

Protocol for visitors and guests

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In general, Sidney Sussex College remains closed to visitors and guests¹ as a result of the pandemic situation. Exceptions to this are set out in this protocol.

Please note that the information outlined in this protocol is subject to change and will be continually reviewed in accordance with the latest Government and University guidance.

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1. Introduction

College planning is centred on keeping our members and the wider community safe and well by reducing the risk of transmission through a series of protocols.

This protocol will be continually reviewed as we move forward in line with the latest [Government COVID-19 guidance](#) and [University COVID-19 guidance](#).

¹ "Visitors and guests" refers to any individual who is seeking to visit the College and is not a current Sidney student, Fellow, other academic staff member, or staff member.



2. Guidelines for all visitors and guests

Anyone visiting the College must adhere to the following guidelines for the duration of the visit.

- There must be a permitted reason for visiting the College (as outlined in this protocol). Drop-in visits are not permitted.
- All those present must adhere to [social distancing guidelines](#) at all times.
- All those present should take note of the signage in College and follow any guidelines as necessary.
- All visitors and guests should sanitise their hands using the dispenser provided outside the Porters' Lodge before entry, and anywhere else around the College site where a dispenser has been provided.
- All visitors and guests must follow the College's [face coverings protocol](#) (unless exempt) and should bring a face covering into College.
- All University members must have their University ID card on their person whilst they are visiting. Members may be asked the purpose of their visit and may be asked to leave if they are in College for a reason not covered in this protocol.

3. Visits for undergraduate supervisions

Following the third national lockdown which commenced on the 6 January 2021, Cambridge University has moved to [fully remote teaching](#) (including supervisions, most labs and practicals, and all other forms of small group teaching) until further notice, and unless otherwise determined by the University for specific courses. Accordingly, no supervisor or student should visit the College during this period, and until further notice, for the purpose of undertaking in-person supervisions.

4. Visitors for other academic- or business-related reasons in College

As noted above, the College remains predominantly closed to visitors until further notice in an effort to reduce transmission and keep our College community and the wider community as safe as possible. Visits may be permissible in [essential and exceptional](#) cases where there is a clear purpose for the visit, where the visit has been pre-approved via the appropriate channels, and where the visit can be hosted safely within the current guidelines. Visits are also allowed to the College gardens subject to the guidelines below.

Please review the information outlined below for more detail.

4.1. College-related business

Visits for essential College-related operational work purposes are permitted provided they have been pre-approved by the Domestic Bursar (e.g. contractors relating to building works).

4.2. Musical events

All musical events are suspended from the start of the third national lockdown which commenced on 6 January 2021 until further notice.



4.3. College facilities (e.g. library, chapel, cafeteria, gardens)

College facilities are restricted to use (within the permitted guidelines) by current resident Sidney members only, unless otherwise stated below, or until further notice.

- **Library:** The Library click and collect service, and socially distanced study space on all floors of the library, is available during staffed hours to any current Sidney student who is resident in Cambridge. Current staffed hours are 9am-5pm Monday, Wednesday and Friday and 9.30am-4.30pm Tuesday and Thursday – any future extension to opening hours will be communicated directly to the College community,
- **Catering:** Catering services are available to any current Sidney member who is resident in Cambridge or working in College – no-one else can be brought in as a guest. Separate communication has gone out to Sidney members in terms of the nature and times of the service available, including sit down eating space available.
- **College gardens:** The College gardens may be used by members of College and their visitors in gatherings up to a maximum of six people.
- **Chapel:** The Chapel is only open for private prayer to residents on the College main site. The key can be requested from the Porters' Lodge.
- **Printing facilities:** Printing facilities are available in the 'Hall Court Print Room' to any current Sidney member who is resident in Cambridge or working in College. Send printing to Sid_FindMe and release it in the Hall Court Print Room. The Print Room can be accessed from the passage between Chapel Court and Hall Court. <https://www.sid.cam.ac.uk/life-sidney/it/printing>. The Print Room can only be used by one person at a time.
- **Post room:** Sidney members are permitted to collect post from the post room or Porters' Lodge as applicable, although anyone who is not resident on the main College site is encouraged to direct deliveries to their hostel or private accommodation address where possible.

4.4. Archives

Access to the College archives by University members, and other researchers for academic purposes, is permitted on request, subject to one reader at a time under socially distanced and face covering conditions.

4.5. Boat-house

The Boat-House, shared with Corpus Christi, Girton and Wolfson, is open for use.

There is a separate risk assessment outlining the approach to using the boat house which is in line with [guidance from British Rowing](#).

4.6. Sports field (located at St John's College)

The sports field, which the College shares with St John's College and Magdalene College, is open for daily exercise, and organised sport, within the government guidelines.. The sports field is on St John's land and is subject to the protocols set out by St John's.



5. Visits from prospective students

Visits from prospective students are not currently permitted. Please note that a virtual tour of College is available on the [Sidney Sussex YouTube channel](#).

6. Visitors and guests for social activities

Social visitors, including alumni and those with dining rights, are not permitted from the start of the third national lockdown which commenced on 6 January 2021, until further notice, unless meeting a member of College in the College gardens and in gatherings of no more than six.

7. Visitors and guests to student households within College

No guests are permitted to visit households within College accommodation from the start of the third national lockdown which commenced on 6 January 2021, until further notice, unless for a reason permitted within the [current government guidelines](#).

Generally no-one other than the members of a particular household² should be within the physical location of that household unless absolutely unavoidable (i.e. when accessing a stairwell).

Exceptions to this include:

- needing to visit another household due to medical reasons – e.g. delivering food to quarantining or self-isolating residents. Deliveries of food must be made without any contact with the person to whom the delivery is made. The food parcel must be left in an agreed location and the receiver must only collect it when the deliverer has stepped at least 2 metres away from it. There must be no social interaction associated with these deliveries.
- maintenance (by appointment);
- cleaning – bedders will access for cleaning of communal areas (e.g. shared kitchens and bathrooms) but only when there is no resident in the shared area.

8. Conference guests and events

Guests are not permitted for guest rooms, bed and breakfast, events or conferences unless the visit relates to an academic matter or has been agreed as an exception by College Council. Exceptions will usually only be agreed where there is a clear purpose for the visit, where the visit has been pre-approved via the appropriate channels, and where the visit can be hosted safely within the Government guidelines in place at the time

² A household includes anybody who is in a support bubble with a particular household