Protocol for visitors and guests

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While COVID public health measures remain in place in England, access by visitors and guests to Sidney Sussex College remains subject to a number of restrictions, and social distancing requirements continue to apply to those living and working in college.¹

The college keeps its COVID protocols under regular review to ensure restrictions applicable within it are appropriate to the collegiate setting, proportionate, and in line with Government and University guidance: please consult https://www.sid.cam.ac.uk/about-sidney/published-information/college-policies-protocols-and-statements for the current version of this and other COVID-Protocols.

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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.
1. Introduction

COVID-related College rules and guidance (“Covid Protocols”) aim to protect the health and safety of our members and of the wider community by reducing the risk of transmission. They are readily accessible from the college website, and are based upon, and interpreted in the light of Government COVID-19 guidance and University COVID-19 guidance.

2. Guidelines for all visitors and guests

Anyone intending to visit 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 carry their University ID card 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

Students from other Colleges may visit for undergraduate supervisions. Supervisions may take place indoors or in the college gardens. Please see separate supervision policy for more details.

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

The College remains closed to general 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 some circumstances. 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. College facilities (e.g. library, chapel, cafeteria, gardens)

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

- **Library:** The Library click and collect service is available to current Sidney members, as is socially distanced study space on all floors of the library and in Knox-Shaw, the JCR TV room, and Chapel court 1 and 2. External guests are not permitted. See [List of accessible areas in College](https://www.sid.cam.ac.uk/life-sidney/it/printing) for details of opening hours and COVID-19 secure arrangements.

- **Catering:** Catering services, including Formal Halls, are being provided for current Sidney members. No external guests are permitted.

- **College bar:** The College bar is operating outside in Cloister Court and is available to any current Sidney member, with permission for that member to invite and accompany two external guests. See [List of accessible areas in College](https://www.sid.cam.ac.uk/life-sidney/it/printing) for details of opening hours and COVID-19 secure arrangements.

- **College gardens:** The College gardens may be used by members of College and their visitors in gatherings up to a maximum of six people. For organised events, the gardens may be used by groups of up to 30 people with prior permission of Domestic Bursar (subject to normal Easter term restrictions on gatherings during exam period).

- **Chapel:** The Chapel is open for private prayer to residents on the College main site. Evensong with a limited, socially distanced congregation of current Sidney members only will be held in Chapel. No external guests are permitted.

- **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. No external guests are permitted. 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](https://www.sid.cam.ac.uk/life-sidney/it/printing). The Print Room should 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.

4.3. Archives

The college archives are housed in the Muniment Room. No visitors are currently permitted.

4.4. 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](https://www.sid.cam.ac.uk/life-sidney/it/printing).
4.5. 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

Prospective students may arrange to visit the College and should refer to the guidelines below. Please note that a virtual tour of College is available on the Sidney Sussex YouTube channel.

- You must book your visit in advance by alerting either the Undergraduate Admissions Office (admissions@sid.cam.ac.uk) or the Postgraduate Admissions Office (gradoffice@sid.cam.ac.uk) (depending on whether you will be applying for undergraduate or postgraduate study). Visits must then be logged with the Porters’ Lodge.

- Please check in at Porters’ Lodge on arrival. You should leave your contact details for the purposes of NHS Test and Trace.

- You may collect a College map, and guided tour sheet if available.

- Visits are limited to ‘household’ groups only, or a socially distanced group of no more than six individuals.

- Access is limited to the grounds only. There is no access to any College buildings.

- Please stay on-site for no more than thirty minutes

- If, following your visit, you would like to make an appointment to discuss any questions with the Admissions team, we would be pleased to arrange it.

6. Visitors and guests for social activities

Social visitors, including alumni and those with dining rights, are not currently permitted unless meeting a current member of College as set out elsewhere in this protocol.

7. Visitors and guests to student households within College

Inter-household social visits may take place subject to the following guidelines:

- students should be mindful of concerns that their fellow household members may have relating to visitors and increased risk of infection and consequent isolation;

- students should aim to meet friends from other Colleges or Sidney households outside wherever possible;

- only Sidney students and other students from the inter-collegiate Cambridge University are allowed to visit Sidney households in College accommodation;

- visitors should follow government guidance on social distancing indoors at all times;
when a visitor is present, the maximum number of students in a room at any one time, up to the government limit of 6, is determined by the need for any visitor to remain socially distanced in line with government guidance;

- visitors are not allowed to use the household’s communal areas (e.g. kitchen/gyp);
- gatherings in students’ rooms, whether including guests or otherwise, must not result in excessive noise after 10pm.

Other people may enter households for the following reasons:

- health and quarantine-related visits—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) provided that there is no resident in the shared area.

8. Conference guests and events

Guests are permitted for guest room bookings if visiting a current member of College or for a specific College hosted event.

Bed and breakfast, non-College events or conferences will not take place during Easter Term. 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.