

# Clare Hall

## Reopening with Covid-19

v6.1 Updated 11 August 2021

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## Version History and Control

Version	Date	CRS ID	Comments
v1.0	6 May 2020	HLJ38	First draft, basic policies, plans, protocols outlined.
v1.1	11 May 2020	HLJ38	Additional policies and protocols with more detail; areas for collaboration highlighted in yellow; specific First Aid guidance from HSE provided; draft route map included at Annex A. For release to HODs for comment.
v2.0	19 May 2020	HLJ38	Title change – <i>after Covid-19 Lockdown</i> ; insertion of basic diagram showing phases over time; updated comments on need for route mapping and signage; minor changes to phrasing throughout. For release to GSB for comment and redrafting prior to wider release.
v2.1	26 May 2020	HLJ38	“Live Document” notice inserted. Numerous amendments and clarifications to phrasing, protocols, draft plans, etc. following GSB suggestions. Ongoing work required for fine detail, natural development over time.
v2.2	27 May 2020	HLJ38	Insertion of Quick Reference Page.
v2.3	29 May 2020	HLJ38	Update of Appendix A (Route Maps)
v3.0	1 June 2020	HLJ38	Revision of arrivals protocol and use of Main Site flats (etc) for 14-day isolation periods; revision of House Reference Sheet (DRAFT); update to Appendix A (routes BLACK, WHITE). Removal of highlighted or draft sections, ahead of wider circulation.
v3.1	22 June 2020	HLJ38	Revisions to returners’ protocols, broad strategy, phase updates, PPE use, College protocols).
v3.2	14 July 2020	HLJ38	Revisions to isolation-exempt countries, facial coverings, potential changes to arrivals, and the concept of “cautious reintegration”.
v3.3	7 August 2020	HLJ38	Revisions to projected Phase timelines, College accommodation plans, College policy on facial coverings, and return to work plans.
v4.0	4 September 2020	HLJ38	Revisions to returners’ protocol, move to Phase 4.0, accommodation offers, staff return, door signs, and need to pause inter-house visitation.
v4.1	6 October 2020	HLJ38	Inclusion of College Covid Policy, some amendments to existing policies in light of changed national rules, and removal of Phases now complete (to reduce overall document length).
v5.0	16 November 2020	HLJ38	Title change <i>Reopening with Covid-19</i> now UK has had two lockdowns and Covid policies are more routine; overhaul of phased reopening to reflect ongoing updates now students are in-situ; document streamlined in many areas to reflect commonly understood policies.
v5.1	21 January 2021	HLJ38	Key changes relating to ongoing best practice and response to UK National Lockdown 3.0 (started 5 January 2021) in blue highlight.
v6.0	15 July 2021	HLJ38	Multiple updates and attention drawn to plans, policies, and protocols which have radically changed in the last 6 months, shown in blue highlight.
v6.1	11 August 2021	HLJ38	Minor amendments to established protocols and plans.

## **PLEASE NOTE**

**THIS DOCUMENT IS LIVE AND  
SUBJECT TO FREQUENT OR  
IRREGULAR UPDATES**

**CHECK YOU ARE USING THE LATEST  
VERSION BY COMPARING WITH THE  
PUBLICLY HELD DOCUMENT ON THE  
CLARE HALL WEBPAGE.**

**CLARE HALL DOMESTIC BURSAR**

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## Quick-Reference Page (IF YOU READ NOTHING ELSE, READ THIS)

### IF YOU SEE SOMETHING WRONG, REPORT IT TO THE PORTERS' LODGE (01223 332 360)

**(ALL) In case of medical emergency:** if life-threatening, call 999 first, then Porters' Lodge (01223 332 360) immediately. Thereafter, Porter will follow the College Protocol: Critical Emergency Response (medical) and attend with extra First Aid equipment as required. First Aid PPE for those in shared houses (masks and gloves) will be available in clearly marked containers (this will take some time to establish across site).

**(SITE VISITORS<sup>1</sup>) Before leaving home:** do **not** travel into College if you feel unwell; store the Porters' Lodge number (01223 332 360) in your phone; bring your own PPE (mask, gloves), or call Lodge before arrival to check local availability; if required<sup>2</sup>, confirm your arrival with on-site host at a given time and location; be prepared to change into work clothes on-site.

**(SITE VISITORS) On Arrival at College:** if required, meet your on-site host and / or move to a changing area to put on work clothes; on-site host to book your arrival with Porters' Lodge; maintain **1m+** distance from others at all times and observe one-way routes in place.

**(SITE VISITORS) On Departure from College:** if required, change and bag work clothes for laundry on return home; disinfect any reusable PPE and dispose of all other PPE; depart minimising contact with surfaces; wash hands and launder clothes on return home.

**(RESIDENTS) If you live at College:** ensure the Porters' Lodge number (01223 332 360) is stored in your phone; ensure your phone has a UK SIM card; read and understand emergency protocols; maintain **1m+** distance from anyone not in your household and minimise contact within households.

**(RETURNING COLLEGE MEMBERS) Returners' protocol:** College members will only return (e.g.: to collect belongings or to enter quarantine before taking up residence) after clear arrangement with the Accommodation Officer and / or Tutorial Office, following a set of protocols and instructions specific to their situation. At time of writing (**11 August 2021**) the UK is operating a colour-coded traffic-light system directing travel requirements by point of origin. Entry to the UK and College with or without isolation and testing is subject to change. The Point of Contact for all queries on returning or arriving at Clare Hall is: [accommodation@clarehall.cam.ac.uk](mailto:accommodation@clarehall.cam.ac.uk)

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<sup>1</sup> A *site visitor* is anyone coming on site who does not reside on site (e.g.: contractors, staff, some Fellows). It is **not** a house guest or someone coming into residential areas.

<sup>2</sup> Contractors, predominantly

## Introduction

This document is the single point of reference for all matters pertaining to Clare Hall's reopening and continued operations in line with national direction. It takes its lead from any information distributed by the Government and University of Cambridge; however, College-specific policy and protocols will also be drafted and implemented in addition to (rather than in contrast to) this direction, to ensure continued College operations not specifically addressed in broader planning.

This document holds the principles, broad strategy, and all supporting documents needed to restart College life as national restrictions ease.

## Principles

The following five principles shape the remainder of this document and the College plan; they should be consistently implemented and referred to when drafting new policy, guidelines, and protocols.

1. **Simplicity.** Keep plans and actions simple. At time of writing (11 August 2021) the most common simple elements affecting day-to-day life (testing, isolation, symptoms, distancing, hand-washing, room ventilation) are well-known.
2. **Concision.** All measures taken need to be collated and distributed as succinctly as possible, to avoid information overload and confusion.
3. **Mutual Support.** All measures taken must support one another; there is no point introducing one measure which makes another difficult. A complex overall plan, with multiple discrete elements is best achieved if every element flows with the rest.
4. **Compliance.** College actions must be compliant with national direction or University guidance; as the situation changes, so too may College policies.
5. **Safety.** All plans must emphasise the safety of individuals within the College. Their longer term physical and mental wellbeing should be given as much consideration as the short-term impact of any plan.

## Broad Strategy

The College will reopen in line with national and / or University direction. At the time of writing (11 August 2021) the "lag" between national guidance and College ability to implement changes is short. Nonetheless, site users should still anticipate delays introducing riskier policies especially with regards to use of shared areas.

## Clare Hall Ongoing College Use (7 HEADINGS)

- 1. Household membership and visitation.** College residents live either by themselves in individual properties, or in shared houses. Household membership is defined by those who live with you, share a bathroom or kitchen, or with whom you frequently socialise indoors. At the time of writing (11 August 2021) household mixing is permitted under national rules, as are external visitors to College (unless directed otherwise, e.g.: internal College “circuit-break”).
- 2. Asymptomatic Testing.** The University-led Asymptomatic Testing Scheme (AST) ran throughout the entire academic year with zero cases in Clare Hall. It is paused for the summer and may return in Michaelmas Term.
- 3. PPE.** College holds a small supply of PPE for use on arrival by those who have forgotten their own; Clare Hall branded masks are available for purchase from the Porters’ Lodge; at this point in the pandemic, everyone ought to hold their own PPE.
- 4. Cleaning.** Cleaning supplies remain available to households when housekeeping activity is minimised (11 August 2021).
- 5. Shared areas.** The College has reopened four shared areas subject to booking and cleaning schedules: (1) Common Room for private study, (2) Doshisha room for private study, (3) Computer room for printing only, (4) library, and (5) Music Room. The first four may be booked [here](#); the Music Room is booked through the GSB.
- 6. Departures / Arrivals.** At the time of writing (11 August 2021), departures and arrivals are controlled via Accommodation and / or Tutorial.
- 7. Catering.** Seated dining will be available Monday to Friday, with a smaller selection of ready-made meals available for purchase over weekends.

### Supporting Documents

The following pages contain the most important documents needed to reopen the College and develop processes for its ongoing safe use. They have been deliberately kept as brief as possible, in line with the overriding principles of this work, without losing any critical detail required for safe operation.

## Colour-Number Scale of Openness Throughout College

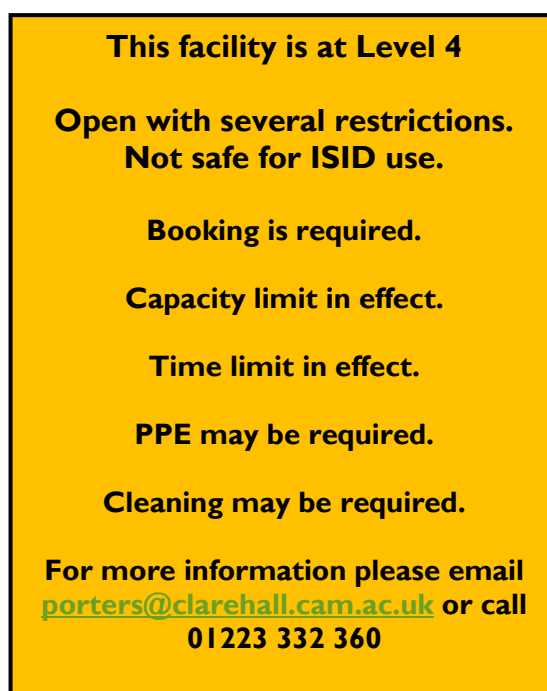
The following scale has been developed for use across College, showing how accessibility for each facility. Signs have been placed on various entrances, advertising acceptable use or restrictions.

<b>1 - No restrictions</b>
<b>2 - Open with minimal restrictions. Safe for ISID use.</b>
<b>3 - Open with some restrictions. ISID use possible but not guaranteed.</b>
<b>4 - Open with several restrictions. Unsafe for ISID use.</b>
<b>5 - Closed</b>

Restrictions include the following list, which is not exhaustive:

- Limits on number of people allowed into a space (per hour / day / week).
- The number of days a facility is open per week.
- The closure of a facility when Housekeeping or First Aid trained staff are not available.
- Removal of some equipment or items to create space or reduce cleaning areas.
- Limits on the length of time each user may occupy a given space.
- Limits on the use of space by ISID<sup>3</sup> users.

Door signs may look similar to the image below:



A facility, once reopened to some extent, **may be closed or subject to tighter restrictions at short notice.**

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<sup>3</sup> ISID (Individuals Susceptible to Infectious Disease)



## Clare Hall General Covid Policy (ALL TO READ)

**Rules.** Clare Hall takes the safety of its community very seriously, and expects a similarly serious approach from residents. Taking their cue from the [Collegiate University COVID Community Statement](#), the following simple rules apply to all College Members:

**Visitation.** Members of households across College may only visit each other in accordance with national guidance.

**Interaction.** College Members are expected to adhere to social distancing measures and to refrain from excessively close socialising, or prolonged meeting where possible.

**Facial coverings.** In line with College policy (see p12), all College members are expected to wear facial coverings in shared indoor spaces (outside of their own homes) unless physically incapable of doing so.

**Respect for others.** Individuals' actions should demonstrate respect for the College, its staff and infrastructure, and other members of the community. In addition to the rules above, College members are expected to maintain good hygiene (e.g.: regular hand sanitising), to keep all areas clean and tidy, to avoid meetings and interpersonal interaction if feeling unwell, and to honestly report sickness to Tutorial and the Porters' Lodge. Students who are concerned about the failure of others to follow COVID-related guidance, and who may feel unable to raise these concerns directly with the person concerned, are encouraged to discuss the matter confidentially with their Tutor in the first instance.

**Sanctions.** The risk posed to the College by Covid transmission through breaches of these rules means individuals will be subject to sanctions by the College, overseen by the Dean who is the College Officer responsible for discipline. A three-stage protocol of escalation will be imposed: a first offence will occasion a verbal warning; a second offence a written warning placed on file; a third offence removal from College accommodation as appropriate.

## College Policy for Site Use (ALL SITE USERS TO UNDERSTAND)

Clare Hall has an obligation to protect the health of its members and users.

All contractor visits are vetted by College hosts and sensible measures implemented to ensure safe conduct.

Those using the site must adhere to the following:

1. Not to allow any external visitor (friend, partner, guest, family member, etc) onto site if national or College direction restricts their access.
2. Wear a facial covering<sup>4</sup> in all shared indoor spaces (less one's own household)<sup>5</sup>, provided you are able to do so comfortably and safely (see footnote). College policy on facial coverings may be found on the next page.
3. Wear PPE and maintain distance of at least 1m between members of different households.
4. As much as possible, remain outdoors when seeing others.
5. Self-isolate in line with [national direction](#) (**link checked 11 August 2021**) on developing symptoms associated with Covid-19, on receiving a positive Covid test (LFT or PCR), or on being notified you are a close contact of a known case.
6. Remain in public or shared spaces only for as long as necessary.
7. Follow any direction given by the College or its staff regarding one-way systems in place, the use of PPE, limits on numbers of people in a given room, increasing distance or moving along.

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<sup>4</sup> Facial coverings are not just masks; snoods, buffs, scarfs, and other material covering the mouth and nose may all be used. The aim is to stop *expulsion* of matter, rather than to filter anything inhaled. It is hoped this broad definition allows more people to comfortably use a facial covering, even those with medical conditions.

<sup>5</sup> The use of facial coverings within one's own household (especially for students in shared residences) may actually be beneficial, as members of the household begin to move more freely around the country and internationally.

## College Policy on Facial Coverings (ALL TO READ)

It is vital that we all feel comfortable, confident and safe at Cambridge. We continually monitor the latest public health advice, and we take account of the science. Therefore, we believe all College users should wear face coverings in any work or study setting where it is difficult to maintain social distancing of at least 2m from strangers, or where spending extended periods in confined spaces with others. We should carry face coverings with us and wear them where asked to do so by college or university authorities or when it would be a courtesy to others. Special arrangements will be in place to keep areas where face coverings are not required – your living accommodation and eating areas – to keep them as safe as possible.

College members are urged to be mindful and respectful of the frequently hidden needs of others, which may prevent their use of PPE. Equally, those members with such needs are urged to communicate with College staff to find ways of minimising the time spent in shared indoor spaces (for example, contacting the Porters' Lodge to arrange for post to be brought outside for collection).

The College's aim is to support and assist those in need, while being mindful of the overriding need to minimise viral transmission.

**A wealth of advice is available via the [World Health Organisation's bespoke page on facial coverings](#)<sup>6</sup>, showing common errors in use, and safe wearing.**

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<sup>6</sup> <https://www.who.int/emergencies/diseases/novel-coronavirus-2019/advice-for-public/when-and-how-to-use-masks>

## **College Policy on Accommodation (THOSE IN RESIDENCE TO READ)**

To prevent unnecessary movement between buildings, and to retain a body of knowledge in each building, almost all students who returned to College accommodation this year were allocated their previous room. For Michaelmas Term 2021, most students have elected to remain in their current room; movement of other students between households is planned.

All queries over accommodation should be directed to [accommodation@clarehall.cam.ac.uk](mailto:accommodation@clarehall.cam.ac.uk)

As communicated throughout the arrivals process, each student house is considered a household because of their shared kitchen (because there is only one per house).

Households have been grouped where possible to form the Asymptomatic Test Pools used by the University, so lockdowns as a result of positive tests cause minimal inter-house disruption or confusion.

## **College Policy on Phased Return of Employees to Reopen Site (EMPLOYEES TO READ)**

In keeping College open, some staff (Housekeeping, Porters, Maintenance, Gardens, Catering) will necessarily be required on site. Those who are able to continue working from home, such as administrative staff, should do so until further notice and in line with Government direction.

The College will not return any at-risk individual to work until national guidance is received for their safe working, and a safe plan of action developed.

To maximise their safety (protecting both themselves and others), College employees will follow protocols outlined later in this document, concerning arrival or departure from the College, use of PPE, distancing, and so on. Employees will be consulted with to ensure they are suitably supported in following any protocol requested.

As of 15 July 2021, College staff are all routinely in work. As staff return to offices, their doors should have signs indicating their availability.

## College Protocols Compendium

### College Protocol: Non-Residents on entering / leaving College (ALL SITE USERS TO READ)

The following is a protocol for College employees, contractors, and other *site visitors* (i.e.: non-College residents).

- Prior to leaving their home, visitors must ensure they are **not** exhibiting any signs or symptoms of Covid-19, or otherwise feeling unwell.
- For employees and contractors, start / finish times will be staggered where possible to prevent crowding. Teams will “bubble” internally to further reduce any Covid spread, or the impact of one member needing to isolate.
- On arrival, visitors will follow designated routes, use elbows or hips to open touch-pad doors, before washing hands with soap and water in designated areas for a minimum of 20 seconds.
- On arrival, employees and contractors will wear appropriate PPE (level determined by role) which will remain worn while working, and transiting between buildings.
  - Protective eyewear (reusable visors) has been issued individually to employees and must be clearly named. (Contractors may choose whether or not to use eyewear, and must provide their own).
  - Facial coverings will be used by all (less exceptions noted in College policy), and issued to visitors if required.
  - Aprons or full body suits will be worn by those entering communal buildings and conducting work which brings their body into close contact with multiple surfaces (e.g.: electrical inspections).
  - Eyewear and masks may be worn between buildings but rubber gloves and aprons or body suits must be changed (i.e.: prevent transmission from surface contact between buildings).
  - Protective visors are to be disinfected at the end of a shift, prior to leaving.
- Breaks are to be staggered and taken outdoors where possible, spaced by 1m+ in all cases. Use of high-contact items (fridge, coffee machine, kettle, taps, etc) should be minimised, and touched with **freshly** protected hands (rubber gloves) and disinfected after use.
- Room and house entry are to be arranged in advance, and clearly announced on arrival.

## **College Protocol: Use of College Tools and Equipment (EMPLOYEES TO READ)**

**Tools.** All workers are to be allocated their own tools to avoid contact sharing equipment. Where possible they should be stored completely separately (different tool bag, cart, basket, etc) and clearly labelled to reduce confusion.

**Tasks.** All employees should have clearly allocated sections on which to work in a given day or week. Where tasks can be divided consistently across site (e.g.: mowing various lawns, cleaning various buildings), they are to be given to a single named individual to reduce chances of spreading infection. Where tasks require paths to cross – e.g.: maintenance workers on two separate jobs – they are to be separated by as much time as possible.

**Personal Hygiene.** Supplies of hand gels are to be kept in communal areas (maintenance offices, garden sheds) and / or on each person for use as required. Regular handwashing and disinfection of surfaces touched (e.g.: tools and equipment) should be conducted.

**Bed linen and laundry.** Laundry from rooms to be brought for cleaning in sealed disposable wash bags.

**Joint Working.** To be avoided as much as possible; PPE (minimum mask, gloves, visor) to be worn when working with others in close proximity and for prolonged periods.

### **College Protocol: Residents' drills on entering / leaving College (RESIDENTS TO READ)**

Those living on site do not need to wear PPE when moving around outside, but must follow the directions below:

- Self-isolate and inform Porters' Lodge / Tutorial on developing symptoms of Covid-19 or receiving a positive Covid test (LFT or PCR).
- Wear facial coverings in shared indoor spaces (less households).
- Spend as little time as possible in communal areas (e.g. laundry, Common Room, pigeon holes, Porters' Lodge).
- Observe any one-way routes through a building or around the whole site.
- Observe any spacing or distancing regulations.
- Avoid touching surfaces with hands (use elbows or hips where possible).
- Cough or sneeze into their elbow or a tissue, washing hands immediately afterwards.
- When returning to the College having been off-site, best practice is to wash hands and launder clothes (e.g.: return from high-use area such as supermarket)



### **College Protocol: Dining (lunches, dinners, formal halls, etc) (ALL TO READ)**

At the time of writing (11 August 2021) The Dining Room is open to seated diners, under the following conditions:

- Capacity is limited to 48 (of a usual maximum 108).
- Lunch will be taken in two sittings, dinner will be a single sitting.
- Ordering meals online is no longer an option.
- Non-College members may use the dining hall in limited numbers, subject to available seating
- Diners must wash and / or sanitise hands prior to entering the Dining Room.
- A one-way route to, around, and out of the Dining Room will be promoted to stop people crossing paths unnecessarily. Floor distancing signs will be installed to promote responsible use of space.

## College Protocol: Use of Office Spaces (EMPLOYEES TO READ)

**Working from home.** Those who are able to work from home, remotely connected to the College IT systems, may continue to do so. As restrictions ease, the reintroduction of office staff to the workplace is planned.

**Hot-desking.** To be avoided – when this is not possible a good cleaning regime<sup>7</sup> is required by those sharing the desk area by the individual who are sharing. The only likely area for hot-desking is the Porters' Lodge.

**Rubbish collection and office cleaning.** Individual bins (Accounts, President's office) should be placed outside offices each morning for emptying; all others should use centralised bins as before but ensuring they follow one-way routes and minimise contact with the bin, washing hands afterwards. Clear desks are inherently cleaner than cluttered ones; staff will be responsible for ensuring their desks remain clear and cleaned at the end of a working day. Wipes are provided for phone and screen cleaning.

Normal office cleaning by the Housekeeping team is limited to dusting and hoovering. When staffing allows the team may be able to do a deeper clean in each office. This is not to be relied upon initially.

**Social distancing in shared offices.** In the first instance those who can work remotely should do so to reduce the use of shared spaces. Thereafter, working alternate days may be necessary, to stagger occupancy. The installation of plexiglass screens / room dividers will be considered in extreme cases, where staggered working is not possible, or users of shared spaces are especially vulnerable. Users of shared offices should wear facial coverings where possible and take extra care not to move around the office unduly.

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<sup>7</sup> "Good cleaning" requires the thorough disinfection of all high-contact surfaces (desktop, keyboard, computer monitor, chairs) immediately after final daily use and prior to leaving the building, even if returning to the same station the next day.

### **College Protocol: Use of shared spaces (gym, bars, ALB rooms, computer room, library)**

At present, (11 August 2021) Meeting Room and King Room are available for limited use. The GSB-run Music Room is open subject to booking one week in advance. Common Room, Richard Eden Suite, and Doshisha Room are all available for limited bookings. The ALB Bar is open for limited service throughout the week.

Each space is subject to different detailed rules but the general principles remain constant:

- The maximum occupancy of a given area may be limited.
- A booking system for use of a given area may be necessary.
- Areas (desks, chairs, toilets, bannisters, PCs etc) will need to be cleaned before and after users have entered and left. This is to be coordinated and arranged via Housekeeping, and may require adjustments to the opening times of each facility.
- Users may need to wear various items of PPE and / or clean surfaces before and after.
- Spaces may need to be shut at short notice (for example on confirmed outbreak of disease); they may then need to stay shut until they can safely be cleaned for reopening in line with any national direction.
- Occupants must not put themselves or others at risk during shared use of space, i.e.: no excessive coughing, spluttering, and so on.
- Some areas will be off-limits to those susceptible to infectious disease for longer than other areas.

## College Protocol: Self-isolation on arrival / return

All arrivals should be arranged in advance via [accommodation@clarehall.cam.ac.uk](mailto:accommodation@clarehall.cam.ac.uk)

A notice will be placed on the door of rooms in use for isolation purposes advertising the date of arrival and anticipated date of departure (i.e.: the date on which someone will vacate assuming they have remained healthy throughout). This sign must be moved with the occupant should they change room for any reason throughout their isolation (e.g.: infrastructural issue, such as water leak). Names of occupants will not be publicly listed.

## College Protocol: House Lockdown

The College Protocol for a House Lockdown has been implemented only **once** in the entire pandemic and is therefore still somewhat subject to teething problems.

The House Lockdown will be recorded and tracked by the Porters' Lodge. Twice-daily check-ins may be reinstated for a house in lockdown. National guidance will be followed regarding temperature-checking or other procedures deemed appropriate, as they develop.

Following national direction, all house members must self-isolate for at least 10 days. If, after ten days, the originally infected person has no symptoms, they may stop self-isolating. All others in the house must continue in isolation to Day 10. If they become unwell in the meantime, they begin a 10-day isolation as the originally infected person. Thus, it is possible for someone to commence self-isolation, develop symptoms on Day 9, and need to isolate a further 10 days (minimum), until symptoms have disappeared, resulting in 19+ days' isolation.

During this period, students in shared houses will be able to do laundry using the machines in their buildings. Others may still do laundry in the communal facilities using support volunteers and by sealing their clothes in soluble laundry bags for 72h. **This collection and processing will need to be arranged between the house in lockdown and the Housekeeping Manager, or other willing resident volunteers, as appropriate. This paragraph has been deliberately left highlighted (11 August 2021) because this element of the plan is untested, though the College believes it has sufficient staffing to deal with houses in lockdown; student volunteer groups have also emerged, with the loose coordination of the GSB Committee.**

## College Protocol: Critical Emergency Response (medical)

If necessary, dial 999 first, then inform Porters' Lodge, which is the on-site contact point for any emergency on site, **and which remains staffed 24/7**. If 999 is not immediately required, start with Porters' Lodge, who will be able to help summon assistance.

The Porters must ensure their own emergency PPE (see below) is readily available to minimise delay in responding and reduce any threat to their health.

- On receiving word of a critical medical emergency (regardless of Covid-19), the Porter will ensure the emergency services have been notified with as much detail as required.
- The Porter will then set the Lodge phone to forward messages, take the Lone Worker device, don PPE (mask, gloves, eye protection – TBC) and move as close to the patient as required<sup>8</sup>, taking any relevant equipment (First Aid bag, AED, mobile phone notepad and pen).
- If required, the Porter will administer First Aid until medical services arrive. **Until further notice, First aiders should not carry out the 'look, listen and feel' procedure to check for normal breathing. Instead, they should simply look for 'the absence of signs of life and the absence of normal breathing'. Compression-only CPR, with a towel or cloth placed over the patient's mouth should be carried out until either AED is prepared for use or paramedic support arrives. Further reading for First Aiders is here.**
- Once medical services have departed:
  - If the patient is sufficiently well to remain in situ, the Porter will ensure their housemates are able to look after them in the short term, and that they have access to a phone to dial for help otherwise. The Porter will then leave, clean and replace and used equipment, dispose of and replace PPE, and file an incident report, washing hands as often as required between these actions.
  - If the patient has been moved to hospital, the Porter will carry out the actions above **and** inform Tutorial, as the situation has now moved beyond the College and may be the starting point for welfare protocols, including contacting Next of Kin for support and assistance where appropriate.

**Note.** Work and Emergency First Aid at Work certificates expiring from March 16th onwards are being extended by 3 months. [HSE]. Refresher training – coordinated by the Head Porter – will be arranged at the earliest opportunity.

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<sup>8</sup> The Porter does not have to get closer to the patient than necessary; if there are others in the residence who can meet the Porter at the property entrance to receive AED (etc) then this will suffice.

### College Protocol: Critical Emergency Response (fire / flood / other)

The Porters remain the first point of contact for any emergency on site, and **the Lodge will continue to be staffed 24/7**. This is a point of security and reassurance on which the College places a very high priority.

The Porters must ensure their own emergency PPE (see below) is readily available to minimise delay in responding and reduce any threat to their health. Additionally, a grab-bag with sufficient PPE to protect up to 30 evacuating residents should be prepared.<sup>9</sup>

- On receiving word of an emergency (regardless of Covid-19), the Porter will ensure the relevant emergency services have been notified with as much detail as required.
- If safe to do so, the Porter will take the residential grab-bag and move to the site of the emergency (as usual) and assist in whatever drills or actions are required under normal circumstances (e.g.: evacuation of buildings).
- The Porter will leave, clean and replace and used equipment, dispose of and replace PPE, and file an incident report, washing hands as often as required between these actions.

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<sup>9</sup> 30x mask/glove combo-bags are made and held in the Lodge in individual bags.

### **College Protocol: Response to visiting site user showing Covid-19 symptoms**

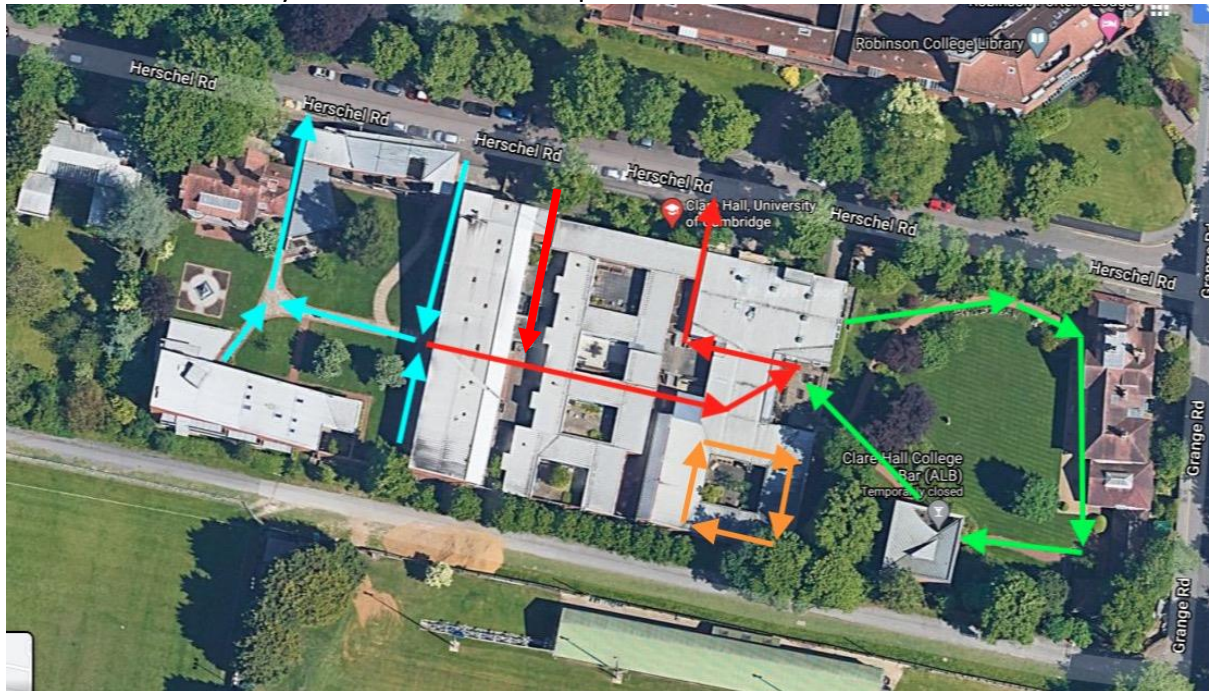
The College has a policy – earlier in this document – to ensure as far as possible that its visitors do not bring Covid-19 with them (for example not entering site if displaying symptoms or feeling unwell). However, symptoms of illness may present rapidly, and catch people off-guard. If this happens, the College must be prepared to respond quickly to minimise the risk of infection spreading.

- The affected person needs either to leave site immediately – if they are well enough to drive or have alternative means of transport – or be isolated temporarily while transport is found.
- Temporary isolation needs to be in a small, easily-cleaned space.
- Once transport off-site has been arranged, the temporary isolation area and any other areas used by the visitor must be disinfected, efficiently and without delay. A supply of cleaning material, dividers to close off an area, and PPE specifically for this work will be stored in the Porters' Lodge.
- The incident must be recorded and any relevant parties notified; those who came into close contact with the affected individual may need to self-isolate as recommended by national guidance.



## Annex A: Routes for safe movement around Clare Hall (ALL TO READ)

The diagrams below indicate the one-way routes which should be followed by all site users to minimise unnecessary contact and increase predictable movement.



Note – routes subject to change or update. Please follow local direction and do not rely on the map above.