

St Hugh's College Code of Practice: Covid-19

External Visitors

ST HUGH'S COLLEGE

St Hugh's College's priority is the safety of staff, students, fellows and visitors. We are committed to working in accordance with Government advice to keep you safe. With these additional measures in place we request that you allow a little extra time for our teams to provide services.

NHS QR CODE

Although no longer a legal requirement, St Hugh's College will still be displaying an official NHS QR code poster around the site. These will be located in areas where visitors are likely to congregate or sit down in close contact for 15 minutes or more. Please do speak to the Porters in the Lodge if you are unable to scan the QR code, or if you do not wish to use the NHS Covid-19 app.

If you wish, we can record your contact details by hand for NHS Test and Trace purposes (please note these will be disposed of after 21 days in accordance with NHS guidance).

FACE COVERINGS

Since the 6th September, it is now no longer mandatory to wear a face covering. However as part of our ongoing health measures to help keep our staff, students, visitors and the wider community safe we encourage the wearing of face coverings while inside the public areas of College buildings. This includes entrance halls, corridors, lifts, toilets and staircases.

All visitors are welcome to wear face coverings if they wish, in any setting.

Face coverings are not a substitute for other health measures, such as being tested when displaying symptoms and participating in regular asymptomatic testing, self-isolating when unwell or required to by NHS Test & Trace, and regular hand washing. These primary mitigation measures should always be followed.

If you develop any of the following symptoms before your arrival, please stay at home and do not come to the College. You can contact our Main Lodge on 01865 274900 to inform us you will not be attending/arriving.

- High temperature – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)
- New, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)
- Loss or change to your sense of smell or taste – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal

If you test positive with Covid in the week following your visit to St Hugh's, please contact the Porters Lodge: 01865 274900 or alternatively give this number to NHS Test and Trace.

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SAFETY MEASURES

Please note all of our St Hugh's team members have completed the necessary risk assessments, and Health and Safety / COVID-19 training. PPE has been provided and is readily available for all of our teams to use as and where required.

We have adapted our working methods and shift patterns to create a safer working environment. Common and high use touch points have been identified and regular enhanced cleaning procedures are in place. Sanitiser points are available throughout the College including main entrance and exit areas.

We have also implemented social distancing measures and additional signage throughout the building.

PRIOR TO YOUR ARRIVAL

We would request you adhere to the Government guidelines in relation to your stay with us. For further information please refer to <https://www.gov.uk/coronavirus>.

Please do not attend if you feel unwell or are displaying COVID-19 symptoms as presented on the NHS website.

If you feel you prefer to wear a mask/gloves whilst you are staying, please ensure that you bring your own supply, as we are unable to provide these items.

CONFERENCE DELEGATES

A reception desk can be set up in the Main Building foyer for conference guests to be directed to their meeting rooms. This is to minimise risk to St Hugh's College staff as well as delegates and guests visiting St Hugh's College. For larger meetings, you may be asked to stagger your arrival to College.

ACCOMMODATION

Bedrooms will not be serviced during the guest's stay. If fresh linen is required, please contact the Porter's Lodge on 01865 274900. If a fresh towel is required, please place used towel in the white bin liner and leave outside your bedroom door before 9am. The Housekeeping team will replace with a fresh towel.

Single use amenities are provided in your room.

Please note that currently our check in time is 14:00 (2pm) and check out time is 10:00 (10am). Keys must be returned at the end of your stay.

There will be a charge of £35 + VAT for each key that is lost or not returned by noon the following day.

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FOOD & BEVERAGE

We may, at short notice, limit the selection of refreshments available to reduce bottlenecks at larger meetings.

MEETINGS & EVENTS

Maximum capacities will need to take into account latest Government guidelines. Where possible, please ensure the room is kept well ventilated. Unfortunately we are unable to provide pads and pens/pencils at this time. Sanitising wipes and cleaning materials will be provided in all meeting rooms.

AV EQUIPMENT

Equipment will be disinfected after setting up. Whiteboards will also be disinfected at each set up and at the end of each day. Flipchart stands, if requested, will be disinfected along with pens. Both flipchart paper pads and pens must be removed by the client at the end of the day or disposed of. Please note there is a £10 surcharge for use of a flipchart with paper and pens provided.

GUEST RESPONSIBILITIES

Guests are asked to regularly wash their hands for 20 seconds as recommended by the government or use the sanitisers placed around the College. Please observe social distancing between staff and other guests during your stay at St Hugh's College.

If you are a residential guest and you start to feel unwell during your stay at St Hugh's, please stay in your bedroom, call the Lodge at 01865 274900 immediately and follow government advice to gain medical assistance.

If you are a non-residential guest and you start to feel unwell, please inform your conference organiser. They will liaise with a member of the St Hugh's Conference team who will direct you to a safe area not in use by other guests, and assist you in seeking medical advice and returning home.

INFECTION OUTBREAKS

Where possible, we will allocate a permanent, closed isolation area for delegates / guests to go to if they start to feel unwell. Please let the Porters Lodge know and they will inform the Conference Office.

CONTACT INFORMATION

Please note you can contact the Conference Office during working hours on 01865 274424. Alternatively you can email us on conferences@st-hughs.ox.ac.uk

Our Porters Lodge is open 24 hours a day, 7 days a week. They can be reached on 01865 274900.