Living and Studying Safely at Wolfson during the COVID-19 Pandemic

Version 1: 31/7/20

Contents

The 5 Rules .................................................................................................................. 3
Introduction .................................................................................................................. 4
The Key Measures ........................................................................................................ 5
Before you arrive at Wolfson ....................................................................................... 7
Planning your arrival .................................................................................................... 7
Arriving in the UK ........................................................................................................ 7
Travelling to Wolfson .................................................................................................... 8
Arriving at Wolfson ....................................................................................................... 8
Living in Wolfson .......................................................................................................... 10
“Households” in Wolfson accommodation ................................................................... 11
Sharing and cleaning household facilities .................................................................... 12
Laundry .......................................................................................................................... 13
Corridors and stairways ............................................................................................... 13
Sex and COVID ............................................................................................................. 14
“Support Bubbles” ...................................................................................................... 14
The main symptoms of coronavirus (COVID-19): ...................................................... 15
Test-and-Trace ............................................................................................................. 16
Sports, Social and Support Facilities at Wolfson ......................................................... 17
Sports ............................................................................................................................ 17
Catering .......................................................................................................................... 17
Café ............................................................................................................................... 18
IT .................................................................................................................................... 18
Minibus .......................................................................................................................... 18
Nursery ........................................................................................................................... 18
Toilets ............................................................................................................................. 18
Maintenance ................................................................................................................... 19
First Aid ................................................................................................................................. 19
Ventilation ............................................................................................................................ 19
Academic Matters ............................................................................................................... 19

Student support and welfare .............................................................................................. 21

Out and about in Oxford ................................................................................................. 21
Committee Meetings ........................................................................................................... 21
Non-Resident Members ..................................................................................................... 22
Health and Safety ............................................................................................................... 22
Contingency Plans for an outbreak at the College ............................................................... 23
The 5 Rules

1. **Stay in your household and work from there whenever you can**; limiting face-to-face contact whilst doing so.

2. **When outside of your household maintain social distance**. This means: 2 metres when outdoors; 2 metres, wherever possible, plus a face-covering (see 4 below) when indoor in shared spaces. If possible, never spend more than 15 minutes closer than 2 metres to others, even if you are wearing a face-covering.

3. **Wash your hands** frequently, regularly and thoroughly with soap and running water for at least 20 seconds, or use alcohol-based hand-sanitiser (see here).

4. **Wear a face-covering** at all times: indoors in shared areas (except in your household, or when eating or drinking in the Hall, Bar or café where special rules apply); outdoors whenever you are likely to come closer than 2 metres to anyone (e.g. on public transport, in crowded streets, in shops etc). This does not apply to those granted exemption: see here.

5. **If you are displaying any of the symptoms of COVID-19, self-isolate in your room, flat or house, arrange to have a test and report immediately** to coronavirus.help@wolfson.ox.ac.uk (see here for symptoms and how to arrange a test through the NHS. From the start of term, tests will also be available through the University).
Introduction

Throughout the COVID-19 pandemic, Wolfson has been the home and workplace to over 200 residents and staff. No resident or member of staff has been diagnosed with COVID-19 so far, and this plan aims to continue to minimise the risk of infection as far as is possible. By continuing to operate throughout the crisis, the College has accumulated considerable practical experience in dealing with the pandemic, and the support and cooperation of all Wolfsonians, especially our resident community, but also all who have contributed remotely, locked-down in their own homes, has carried the College safely through the first wave. We must now do all that we can to prepare for a second wave.

The environment, the risks and the Government’s guidance continues to evolve, and this plan therefore lays out the current rules and procedures for dealing with COVID-19, as well as new rules and procedures being introduced as we prepare for the new term. We will continue to update these procedures as guidance changes and lessons are learned.

On the one hand, as the infection rate declines, we are gradually relaxing some restrictions. On the other, a new cohort of Wolfsonians will soon arrive, ready for the start of Michaelmas Term. The arrival in Oxford city of more than 40,000 students from all over the world will inevitably increase the risk that the local incidence rate will rise. These plans, and those of the University, aim to minimise the risk of infection.

At Wolfson, we will introduce new measures during the Long Vacation in order to have them in place, and to test their operation, well before new students and Fellows arrive in September. In this way, we intend both to protect our current residents and staff, and to make it as easy, as safe and as little disruptive as possible for new and returning students and Fellows to join or re-join the Wolfson community, regulated as it must be during the ongoing pandemic by tried and tested procedures and rules.

Our top priority remains the safety of our community, and the support and cooperation of the whole community is the single most important factor in achieving that goal. That is why all Wolfsonians who have successfully ridden the first wave of the pandemic are being asked to come together now to prepare for the arrival of the next wave. From 1st August, this will involve a few new restrictions — such as the wearing of face-coverings — but above all a new way of thinking about how our community is structured. We are asking those of you already living in College to get used to, not just wearing face-coverings, but also thinking in terms of “households”. Our current residents and staff, who have played the single most important role in keeping our community safe so far, are those best placed to ensure that our community stays safe in the future. Once we have grown used to face-coverings and households, we will be uniquely equipped to pass on that knowledge to the new and returning students and Fellows.

We have carefully assessed the risks of operating the College in this new COVID-19 era, and are committed to making the environment as safe as possible. The full risk assessment and supporting documents are available at the following link here and further information is also available on the Wolfson College website: www.wolfson.ox.ac.uk. Our advice, guidelines, rules and regulations specific to the COVID-19 pandemic continue to be kept up-to-date here.
This plan has been developed and agreed in consultation with Fellows and students. All constructive comments and suggestions continue to be welcome; please send them by email to coronavirus.help@wolfson.ox.ac.uk.

We must all remember that some of our members are particularly vulnerable to infection by COVID-19, and that we must work collectively to protect them. They include not just those who have a range of well-known health conditions, and those who are aged 70 or older, but also members of the BAME communities, and too many who, for reasons still unknown, are more likely than most to become seriously ill and even to die from coronavirus. Our success as a community is judged by our ability to protect our most vulnerable members.

The College can only remain open and operate safely if all our members act responsibly and adhere strictly and at all times to the safety measures that we have agreed to follow. Should it become necessary, the College will again lock down. However, if we continue to work together as a community and stick by these rules, we stand an excellent chance of continuing to operate the College safely for the foreseeable future.

The vast majority of Wolfsonians have cooperated wholeheartedly with the emergency procedures, and there is every reason to be confident that we shall continue to assist and support each other to the same degree throughout the pandemic. That said, every reported infringement of our COVID-19 rules will continue to be investigated and, if necessary, prosecuted as a breach of Wolfson College Regulations VIII Section B (g) — that is, as behaviour “likely to cause injury or to impair safety” and subject to a range of penalties, including fines of up to £500, to be paid into the exceptional hardship fund created to support students affected by the pandemic. Please remember that Residents are responsible, under the terms of their license to occupy, for the actions of their partners, children and visitors and their compliance with all College rules and regulations, including this COVID-19 safety plan.

The Key Measures

The following key measures constitute the foundations that will enable us to live and work safely in Wolfson during the pandemic. But, before we list them, it is crucially important to understand the connection between social distancing on the one hand, and test-and-trace measures on the other.

Everyone who has had close, recent contact with someone who has tested positive for COVID-19 will be required to self-isolate for 14 days, and if they develop symptoms, all members of their households and support bubbles will also need to self-isolate, as will any of their own close, recent contacts.

Close contact means:
- Having face-to-face contact with someone (less than 1 metre away).
- Spending more than 15 minutes within 2 metres of someone.
- Travelling in a car or other small vehicle with someone (even on a short journey) or close to them on a plane.
• If you work in – or have recently visited – a setting with other people (for example, a GP surgery, a school or a workplace).

Recent contact means: within the 48 hours prior to symptoms and the time since you developed symptoms.

Do the arithmetic, and you will immediately understand how easy it would be for a single unfortunate lapse to lock down the whole College. We must not let that happen in Wolfson, and that is why the key measures are so important.

The Key Measures:

• Strict social distancing from all those who are not members of your household or support bubble (see below). This means that when you are outdoors, you must stay more than 2 metres away from everyone, and that you must wear a face-covering if you cannot do so (e.g. on crowded streets, in queues et al.). When you are in indoor shared spaces (except your own household), you must stay more than 2 metres away from everyone whenever possible, and also wear a face-covering. If you are unable to maintain a distance of 2m, make sure that you do so for the shortest time possible, and always for less than 15 minutes.
• Rigorous personal hygiene, including wearing a face-covering as required, and frequent and thorough hand washing or sanitising. The Lodge may be able to help with face-covers on request, but we encourage you to make your own face-coverings (see guidance here) and follow advice on wearing and cleaning face-coverings (here).
• You may remove your face-covering in Hall once you have sat down to eat and should replace it as soon as you finish eating. In other indoor snack and drink situations (e.g. the bar or café) you will also need to remove and reapply face coverings as necessary.
• You do not need to wear a face-covering if you have a physical or mental illness or impairment, or a disability that means you cannot put on, wear or remove a face-covering, or if putting on, wearing or removing a face-covering would cause you severe distress, or if you are a child under the age of 11.
• An enhanced cleaning regime, with regular cleaning of points of common contact, such as bannisters, bathrooms, chairs, desks, door handles, light switches, etc.
• Avoiding wherever possible, the sharing or passing of objects such as books, computers, phone, pens etc from one person to another.
• Restricting the size of indoor gatherings in accordance with the capacity of the room and current social distancing measures.
• Limiting the number of people in College at any one time.
• Controlling the flow of people around the College.
• Staggering times of daily travel to and from College.
Always abide by the current COVID-19 rules: keep up to date on here and here.

Be ready for the re-introduction of restrictions, or increased restrictions, should that become necessary.

Before you arrive at Wolfson

Planning your arrival

Those of you coming from overseas and who are required to self-isolate on arrival in the UK (see above and consult www.gov.uk/uk-border-control) should arrange to arrive at least 14 days before the start of term on 1st October, so that you can complete the prescribed period of self-isolation before term begins.

At least 14 days before your arrival, you must contact the Accommodation Officer either by email at accommodation.office@wolfson.ox.ac.uk or by telephone at +44 (0)1865 274071. This is because you will need to agree on a date and time of arrival well in advance to ensure that your accommodation is ready for you when you arrive.

Priority will be given to those required to self-isolate on arrival and, in order to respect the rules on social distancing, it will be necessary to limit the number of people arriving at the College at any one time. You should therefore be prepared to be flexible when arranging the day and time of arrival and, especially if you choose to arrive at a weekend, be prepared to wait at the prescribed social distance and, if necessary, outside the College, before you can get into your room, flat or house.

During your journey and once you arrive, you should be prepared to wear a face covering, wash your hands frequently and regularly apply hand-sanitiser, and disinfect surfaces such as seats, tables and bathrooms, that may have been touched by others. We therefore recommend that you should pack, so as to be easily accessible: a few reusable face coverings; a few days’ supply of paper handkerchiefs and a plastic bag in which to discard them, antibacterial soap, antibacterial spray, and alcohol-based (60%) hand-sanitiser; and also, perhaps, reusable gloves, a personal thermometer and medicine such as paracetamol (acetaminophen) to reduce fever. Such supplies may be difficult to obtain easily and quickly on arrival in the UK. See below “Arriving at Wolfson” for information on food and other support at Wolfson.

You are likely to need a phone during your journey to Wolfson, so we recommend that you purchase a UK SIM card before you depart or at the airport, seaport or station where you arrive in the UK. Your room in Wolfson will not be equipped with a telephone.

Arriving in the UK

Different countries have adopted different methods of dealing with COVID 19. Before you arrive in the UK, you must ensure that you are aware of, and are ready to abide by, the current laws imposed by the UK government. Before departure, it is essential that you establish whether or not you will have to “self-isolate” on arrival — in other words, to stay in your accommodation for the first 14 days after your arrival in the UK.
If you have been allocated accommodation in Wolfson (and have received a licence agreement, signed and returned it to us and paid your rent in advance) you will be able to travel to Wolfson and self-isolate in your accommodation (if required).

If you have not been allocated accommodation at Wolfson and have not received a licence agreement, you should not travel to Wolfson but should instead travel directly to the accommodation you have arranged to rent privately, or to any interim accommodation (B&B, hotel, etc) you have arranged. If you have not yet arranged for private accommodation, the Wolfson Accommodation Office can provide you with a list of accommodation agents, or you may be able to arrange accommodation via the central University Graduate Accommodation Office here. If you are required by UK law to self-isolate, then you must do so in your private or interim accommodation.

For further information on accommodation, please email the Accommodation Office at accommodation.office@wolfson.ox.ac.uk or telephone +44 (0)1865 274071 (9:00–17:00 British Summer Time).

If you develop symptoms of COVID-19 when you are travelling to the UK, you should tell one of the crew on your plane, boat, train or bus. They will tell staff in the airport, port or station, so that they can instruct you what you should do next when you arrive. In that case, you may need to self-isolate elsewhere before you come to Wolfson. Please also immediately email the coronavirus.help@wolfson.ox.ac.uk email account, or call the Lodge on +44 (0)1865 274100 so that Wolfson is aware of your illness and can assist.

**Travelling to Wolfson**

When travelling to Wolfson during the pandemic, in order to avoid contact with other travellers, the best options are:

- Drive yourself (preferably by hire car so that you will not be charged for parking at the College).
- Be dropped off by a member of your home household or home “support bubble”
- Use a taxi or private hire company.
- If you have no option but to take public transport, please follow the UK Government’s guidelines here, which currently require you to wear a face covering and observe social distancing (you should regularly monitor the UK Government’s advice as it may change before your arrival).

**Arriving at Wolfson**

Residents who are NOT required to self-isolate:

- Ensure that you arrive at the agreed day and time and go straight to the Lodge.
- The Lodge (or reception) is open for business daily from 7am–11pm. A porter is on duty out of hours for emergencies.
- On entering the College, please wash or sanitise your hands immediately. There are bathrooms next to the Lodge, and a hand-sanitising station in the Lodge.
• If there is a queue, you may need to wait outside to maintain social distance.
• If you have a car, the receptionist will tell you where you must park.
• Please go straight to your room, and unload your belongings as quickly and as safely as possible. Please do not go to other parts of the College until you have done so.
• Instructions on how to use the wifi are in your room. If you need further support, please contact the IT team here.

Residents who MUST self-isolate on arrival in the UK:
• Residents who are required by law to self-isolate on arrival in the UK should arrange to arrive at least 14 days before their first scheduled appointment. The date of a student’s first scheduled appointment varies according to the subject studied and, in this exceptional year, not all arrangements for the induction of new students have yet been finalised and timetabled. At this time, we recommend that new students who are required to self-isolate on arrival should arrive at least 14 days before the start of term (1st October), and on a date agreed with the Accommodation Office.
• Ensure that you arrive at the agreed day and time; if your transport is delayed, please advise the Lodge as soon as possible by phone on +44 (0)1865 274 100 or by email at lodge.reception@wolfson.x.ac.uk.
• You will need a working mobile phone in order to gain access to your room, so you should purchase a UK SIM card either before you depart or at the airport or station where you arrive in the UK. Your room in Wolfson will not be equipped with a telephone.
• If possible, activate your “Oxford Single Sign-On Account (SSO)” before arriving in Wolfson. You will need it to order food during self-isolation, to access your University email account, to use the libraries remotely and for many other purposes. Go to https://help.it.ox.ac.uk/email/index “Email at Oxford today. 1. Getting started”.
• Instructions on how to use the College wifi will be in your room. If you need further IT support during self-isolation, please contact the IT team here.
• On arrival at Wolfson, do not enter the College buildings.
• From outside the College, telephone the Lodge Receptionist on +44 (0)1865 274 100. (The Lodge, or reception, is open for business daily from 7am–11pm. A night porter is on duty outside these hours for emergencies.)
• If you have arrived by car, the receptionist will tell you where to park.
• The receptionist will direct you to your room by phone. Your building will be open and your key will be in your room.
• Please go straight to your building and your room within it, and deposit your belongings as quickly and as safely as possible. Do not go to any other part of the College. Within your building, do not go anywhere except your room and, if applicable, to the shared bathroom facilities in the unit to which your room belongs.
• If you need assistance at any time, please contact the Lodge by phone on +44 (0)1865 274 100 or by email at lodge.reception@wolfson.x.ac.uk.
• If your room is not an en-suite room — that is, it does not have a private bathroom within the room — the bathroom facilities are shared with the other occupants of your set or unit. Their location is in most cases self-evident; in the few cases where
this is not so, you will receive instructions with your keys that will let you know which bathroom to use and how to access it. When using the communal bathroom facilities, you must take the greatest care to touch as few surfaces as possible, and to clean scrupulously with antibacterial spray or disinfectant all the surfaces that you have touched, including door handles, light switches, taps (faucets) and basins, seats, etc. Remove all personal items when you leave, place sanitary products in the bin provided, and remove all other waste (such as empty containers, tissues and wipes) to dispose of in the waste bin in your own room.

- Do not use the communal kitchen in your unit while you are in self-isolation.
- We will deliver food to your room during the prescribed period of self-isolation period: a hot meal every lunchtime from Monday to Saturday, and supplies and snacks to see you through breakfast and dinner, and meals on Sunday. Once you have activated your “Oxford SSO” (see above), you can order your delivery online, by following the procedures here. Until you are able to activate your SSO, you may order meals and food packs from coronavirus.help@wolfson.ox.ac.uk. Please make sure that you order at least 24 hours in advance.
- If you plan to arrive in the evening or at night, or over the weekend, you may wish to bring food and other essential supplies with you. You can also use the link above to request a food pack to be placed in your room to await your arrival.
- You must not leave your room or allocated area at any time during the prescribed period of self-isolation, unless agreed with the College in advance.
- More detailed information will be provided when you arrive.

Returning to or applying for Accommodation in the Long Vacation

If you wish to return to your room, flat or house at the College or book accommodation, you will be allowed to do so in the Long Vacation. You should submit your request for accommodation through the Accommodation Officer as usual at accommodation.office@wolfson.ox.ac.uk.

Living in Wolfson

New Fellows and students, as well as those returning to College after living elsewhere since the outbreak of the pandemic, will be joining a community that has grown accustomed to living under emergency rules and regulations. Existing residents may, to varying degrees, feel that they are being exposed to a greater risk of infection by the arrival of their new neighbours. New and returning residents may to some extent feel frustrated by unfamiliar procedures and rules. In part, this is inevitable, and we all just have to accept that it is what we must do in order to get on with our lives safely. All residents, new and old, must be especially sensitive to each other in circumstances that will continue to be challenging and uncertain. The following notes are designed to make you aware of, and to encourage you to think about, some of the practical issues that you will encounter living in Wolfson during the ongoing pandemic. Please remember that circumstances are bound to change, and that it may either be possible to relax measures, or to tighten them, or to impose new restrictions, as the course of the pandemic proceeds.
“Households” in Wolfson accommodation

Our residential accommodation consists of single rooms, arranged in “sets” of, mostly, 4, 6 or 8 rooms sharing a kitchen and, in some cases, a bathroom, and flats and houses for couples and families. In line with the UK Government’s and the University’s guidance, each set of single rooms, and each individual flat or house, is regarded as a “household”. Cooperation and teamwork within households, especially with regard to cleaning, is essential to everyone’s safety. Most households will include both newcomers and long-term residents. On arrival, some of you will be required to self-isolate within your rooms, when you must avoid all contact with the other members of your household. If your household has shared bathroom facilities, you must take especial care: when you move from your room to the bathroom, wear a face-covering and keep at least 2 metres from others; in the bathroom, clean all the surfaces that you touch before and after use. While you are self-isolating, you must not use the household kitchen. Food and other supplies will be delivered directly to your room: a hot meal every lunchtime from Monday to Saturday, and supplies to see you through breakfast and dinner, and meals on Sunday. You can order your delivery here. If you plan to arrive at Wolfson in the evening, or over the weekend, you may wish to bring food and other essential supplies with you; however, you can also use the link above to request us to place a food pack in your room ahead of your arrival if necessary. New arrivals should not hesitate to seek the support of those already living here.

Once all members of a household have completed their prescribed periods of self-isolation (if any), they are no longer required to maintain social-distancing within the household. Should they wish to do so, of course, individual members may maintain social distance from each other. How the members of a household decide to interpret this should involve discussion, negotiation and decisions involving all members of the household. You should take into account that by relaxing social distancing within your household you will increase the risk of contracting COVID-19. The guiding principle must be that all members of a household should act in such a way as to protect the most vulnerable member. If members of a household cannot reach agreement, you should contact the Accommodation Office for assistance. A list of harassment advisers is here.

If your household decides not to maintain social distancing, this means that, while you must wear a face-covering and keep a distance of 2 metres from others outside of your household, you do not need to do so inside your household. Other simple precautions will reduce the risk to the whole household, including: regular hand washing; frequent cleaning of surfaces that you all touch such as door handles and light switches, chairs and tables, counter-tops, fridges, microwaves and cookers; and making sure that you keep all shared spaces well-ventilated, even in winter.

Guidance suggests that the ideal maximum number of residents in a household is 8. In a very few cases, the configuration of Wolfson accommodation means that more than 8 residents are expected to share a kitchen and, for some, a bathroom. In these few cases, the Home Bursar will liaise directly with household members to discuss and agree further mitigation.
You are currently not permitted to bring visitors or guests of any kind into College. Please continue to check the College COVID pages for updates as restrictions on visitors and guests is likely to relax in due course.

**Sharing and cleaning household facilities**

Residents will need to clean their own rooms for the foreseeable future to minimise the risk. The kitchen shared by a household will be cleaned once a week by the housekeeping team, but members must ensure that their kitchen is also cleaned every time they use it, before and after use. Cleaning products will be provided, including antibacterial sprays and wipes to wipe down equipment and surfaces. Households may wish to institute a booking system for the use and cleaning of the kitchen, and to post it on the kitchen door so that members can book a time-slot. Such a booking system would be essential were a given household to decide to maintain social distancing within the household, or were the College to instruct all households to introduce social distancing. Some kitchens may be large enough to permit two occupants even with social distancing. Food waste and other rubbish should be placed in the bins provided and then removed regularly and placed in the refuse bins that are located in the service area, which is to the left and through the carpark on exiting the Lodge.

Shared bathrooms will also be cleaned once a week by the housekeeping team, but members must ensure that the bathroom is cleaned every time they use it, before and after use. Cleaning products will be provided, including antibacterial sprays and wipes to wipe down surfaces. Remove all personal items when you leave, place sanitary products in the bin provided, and remove all other waste (such as empty containers, tissues and wipes) to dispose of in the waste bin in your own room.

Communal spaces, such as the corridor and sitting room within the household will also be cleaned once a week by the housekeeping team. Members will also need to clean the sitting room and surfaces that are frequently touched, such as door handles and light switches either before and after every use, or at least once a day.

Communal areas inside your accommodation but outside your household are for the use of all residents, and subject to the current rules on social distancing. They will be regularly cleaned by the housekeeping team, but all users must ensure that surfaces that are frequently touched, such as door handles and light switches, and chairs and tables, are cleaned before and after use. Regular users may wish to institute a booking system for the use of a communal area, and to post it on a convenient door so that users can book a time-slot.

Communal areas outside of accommodation will be cleaned regularly by housekeeping staff. You should avoid touching more surfaces that necessary and wash your hands regularly and avoid touching your face. Antibacterial sprays or wipes will be placed in communal areas and seminar rooms so that you can assist the cleaning by wiping down any tables and chairs or other surfaces you have touched when you have finished.
Laundry
We have two laundry rooms. Always wear a face-covering and maintain social distance. The laundry on the main site is larger and can be used by two people at a time while maintaining social distance. The Garford Road laundry can only be used by one person at a time. Do not exceed these numbers and either wait outside if necessary until someone leaves or return at a later time. Please consider using less popular times, and please use the room as quickly and safely as possible to allow access for others. The laundry is cleaned twice a week, but users must also wipe down the machines and surfaces that they touch, including the door handle and light switches, before and after use.

Laundry during self-isolation
If you urgently need clothes laundered during a period of self-isolation this can be arranged by contacting the home.bursar@wolfson.ox.ac.uk. Please double bag the items and we will arrange a collection time with you. Please be aware that we will then need to leave them in the bag for 72 hours before washing them. Please ensure that all the clothes placed in the bag can be washed together at the same temperature; unfortunately, we are not able to take any responsibility for clothes damaged during washing.

Corridors and stairways
Many of the corridors and stairways in the College are too narrow to maintain a social distance of 2 metres from other users. Therefore you should always:

- Wear a face-covering.
- Minimize your travel around the College and use the shortest routes.
- Follow the one-way systems where indicated.
- Avoid touching doors and other surfaces wherever possible.
- Stop in wider areas to allow others to pass if it is safer to do so.
- Don’t stop to talk or loiter.

Meeting people who are not part of your household
Guidance on meeting people who are not part of your household is here, including:

- You can meet in any outdoor space in a group of up to 6 people from different households.
- You can meet in a group of two households in any location – public or private, indoors or outdoors. This does not need to be the same household each time.
- Members of one household must always maintain social distance from the members of another.
- Do not hold or attend celebrations of any size (such as parties) where it’s difficult to maintain social distancing.
- Do not stay overnight away from your home with members of more than two households.
- Try to limit the number of people you see, especially over short periods of time, to keep you and them safe, and save lives. The more people with whom you interact, the more chances we give the virus to spread.
What this means in practice is that you should only permit members of another household to enter your own household on two conditions: first, prescribed social distance and face-coverings must be maintained at all times; and second, all members of your household must agree to host one or more members of another household. It is strongly recommended that when you socialise, you do so outside of your household, and always maintain social distance in order to protect the other members of your household.

Sex and COVID
The UK Government avoids giving explicit guidance about sex and COVID-19, although it does say that “You can have close physical contact with members of your household if you and they want to”, which seems both coy and ambitious — and offers a good opportunity to refer you to the Consent Workshops offered by the Oxford Student Union at the following link: OSU Consent Workshop. Sex with a member of another household would infringe current social distancing rules, and could expose the other members of your household to increased risk of infection. For further advice, we recommend the following advice from the Terrence Higgins Trust here.

“Support Bubbles”
Current UK law here (scroll down to “Making a support bubble with another household”) permits a household to form an exclusive “support bubble” with a single adult household (in other words, with an adult who lives alone or with dependent children). The idea is that the bigger household should create a support network for the single adult. There may be exceptional cases where a Wolfson student household wishes to form a support bubble with a single adult household from outside of the College; if so, that student household must obtain the written permission of the Home Bursar before doing so. It is important to be clear about three points.

First, all of the UK government rules regarding the formation of a support bubble would apply. These are detailed and complicated, and have legal force; to break them would be to break the law, as well as Wolfson’s disciplinary code.

Second, this is not a way through which you can have sex with a member of another household (see above).

Third, were any member of the household and support bubble to contract COVID-19, or to come into contact with anyone infected with COVID-19, every other member of the household and bubble, and all of their contacts, would have to self-isolate for 14 days.

Households, COVID-19, Test-and Trace, and self-isolation
• We recommend that you and all members of your household take your temperature and check yourselves for other symptoms of COVID-19 once a day, ideally at the start of the day.
• If you have symptoms that might indicate that you have contracted the virus, stay in your room and immediately report to the Wolfson COVID-19 email: coronavirus.help@wolfson.ox.ac.uk. You and the other members of your household will be contacted as soon as possible, and given further instructions.
• You should also inform the other members of your household that you have symptoms and are self-isolating. We recommend that you keep all the contact details of the other members of your household on your phone so that you can easily send them a group warning.
• All members of a household must self-isolate immediately they are informed that a member of their household has developed symptoms of COVID-19.
• The symptomatic member of the household must be tested for COVID-19. If more than one member has developed symptoms it may be necessary to test all members of the household at the outset.
• Should a member of a household test positive for COVID-19, they and their household will be required to self-isolate for 14 days from the date of the latest symptoms to emerge. Or even longer if some develop symptoms later during the 14 day period.
• During self-isolation, no member of your household may leave or visit another household, and you must not allow anyone except College and public health staff into your household.
• Guidance and support will be provided by the College throughout.
• During the winter months, you and members of your household are likely to display symptoms of common cold or influenza which are indistinguishable without testing from those of COVID-19. This means that your household is likely to have to self-isolate for short periods several times while symptomatic members are tested.
• Plan and be prepared for self-isolation. The more contacts and interactions that you have, the more likely it is that you will have to spend time in isolation.

The main symptoms of coronavirus (COVID-19):
• A high temperature – this means that you feel hot to touch on your chest or back (a high temperature is usually considered to be 38°C or above). Residents can use the thermometer we have provided in their room to check their temperature (extra thermometers are available from the Lodge; if you need one to be delivered to your room, phone or email: do not go in person).
• A 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).
• A loss or change to your sense of smell or taste – this means that you’ve noticed you cannot smell or taste anything, or that things smell or taste different to normal.
• Updates on symptoms can be found here.

If someone has any of these symptoms, or has reason to believe they may have COVID-19, or have recently been in contact with someone who has tested positive, they must immediately self-isolate. For residents, this means that you must:
• Go straight to your room and avoid contact with anyone else, avoid touching surfaces, and stay in your room until you have been given further information on what to do by the College.
• If you need to use the shared bathroom facilities, wear a face-covering, observe strict social distance, and clean all surfaces.
• Let the College know you are self-isolating by reporting this on the College Coronavirus email at coronavirus.help@wolfson.ox.ac.uk
• Please explain the reasons why you are self-isolating and any requirement that you may have, such as food or cleaning products.
• The College will be in touch as soon as possible, explain what you should do next and how your requirements will be met, and will discuss the other issues that you may need to consider.
• You must arrange to be tested for COVID-19. From September, the University in collaboration with the NHS will run its own Test-and-Trace system. Until that becomes operative, you must arrange for a test online here.

Test-and-Trace
The University, in collaboration with the NHS, is implementing an in-house Covid-19 testing service, so that all academic and non-academic staff, fellows and students of the University and the colleges can have easy access to a Covid-19 test if they have symptoms. This will provide assurance to them, and their families, that any new case of Covid-19 at the University will be identified, and action taken to prevent transmission, at the earliest possible moment. This service will also help protect our local community, and ensure that the University does not put an extra burden on our local NHS facilities as we welcome students and staff back to the University from the autumn. It will be operational by September, when students start returning to Oxford for the new academic year.

The key elements of the testing service are as follows:
• The University will be establishing a central testing site in the city and one in Headington, with an online booking system.
• The service will be open to all staff, fellows and students who are concerned that they may have symptoms of Covid-19.
• The current test is a nose and throat swab to detect the presence of the virus. If testing technology improves, our testing service will adapt as necessary.
• There will be a rapid turnaround of tests, with results available within 24 hours.
• In the event of a positive result, Public Health England (PHE) will maintain responsibility for tracing. As part of the University service, however, those being tested will be interviewed to ensure that an up to date list of possible contacts is immediately available in the event of a positive test, and will take rapid proactive action, in collaboration with PHE and the local authority, to minimise the risk of transmission.
• Privacy is extremely important and the testing service will be set up to ensure the security of personal medical data. Those using the service will be asked to voluntarily consent to having their details disclosed for the purposes of supporting PHE’s contact tracing efforts.
If you test positive:
You and all members of your household must self-isolate for a minimum of 14 days from when your symptoms started. NHS Test-and-Trace will contact you and you must provide the following information
• The names and contact details of the other members of your household
• The names and contact details of all other people with whom you have been in close contact during the period from 48 hours before your symptoms started until you self-isolated.
• Any places you have been recently, such as a workplace, library, lab etc.

If you test negative:
You and all members of your household can stop self-isolating.

Sports, Social and Support Facilities at Wolfson

Sports
We encourage you to make use of the sports facilities at Wolfson College – details on how you can book the facilities and use them safely are here.

Social life during COVID-19
Plans are currently being drawn up to deliver a blend of in-person, socially distanced, and online events for the social and lecture events in Michaelmas Term, and details will be published on the College website before the start of term. It is unlikely that our usual large gatherings, for guest lecturers, for example, will be able to take place in person, but we hope to deliver these online instead where possible. The Bar is currently closed, but the Bar Committee is currently developing plans to re-open the bar in time for Michaelmas Term. Clubs and societies are considering how they might be able to continue to operate safely and will publish details in due course. Please monitor the relevant pages of the college website for further details.

We hope that moving some College events online will broaden their accessibility, particularly for our students, staff, Fellows, and common room members who live off-site, as well as for those who are undertaking fieldwork and research abroad. Given the nature of social distancing restrictions and the extensive administrative work required to organise digital events, the timetable of the term’s events may differ to normal, but please be assured that plans for a full timetable of social and academic events are well underway.

Catering
Catering is currently available in the form of a hot meal each lunchtime and supplies for other meals. To maintain social distance, food can be taken away, or eaten in hall, which is laid out for social distancing. Evening meals will resume from early September with extended hours and takeaway options. Please maintain social distance and follow the one-way signs in the Servery and Hall area. Face-coverings must be worn at all times in the
Servery and in Hall until seated; when you have finished eating, please replace your face-covering before rising.

**Café**
The Café has been set up with social distancing measures; including separation between tables/chairs and work areas. Signs remind users of the Café that they must maintain social distancing and use face-coverings at all times, unless temporally removing them to eat or drink. Perspex screens have been affixed to the servery area of the Café to protect staff and customers. These screens will be disinfected and cleaned daily as part of an enhanced Café cleaning protocol. The Barista service will be available from the start of MT.

**IT**
IT support staff are currently working from home, and can be contacted [here](#). Once the IT office reopens, a booking system will be in place and residents will be required to book time-slots. A desk with a protective screen fitted will be used to allow consultation to take place in safely.

**Minibus**
Minibus services to the College will resume when possible (by September if not before). When services resumes, the following control measures are likely to be in place:

- Drivers will wear gloves and face masks.
- All passengers will be required to wear face-coverings.
- Hand-sanitising facilities will be made available on the bus.
- Seating will be restricted to singles only; DO NOT USE signs will be in place.

**Nursery**
We have assessed the risks of re-opening the College nursery safely and the risk assessment and safety plan are at [here](#). Key to a safe environment is the need to continue with strict social distancing for the adults, limit gatherings and the number of people in the nursery along with various other measures. We must be prepared to adapt the way we use the nursery and this could include allowing for smaller groups, physical changes to the layout, and removing some equipment to ensure everyone’s safety.

**Toilets**
The recommendation from the Government is that, where practicable, the use of public shared toilets should be closed or controlled to allow for social distancing. It is not reasonably practicable for the College to physically control each communal toilet area in terms of numbers using them; therefore, the following additional control measures are in place:

- Where possible avoid the use of the shared facilities and, if resident in the College, use your own private toilet within your accommodation.
- Toilet seat lids to be closed before flushing.
- Electric hand dryers have been switched off, and hand towels supplied instead.
- Face-coverings must be worn.
- Hands must be sanitised before and after.
• Take care to maintain social distance at all times, which, for most toilets, will mean that you may have to wait outside if someone is already inside.

**Maintenance**
Essential repairs and Health & Safety compliance work will continue around the College and the internal maintenance team will be following appropriate safety measures, including regular hand-sanitising, maintaining social distancing where practicable and using face coverings in all indoor shared areas.

**First Aid**
All emergency medical situations should immediately be reported to the relevant Emergency Service by calling 999. The Lodge should be informed at the earliest opportunity. First aid equipment is available at the Lodge including a defibrillator. First aid trained staff will respond to emergency situations where needed, with strict use of health care level Personal Protective Equipment. You can contact or request a first aider through the Lodge.

**Ventilation**
Ventilation reduces the risk of spreading COVID.

**Natural Ventilation**
• Windows and doors in communal thoroughfares or walkways around the College, where practicable in terms of comfort and where security isn’t compromised, will be left open.
• Windows should be opened as much as is practicable within individual rooms, flats, houses, offices and meeting spaces.
• Fire Doors must not be wedged open.

**Mechanical ventilation**
• The ventilation serving the main Academic Wing area and the Buttery will be switched to operate on a 7 day a week time clock with 100% outside air mix. Air filters will be regularly changed.
• All air conditioning units around the College have recently received a full clean and service by our specialist contractors.

**Academic Matters**

**Academic Events**
It is inevitable that there will be fewer face-to-face academic events in College for the foreseeable future, and it is envisaged that many, if not all, academic events in Michaelmas Term will take place online. A risk assessment specific to each event must be completed before it can be approved, and must include measures to reduce the risks from COVID-19, such as:
• A clear statement of how the current social distancing rules will be respected, including a calculation of the area of the space divided by the number of delegates,
appropriate maximum numbers, and procedures for monitoring by the organiser of the event.

- One-way systems and barriers will be used where practicable to control the flow of delegates before, after and during the event, including detailed consideration of: access; the use of bathroom facilities; the provision of catering (in line with the Catering Events COVID Safety Plan here); and all other relevant issues.
- Hand-sanitising facilities will be made available for delegates.
- If the social distancing rules current at the time of the event require the wearing of face-coverings, delegates must be notified in advance and must provide their own face-coverings; this must be monitored by the event organiser.

Further guidance on how to run events safely, and on the limits on numbers specific to each room, is available here. The maximum numbers permitted in each room under current social distancing rules are displayed on each door. The Events Team will provide advice and assistance on how to organise events safely.

College residents are permitted to book meeting rooms for on-line teaching, studying or sitting online exams, one person at a time. To book a meeting space, please contact the events team on events@wolfson.ox.ac.uk. As Government restrictions continue to relax, we will reintroduce conferences, meetings and events following our events safety plan here.

**College Advisers**

Meetings between Advisers and their Advisees should normally take place online. Should a face-to-face meeting be essential, the following measures should be followed:

- The Adviser and Advisee should meet one-to-one.
- The room used must be sufficiently large to allow for social distancing.
- Face-coverings must be worn.
- Surfaces (door handle, light switch, chairs, table etc) must be cleaned before and after.
- Rooms can be booked as usual through the Events Office here.

**Tutorials, meetings between supervisor and supervisee, etc.**

Some meetings, such as tutorials conducted by members of college, and meetings between a supervisor and supervisee, may be held either online or face-to-face. The following measures should be followed if face-to-face:

- The number of participants in a meeting should be kept as small as possible.
- The room used must be sufficiently large to allow for the current social distance to be maintained.
- Face-coverings must be worn.
- Surfaces (door handle, light switch, chairs, table etc) must be cleaned before and after the meeting.
- Rooms can be booked as usual through the Events Office here.

**Study or Research Spaces**

You should work from your accommodation as much as you can. However, there is some study/research space available in College, including the Café area, Library Breakout Room,
and outdoor areas. You must maintain social distance and wear face-coverings, and wipe down surfaces. Further study spaces, such as the Library and Common Room, may be made available soon and full details as to how they should be used safely will be published.

**Student support and welfare**
For confidential listening and advice, students can speak to any member of the College welfare team made up of the Senior Tutor, Academic Registrar, Welfare Officers and Peer Supporters and, for medical advice or support, students can contact the College Nurse (during term time); further details on welfare and medical support can be found [here](#). All emergencies should be reported directly to the Lodge as usual. Procedures are being adapted to ensure COVID-19 safety, and details will be published online and through the induction process, this will include online meetings where possible.

Those in isolation will receive regular communications from the College Nurse (or other member of the welfare team) to check their progress and wellbeing, and issues can also be raised through the [coronavirus.help@wolfson.ox.ac.uk](mailto:coronavirus.help@wolfson.ox.ac.uk) email.

**Out and about in Oxford**

**Travelling around Oxford**
When travelling around Oxford you should try to walk or cycle if at all possible to avoid contact with others. If you must drive, you should do so alone. If you have no option but to take public transport, you must wear a face-covering and social distance. You can find the current guidelines for passengers [here](#). Monitor the Government advice frequently as it will change over time. Avoid peak travel times in order to limit contact with other commuters and reduce travel times. You should only travel to departments of the University, including libraries and museum, if you know that they are open to you; movement inside all University buildings should be kept to the minimum. Relax and take exercise outdoors as much as you are able: make full use of the College grounds, the meadows and the University and City parks; enjoy the streets and squares of the city when they are not crowded, but always observe the current advice on social distancing.

**Shops, cafés, pubs and restaurants**
Many shops, cafés, pubs and restaurants in and around Oxford are now open. If you wish to visit them, please do so responsibly, following the appropriate safety rules at all times.

**Committee Meetings**
These will continue to take place online until the start of MT, and possibly longer. We will resume meetings in person as soon as possible, providing that appropriate safety measures can be put in place:

- Only those participants absolutely necessary will attend in person.
- An IT solution will be found to allow those who cannot be present in person fully to participate.
- Social distance maintained; face-coverings will be worn.
The room must be well ventilated by opening windows and doors.
Members will meet outside if weather permits and if practicable.
Meeting rooms will be set up with chairs and desks spaced out to ensure social distancing and each room will have a strict occupancy number, which will be displayed on the door.
Floor tape/signage will be used where necessary to help people maintain social distancing.

Non-Resident Members

From 1 August, non-resident students and Fellows living in the Oxford or surrounding areas (and who can therefore travel to the College and back in a day) can come into College provided they follow all of the above safety procedures, including taking their own temperature and ensuring that they are symptom-free before leaving home, and social distancing and wearing a face-cover. The Hall is currently open at lunchtime only, and the gym, sports facilities and punts are available, but the Bar and Common Rooms are currently closed. Please see the above section on Sport, Social and Support Facilities for further information.

All students and Fellows, whether resident or not, should let the College know, via the coronavirus.help@wolfson.ox.ac.uk email, if they are being tested due to symptoms and then their test results when known.

It is hoped that, in due course, Members of Common Room can be welcomed back into College, and dates for such relaxation will be published when known. It will be critical to all those coming into College to adhere to all of the above safety procedures.

Visitors

Only essential visitors are currently allowed, but this will be updated as things relax or tighten. If meetings are required, use the guidance in the meeting section of this document. All visitors must be booked in at the Lodge.

Health and Safety

The College’s Health & Safety Manager has reviewed our general policy and has developed new Risk Assessment templates for use by anyone overseeing an activity, club or event requiring risk assessing. Advice is available from the Home Bursary or via the College website here.
Contingency Plans for an outbreak at the College

With the help of all of those who have adhered so strictly to the restrictions so far, an outbreak at the College has so far been avoided. Nevertheless, we must be prepared for an outbreak, and to re-impose strict restrictions if necessary. If one or two people have tested positive following isolations, and the test and trace service has asked others to isolate, and the outbreak therefore appears to be under control, the College may not need to re-impose tight restrictions at that time. However, if there is any doubt as to how contained an outbreak may be, or if larger numbers are showing symptoms (possibly in quick succession), the College may need to react quickly to contain any further spread.

Such action is likely to include the following phases:

1 - **Stopping** all movement around the College; asking everyone to return and remain in their rooms, and await further information (via email and the website); closing the servery/hall and other communal areas (you may wish to keep a contingency supply of food in your rooms); cancel any events/gatherings taking place or imminent at the College.

2 - **Assessing** – once all movement has stopped, the College will be able to assess the outbreak, seek advice from Public Health England, and plan the next steps.

3 - **Action** – Next steps are likely to include: continued support to those isolating; deep cleaning of any affected areas; keeping everyone informed; seeking advice from Public Health England on when/how to relax restrictions again; continuing with study/events/meetings online if possible; reopening the servery or delivering meals.

4 – **Relaxing** – It is hoped that any outbreak will be contained quickly and that the temporary reintroduction of restrictions could be eased as soon as possible. Restrictions may have to be lifted in phases: opening the servery and then hall, when possible, will be a priority; allowing people to start circulating around the College again, but with continued strict social distancing, and enhanced cleaning; some areas may remain closed for longer, depending on the nature of the outbreak.