodge/site manager will provide the location of the communal toilets for guests.
- You have been allocated a **one hour** slot for moving in. This time limit will help the College to safely manage the arrival process for all students by limiting occupancy levels. For students moving into the main site you may collect a parking pass from the Lodge which will allow you to leave your vehicle on the double yellow lines outside the College on Parks Road. You will have a maximum of **30 minutes to unload**. There should be obvious signs of unloading on a reasonably continuous basis, otherwise a parking attendant may assume that the owner is not acting in the spirit of the agreement and may issue a penalty notice. You will need to pay at the meter if you wish to use the parking bays. You can find further information on Oxford City Council's website on short and long stay parking in Oxford. You will receive information on parking arrangements from the site manager if you are moving into Merifield or the Dorothy Wadham Building.

Questions?

Please contact the relevant department/team member:

- Main site – Accommodation, Sales & Events Office
- Merifield/Lathbury Road – Merifield Manager
- Dorothy Wadham Residence – Residential Operations Manager

SECTION 8: HOUSEKEEPING, WASTE, MAINTENANCE & REPAIRS

Your bedroom and other areas within your household will be deep cleaned and sanitised for your arrival. The housekeeping team will ensure that all touched surfaces are cleaned to a high standard.

Due to the risks of transmission of the virus through touched surfaces, we will need to redirect our housekeeping services across College sites to provide an enhanced level of cleaning and disinfection. We will be focusing on areas where people from different households are touching surfaces such as entrances, corridors, stairwells, lifts, meeting rooms, dining areas, social spaces, communal toilets and other facilities. Detailed cleaning protocols are in place and will be shared with College members in a separate document. Staff have been trained to ensure areas are cleaned and sanitised to the required standard. The housekeeping team on the main site will also be cleaning meeting rooms between teaching sessions and the department is extending its operational hours to 08:00 and 18:00 on weekdays and weekends to provide this service.

As part of our health and safety measures to keep students and staff safe during COVID-19, we will not be entering standard/en-suite bedrooms except for health and safety inspections or in the event of an urgent situation. Students will be provided with cleaning supplies, free of charge, and access to cleaning equipment to keep their bedroom clean and hygienic. Further details on the specific arrangements for each College site will be shared with you before your accommodation licence commences. We will provide housekeeping supplies and equipment for you to clean your household communal bathroom/toilet (and kitchenette where applicable) after you use them. You are asked not to leave ANY personal items in your communal bathroom/toilet and to keep kitchen surfaces clear after use for thorough cleaning. It is important that all household members work together to keep their area clean and tidy.

Household communal toilets, showers/baths and kitchens on the main site and the Dorothy Wadham Building will be cleaned on weekdays as normal. You will be advised when the areas will be cleaned and you will be requested to vacate these areas for this period. You can remain in your bedroom during the cleaning process if you wish. Please remember to social distance from your scout (and all other members of the College outside of your household).

As normal, students living in Merifield will continue to be responsible for keeping their flat clean and tidy, including the removal of waste, throughout their licence period.

All current housekeeping members will be engaged across our sites in the enhanced cleaning and disinfecting programme in shared spaces and access routes to keep everyone safe.

Waste removal

Recycling is still important during these unprecedented times. Please make use of the College's recycling facilities and avoid throwing any waste in the general waste bin if it could be recycled. Several waste audits on our main site have found that around 50% of materials put in the general waste bins could have been recycled.

There are specific recycling arrangements for each site. Students living on the main site should leave their general and recycling waste bins outside their bedroom with the bag tied on weekdays if they wish their scout to remove it. Students are responsible for emptying their green food waste bin directly into a large food recycling bin in the Savile Road gate area.

Please ensure you wash your hands thoroughly with soap and water after touching waste.

Student storage on the main site

We will continue to provide a storage facility at the end of term for students living on the main site. Further details will follow during the term.

Room inspections

We will continue regular inspections of bedrooms and communal facilities to ensure that standards of cleanliness are maintained and there are no urgent or emergency maintenance issues. We must undertake these inspections to ensure the College remains compliant with relevant legislation, including fire safety and health and safety. We have revised our protocols for the inspections due to COVID-19 and you will receive details in advance of the first inspection.

Maintenance and Repairs

There may be times when we need to access your household accommodation area to undertake a task to ensure the College remains compliant with legislation, for example checking fire extinguishers and emergency lighting, or to undertake maintenance and repairs. We have revised our protocols for these visits and you will receive a separate document with this information.

Face coverings

Scouts, and any other authorised staff, will wear a face covering at all times when they are in student household accommodation, unless they are exempt under the University's Face Covering Policy.

Questions?

Please contact the relevant department/team member:

- Main site – Housekeeping Department
- Merifield/Lathbury Road – Merifield Manager
- Dorothy Wadham Residence – Residential Operations Manager

SECTION 9: LODGE

The Lodge on the main site is the College's information centre and is the only area in the College which is staffed 24 hours a day. The Lodge team receive mail and messages and will distribute them to individual pigeonholes. The Lodge's telephone for routine matters is ext. **77900** (01865 277900).

The fire alarms for all College sites are connected to the Lodge, and it is there that you should go for help in an emergency. The emergency phone at the Lodge is ext. **77999** (01865 277999). If you are living on main site the emergency phone on each staircase will automatically dial the Lodge.

Control measures in place to help prevent the spread of coronavirus:

- A hand sanitising station is located outside the Lodge.
- There is a one-way system into the Lodge.
- Only one person in the Lodge at a time.
- Hygiene screens have been installed on the Lodge desk.
- The Lodge team are working in fixed teams and so are permitted to work behind the screens without wearing a face covering and can work at a 1m+ distance.
- Deliveries are contactless.
- Enhanced and regular cleaning of surfaces and equipment, including keys.
- Signs will remind users regarding social distancing, hand hygiene and wearing a face covering.

Please help the Lodge team by following these steps:

- Calling the Lodge for any general enquiries where possible. Call 01865 277900 if you are using a mobile or 77900 if you are calling from an internal phone.
- Using the hand sanitiser before entering the Lodge.
- Waiting outside if you can see someone is visiting the Lodge.
- Follow the one-way system.
- Observe social distancing inside the Lodge.
- Minimise your parcel and post deliveries where possible.
- Nominate **one** member in your household to collect the post for your household on a daily basis.
- Arrange to meet your guest at the College entrance at the agreed time and provide a way for your guest to contact you to let you know they are there.

Questions?

Please contact the Lodge.

SECTION 10: CATERING SERVICE

We have extended our catering operation as much as we can to support students living on the main site without access to cooking facilities. We will operate a takeaway service and a dine-in service in the Hall every day of the week.

| Meal | Refectory | Hall |
|----------------------------|---|---|
| Breakfast (Mon – Fri) | N/A | Dine-in Service: 08:15-09:00 |
| Lunch (Mon – Fri) | Takeaway Service: 12:30-13:00 13:15-13:45 | Dine-in service: 12:30-13:00 13:15-13:45 |
| Dinner (Mon-Fri) | Takeaway Service: 18:00-18:30 18:45-19:15 | Dine-in service: 19:30-20:00 20:15-20:45 |
| Brunch (Sat & Sun) | N/A | Dine-in service: 11:00-11:30 11:45-12:15 12:30-13:00 |
| Weekend Dinner (Sat & Sun) | N/A | Takeaway service: 18:00-18:30 |

Meals

There will be a reduced range of food available due to a reduction in capacity from extending the service with the same staffing levels, as well as staff working in fixed teams to reduce the number of people each person has contact with. We are not able to increase our staffing levels to provide more options as we would not be able to maintain social distancing.

You can see the menu for each sitting on the Meal Booking System (MBS).

Meal Prices

| Meal (Takeaway and dine-in) | Price | Additional information |
|-----------------------------|-------|---|
| Breakfast/Brunch (5 items) | £2.50 | |
| Breakfast/Brunch (10 items) | £3.50 | |
| Lunch (Sandwich) | £3.00 | |
| Lunch (Hot) | £4.50 | 1 course with a piece of fruit. Option of salad or vegetables. |
| Dinner | £5.40 | 2 course |

The same price is being charged for the dine-in and takeaway service as the costs are similar.

Booking meals

All meals will need to be booked by 10:00 the preceding day (by 10:00 on Friday for meals on Saturday, Sunday and Monday) through the MBS. We will not be able to operate a walk-in service for any meals.

You will be able to book for meals 2 weeks in advance. Once the booking system is closed (by 10:00 the preceding day, or 10:00 on Friday for weekends meals) you will not be able to amend or cancel a meal. There will be no refunds on meals booked and not taken.

We will NOT automatically book and charge students living on the main site for weekday dinner during the term as we normally do. You will need to book dinner (and any other meals) if you are living on the main site.

There will be short timed slots for the takeaway service to keep the queue flowing and to facilitate social distancing.

Special diets

The kitchen will continue to cater for all dietary requirements, including vegan and halal. Please ensure that you enter your dietary requirement on the MBS before you book your meal. The default dietary setting is 'meat eater' and the kitchen will cater for you using this information unless you change the settings. **You cannot change your dietary information after the booking system is closed or when you arrive for your meal.**

Takeaway service - Refectory

There will be short timed slots for the takeaway service. You will have a choice of booking a packed hot lunch or a packed sandwich lunch. A sandwich lunch will comprise a sandwich, packet of crisps and fruit. A hot lunch will comprise a hot main dish, with a choice of vegetables or salad, and fruit. Please look at the MBS for the menu before booking.

Arriving at the Refectory:

- Arrive at the allocated time slot to help us facilitate social distancing and avoid long queues.
- Bring the following items:
 - Your Bod card
 - Your face covering unless you are exempt
 - Your own clean cutlery in a bag if you have booked a hot takeaway lunch (to help reduce wastage from using disposable cutlery)
 - Your own refreshment bottle.

There will be a one-way system to enter and exit the Refectory. Please use the hand sanitiser before you enter the main door to the Refectory wearing your face covering unless you are exempt. Your Bod card will be scanned by a member of staff behind a hygiene screen. You will enter the normal service area where your meal will be put on a recyclable, disposable plate, or in paper bag if you have booked the sandwich lunch, by staff working behind a hygiene screen. Staff will put your meal on a tray and step back for you to step forward to collect your meal. You should wear your face covering when collecting your meal unless you are exempt.

Dine-in service – Hall

To calculate the occupancy in the Hall during COVID-19, we have assumed that many students will book to dine-in the Hall with some or all members of their household and they can be seated together without social distancing. If other members of your household are not booked on the same sitting, you will be allocated a place which will maintain social distancing from other households.

We have set the maximum occupancy of the Hall to 45 and each sitting will be allocated this number of places. **You should arrive for the sitting with other members of your household booking on the same sitting, as this will help us to operate an efficient service for everyone dining on the sitting.**

Arriving at the Hall:

- Arrange to meet all members of your household booked on the same sitting.
- Bring the following items:
 - Your Bod card
 - Your face covering unless you are exempt
 - Your own clean cutlery in a bag (to help reduce wastage from using disposable cutlery)
 - Your own refreshment bottle. A water dispenser will be available in the Ante-Chapel for you to top up your bottle. Water will not be on the tables in the Hall.

There will be a one-way system to enter the Hall. Please enter via the main doors to the Ante-Chapel in the Front Quad wearing your face covering. Please use the hand sanitiser. Your Bod card will be scanned by a member of staff behind a hygiene screen in the Ante-Chapel. You will enter the Cloister where the service counters are temporarily located. Your meal will be put on a recyclable, disposable plate by staff working behind a hygiene screen. Staff will put your meal on a tray and step back for you to step forward to collect your tray before entering the Hall. A table will be allocated for you and any other members of your household. You will be able to remove your face covering when you have sat down at your seat to eat and drink in the Hall.

Leaving the Hall: **Please leave the Hall by the time allocated for the sitting to enable the staff to clean and sanitise the tables and benches, and set up for the next sitting.** You should wear your face covering before standing up and following the one-way system to exit the Hall. Please take your tray to the Hall entrance where there will be a place to put your waste and leave your tray. Please use the hand sanitiser at the exit.

Recyclable, disposable items

It has been a difficult decision to introduce the use of recyclable, disposable plates and other packaging. It is a part of our current control measures to minimise the risk of transmission to staff. We will keep this decision under review as we resume our catering operation.

Guests

We will not be able to cater for guests due to our limited dining capacities.

Other dinners

We do not believe we have the capacity to offer the following large catered events with social distancing measures in place: Undergraduate Freshers' Dinner; Graduate Freshers' Dinner; Student Guest Dinners; MCR Guest Dinners; MCR Exchange Dinners; Chapel Supper; Choir Supper; Scholars and Exhibitioners Dinner. We will keep this decision under review.

Contingency plan

We are operating the catering operation as safely as possible with trained staff maintaining social distancing or, where this is not possible, working in small fixed teams. We have carefully planned the operation to mitigate the risks as far as practicable and we have a plan to operate under different scenarios.

Control measures in place to help prevent the spread of coronavirus:

- Limited number of people in the areas at any one time.
- Hand sanitiser located at the entrances.
- Social distancing between households when queuing and dining in the Hall.
- A face covering must be worn in the areas except when eating and drinking in the Hall.
- Minimal contact between staff and diners, including touched items.
- Hygiene screens in place in front of staff scanning Bod cards and serving food.
- Enhanced and frequent cleaning. Touched surfaces cleaned and sanitised between sittings.
- Windows and doors will be kept open where possible to maintain ventilation.
- Signs will remind users regarding social distancing, hand hygiene and wearing a face covering. Floor markers will be in place to aid social distancing.

Questions?

- Please contact the Butlers' Office.

SECTION 11: LAUNDRY

| Room/area/activity | Occupant capacity during COVID-19 - social distancing between households |
|-----------------------------------|--|
| Laundry – main site | 1 person |
| Laundry – Merifield | 1 person |
| Laundry – Dorothy Wadham Building | 1 person |

There will be a temporary laundry in a cabin in the Back Quad until the new laundry room opens in the basement of the Undergraduate Centre. The machines in the temporary cabin will be free to use for students living on the main site until the new facility opens.

All laundry rooms will continue to be open 24 hours.

Control measures in place to help prevent the spread of coronavirus:

- One person in the room at any one time. A sign displaying the occupant capacity will be displayed at the entrances.
- Hand sanitiser located at the entrance.
- A face covering must worn in the area.
- Windows kept open where possible to maintain ventilation.
- Users requested to clean touched surfaces after use. Cleaning station in the room.
- Enhanced and frequent cleaning during housekeeping operational hours.
- Signs will remind users regarding hand hygiene, wearing a face covering and cleaning surfaces after use.

Questions?

Please contact the relevant department/team member:

- Main site – Housekeeping Department
- Merifield/Lathbury Road – Merifield Manager
- Dorothy Wadham Residence – Residential Operations Manager

SECTION 12: JCR AND MCR FACILITIES

JCR

The JCR will reopen on **Friday 2 October**. The facility will continue to be temporarily located in the Okinaga Room until the Undergraduate Centre opens. The JCR will be open during the following times: 07:00 to 08:00; 09:00 to 11:30; 12:30 to 7:00; 18:00 to 23:00.

The facility will be closed for cleaning between 08:00 and 09:00; 11:30 and 12:30; 17:00 and 18:00.

| Room/area/activity | Occupant capacity during COVID-19 - social distancing between households |
|--------------------|--|
| JCR | 16 people AND not more than 3 different households at any one time |

Control measures in place to help prevent the spread of coronavirus:

- Limited number of people in the areas at any one time. A sign displaying the occupant capacity will be displayed at the entrances.
- Hand sanitisers located at the entrance and inside the rooms.
- One-way system to enter and leave the room. Directional signs in place.
- A face covering must be worn in the area unless drinking or consuming food.
- Reduced seating.
- Users asked to ventilate the room by opening windows.
- Floor markers to aid social distancing.
- Users requested to clean touched surfaces after use. Cleaning station in the room.
- Enhanced and frequent cleaning by the housekeeping team.
- Signs will remind users regarding social distancing, hand hygiene and wearing a face covering.
- Communal equipment such as the pool table, table tennis and games machine will be temporarily unavailable.
- The JCR will not be open 24 hours a day to avoid it being used by multiple households for a long period without cleaning.

Graduate Centre

The Graduate Centre will reopen on **Thursday 1 October**. The centre will be open during the following times: 07:00 to 08:00; 10:00 to 16:00; 18:00 to 23:00.

The facility will be cleaned between 08:00 and 10:00; 16:00 and 18:00.

| Room/area/activity | Location | Occupant capacity during COVID-19 - social distancing between households |
|-------------------------|--------------|--|
| Gillese-Badun Room | Ground floor | 10 people |
| Library | Ground floor | 2 people |
| Library | Basement | 4 people |
| Dr H Y Mok Reading Room | Mezzanine | 6 people |
| Becker Media Room | Basement | Temporarily unavailable |
| MCR | Basement | 10 people |
| Toilets | Basement | 1 person |
| Kitchen | Basement | Temporarily unavailable |

MCR members will be able to book a desk in the Library using a new booking system. Further details will follow.

Control measures in place to help prevent the spread of coronavirus:

- Limited number of people in the areas at any one time. A sign displaying the occupant capacity will be displayed in the areas.
- Hand sanitisers located outside the building and in the library (both floors) and MCR.
- One-way system to enter and leave the Graduate Centre. Directional signs in place.
- Users requested to avoid using the lift where possible.
- Floor markings in key areas to maintain social distancing.
- A face covering must be worn, unless exempt, in all areas unless drinking or consuming food in the MCR.
- Some desks and seats will be out of use to maintain social distancing.
- Users requested to take all personal belongings with them when leaving the area.
- Users requested to clean touched surfaces before and after use. Cleaning stations in the areas.
- Enhanced and frequent cleaning by the housekeeping team.
- Signs will remind users regarding social distancing, hand hygiene and wearing a face covering.
- Communal equipment such as the pool table will be temporarily unavailable.
- Additional protocols in place for opening the MCR Bar.
- The Graduate Centre will not be open 24 hours a day to avoid it being used by multiple households for a long period without cleaning.

The MCR kitchen is temporarily unavailable as we are following guidance that different households should not use the same kitchen.

The Becker Media Room is temporarily unavailable as it is a small room in the basement without sufficient ventilation.

JCR Bar

We have made changes to the bar operation to provide a takeaway service during the day and evenings. Seating will be available in the bar area but it will be limited to 3 households at any one time with no more than 6 members in each household due to the layout of the fixed seating.

| Day | Hot/cold non-alcoholic drinks and snacks | Non-alcoholic and alcoholic drinks and snacks |
|-----------|--|---|
| Monday | 11:30 to 14:00 | Closed |
| Tuesday | 11:30 to 14:00 | 19:00 to 22:00 |
| Wednesday | 11.30 to 14:00 | 19:00 to 22:00 |
| Thursday | 11:30 to 14:00 | 19:00 to 22:00 |
| Friday | 11:30 to 14:00 | 19:00 to 22:00 |
| Saturday | Closed | Closed |
| Sunday | Closed | Closed |

There will be times when the bar will not be open for operational reasons.

| Room/area/activity | Occupant capacity during COVID-19 - social distancing between households |
|--------------------|--|
| JCR Bar – seated | 18 people - up to 6 students from 3 different households |
| JCR Bar – takeaway | 3 people queuing inside the bar area |

All drinks will be served in single use, disposable cups.

Control measures in place to help prevent the spread of coronavirus:

- Limit the number of people in the area at any one time.
- Hand sanitiser located in the bar.
- One-way system to order drinks from the bar.
- A hygiene barrier will be used on the bar counter.
- Cashless – Bod cards and credit/debit card will be accepted
- A face covering must be worn in the bar area unless you are exempt. You do not need to wear a face covering when you are sitting at one of the bar tables and are drinking or eating.
- Floor markings in place to maintain social distancing.
- Bar counter and other surfaces will be frequently cleaned.
- Enhanced cleaning programme in place.
- Ventilation will be maximised as much as possible by opening the doors to the quad.
- Tables will be cleaned and sanitised between users.
- Signs will remind users regarding social distancing, hand hygiene and wearing a face covering if they are not drinking in the area.

Snug Room temporarily converted to provide access to printing/copying facilities

The Snug Room will be temporarily repurposed to locate the photocopier from the Library to enable students to have access to printing and copying facilities throughout the day. The room will also contain storage for SU welfare supplies. We will endeavour to find a new location for the photocopier when the new buildings are open.

The room will be open between 07:00 and 23:00. There will be short periods during the day when the room will be out of use for cleaning. It will be very important that users clean touched surfaces in this room before and after use.

| Room/area/activity | Occupant capacity during COVID-19 - social distancing between households |
|---------------------------------|---|
| Photocopier/SU Welfare Supplies | 1 person at a time |

Control measures in place to help prevent the spread of coronavirus:

- Only one person in the room at a time. A sign displaying the occupant capacity will be displayed at the entrances.
- Hand sanitiser located at the entrance.
- A face covering must be worn in the area.
- Windows kept open where possible to maintain ventilation.
- Users requested to clean touched surfaces after use. Cleaning station in the room.
- Enhanced and frequent cleaning during housekeeping operational hours.
- Signs will remind users regarding hand hygiene, wearing a face covering and cleaning surfaces after use.

Welfare Room and SU Guest Rooms

These rooms are temporarily unavailable as we are following advice that toilet/bathroom facilities should not be used by multiple households. The rooms are not en-suite and are located in household accommodation areas.

Questions?

Please contact the Domestic Bursar's Office.

SECTION 13: MEETING ROOMS, FELLOWS' GARDEN AND TEMPORARY MARQUEE

Meeting rooms will be operating at substantially lower capacity than normal and priority will be given for teaching and academic purposes. The Moser Theatre will also be used as a teaching space.

Rooms will be in set configurations (boardroom or classroom style) to facilitate social distancing and must not be re-arranged. All meeting rooms will contain a hand sanitiser and cleaning station.

Teaching

The minimum distance between all students and tutors will be no less than 2m during teaching sessions. Bookings will be arranged with 15 minutes between bookings to enable the housekeeping team to clean rooms between booked teaching sessions and avoid stacking. Bookings will not normally extend beyond 18:00. Students and tutors are required to wear face covering during face-to-face teaching unless they are exempt under the University's Face Covering Policy.

The housekeeping team will clean meeting rooms between teaching sessions.

The capacity of meeting rooms for teaching is set out below:

| Room/area/activity | Layout | Occupant capacity during COVID-19 - social distancing between households | Notes |
|------------------------------|----------------------|--|--|
| Holywell Music Room | Theatre | 50 | Fixed seating |
| Gillese-Badun | Classroom | 10 | Chairs with writing slates – no tables |
| Trapp Room | Classroom | 9 | Chairs with writing slates – no tables |
| Moser Theatre | Boardroom | 16 | U-shape desks. No natural ventilation. |
| Knowles Room | Boardroom | 6 | Tables and chairs |
| C Day Lewis Room | Boardroom | 6 | Tables and chairs |
| Room A (Staircase 4) | Boardroom | 6 | Tables and chairs (hollow square) |
| Room B (Staircase 5) | Boardroom | 6 | Tables and chairs (hollow square) |
| Tower Room (Graduate Centre) | Boardroom | 4 | Table and chairs |
| Old SCR | Boardroom plus table | 4 | Use of small table in the room as well as dining table |

Temporary Marquee

A temporary marquee (12m x 27m) will be located in the Fellows' Garden to provide an additional space in the College during Michaelmas Term. The marquee will be set up around 25 September 2020 will be available to be booked. Please see section below.

Social events in meeting rooms and the garden

The Academic Office oversees the booking of teaching rooms, with the exception of the Holywell Music Room, and requests to use the Fellows' Garden for social events during term-time. The Accommodation, Sales & Events Office oversees the booking of the Holywell Music Room during term-time and will also oversee the booking of the temporary marquee in the Fellows' Garden. The

room booking system will show availability for social events during evenings and weekends. Your online booking form will be considered by the Academic Office and Dean. **If your booking is approved, it is very important that the layout of the meeting room is not changed.** The desks in the Moser Theatre will be removed on Friday afternoon for the venue to be used for other activities approved through the room booking system.

Control measures in place to help prevent the spread of coronavirus:

- Limit the number of people in the area at any one time.
- Hand sanitiser located in the rooms.
- Face coverings will be worn in the areas.
- Users will not share stationery.
- Shared equipment such as remote controls will be cleaned between users.
- Windows opened to improve ventilation where possible.
- Surfaces kept clear so that cleaning can be carried out thoroughly.
- Meeting rooms will be cleaned by the housekeeping team between teaching sessions.
- Enhanced cleaning programme in place.
- Social events will require a specific risk assessment. A template risk assessment will be provided for organisers to adapt for their event.
- Signs will remind users regarding social distancing, hand hygiene and wearing a face covering in the required settings.

Questions?

Please contact the relevant department/team member:

- Booking meetings rooms and the garden during term-time – Please use the online room booking system. Enquiries to the Academic Office.
- Booking the Holywell Music Room and temporary marquee in the Fellows' Garden – Accommodation, Sales & Events Office
- Booking rooms and the garden during the vacations – Accommodation, Sales & Events Office

SECTION 14: MUSIC PRACTICE FACILITIES

Holywell Music Room

Available for piano practice by arrangement. Non-music students must submit an application, using a link on the Faculty of Music's website, for eligibility to use the piano. Approved students are then able to book the room for piano practice through the Accommodation, Sales & Events Office. The room is also available for individual and group rehearsals through the same office. A risk assessment may be required for group rehearsals.

The Chapel and Ante-Chapel

The Ante-chapel piano will be available to be booked during the following times: 07:00-10:00; 13:00-14:00; 19:00-23:00

The Chapel organ will be available to be booked during the following times: 13:00-14:00, 19:00-23:00

Both instruments can normally be played on Saturdays from 09:00 to 23:00.

Special dispensation may be sought from the Dean to play outside these hours. To play the Chapel organ or the Ante-Chapel piano, permission must be obtained from the Director of Chapel Music or Chaplain.

The Ante-Chapel will be used as a one-way route to the Cloister for meals in the Hall from 08:00 to 09:15; 11:30 to 14:00 and 19:00 to 20:30 on weekdays. There will also be a one-way system through these areas for weekend meals from 10:45 to 13:30 and 17:30 to 19:00.

The Hall Gallery

The Gallery piano can only be played by arrangement. Permission must be obtained from the Director of Music or Chaplain and Head of the Accommodation, Sales & Events Office.

The Bands Room

The room will be temporarily unavailable due to the location of the room in a basement without sufficient ventilation.

Control measures in place to help prevent the spread of coronavirus:

- One person at a time to play the piano or organ.
- Hand sanitiser located in the room.
- Face coverings will be worn in the area.
- Users will be responsible for cleaning surfaces before and after use. Cleaning station in the areas.
- Enhanced and frequent cleaning by the housekeeping team.
- Signs will remind users regarding social distancing, hand hygiene and wearing a face covering.

Questions?

Please contact the Domestic Bursar's Office.

SECTION 15: SPORTS FACILITIES

The Domestic Bursar is the Chair of Amalgamated Clubs and Senior Member of the Wadham Boat Club in 2020/21 academic year.

College Gym

The gym will reopen on **Monday 5 October** for authorised users.

| Room/area/activity | Occupant capacity during COVID-19 - social distancing between households |
|--------------------|---|
| Gym | 2 active Wadham members from the Wadham Boat Club or Wadham Weightlifting Club (to be kept under review) |

Gym users will be expected to social distance if they are in different households and must thoroughly sanitise all equipment after use.

In view of the reduced capacity in the gym, the facility will be limited to **active** Wadham members of the College Boat Club and College Weightlifting Club at the outset. To facilitate this process there will be bookable slots for authorised students to book to use the gym through the College's room booking system. The gym will be open between the following times: 05:00 to 07:00; 08:30 to 15:00; 16:30 to 23:00.

The gym will be closed for cleaning between: 07:00 and 08:30; 15:00 and 16:30.

Authorised gym users will be required to sign an updated set of gym rules before they are granted access to book gym slots. The Club Captains will be sent a list of the gym rules in the week commencing 28 September. The Captains will be responsible for returning a list of active club members and signed copies of the new rules to the Domestic Bursar's Office for Bod cards to be updated to provide access to the gym.

Squash Court

The squash court will reopen on **Monday 5 October**.

| Room/area/activity | Occupant capacity during COVID-19 - social distancing between households |
|--------------------|--|
| Playing squash | 2 people in the same household |

There will be bookable slots between 07:00 and 23:00 for members of the same Wadham student household. Members from different households and non-Wadham members will not be able to play squash. Users must sanitise their hands before using the squash court and follow the other rules displayed on the squash court door. The squash court changing facilities and showers will not be available until further notice.

Moser Theatre

The Moser Theatre will be set up for teaching only on weekdays. The facility can be booked from Friday evening until Sunday afternoon for badminton and other approved activities. Bookings should be made using the normal booking procedures.

Occupant capacity in the Moser Theatre:

| Room/area/activity | Occupant capacity during COVID-19 - social distancing between households |
|---------------------------|--|
| Teaching setting | 10 people |
| Badminton (weekends) | 4 people in the same household |
| Other exercise (weekends) | 10 people |

Sports Ground

The sports ground will reopen on **Monday 5 October** for authorised users.

Sporting activities must follow the guidance and advice from University Sports. **Club Captains are responsible for submitting their club's COVID-secure risk assessment to domestic.bursar@wadham.ox.ac.uk** for review and approval prior to any members using the sports ground. Club members must submit a signed copy of the risk assessment before they are authorised to use the sports ground. The Club Captain is responsible for communicating with members on the arrangements and for reporting any accidents.

Occupant capacity in the sports pavilion:

| Room/area/activity | Occupant capacity during COVID-19 - social distancing between households |
|-----------------------|--|
| Changing Rooms | 3 people |
| Toilets | 1 person |
| Upstairs seating area | Temporarily unavailable |
| Kitchen | Temporarily unavailable |

Boathouse

The Boathouse is owned and managed by a consortium of Wadham, St Anne's and St Hugh's. The facility is currently open to authorised members of the Boat Club for single sculling. **A COVID-secure risk assessment**, following guidance from British Rowing, is in place for this activity. Club members must submit a signed risk assessment to be authorised. The Club Captain is responsible for communicating with members on the consortium's arrangements for use of the boathouse.

Control measures in place to help prevent the spread of coronavirus:

- Limited number of people in the area at any one time.
- Hand sanitiser located in the areas.
- Face coverings will be worn in the areas unless the setting or person is exempt.
- Shared equipment will be cleaned between users.
- Windows opened to improve ventilation where possible.
- Surfaces kept clear so that cleaning can be carried out thoroughly.
- Enhanced cleaning programme in place.
- Signs will remind users regarding social distancing, hand hygiene and wearing a face covering.
- Specific risk assessments for each area.

Questions?

Please contact the Domestic Bursar's Office.

SECTION 16: LIBRARY

In Michaelmas Term, Wadham Library will be offering bookable Study Sessions for study in the library. Alongside this, we will offer a separate 24/7 Click & Collect / Returns system that will allow everyone at any time to return their books and to collect books that they have requested to borrow. Please see below for more details.

Study Sessions

We will be opening the library 7 days a week, with 3 Study Sessions each day (morning, afternoon, evening) on Mondays to Fridays and two Study Sessions on Saturdays and Sundays (as it has been confirmed that cleaning is not available for a third session). Each Study Session will have 37 seats, including 10 seats in study carrels where priority will be given to students whose use of them has been recommended by the Disability Advisory Service, and including a further 2 seats in the Persian Section that will be prioritised for Persianists. The timings of the study sessions are as set out below:

| | Morning | Afternoon | Evening |
|-------------------|-----------------|------------------|-----------|
| Monday – Thursday | 9am – 12 noon | 1.30pm – 4.30pm | 7pm – 1am |
| Friday | 9am – 12 noon | 1.30pm – 4.30 pm | 7pm-10pm |
| Saturday | 9 am – 12.30pm | 4pm – 10 pm | |
| Sunday | 9 am – 12.30 pm | | 7pm – 1am |

You will have to book a Study Session in advance, online. There will be no access to the library unless you have pre-booked a Study Session.

During Study Sessions, you will not be able to access the book shelves in the library but will have to ask staff to fetch a book from the shelves for you. The book will be issued to you and brought to your desk. At the end of the session you can either take the book away with you or leave it on your desk, in which case it will be returned from your borrower record and put back onto the shelves after being quarantined for 72 hours.

Each desk must be entirely cleared of all items at the end of each Study Session – this is to enable cleaning by Housekeeping. The only exception is if you have decided to leave a Wadham Library book on your desk that you have been consulting for collection by library staff.

The library toilet will be open during the study sessions.

You will be able to bring in a bottle of water with a screw top lid, or a lidded travel mug containing a hot drink.

To go between floors in the library you will only be able to use the central staircase – the staircase on the right as you come into the library has been taken out of use, except for in emergency.

When using the central staircase you should keep left and give way to anyone who is coming up the stairs.

The photocopier/printer/scanner has been taken out of the library and will be available for use from the Snug Room.

You must remain at least 2 metres distant from other people at all times.

Unless exempt from wearing one, you must wear a face covering all the time you are in the library. You can lower the face covering to take a sip from your travel mug / bottle of water but should then put it back on.

Click & Collect>Returns

In addition we will be operating a 'Click & Collect' system from the Library Discussion Room, which will be accessed not via the library but via Staircase 19.

Under the Click & Collect system, you will be able to order over the SOLO catalogue books that you would like to borrow – those books will then be fetched by staff and placed in the Discussion Room ready for you to collect. You will receive an automated email to let you know when your books are ready for collection. Please collect your books promptly and bring your own bag in which to carry the books.

The Discussion Room (accessed via Staircase 19) will also be where you should bring the Wadham Library books that you are returning. Please place them into the marked plastic crates. They will be quarantined and then taken off your reader record before being re-shelved.

Book Suggestions

You can still request new titles for the library to buy – please email library@wadham.ox.ac.uk in the normal way. Please note that new acquisitions will be quarantined for 72 hours before being made available for collection from the Discussion Room.

The Discussion Room, accessed via Staircase 19 and not via the library, will be open 24/7 for the collecting and returning of Wadham Library books.

Questions?

Please contact the Library.

SECTION 17: IT ARRANGEMENTS, IT SUPPORT AND PRINTING

Every student room at Wadham has wired network access and it is expected most students will have their own computers. Loan laptops are available for short periods of time if needed.

Due to the present unprecedented situation there will be a lot of remote teaching and streaming. The University has acknowledged that Eduroam will be at capacity and users may experience contention issues. With this in mind students are strongly urged to register their devices for use on the College wired network. Some devices may require an adapter but once on the wired network you will not experience any contention/buffering issues.

To register your device on the wired network, plug your device into the port in your room, cables are available to purchase from the Lodge if required. Open a web browser and follow the on-screen instructions. You will be required to have a supported Operating System with the latest service pack and an up to date antivirus.

To register a gaming device for use on the College wired network go to <https://leeds.wadham.ox.ac.uk/registration/GameRegister.jsp>

Wireless (Eduroam) is available throughout the College, University buildings and libraries and instructions on how to connect to Eduroam can be found at <https://help.it.ox.ac.uk/network/wireless/services/eduroam/index>

N.B. Devices such as the Amazon Echo and Sonos are **not** compatible with the eduroam network or the enterprise grade College network

You are expected to familiarise yourself with the College's IT policies, which are available at <https://www.wadham.ox.ac.uk/governance/regulations-and-policy-documents>

In particular, you should take note of the following three points:

- First, your use of the College and University network is not anonymous. File downloads, web browsing and emails could, if necessary, be traced back to your computer. The use of Peer-to-Peer (P2P) file-sharing software for downloading copyright material like music, films and software is forbidden, and carries a financial penalty (£50 per incident).
- Secondly, you should make proper arrangements to back up your work. The consequences of losing academic work, especially shortly before a deadline, can be very serious indeed. Oxford University students can get Office 365 for free which includes up to 5TB of cloud OneDrive storage, see <https://help.it.ox.ac.uk/nexus365> for more details.
- Thirdly, you should make sure that your computer is protected against viruses, malware/spyware, and other malicious programs by installing up-to-date antivirus/antimalware software and applying regular operating system patches. Oxford University students can get Sophos for free via <https://help.it.ox.ac.uk/sophos-faq> and for further information on how to stay safe online please see <https://www.infosec.ox.ac.uk/>

Remember the University WILL NEVER ask for passwords etc. via email or over the phone.

IT Support

The SU will be providing first line support for Freshers and other returning students on connecting devices to wifi, setting up Eduroam and Single Sign-On accounts and passwords, and printing.

Students that are experiencing more complex computing difficulties can set up an appointment with the IT support team for in-person support. Appointments may be made by emailing

help@wadham.ox.ac.uk , and if you are not at that stage able to use email the SU can assist in emailing on your behalf. Socially-distanced meetings with one of the IT support staff will be arranged in the ante-chapel during the morning or afternoon, excluding those times when students will be in the ante-chapel for other reasons, e.g. queueing to enter the dining hall. When meeting with IT support staff, students will be asked to remain socially distanced, students should wear a face mask, and will be asked to wipe-down their devices and wash their hands before and after the meeting with IT staff. The IT staff may at their discretion agree with the student to remove face masks, if they feel this assists with the meeting, while remaining safe.

Computing and Printing on the Main Site

The Computer Rooms on the College Main Site will be temporarily closed, since these do not provide enough space or air circulation to allow social distancing.

Students may print, scan and photocopy documents in the new Printer Room which is temporarily located on the ground floor adjacent to Staircase 28 (aka The SNUG). This will take the place of the Library printer and the printer on Staircase 19, which will be temporarily unavailable for students. For practical and environmental reasons, students are asked to only print documents if really necessary.

Only one student should enter the Printer Room at a time, and students should remain socially distanced within and while waiting to enter the Printer Room. At times when the printer is in higher demand, it may be better to return later.

You can print from your own machine via the web print site <https://printing.wadham.ox.ac.uk>. **You get £10 credit at the start of the year and additional printing is then charged to your Battels**

Printing Charges

A4 - Mono - 5p per sheet and 6p for duplex

A4 - Colour - 20p per sheet and 24p for duplex

A3 - Mono - 10p per sheet and 14p for duplex

A3 - Colour - 40p per sheet and 48p for duplex

If you need to print a poster or anything larger than A3 IT Services can be used to print up to A0. Further information including pricing can be found [here](#)

Computing and Printing at Merifield

Printing will be available via <https://printing.wadham.ox.ac.uk> and available to collect from the printer in the Computer Room at Merifield.

Computing and Printing at Dorothy Wadham Building

The Computer Room and printer at DWB will remain open, and printing (as well as scanning and photocopying) will be available via <https://printing.wadham.ox.ac.uk> for students living in DWB. All should be used on a socially distanced basis.

Online@Wadham – Meal Booking, topping up your University card and paying your battels

Wadham's online system, accessed via <https://online.wadham.ox.ac.uk>, is used for booking in and out of meals, changing dietary requirements, paying your battels and topping up your University card for use at the Bar.

If you have any issues with your University card not working at the till or have issues booking onto meals, please email help@wadham.ox.ac.uk or for Battel/Accounts issues please email jan.lees@wadham.ox.ac.uk

Questions?

Please ask IT.

SECTION 18: FINANCIAL MATTERS AND SUPPORT

Contact with the Accounts Section

As a temporary measure during COVID-19, the finance team are mostly working remotely, so it will not be possible for students to see the finance team on a walk-in basis. Questions on Fees and Battels may be addressed by Email to Jan.Lees@wadham.ox.ac.uk, and where a direct discussion is needed a conference on Teams may be set up by appointment.

Contact with the Finance Bursar

Students experiencing financial difficulties are invited to contact the Finance Bursar at Finance.Bursar@Wadham.ox.ac.uk . This is always the case, but it should be emphasised even more so during COVID-19.

A number of options for financial support are available, as set out on the College Website: <https://www.wadham.ox.ac.uk/students/finance> and the University Website: <https://www.ox.ac.uk/students/fees-funding/assistance>

These will be updated as new information comes available.

SECTION 19: WELFARE SUPPORT

Welfare remains a top priority for the Wadham community. Welfare provision for students is available:

- **within College** through the Welfare Advisor (Annie), Chaplain (Jane), Nurse (Carolyn), your sub-deans and peer supporter network
- **additional support and guidance** is available via the Welfare Dean, the Senior Tutor, the Harassment Advisors, and the Tutors for Race, Equality & Diversity, and Women
- **Tutors** are a really useful port of call, plus we have a great Study Advisor team providing support and guidance around e.g. managing workload, reading/note-taking, planning essays and so on.
- **within the University** through the Counselling Service, the Disability Advisory Service and the Sexual Harassment and Violence Support Service
- **outside the College** from our GPs, NHS and other services.

The Wadham welfare website pages link to the various resources with up-to-date details:

<https://www.wadham.ox.ac.uk/students/welfare>

Most of the provision will be offered remotely using Teams, by phone or similar services, in order to reduce the risk of infection, and keep the community safe. If this doesn't work for you for any reason, don't let that put you off - get in touch and have a chat about what will work best.

On top of the usual provision, the **SU Welfare Team** is working on various new support ideas to respond to this year's new circumstances. Your input is very welcome, and the SU and Wadham are always interested in creative new ideas for support, education, discussion, social activities or anything else.

General note on Welfare

We all know that this is a really difficult period, with disruption, uncertainty, and potential for disappointment and frustration. Some of our usual support systems are not available or are limited, and there will be testing times ahead. It'll help enormously if we can try to support each other, and to understand and not judge when others (or we ourselves) are struggling. Do reach out for support when you need it – it is always worth trying to sort out those things that might be weighing you down, disrupting your studies, or affecting your enjoyment of life.

If you have noticed things you've found helpful over recent months – time with a friend or family member, time outside, music, crafting, meditation, exercise, and so on – try to keep those going while you're at Wadham. Life can get very busy with deadlines and social plans, but it is really good to ensure that you still have access to familiar things which support and nourish you.

Questions?

Please contact the Welfare Advisor (welfare.advisor@wadham.ox.ac.uk) or Chaplain (chaplain@wadham.ox.ac.uk).

SECTION 20: CHAPEL

The Chapel and Ante-Chapel are a haven and a well-being resource for everyone in College - students, staff and Fellows - both for private use and for group events and religious services. The Chaplain is responsible for overseeing the use and good order of the Chapel. The Chapel/Ante-Chapel must be booked ahead for events. Contact the Chaplain (chaplain@wadham.ox.ac.uk) in the first instance for requests regarding the use of the Chapel - for music practice, College events, art exhibitions, welfare activities, and the like. When not in use for events, the Chapel is open all day for private use. Our early 17th-century Chapel, with its vibrant stained glass windows and warm wooden stalls, provides a calm, quiet refuge in the heart of busy College life. Those who use the Chapel for private reflection, reading, prayer, listening to music, meditation, etc., are asked to follow guidelines regarding hand sanitising on entry and exit, to wear a face covering, to observe social distancing in where they sit, and to respect the privacy and need for quiet of others.

| Room/area/activity | Occupant capacity during COVID-19: social distancing between all occupants |
|--------------------|--|
| Chapel | 50: 42 in stalls; 8 in altar area |
| Ante-Chapel | 16: in chairs or standing, set at 2-metre distance |

The Chaplain at Wadham exists to encourage the mental well-being and spiritual growth of all College members, of all faiths or none. Termly events and observances are listed in the Chapel term card, online. The first Chapel Mailing of the academic year is sent to all members of College; those who do not wish to remain on the Chapel mailing list may opt out at any time. Choral Evensong at 6pm on Sundays in term-time is the Chapel's flagship weekly event, sung by the Wadham College Choir. Numbers for those attending this year will be limited to 53, and advance booking online will be required. Watch weekly Chapel mailings for further information.

SECTION 21: TESTING FOR COVID-19: EARLY ALERT SERVICE

The University's in-house COVID-19 testing service is open to all students and staff of the University and colleges, providing rapid access to free testing if they think they have coronavirus symptoms (minor or major).

There are 2 testing sites:

- Radcliffe Observatory Quarter (ROQ)
- Old Road Campus in Headington

The free, customised service will benefit the local community by reducing the risk of a further COVID-19 outbreak and reducing the pressure on NHS testing facilities.

For more information about the service and to book a test if you have coronavirus symptoms:

<https://www.ox.ac.uk/coronavirus/health/covid-testing>

Please note that SSO is required and users must be on the University network, Oxford University eduroam or VPN IT.

So that the University's COVID-19 Testing Service can contact you as quickly as possible, it is important your mobile phone number is included in the Student Record. Please log in to Student Self Service and check your mobile phone in the 'my contacts information' section to ensure the details are correct.

IMPORTANT

You should follow the instructions issued by the EAS if you book a test. You should also **immediately** contact the Lodge, e-mail pan@wadham.ox.ac.uk, and contact the site manager at the Dorothy Wadham Building or Merifield where applicable, if you book a test. If you have the major symptoms of coronavirus then you and your household will need to self-isolate immediately and wait for the test result. You and your household members must not stop self-isolating until the College has contacted you. Please see **Section 6**. You will also receive a separate document with more information.

Questions?

Please contact the Deputy Domestic Bursar.

SECTION 22: USEFUL CONTACT DETAILS

| Department | E-mail | Internal | External (or via mobile) |
|--|---|--------------|-----------------------------|
| Lodge – Emergency Only | Please call 999 if it is a medical emergency. | 77999 | 01865 277999 |
| Lodge – General | lodge@wadham.ox.ac.uk | 77900 | 01865 277900 |
| Domestic Bursar’s Office | domestic.bursar@wadham.ox.ac.uk | 77963 | 01865 277963 |
| Deputy Domestic Bursar | neil.tindall@wadham.ox.ac.uk | 77941 | 01865 277941 |
| Finance Bursar | Finance.bursar@wadham.ox.ac.uk | 77965 | 01865 277965 |
| Academic Office | admin@wadham.ox.ac.uk | 77545 77967 | 01865 277967 |
| Accommodation, Sales & Events Office | accommodation@wadham.ox.ac.uk (accommodation matters) | 77558/77969 | 01865 277558/77969 |
| | events@wadham.ox.ac.uk (events, functions and conferences outside term) | 87468 | 01865 287468 |
| Housekeeping Department | housekeeper@wadham.ox.ac.uk | 77916 | 01865 277916 |
| Head Butler/Butlers’ Office | butlers@wadham.ox.ac.uk | 77906 | 01865 277906 |
| Librarian | tim.kirtley@wadham.ox.ac.uk | 77914 | 01865 27791 |
| Accounts Office | accounts@wadham.ox.ac.uk | 77952 | 01865 277952 |
| IT Department | it.support@wadham.ox.ac.uk | 77988 | 01865 277988 |
| | | 77594 | 01865 277594 |
| | | 77995 | 01865 277995 |
| Development Office | rachel.saunders@wadham.ox.ac.uk | 77970 | 01865 277970 |
| Warden’s Executive Assistant | warden.ea@wadham.ox.ac.uk | 77931 | 01865 277931 |
| Head of Website & Communications | communications@wadham.ox.ac.uk | 87453 | 01865 287453 |
| Cellarer | cellarer@wadham.ox.ac.uk | 77907 | 01865 277907 |
| Bar Steward | bar.steward@wadham.ox.ac.uk | 77933 | 01865 277933 |
| Merifield Manager | merifield.manager@wadham.ox.ac.uk | 77940 | 01865 277940 |
| Residential Operations Manager—Dorothy Wadham | dwb.manager@wadham.ox.ac.uk | 77938 | 01865 277938 |

| | | | |
|---------------------------------|--|----------------|--|
| Sub Deans | Please contact the Lodge. lodge@wadham.ox.ac.uk | 77900 | 01865 277900 |
| College Nurse | nurse@wadham.ox.ac.uk | | For urgent Medical advice call your GP or dial 111 NHS 24 help line. In an emergency dial 999. |
| Welfare Team | welfare.advisor@wadham.ox.ac.uk chaplain@wadham.ox.ac.uk | 87451 77905 | 01865 287451 01865 277905 |
| Director of Chapel Music | katharine.pardee@wadham.ox.ac.uk | | |
| Director of Music | eric.clarke@music.ox.ac.uk | | |