Protocol for visitors and guests

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Effective immediately

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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 in the college gardens for groups of up to six people, including the supervisor, subject to outdoors social distancing provisions (currently 2 metre distance).

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

From 7 May, it is planned to have Evensongs on Fridays (in the Garden – see garden visitor rules in 4.3 below) and Sundays (in chapel, streamed, and no congregation).

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 is available to any current Sidney member who is resident in Cambridge or working in College, 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. Extended opening hours are now in operation from 9am to 10pm Monday to Sunday. Spaces should be booked in advance, face coverings worn at all times, social distancing observed, and space cleaned with the supplied wipes at the start and end of a study session.

- **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.

- **College bar:** The College bar is operating outside in Cloister Court and is available to any current Sidney member. Tables must be booked in advance. No-one else can be brought in as a guest to visit the bar.

- **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 open for private prayer to residents on the College main site. The key can be requested from the Porters’ Lodge. From 7 May, the intention is to have Evensongs on Fridays (in the Garden) and Sundays (in chapel, streamed, and no congregation).

- **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](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

The college archives are housed in the Muniment Room. No visitors are currently allowed, and the resumption of visits will be considered in the light of a revised Risk Assessment and other
operational needs of this facility, to be conducted by the Archivist in liaison with the Muniment Room Committee and the Senior Tutor.

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.

As an exception to the current rule of no permitted guests, non-members 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) but only when there is no resident in the shared area.
8. Conference guests and events

Guests are not currently 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.