Mansfield College

COVID-19 – GENERAL COLLEGE PROTOCOL

All symptomatic staff and visitors and anyone who feels unwell should stay at home and not attend College.

College to ensure that all non-essential staff work from home.

College to provide staff with appropriate equipment and support to enable them to work from home wherever possible.

College to ensure that all vulnerable staff stay at home and do not attend College.

When working from home is not possible, College to make every reasonable effort to ensure government social distancing guidelines are followed. This is 2 metres, or 1 metre plus with risk mitigation in place.

Risk Mitigation

- Increased frequency of handwashing and surface cleaning.
- Provision of and increased use of hand hygiene dispensers.
- Staff to work alone in offices or be separated by walls/partitions/screening.
- Individuals are responsible for cleaning their own offices.
- Residential students are responsible for cleaning their own student accommodation.
- Residential students to use allocated on-site kitchen with others from their household only.
- Use of small spaces prohibited for shared use.
- Individuals to minimise time spent in small teaching rooms and are responsible for cleaning before and after use.

College dining and some cleaning facilities have been suspended.

JCR/MCR/SCR/College Libraries and College Crypt Cafeteria and Bar are closed.

Emergency on-site parking is provided for all staff during Covid-19 to avoid use of public transport.

24 hours’ emergency cover is managed by Duty Porter or Junior Deans with contact made via email or telephone.

College gates to remain closed to discourage visitors and unauthorised entry to College.

Porters Lodge front hatch to remain closed to act as a barrier and protect lodge staff.

College building systems (e.g. Fire alarm tests, water systems tests etc.) to be maintained.

Lifts not to be used by more than one person and touch points to be cleaned before and after use by user.

College Covid-19 Bronze Group to prepare and agree return phases, short term (prepare for new normal); mid-term (test and validate plans) and long term (the new business as usual).

Establish protocols before returning to ensure safe practices and redesign space for the longer term solutions.

Communicate changes before return to reduce anxiety.

Use of the Principal’s lodgings is classified as domestic activity which fall outside of the College Risk Assessment.