Protocol for using Teaching Space, Public Rooms and Member Common Rooms

1. All face to face meetings should take place at agreed social distance of 2 metres.
2. Face coverings should be worn inside all College buildings, including teaching space, public rooms and common rooms (unless everyone using the room is a member of the same household).
3. Teaching rooms should be booked in advance with the Domestic Bursar: domestic.bursar@mansfield.ox.ac.uk or the Bursary Assistant: Deborah.stewart@mansfield.ox.ac.uk
   Please provide maximum notice where possible and not less than 24 hours’ notice.
4. Bookings may be moderated and prioritised according to College academic needs.
5. External members must report to the Lodge on arrival and leave their contact details prior to being given room access.
6. A ‘buffer slot’ will be provided between booked sessions to allow room cleaning where appropriate and to prevent overlap of student groups arriving and leaving.
7. Room capacities are indicated on each meeting room door and these should not be exceeded at any time. Current maximum capacities for College rooms are:
   - Auditorium – 24 (20 seated, 2 speakers and 2 technicians)
   - Seminar East – 9 (including speaker)
   - Seminar West – 9 (including speaker)
   - Old Bar – 6
   - MB1 – 6
   - Old Hall – 24
   - JCR – 18
   - MCR – 11
   - SCR – 4
8. All rooms have a fixed room set up with furniture placed at the appropriate social distance and this should NOT be moved.
9. All IT/AV equipment required should be requested at the earliest opportunity from it-manager@mansfield.ox.ac.uk or it-officer@mansfield.ox.ac.uk
10. All rooms must be well-ventilated and windows open where possible while in use.
11. Hand sanitation facilities are available on the way in and out of all public rooms.
12. Cleaning protocols are in place and details can be found under ‘Protocols and Risk Assessments’ under the ‘Housekeeping and Cleaning’ section of the Covid19 page on the College website Cleaning protocols
13. Additional appropriate cleaning materials will be provided in the public rooms by housekeeping for user cleaning.
14. Students and tutors to clean individual spaces after use (seat, desks, chairs, arms etc.)
15. No communal stationery equipment will be provided or used. Individuals will need to provide their own (please email Deborah.stewart@mansfield.ox.ac.uk if you require these from College in advance.) Please do not leave any items in the room when your booking is completed.
16. No communal refreshments are permitted.
17. Users to follow normal cleaning protocols when using nearby WC facilities.
Junior Common Room (JCR)

For Educational/Academic Use:

When the JCR is used for educational/academic purposes it can be used by up to the maximum of 18 people, socially distanced at 2 metres and wearing face coverings.

For Social Use:

For Members of Different Households: When being used for social purposes, only six individual students can use the JCR at same time, socially distanced at 2 metres and wearing face coverings.

For Members of the Same Household: For members of the same household, the JCR can be used by everyone within that household, social distancing is not required and face coverings do not need to be worn (although students can of course do so if they feel more comfortable).

JCR Bookings:

The JCR is booked to College between 12.00 – 2.00 p.m. and 5.30 – 7.30 p.m. daily as a takeaway eating area.

If a Mansfield student society wishes to book the JCR for an event of up to 6 people outside of the dining times, they should agree this in advance with the JCR President/Bench.

Middle Common Room (MCR)

For Educational/Academic Use:

The MCR is available for up to 11 people when used for educational/academic purposes, socially distanced at 2 metres and wearing face coverings. The MCR kitchen is closed.

For Social Use:

For members of different households only six people can use the MCR, socially distanced at 2 metres and wearing face coverings.

For members of the same household, all household members can use the room together and are permitted to do so without social distancing and without face coverings.

Senior Common Room (SCR)

The SCR can only be used by a maximum of four members, socially distanced at 2 metres and wearing face coverings.

Student Events

Any student social activity in College must be authorised by the Dean in advance and will require a Covid-19 Risk Assessment to be signed off in advance by the Domestic Bursar.

Domestic Bursar
Michaelmas Term 2020