Protocol for supervisions and academic meetings in College

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The following protocol is based on rules and guidance by the UK Government (Higher education COVID-19 operational guidance) and University of Cambridge (“Practical Safety Measures”, part of Stay Safe Cambridge Uni; and “Guidance on Easing of COVID-19 Restrictions”, v3). It must be read alongside other relevant college COVID protocols available from the College Policies, Protocols and Statements on the Sidney website, specifically those addressing a) wearing face coverings, b) quarantine and isolation, and c) visitors and guests. It covers the use of Fellows’ offices and residential sets, bookable supervision rooms (eg Chapel Ct 1 and 2, Jesus Lane, B3), and larger spaces (eg Old Library, Knox-Shaw Room) for all academic meetings e.g. supervisions, classes (eg HAP, PratCrit), and Director of Studies (DoS) meetings. It is essential that all those taking part in these meetings fully respect its provision to reduce the risk of viral infection and transmission.

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Awareness of protocol

• Supervisors are responsible for bringing the Protocol to the attention of all students in advance of their attending the first supervision, and for stating explicitly that permission to attend the supervision is conditional on prior acceptance of its provisions by return email.

Outdoor supervisions

• There are currently no restrictions on outdoors meetings.
Indoor supervisions - prior to supervision

- In advance of each am/pm bloc of supervisions, each bookable room will be laid out in standard configuration as part of a daily COVID secure cleaning routine\(^1\);
- Fellows’ offices will have been COVID-secure cleaned on each weekday morning;
- Supervisors must keep a record of the names and @cam email addresses of student attending supervisions with them; the record must be kept for 14 days for contact tracing purposes.
- Supervisions will start 5 minutes after and end 5 minutes before the hour to avoid the crowding of staircase and corridors.
- For the same reasons, students should not enter a building until just before their supervision’s starting time, and leave immediately at the end.

Face coverings

- Face coverings must be carried when in College, and worn in indoors and crowded spaces according to the separate face covering protocol.

  - With the exception of individuals with a medical exemption, the use of face coverings is also expected in indoor work or study settings when other people are present, and therefore in supervisions and other academic meetings, unless
    - those attending the supervision remain socially distanced (1m+) and the room is well ventilated;
    - and the supervisor has informed in advance all those due to attend of conditions stated in the previous point, and obtained prior agreement by every member of the supervision group to dispensing with face-coverings. **Supervisors should take special responsibility to ensure that all parties in their supervisions are comfortable with such a decision.**

Students with a medical exemption from wearing face coverings, or who would be unable to take part effectively in a supervision while they or others wear face coverings (e.g. because of hearing impairment), should approach their Tutor in the first instance to explore alternative arrangements.

Social distancing and ventilation

- Only rooms with sufficient ventilation capacity (ideally allowing air flow across the room through two open windows on different walls) will be used for supervisions, and

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\(^1\) A Covid secure clean involves the sanitising of tables, chairs, touch points etc. This would be completed each morning for the Fellows’ offices, and once a day for bookable teaching rooms when in use. The Accommodation Office can also order and provide additional wipes, cloths and disinfectant to Fellows in case they have numerous supervisions in a day.
windows/doors must remain open during each supervision and in the intervals between supervisions;

- The number of persons in the room at any one time does not exceed the risk assessed capacity of that room, which the supervisor can ascertain by reference to the University Health and Safety Service document “Guidance on Easing of COVID-19 Restrictions”.

**Hygiene**

- Hand-sanitizer must be used before entering/when leaving any College location where it is provided (entrance to staircases/corridors/rooms).

- Contact with surfaces (door handles, staircase keypads, lifts) must be minimized: e.g., many unlocked doors can be opened with an elbow/foot; staircases should be used instead of lifts.

- The Accommodation Office ensures that each supervision location is supplied with hand sanitiser and other cleaning supplies,

- The supervisor should remind students to sanitize their hands on arrival, and to wipe down contact surfaces of objects they will make use of (chair, table);

- Toilets with hand washing facilities are available throughout college, and are deep-cleaned twice daily on weekdays. Supervisors teaching in their own offices will be responsible for directing students to the nearest facility; in the case of bookable rooms, the location of the nearest toilet with handwashing facility is indicated in the “Capacity Notice” for that room.

- The supervisor is responsible for:
  - providing clear guidance on the most direct route to the supervision room in advance of their first meeting with students, instructing them to follow that route exclusively and promptly on arrival and departure;
  - arranging for written work to be submitted in digital rather than paper form, and for returning marked assignments in the same format.

**Shared equipment**

- It is the responsibility of the supervisor to inform students in advance of whether a whiteboard will be used; in that case, each student and the supervisor must bring along whiteboard markers and a wipe-down cloth for their exclusive personal use.
If you experience COVID-19 symptoms during supervision

Most people with coronavirus develop at least 1 of the following “major symptoms”:

1) **a high temperature** – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)
2) **a new, continuous cough** – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)
3) **a loss or change to your sense of smell or taste** – this means you’ve noticed you cannot smell or taste anything, or things smell or taste different to normal.

Additionally, the following “minor symptoms” also may indicate COVID infection:

4) Headache
5) Sore throat
6) Runny nose
7) Muscle aches
8) New hoarseness
9) New shortness of breath
10) A new wheeze

If one or more of the above symptoms are experienced

**BEFORE A SUPERVISION:** students must follow the rules set out in Section B: Self-Isolation Requirements of the college’s Protocol for Quarantine and Self Isolation (crucially, symptoms 1-3: self-isolate immediately; minor symptoms 4-10: seek a confirmatory test from the University or NHS). Additionally, they must inform the supervisors of any forthcoming supervision that they shall not attend the supervision unless they have had a negative result.

**DURING A SUPERVISION:** students must:

- leave the supervision immediately, to return to their Cambridge residence;
- follow their College’s guidance on notifying College, self-isolating, and arranging a test.

It is especially important that all those attending the relevant supervision follow public health guidance by:

- self-monitoring for symptoms of COVID-19 and
- following instructions received through NHS Test and Trace.