This document is subject to amendments as the Government and Collegiate University update their advice and guidance.

COLLEGE ARRANGEMENTS

Hilary Term 2021
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**Important note:** This document is subject to updates. The latest version will be found here:

SECTION 1: INTRODUCTION

The College is committed to ensuring every reasonable effort has been made to ensure the health and safety of all College members, as well as the wider community. In view of recent developments, the College has followed the University in moving to **COVID-19 Business Continuity Plan (BCP), Stage 3**, from 6 January 2021.

This guidance has been updated for Hilary Term to outline the arrangements in the College, as well as support available to students remote learning from home. It is important that you read this document so that you know what to expect and what you need to do. For taught students, you will be aware that you should now only return to Oxford during the national restrictions if you have permission to do so from the Academic Office. We very much hope that we will be able to welcome back all of our students and revise these arrangements from mid-February if the health crisis sufficiently improves by then.

Please read this document alongside the College’s COVID-Secure risk assessment which can be found here: [https://www.wadham.ox.ac.uk/about-wadham/covid-19-safety-guidance](https://www.wadham.ox.ac.uk/about-wadham/covid-19-safety-guidance)

Where this document mentions social distancing this currently means keeping 2 metres apart.

We are aware that this document highlights yet more changes and limitations to normal life in the College as we commence this term during a national lockdown. We shall continue to do all we can to maintain a COVID-secure, supportive and comfortable environment for all members of the community.

Staff in the extremely vulnerable category are not working on-site in line with government advice, however we would like to share with you that some of our staff currently working on-site are supporting family members who are in this group. We must all do what we can to keep everyone safe. Thank you for your cooperation and support in following our College rules to look after everyone in our community.

We are very pleased that our new buildings are now complete and we are opening some of the spaces for the start of term for those students back in Oxford. We are looking forward to the time when all students will be able to enjoy these fantastic new facilities.

The final section of this document contains contact details.

With best wishes.

Ken Macdonald QC  
Warden

Frances Lloyd  
Domestic Bursar

8 January 2021
SECTION 2: KEEPING THE WADHAM COMMUNITY SAFE

The College is committed to ensuring every reasonable effort has been made to ensure the health and safety of our students, staff, Fellows and visitors, as well as the wider community. Our preventative measures include the following:

- Publishing our COVID-Secure risk assessment on our website in line with UK Government advice.
- Provision of hand sanitisers around the College, including in all meeting rooms.
- An enhanced cleaning programme in frequently used areas, including between teaching sessions in meeting rooms.
- Clear signage to remind people about social distancing, hand hygiene and wearing face coverings in required settings unless exempt.
- Introduction of one-way systems where it is possible and will help maintain social distancing.
- Using screens or barriers to help separate people from each other where appropriate and/or where 2m is not viable.
- Reducing the number of people in areas to maintain 2m distance.
- Introduction of measures to avoid people needing to raise their voices to each other, for example avoiding playing loud music.
- Wellbeing support available to all College members.
- Access to the University’s in-house testing service for all students, non-academic staff and academic staff.
- Updates via e-mail and our website.
- Regularly reviewing our operations and welcoming feedback.

Questions?

Please contact the Domestic Bursar’s Office.
SECTION 3: WADHAM COMMUNITY RULES

In order to maintain a safe environment in the College for everyone, all members are asked to follow these rules:

- Stay alert and maintain social distancing from others wherever possible.
- Wash your hands regularly with soap and water for around 20 seconds and use the hand sanitiser stations located around the College.
- Use a face covering in all indoor communal areas in line with the Collegiate University’s Face Covering Policy unless you are exempt. Indoor communal areas include the Lodge, corridors, staircase, lifts and communal toilets. The archways are considered to be outdoor spaces in the College. Some spaces are exempt, including the Lodge staff area behind the hygiene screen, in dining areas and the bar when eating or drinking, and these areas will be indicated by a sign at the entrance. Students do not need to wear a face covering when they are in their household accommodation.
- Coughs and sneezes should be covered with a tissue (or into your elbow if no tissue) which should be disposed of immediately followed by washing of hands.
- Use designated entrances and exits. Follow one-way systems in place to help maintain social distancing. Avoid using the lifts where possible.
- Use cleaning supplies available when asked to clean surfaces and equipment before and/or after use.
- Stay in your household, book a test and let the College know if you develop any coronavirus symptoms and how long you need to self-isolate. Stay in your household and let the College know if any members of your household develop any coronavirus symptoms and wait for the outcome of their test.
- Use designated facilities where advised. Follow health and safety instructions and signage.
- Keep up-to-date with Wadham and University communications by reading your e-mails regularly.
- Students: Carry a mobile phone and ensure the number is correct in your Student Record by accessing Student Self Service. This is important in case we need to get hold of you quickly.

Failure to follow College rules may result in the matter being considered under the College’s Disciplinary Code. Such action would take place under the appropriate procedures and could result in sanctions.

We are monitoring UK Government advice and information from the Collegiate University and may need to implement further rules and guidance as required.
SECTION 4: HAND HYGIENE

We use our hands for many different tasks and as a result of contact with other people, equipment or surroundings, they can be responsible for the spread of a wide variety of germs, some of which could cause infection if not cleaned effectively.

Handwashing with soap and water for at least 20 seconds is the most effective way of cleaning your hands if they are visibly dirty. Hands may look clean, but the germs that can cause infections cannot be seen by the naked eye.

Everyday measures everyone can take:

- Washing your hands regularly – with soap and water, and use hand sanitiser if handwashing facilities are not available.
- Cover cough or sneeze with a tissue, then throw the tissue in a bin, then wash or sanitise hands.
- Avoid close contact with people who are unwell and wash or sanitise hands after interactions.
- Clean and disinfect frequently touched objects and surfaces.
- Don't touch your eyes, nose and mouth with unwashed hands.

You should wash your hands:

- Before leaving your household.
- On arrival at the College if you live outside.
- After using the toilet.
- Before putting on and after removing your face covering, unless you’re exempt for wearing one under the University’s Face Covering Policy.
- After breaks and sporting activities.
- Before food preparation.
- Before eating any food, including snacks.
- After coughing, sneezing or blowing your nose.
- After handling rubbish.
- After touching or handling money.
- After contact with frequently touched surfaces (such as entrance doorways and exits, kitchen taps, kettles, shared printers, etc).
- If your hands are dirty.
- Before leaving the College.

The official NHS technique for washing hands is provided on the next page (see Figure 1).
Figure 1

Hand-washing technique with soap and water

1. Wet hands with water
2. Apply enough soap to cover all hand surfaces
3. Rub hands palm to palm
4. Rub back of each hand with palm of other hand with fingers interlaced
5. Rub palm to palm with fingers interlaced
6. Rub with back of fingers to opposing palms with fingers interlocked
7. Rub each thumb clasped in opposite hand using a rotational movement
8. Rub tips of fingers in opposite palm in a circular motion
9. Rub each wrist with opposite hand
10. Rinse hands with water
11. Use elbow to turn off tap
12. Dry thoroughly with a single-use towel

Hand washing should take 15–30 seconds
SECTION 5: MOVING AROUND COLLEGE SITES

Entrances and exits to the College sites remain the same with the exception of the Savile Road gate at the rear of the main site. Use of the Savile Road gate to enter and exit the main site will be temporarily limited to staff, Fellows and contractors. We have introduced this measure as the area is often congested with vehicles and we need to reduce the flow of pedestrians to facilitate social distancing. We will keep this arrangement under review and advise when all College members will be able to use this gate.

We have also introduced a temporary one-way system on the main site through the archways between the Front Quad and Back Quad to facilitate social distancing. Please use the Staircase 4 archway to enter the Back Quad from the Front Quad. Please use the Staircase 6 archway to enter the Front Quad from the Back Quad. Signage is in place to help remind you about this one-way system.

There is a one-way route to use the catering services from the Hall and Refectory when these areas are open. Please see Section 10 for more details.

Guidance for moving around the College sites to facilitate social distancing:

- Maintain social distancing between other households as much as possible.
- Walk on the left side of paths and staircases where possible.
- Give priority to people ascending the staircase and use landings as passing points.
- Wear your face covering inside buildings unless you or the setting is exempt. Please see below.
- Don’t congregate in archways and other pinch points where it will make it difficult for social distancing.
- Though household members don’t need to social distance, it could be difficult for others to social distance from large households groups walking together around the College. Walk to your destination in smaller groups, and use single file when approaching others.

Face coverings

The College has implemented the University’s Face Covering Policy: https://www.ox.ac.uk/coronavirus/health/face-coverings

All students, staff, Fellows, visitors, contractors and members of the public must now wear a face covering in indoor shared spaces unless the setting or the person is exempt. The face covering should be worn before entering all buildings in the College (as well as University departments) and should continue to be worn in the required setting. The requirement to wear face coverings will not apply to those who have a legitimate reason to be exempt.

The policy document includes the following sections:

- Introduction
- Exemptions
- Required settings for wearing face coverings
- Type of face covering
- Care and Maintenance
- Policy adherence

You may wear your own face covering in the College.

Please contact Katherine Allen in the Academic Office (katherine.allen@wadham.ox.ac.uk) if one of the exemptions applies to you and you will not be wearing a face covering in a required setting. This needs to be done at least 5 working days in advance of any permitted face-to-face meetings so that
other attendees can be informed, and meetings moved online as appropriate. If advance notice is not given within this timeframe, it is the student’s own responsibility to also ensure that ALL those with whom face-to-face meetings have been scheduled, including any class or tutorial partners, are also notified, in addition to recording the exemption with Katherine Allen prior to any such meeting.

We are aware that some staff and students rely on lip reading and could be disadvantaged by the use of face coverings in some settings. Please contact the Academic Office if you have any questions or concerns.

The College has provided all current students, staff and Fellows with two reusable Fair Trade cotton face coverings, free of charge, from the start of Michaelmas Term.

**Contacting non-academic staff**

Where possible we are limiting face-to-face meetings within non-academic offices as part of our control measures. These offices include: Library Office, Academic Office, Accounts Office, Finance Bursar’s Office, Payroll Office, Domestic Bursar’s Office, Welfare Advisor, HR Office, Development Office, Accommodation, Sales & Events Office, IT Office, Housekeeping Office, Works Department, Cellarer’s Office and Butlers’ Office.

You are requested to contact the departments by e-mail for routine matters or telephone if it is an urgent matter. Please see the contact details in this document. Meetings can be arranged with staff and the appropriate arrangements will be made to maintain social distancing.

**Smoking in College (including e-cigarettes)**

Smoking is not permitted indoors. Smoking outdoors on College sites is restricted to areas where there is a bin for smoking litter. Smokers will be expected to social distance from other households when using smoking areas.

**General Public**

The College will remain closed to the general public until further notice. The College will also be closed to prospective students and alumni during the national lockdown.

**Questions?**

Please contact the Domestic Bursar’s Office.
SECTION 6: STUDENT HOUSEHOLDS

Introduction

All students living in College accommodation will be allocated to a student household of up to 8 students based on whether you are sharing a bathroom/toilet or kitchen. You do not need to be socially distanced from anyone in your household, meaning you can be together in your household accommodation, dine together in the Hall, and be together in the Undergraduate Centre and Graduate Centre. You can also go out of the College with your household members without social distancing but you are asked to walk in pairs rather than a large group. You must maintain social distancing outside of your household. Please be considerate and help create an environment where the household feels comfortable and safe together.

Small households

If you are living on the main site you may be in a household on your own or in a household with one student because you are in a single or double set en-suite room and do not share a kitchenette. If this applies to you, we understand that you may be concerned about this and the College will try to find a solution. Please contact the Accommodation, Sales & Events Office if this is the case. It is important that you do not stop social distancing from other households unless you have received written permission to form a larger household. The College reserves the right to refuse or reverse the decision to form larger households if necessary, for example as part of mitigations to help manage higher levels of transmission risk.

Support bubbles

Please note that the creation of ‘support bubbles’ if people meet one of the government’s eligibility rules do not apply within the College due to the high number of students living in close proximity. Please see information above regarding small households.

Household numbers

All student households in the College will be identified by a household number. This number will be displayed on doors to communal facilities allocated to a household such as the bathroom/toilet and, if applicable, the kitchenette. The number will also be displayed on flat doors at the Dorothy Wadham Building and Merifield. These facilities must only be used by students in the household. The number will also be used by the catering team if you have booked to dine in the Hall or other spaces designated for one household in the College such as the Undergraduate Centre and Graduate Centre. The table in Hall will display your household number and you will be seated with other members of your household if they are signed on the same sitting. You will be told your household number when you arrive in the College. A newly formed larger household (see section above) will be provided with an updated household number.

Access to accommodation households

The Salto door access system is programmed to permit students to access their own household accommodation area in their staircase, block or flat across the sites. The Lodge will issue a fob to a student requiring access to a staircase on the main site where they don’t reside in order to reach a Fellow’s Room or other facility. The fob must be returned to the Lodge after use.

Facilities in households

All rooms on the main site contain a small fridge and you are allowed to bring a kettle to use in your room. Some of our historic and characterful staircases on the main site do not have kitchenettes (small kitchen for making light snacks) and they lack the space to add them. Under normal
circumstances, students have been able to share kitchenettes or use the communal JCR or MCR kitchen. As we are following Collegiate University guidance that student households should not share bathrooms/toilets or kitchens, we are not be able to permit different households to share kitchenettes or the JCR or MCR kitchen. Please see Section 10 for details on the College’s catering provision.

Students living in Merfield and the Dorothy Wadham Building live in flats or studios with kitchens. Each flat or studio is considered to be a student household.

Please note that students are not permitted to bring their own toasters, rice cookers, microwaves, camping stoves and other similar cooking equipment to use in their bedroom. Please read the online Wadham Student Handbook for further information on electrical appliances and health and safety advice. Households with access to a kitchen may cook for another household as long as they practice good hand hygiene (see Section 4) and food hygiene, and social distance when delivering the food.

You should also take extra care to keep your household shared bathroom and kitchen (where applicable) clean and tidy after you have used them. Please read Section 8 for more details on housekeeping arrangements.

**Household members with coronavirus symptoms**

If a member of the household has any of the main symptoms of coronavirus, it is very important that ALL members of the household self-isolate immediately until the member with the symptoms has been tested using the University’s Early Alert System (EAS). **The main symptoms of coronavirus are: a high temperature; a new, continuous cough; or a loss of, or change to, your sense of smell or taste.**

The EAS will usually provide the test result to the person with the symptoms and the College within 24 hours. Household members will be told the result of the test. If a test is negative the College will let them know that they can stop self-isolation or there is advice from the EAS to continue to self-isolate, for example another member of the household has also developed coronavirus symptoms. If the test is positive, under current Government guidelines, the household member with the symptoms will need to self-isolate for at least 10 days from the start of the symptoms and other members of the household will also need to self-isolate for at least 10 days.

Household members should contact their Tutor(s) if they are unable to attend online teaching or, where permitted, face-to-face teaching, due to the requirement to self-isolate.

We will not ask staff to enter bedrooms or communal facilities being used by a household unless it is an urgent or emergency situation.

Further details on what to do if you or anyone in your household is experiencing symptoms of COVID-19, as well as support from the College, is set out on the University’s website and in separate College communication.

The College is responsible for ensuring the health and safety of all College members and reducing the risk of transmission. **The College’s Pandemic Executive Group has taken the difficult decision to continue the temporary College rule that you are not allowed to invite students from other households, or visitors from outside the College, into your household accommodation at any time. This decision is in the interests of everyone in the College and our wider community.**
Meeting others during the national lockdown from 4 January 2021 until at least mid-February

Wadham households meeting each other within College sites: As part of the national lockdown, it is currently against the law to meet socially outside of your current household. This also applies in any spaces in the College, for example in the JCR/MCR, Hall, bar or gardens, or in booked meeting rooms. You can exercise outdoors in the College grounds by yourself, with other members of your household or, when on your own, with 1 person from another Wadham household.

You should maintain social distancing from people outside your household wherever possible. This includes avoiding physical contact, such as a hug or handshake, being close and face-to-face.

Wadham households meeting non-Wadham households inside the College: Students from non-Wadham households are not permitted onto the College site for social purposes. This restriction is in place to help to manage our occupancy levels to help maintain social distancing. This decision will be kept under close review and we hope we will be able to lift this restriction when the situation improves.

Wadham and non-Wadham households can meet in groups, socially distancing from each other wherever possible, if they are eligible for face-to-face teaching as part of their formal education.

Wadham households meeting others safely outside the College: It is currently against the law to meet socially with family or friends unless they are part of your household or support bubble. You can only leave your home to exercise, and not for the purpose of recreation or leisure (e.g. a picnic or a social meeting). This should be limited to once per day, and you should not travel outside your local area. You can exercise in a public outdoor place by yourself, with the people you live with or, when on your own, with 1 person from another household. Please visit the Government’s website for the full details on what you can and cannot do outside the College.

We understand that rules for student households will make life feel very different. We will keep the rules under constant review and we will relax them as soon as it is safe to do so.

Questions?

Please contact the Domestic Bursar’s Office.
SECTION 7: MOVING INTO COLLEGE ACCOMMODATION

During the national lockdown, you may only return to College accommodation if you have been given permission to do so by the Academic Office. Where you are resuming face-to-face teaching, or where the Academic Office has approved your return under one of the exemptions outlined in the government guidance, travel to the College counts as a ‘reasonable excuse’ for travel, subject to any rules in place within the devolved administrations. This includes family or others within your household who travel with you to transport you back to College accommodation.

If you’re given permission to return, you will be contacted with information on the date and time when you can return. Please contact the appropriate office if you do not receive this information or have any questions:

- Main site - Accommodation, Sales & Events Office
- Merifield/Lathbury Road – Merifield Manager (site manager)
- Dorothy Wadham – Residential Operations Manager (site manager)

For your own safety, the safety of students in residence, and the safety of our staff, it is very important that you strictly follow Government guidelines on COVID-19, the College protocols set out below, and any specific arrangements sent to you by the relevant office, when you return:

- You must not come to the College if you or any members of your household where you are currently staying, or support bubble, are displaying COVID-19 symptoms, or you’ve been told to self-isolate because you are a ‘close contact’ as part of the NHS Test and Trace System. The primary symptoms of COVID-19 are:
  - a fever or high temperature;
  - a new, continuous cough;
  - or a loss of, or change to, your sense of smell or taste.

- If you or any member of your household is currently self-isolating, you must finish your isolation period, in line with current Government guidelines, before you travel to the College. You cannot finish the remaining part of your self-isolation in the College. If you have arrived into the UK and are self-isolating outside College accommodation because you have arrived from a country/area that is not included in the Government’s list of exempt countries, you must complete the self-isolation period where you are currently staying before moving in.

- Arrangements are in place for international students if you will be living in College accommodation and have told us that you need to self-isolate in the College as soon as you arrive in the UK.

- You should avoid using public transport wherever possible to avoid the risk of transmission to others when you travel. You should only use public transport if you have no other option. If you are using a private vehicle, you should avoid car sharing with anyone outside of your household or support bubble and rigorously follow the safer travel guidance for passengers. If you have to use public transport, you should book your travel in advance and follow the safer travel guidance for passengers.

- You should allow sufficient time to keep to your allocated arrival slot. If you arrive early it is likely that you will not be able to move in until your allocated slot. If you arrive late you may need to wait until there is a gap when you can safely move in. Our priority is to keep you and everyone in the College as safe as possible and one of these ways is to carefully manage the arrival process to maintain social distancing.

- Entry to the College grounds is limited to Wadham students only. Guests are not permitted to enter any College sites.

- You should wear a face covering when entering any College buildings unless you are exempt under the Face Covering Policy. Please see Section 5.

- You are asked to use the hand sanitiser at the entrance before going to any areas in the College.

- You should follow any directional signage in place to facilitate social distancing. Where there are two way routes you should keep to the left side where possible. Please give way to people ascending the stairs and use landings as passing points.

- You must social distance from others outside your household when you are returning to your accommodation.

**IMPORTANT: LATERAL FLOW DEVICE (LFD) TESTS**

- You are very strongly encouraged to get tested for COVID-19 using lateral flow devices immediately on your return. Please collect three Lateral Flow Device (LFD) tests from the College:

  For students living on the main site and in private accommodation - Lodge
  Residential Operations Manager (Merfield)
  Residential Operations Manager (Dorothy Wadham Building)

  If you wish to take the tests, you should take the first one as soon as possible after you arrive back (preferably on day one), one three days later, and one more on your tenth day back. This is extremely important for stopping the spread of the virus. You should register your result on the EAS website.

  If any of your LFD tests are POSITIVE then you should report the result to pan@wadham.ox.ac.uk, you and your household should start self-isolating and you should book a PCR test through the EAS testing service to confirm your result.

  If you choose not to get tested using the Lateral Flow Device tests when you return then the Department for Education has advised that you should self-isolate for 10 days. If you choose this option, please contact pan@wadham.ox.ac.uk before you return to College accommodation so that appropriate arrangements can be put in place for your self-isolation.
IMPORTANT: RETURNING FROM A COUNTRY NOT ON THE TRAVEL CORRIDOR LIST

If you are travelling from a country not on the travel corridor list then you will need to self-isolate for 10 days upon arrival in Oxford. You may take a private COVID-19 test, at your own cost, from an eligible provider after 5 days. A negative result releases you from the need to continue to self-isolate. Full details for all students can be found at: https://www.ox.ac.uk/coronavirus/students

Questions?

Please contact the relevant department/team member:

• Main site – Accommodation, Sales & Events Office
• Merifield/Lathbury Road – Merifield Manager
• Dorothy Wadham – Residential Operations Manager
SECTION 8: HOUSEKEEPING, WASTE, MAINTENANCE & REPAIRS

Due to the risks of transmission of the virus through touched surfaces, we will need to redirect our housekeeping services across College sites to provide an enhanced level of cleaning and disinfection. We will be focusing on areas where people from different households are touching surfaces such as entrances, corridors, stairwells, lifts, meeting rooms, dining areas, social spaces, communal toilets and other facilities. Detailed cleaning protocols are in place and will be shared with College members in a separate document. Staff have been trained to ensure areas are cleaned and sanitised to the required standard. The housekeeping team on the main site will also be cleaning meeting rooms between teaching sessions and the department is extending its operational hours on weekdays and weekends to provide this service.

As part of our health and safety measures to keep students and staff safe during COVID-19, we will not be entering standard/en-suite bedrooms except for health and safety inspections or in the event of an urgent situation. Students will be provided with cleaning supplies, free of charge, and access to cleaning equipment to keep their bedroom clean and hygienic. We will also provide housekeeping supplies and equipment for you to clean your household communal bathroom/toilet (and kitchenette where applicable) after you use them. You are asked not to leave ANY personal items in your communal bathroom/toilet and to keep kitchen surfaces clear after use for thorough cleaning. It is important that all household members work together to keep their area clean and tidy.

Whilst the College is operating at BCP Stage 3, we will not be cleaning household communal toilets, showers/baths and kitchens on the main site and the Dorothy Wadham Building to minimise as far as possible contact time between staff and students to keep everyone safe. Please use the housekeeping supplies and equipment to clean these areas as mentioned above. We will continue to clean communal areas outside household areas, including corridors and stairwells.

Housekeeping staff may need to enter your household area to flush the water outlets in unoccupied bedrooms in your household and replenish soap dispensers in the communal bathroom. Please wear a face covering, unless exempt, in shared corridors and social distance from your scout (and all other members of the College outside of your household).

As normal, students living in Merifield will continue to be responsible for keeping their flat clean and tidy, including the removal of waste, throughout their licence period.

All current housekeeping members will be engaged across our sites in the enhanced cleaning and disinfecting programme in shared spaces and access routes to keep everyone safe.

Waste removal

Recycling is still important during these unprecedented times. Please make use of the College’s recycling facilities and avoid throwing any waste in the general waste bin if it could be recycled. Several waste audits on our main site have found that around 50% of materials put in the general waste bins could have been recycled.

There are specific recycling arrangements for each site. Students living on the main site will be given instructions on what to do with waste in their general and recycling bins. Students are responsible for emptying their green food waste bin directly into a large food recycling bin in the Savile Road gate area.

Please ensure you wash your hands thoroughly with soap and water after touching waste.
Student storage on the main site

We will continue to provide a storage facility at the end of term for students living on the main site. Further details will follow during the term.

Room inspections

We will continue regular inspections of bedrooms and communal facilities to ensure that standards of cleanliness are maintained and there are no urgent or emergency maintenance issues. We must undertake these inspections to ensure the College remains compliant with relevant legislation, including fire safety and health and safety. We have revised our protocols for the inspections due to COVID-19 and you will receive details in advance of these inspections.

Maintenance and Repairs

There may be times when we need to access your household accommodation area to undertake a task to ensure the College remains compliant with legislation, for example checking fire extinguishers and emergency lighting, or to undertake maintenance and repairs. We have revised our protocols for these visits and you will receive a separate document with this information.

Face coverings

Scouts, and any other authorised staff, will wear a face covering at all times if they need to access student household accommodation areas, unless they are exempt under the University’s Face Covering Policy.

Questions?

Please contact the relevant department/team member:

- Main site – Housekeeping Department
- Merifield/Lathbury Road – Merifield Manager
- Dorothy Wadham – Residential Operations Manager
SECTION 9: LODGE

The Lodge on the main site is the College’s information centre and is the only area in the College which is staffed 24 hours a day. The Lodge team receive mail and messages and will distribute them to individual pigeonholes. The Lodge’s telephone for routine matters is ext. 77900 (01865 277900).

The fire alarms for all College sites are connected to the Lodge, and it is there that you should go for help in an emergency. The emergency phone at the Lodge is ext. 77999 (01865 277999). If you are living on main site the emergency phone on each staircase will automatically dial the Lodge.

Control measures in place to help prevent the spread of coronavirus:

- A hand sanitising station is located outside the Lodge.
- There is a one-way system into the Lodge.
- Only one person in the Lodge at a time.
- Hygiene screens have been installed on the Lodge desk.
- The Lodge team are working in fixed teams and so are permitted to work behind the screens without wearing a face covering and can work at a 1m+ distance.
- Deliveries are contactless.
- Enhanced and regular cleaning of surfaces and equipment, including keys.
- Signs will remind users regarding social distancing, hand hygiene and wearing a face covering.

Please help the Lodge team by following these steps:

- Calling the Lodge for any general enquiries where possible. Call 01865 277900 if you are using a mobile or 77900 if you are calling from an internal phone.
- Using the hand sanitiser before entering the Lodge.
- Waiting outside if you can see someone is visiting the Lodge.
- Follow the one-way system.
- Observe social distancing inside the Lodge.
- Minimise your parcel and post deliveries where possible.
- Nominate one member in your household to collect the post for your household on a daily basis.
- Arrange to meet your guest at the College entrance at the agreed time and provide a way for your guest to contact you to let you know they are there.

Questions?

Please contact the Lodge.
SECTION 10: CATERING SERVICE

The following catering service will be effective from Monday 11 January until further notice. We have returned to a booking system for all meals due to low and unpredictable numbers. This will help us to avoid food wastage and accurately predict staffing requirements. We have temporarily suspended our weekday breakfast service due to very low usage in Michaelmas Term. The current service operation means that the College is providing 2 hot meals a day, 7 days a week.

We will continue to keep the catering operation under constant review.

### Meal Prices

<table>
<thead>
<tr>
<th>Meal (Takeaway)</th>
<th>Price</th>
<th>Additional information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Takeaway sandwich lunch</td>
<td>£3.00</td>
<td></td>
</tr>
<tr>
<td>Takeaway hot lunch</td>
<td>£4.50</td>
<td>One course + fruit or yoghurt</td>
</tr>
<tr>
<td>Takeaway dinner</td>
<td>£5.40</td>
<td>2 course</td>
</tr>
</tbody>
</table>

The same price will be charged for dine-in and takeaway service as the costs are similar.

**Booking meals**

All meals will be served from the service counters in the Cloisters accessed via the Ante Chapel. Weekday and weekend meals will need to be booked by 10:00 the preceding day (by 10:00 on Friday for meals on Saturday and Sunday, and 10:00 on Saturday for meals on Monday) through the MBS to ensure we have accurate data for catering to minimise food and energy wastage.

**You will be able to block book meals for the term if you wish.** Once the booking system is closed you will not be able to amend or cancel the lunch or dinner. There will be no refunds on lunch or dinners booked and not taken.

We will NOT automatically book and charge students living on the main site for weekday dinner during the term as we normally do. You will need to book dinner if you are living on the main site.
Special diets

The kitchen will continue to cater for all dietary requirements, including vegan and halal. Please ensure that you enter your dietary requirement on the MBS before you book dinner. The default dietary setting is ‘meat eater’ and the kitchen will cater for you using this information unless you change the settings. **You cannot change your dietary information after the booking system is closed or when you arrive for your meal.**

Pre-booked lunch and dinner

Please look at the MBS for the menu before booking.

Takeaway meals

- Bring the following items:
  - Your Bod card
  - Your face covering unless you are exempt
  - Your own clean cutlery in a bag (to help reduce wastage from using disposable cutlery)
  - Your own refreshment bottle. A water dispenser will be available in the Ante-Chapel for you to top up your bottle.

Please enter via the main doors to the Ante-Chapel in the Front Quad wearing your face covering. Please use the hand sanitiser. Your Bod card will be scanned by a member of staff behind a hygiene screen in the Ante-Chapel. You will enter the Cloister where the service counters are temporarily located. Your meal will be put on a recyclable, disposable plate by staff working behind a hygiene screen. Staff will put your meal on a tray and step back for you to step forward to collect your tray.

There will be a one-way system to leave via the Hall entrance with your takeaway meal.

Recyclable, disposable items

It has been a difficult decision to introduce the use of recyclable, disposable plates and other packaging. It is a part of our current control measures to minimise the risk of transmission to staff. We will keep this decision under review as we continue our catering operation.

Contingency plan

We are operating the catering operation as safely as possible with trained staff maintaining social distancing or, where this is not possible, working in small fixed teams. We have carefully planned the operation to mitigate the risks as far as practicable and we have a plan to operate under different scenarios.

Control measures in place to help prevent the spread of coronavirus:

- Limited number of people in the areas at any one time.
- Hand sanitiser located at the entrances.
- Social distancing between households when queuing.
- A face covering must be worn when collecting meals.
- Minimal contact between staff and diners, including touched items.
- Hygiene screens in place in front of staff scanning Bod cards and serving food.
- Enhanced and frequent cleaning. Touched surfaces cleaned and sanitised between sittings.
- Windows and doors will be kept open where possible to maintain ventilation.
- Signs will remind users regarding social distancing, hand hygiene and wearing a face covering. Floor markers will be in place to aid social distancing.

Questions? Please contact the Butlers’ Office.
SECTION 11: LAUNDRY

<table>
<thead>
<tr>
<th>Room/area/activity</th>
<th>Occupant capacity during COVID-19 - social distancing between households</th>
</tr>
</thead>
<tbody>
<tr>
<td>Laundry – main site</td>
<td>1 person</td>
</tr>
<tr>
<td>Laundry – Merfield</td>
<td>1 person</td>
</tr>
<tr>
<td>Laundry – Dorothy Wadham Building</td>
<td>1 person</td>
</tr>
</tbody>
</table>

A new laundry facility is now open in the basement of the William Doo Undergraduate Centre. The cost and instructions for using the laundry machines is displayed in the facility.

All laundry rooms will continue to be open 24 hours.

**Control measures in place to help prevent the spread of coronavirus:**

- One person in the room at any one time. A sign displaying the occupant capacity will be displayed at the entrances.
- Hand sanitiser located at the entrance.
- A face covering must worn in the area.
- Windows kept open wherever possible to maintain ventilation.
- Users requested to clean touched surfaces after use. Cleaning station in the room.
- Enhanced and frequent cleaning during housekeeping operational hours.
- Signs will remind users regarding hand hygiene, wearing a face covering and cleaning surfaces after use.

**Questions?**

Please contact the relevant department/team member:

- Main site – Housekeeping Department
- Merifield/Lathbury Road – Merifield Manager
- Dorothy Wadham – Residential Operations Manager
SECTION 12: JCR AND MCR FACILITIES

William Doo Undergraduate Centre

We are pleased to advise that the new William Doo Undergraduate Centre will open on **Monday 11 January**.

We are sorry that we are currently unable to allow the social and study spaces to be used by multiple households at once. However, we would like to encourage individual households to book these spaces for social and study purposes. Please use the room booking system to request to book one of the spaces; booking requests need to be submitted at least 24 hours in advance during the week, with any requests to use these spaces over the weekend to be made no later than 3pm on Friday.

We look forward to being able to lift these restrictions, and open the café for refreshments and snacks, when the situation improves.

<table>
<thead>
<tr>
<th>Room/area/activity</th>
<th>Occupant capacity during COVID-19 - social distancing between households</th>
</tr>
</thead>
<tbody>
<tr>
<td>JCR - food and non-alcoholic drink may be consumed in this area</td>
<td>Bookable by one household at any one time for study or social purposes</td>
</tr>
<tr>
<td>Café – food and non-alcoholic drink may be consumed in this area</td>
<td>Bookable by one household at any one time for study or social purposes</td>
</tr>
<tr>
<td>E-Hub study area – first floor</td>
<td>Bookable by one household at any one time for study or social purposes</td>
</tr>
<tr>
<td>E-Hub social area – second floor</td>
<td>Bookable by one household at any one time for study or social purposes</td>
</tr>
</tbody>
</table>

Control measures in place to help prevent the spread of coronavirus:

- Limited number of people in the areas at any one time. A sign displaying the occupant capacity will be displayed at the entrances.
- Hand sanitisers located at the entrance and inside the rooms.
- One-way system to enter and leave the areas. Directional signs in place.
- **A face covering must be worn, unless exempt, in all areas unless drinking or consuming food in the café area or JCR.**
- Reduced seating.
- Users asked to ventilate the room by opening windows.
- Floor markers to aid social distancing.
- Users requested to clean touched surfaces after use. Cleaning station in the room.
- Enhanced and frequent cleaning by the housekeeping team.
- Signs will remind users regarding social distancing, hand hygiene and wearing a face covering.
- Communal equipment such as the pool table, table tennis and games machine will be temporarily unavailable.
- The Undergraduate Centre will not be open 24 hours a day to avoid it being used for a long period without cleaning.

The new JCR kitchen is temporarily unavailable as we are following guidance that different households should not use the same kitchen.

The new Bands Room is temporarily unavailable as it is a small room in the basement. We are reviewing whether there is sufficient mechanical ventilation to allow it to be booked.
The new bike shed in the basement of the Dr Lee Shau Kee Building is currently unavailable as the supplier has to make a few alterations to the installation. We will let you know as soon as the facility is open.

**New JCR Bar**

We are sorry that the new JCR Bar in William Doo Undergraduate Centre is currently closed due to current restrictions. The contractor is also undertaking some finals works in this area.

We plan to open this new facility to sell non-alcoholic and alcoholic drinks as soon as we are permitted and it is safe to do so.

Further details will follow.

**Graduate Centre**

The Graduate Centre will reopen on **Monday 11 January**.

The centre will be open during the following times: 07:00 to 08:00; 10:00 to 16:00; 18:00 to 23:00.

The facility will be cleaned between 08:00 and 10:00; 16:00 and 18:00.

We are sorry that we are currently unable to allow the social and study spaces to be used by multiple households at once. However, we would like to encourage individual households to book the spaces for study or social purposes. Please use the room booking system to request to book the Gillese-Badun Room, the Dr H Y Mok Reading Room and the MCR: [https://www.wadham.ox.ac.uk/about-wadham/room-booking](https://www.wadham.ox.ac.uk/about-wadham/room-booking)

Please use the separate booking system to book the study spaces in the Graduate Centre library: [https://www.wadham.ox.ac.uk/students/graduate-students/graduate-centre/graduate-centre-study-space-booking](https://www.wadham.ox.ac.uk/students/graduate-students/graduate-centre/graduate-centre-study-space-booking)

We look forward to being able to lift these restrictions when the situation improves.

<table>
<thead>
<tr>
<th>Room/area/activity</th>
<th>Location</th>
<th>Occupant capacity during COVID-19 - social distancing between households</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gillese-Badun Room</td>
<td>Ground floor</td>
<td>10 people</td>
</tr>
<tr>
<td>Library</td>
<td>Ground floor</td>
<td>2 people</td>
</tr>
<tr>
<td>Library</td>
<td>Basement</td>
<td>4 people</td>
</tr>
<tr>
<td>Dr H Y Mok Reading Room</td>
<td>Mezzanine</td>
<td>Bookable by one household at any one time for study purposes</td>
</tr>
<tr>
<td>Becker Media Room</td>
<td>Basement</td>
<td>Temporarily unavailable</td>
</tr>
<tr>
<td>MCR</td>
<td>Basement</td>
<td>Bookable by one household at any one time for study or social purposes</td>
</tr>
<tr>
<td>Toilets</td>
<td>Basement</td>
<td>1 person</td>
</tr>
<tr>
<td>Kitchen</td>
<td>Basement</td>
<td>Temporarily unavailable</td>
</tr>
</tbody>
</table>

MCR members will be able to book a desk in the Library using the desk booking system.

**Control measures in place to help prevent the spread of coronavirus:**

- Limited number of people in the areas at any one time. A sign displaying the occupant capacity will be displayed in the areas.
- Hand sanitisers located outside the building and in the library (both floors) and MCR.
One-way system to enter and leave the Graduate Centre. Directional signs in place.

Users requested to avoid using the lift where possible.

Floor markings in key areas to maintain social distancing.

**A face covering must be worn, unless exempt, in all areas unless drinking or consuming food in the MCR.**

Some desks and seats will be out of use to maintain social distancing.

Users requested to take all personal belongings with them when leaving the area.

Users requested to clean touched surfaces before and after use. Cleaning stations in the areas.

Enhanced and frequent cleaning by the housekeeping team.

Signs will remind users regarding social distancing, hand hygiene and wearing a face covering.

Communal equipment such as the pool table will be temporarily unavailable.

Additional protocols will be in place for opening the MCR Bar when this is permissible.

The Graduate Centre will not be open 24 hours a day to avoid it being used for a long period without cleaning.

The MCR Bar is temporarily closed due to current restrictions.

The MCR kitchen is temporarily unavailable as we are following guidance that different households should not use the same kitchen.

The Becker Media Room is temporarily unavailable as it is a small room in the basement without sufficient ventilation.

**Snug Room temporarily converted to provide access to printing/copying facilities**

The Snug Room is temporarily repurposed to locate the photocopier from the Library to enable students to have access to printing and copying facilities throughout the day. The room will also contain storage for SU welfare supplies.

The room will be open between 07:00 and 23:00. There will be short periods during the day when the room will be out of use for cleaning. It will be very important that users clean touched surfaces in this room before and after use.

<table>
<thead>
<tr>
<th>Room/area/activity</th>
<th>Occupant capacity during COVID-19 - social distancing between households</th>
</tr>
</thead>
<tbody>
<tr>
<td>Photocopier/SU Welfare Supplies</td>
<td>1 person at a time</td>
</tr>
</tbody>
</table>

**Control measures in place to help prevent the spread of coronavirus:**

- Only one person in the room at a time. A sign displaying the occupant capacity will be displayed at the entrances.
- Hand sanitiser located at the entrance.
- A face covering must be worn in the area.
- Windows kept open where possible to maintain ventilation.
- Users requested to clean touched surfaces after use. Cleaning station in the room.
- Enhanced and frequent cleaning during housekeeping operational hours.
- Signs will remind users regarding hand hygiene, wearing a face covering and cleaning surfaces after use.
Welfare Room and SU Guest Rooms

These rooms are temporarily unavailable as we are following advice that toilet/bathroom facilities should not be used by multiple households. The rooms are not en-suite and are located in household accommodation areas.

Questions?

Please contact the Domestic Bursar’s Office.
SECTION 13: MEETING ROOMS AND FELLOWS’ GARDEN

Meeting rooms will be operating at substantially lower capacity than normal and priority will be given for teaching and academic purposes where the activity is permitted.

Rooms will be in set configurations (boardroom or classroom style) to facilitate social distancing and must not be re-arranged. All meeting rooms will contain a hand sanitiser and cleaning station.

Teaching

All teaching has moved online, apart from the courses outlined in government guidance where in-person teaching is permitted. Where in-person teaching is permitted the following arrangements apply.

The minimum distance between all students and tutors will be no less than 2m during teaching sessions. Bookings will be arranged with 15 minutes between bookings to enable the housekeeping team to clean rooms between booked teaching sessions and avoid stacking. Bookings will not normally extend beyond 18:00. Students and tutors are required to wear face covering during face-to-face teaching unless they are exempt under the University’s Face Covering Policy.

The housekeeping team will clean meeting rooms between teaching sessions.

The capacity of meeting rooms for teaching is set out below:

<table>
<thead>
<tr>
<th>Room/area/activity</th>
<th>Layout</th>
<th>Occupant capacity during COVID-19 - social distancing between households</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Holywell Music Room</td>
<td>Theatre</td>
<td>50</td>
<td>Fixed seating</td>
</tr>
<tr>
<td>Gillese-Badun</td>
<td>Classroom</td>
<td>10</td>
<td>Chairs with writing slates – no tables</td>
</tr>
<tr>
<td>Trapp Room</td>
<td>Classroom</td>
<td>9</td>
<td>Chairs with writing slates – no tables</td>
</tr>
<tr>
<td>Moser Theatre</td>
<td>Boardroom</td>
<td>16</td>
<td>U-shape desks. No natural ventilation</td>
</tr>
<tr>
<td>Knowles Room</td>
<td>Boardroom</td>
<td>6</td>
<td>Tables and chairs</td>
</tr>
<tr>
<td>C Day Lewis Room</td>
<td>Boardroom</td>
<td>6</td>
<td>Tables and chairs</td>
</tr>
<tr>
<td>Room A (Staircase 4)</td>
<td>Boardroom</td>
<td>6</td>
<td>Tables and chairs (hollow square)</td>
</tr>
<tr>
<td>Room B (Staircase 5)</td>
<td>Boardroom</td>
<td>6</td>
<td>Tables and chairs (hollow square)</td>
</tr>
<tr>
<td>Tower Room (Graduate Centre)</td>
<td>Boardroom</td>
<td>4</td>
<td>Table and chairs</td>
</tr>
<tr>
<td>Old SCR</td>
<td>Boardroom plus table</td>
<td>4</td>
<td>Use of small table in the room as well as dining table</td>
</tr>
</tbody>
</table>

Social events in meeting rooms and the garden

We are sorry that we are currently unable to allow the meeting rooms to be used by multiple households at once for social purposes and private study. However, we would like to encourage individual households to book the spaces for study or social purposes. Please use the room booking system to request to book one of the spaces; booking requests need to be submitted at least 24 hours in advance during the week, with any requests to use these spaces over the weekend to be made no later than 3pm on Friday.
The Academic Office oversees the booking of teaching rooms, with the exception of the Holywell Music Room, and requests to use the Fellows’ Garden for social purposes during term-time. The Accommodation, Sales & Events Office oversees the booking of the Holywell Music Room during term-time.

The room booking system will show availability for social purposes during evenings and weekends. Your online booking form will be considered by the Academic Office and Dean. If your booking is approved, it is very important that the layout of the meeting room is not changed.

Control measures in place to help prevent the spread of coronavirus:

- Limit the number of people in the area at any one time.
- Hand sanitiser located in the rooms.
- Face coverings will be worn in the areas.
- Users will not share stationery.
- Shared equipment such as remote controls will be cleaned between users.
- Windows opened to improve ventilation where possible.
- Surfaces kept clear so that cleaning can be carried out thoroughly.
- Meeting rooms will be cleaned by the housekeeping team between teaching sessions.
- Enhanced cleaning programme in place.
- Social events will require a specific risk assessment. A template risk assessment will be provided for organisers to adapt for their event.
- Signs will remind users regarding social distancing, hand hygiene and wearing a face covering in the required settings.

Questions?

Please contact the relevant department/team member:

- Booking meetings rooms and the garden during term-time – Please use the online room booking system. Enquiries to the Academic Office.
- Booking the Holywell Music Room – Accommodation, Sales & Events Office
- Booking rooms and the garden during the vacations – Accommodation, Sales & Events Office
SECTION 14: MUSIC PRACTICE FACILITIES

Holywell Music Room

Available for piano practice by arrangement. Non-music students must submit an application, using a link on the Faculty of Music’s website, for eligibility to use the piano. Approved students are then able to book the room for piano practice through the Accommodation, Sales & Events Office. The room is also available for individual and group rehearsals through the same office. A risk assessment may be required for group rehearsals.

The Chapel and Ante-Chapel

The Ante-chapel piano will be available to be booked during the following times: 07:00-10:00; 13:00-14:00; 19:00-23:00

The Chapel organ will be available to be booked during the following times: 13:00-14:00, 19:00-23:00

Both instruments can normally be played on Saturdays from 09:00 to 23:00.

Special dispensation may be sought from the Dean to play outside these hours. To play the Chapel organ or the Ante-Chapel piano, permission must be obtained from the Director of Chapel Music or Chaplain.

The Ante-Chapel will be used as a one-way route to the Cloister for meals in the Hall from 08:00 to 09:15; 11:30 to 14:00 and 19:00 to 20:30 on weekdays. There will also be a one-way system through these areas for weekend meals from 10:45 to 13:30 and 17:30 to 19:00.

The Hall Gallery

The Gallery piano can only be played by arrangement. Permission must be obtained from the Director of Music or Chaplain and Head of the Accommodation, Sales & Events Office.

The Bands Room

The new Bands Room in the basement of the William Doo Undergraduate Centre is temporarily unavailable as it is a small room in the basement. We are reviewing whether there is sufficient mechanical ventilation to allow it to be booked by one household at a time.

Control measures in place to help prevent the spread of coronavirus:

- One person at a time to play the piano or organ.
- Hand sanitiser located in the room.
- Face coverings will be worn in the area.
- Users will be responsible for cleaning surfaces before and after use. Cleaning station in the areas.
- Enhanced and frequent cleaning by the housekeeping team.
- Signs will remind users regarding social distancing, hand hygiene and wearing a face covering.

Questions?

Please contact the Domestic Bursar’s Office.
SECTION 15: SPORTS FACILITIES

The Domestic Bursar is the Chair of Amalgamated Clubs and Senior Member of the Wadham Boat Club in 2020/21 academic year.

**College Gym**

The gym is temporarily closed due to the current government restrictions. We look forward to reopening this facility when permitted.

**Squash Court**

The squash court is temporarily closed due to the current government restrictions. We look forward to reopening this facility when permitted.

**Moser Theatre**

The Moser Theatre is temporarily closed for sporting and social activities due to the current government restrictions. We look forward to reopening this facility for these activities when permitted.

**Sports Ground**

The sports ground is temporarily closed due to the current government restrictions. We look forward to reopening this facility when permitted.

**Boathouse**

The boathouse is temporarily closed due to the current government restrictions. We look forward to reopening this facility when permitted.
SECTION 16: LIBRARY

The Library will reopen on Monday 11 January. Please refer to separate communication on the Library opening times between 11 – 17 January.

In Hilary Term, Wadham Library will be offering bookable Study Sessions for study in the library. Alongside this, we will offer a separate 24/7 Click & Collect / Returns system that will allow everyone at any time to return their books and to collect books that they have requested to borrow. Please see below for more details.

Study Sessions

We will be opening the library 7 days a week, with 3 Study Sessions each day (morning, afternoon, evening) on Mondays to Fridays and two Study Sessions on Saturdays and Sundays (as it has been confirmed that cleaning is not available for a third session). Each Study Session will have 37 seats, including 10 seats in study carrels where priority will be given to students whose use of them has been recommended by the Disability Advisory Service, and including a further 2 seats in the Persian Section that will be prioritised for Persianists. The timings of the study sessions are as set out below:

<table>
<thead>
<tr>
<th></th>
<th>Morning</th>
<th>Afternoon</th>
<th>Evening</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday – Thursday</td>
<td>9am – 12 noon</td>
<td>1.30pm – 4.30pm</td>
<td>7pm – 1am</td>
</tr>
<tr>
<td>Friday</td>
<td>9am – 12 noon</td>
<td>1.30pm – 4.30 pm</td>
<td>7pm-10pm</td>
</tr>
<tr>
<td>Saturday</td>
<td>9 am – 12.30pm</td>
<td>4pm – 10 pm</td>
<td></td>
</tr>
<tr>
<td>Sunday</td>
<td>9 am – 12.30 pm</td>
<td></td>
<td>7pm – 1am</td>
</tr>
</tbody>
</table>

You will have to book a Study Session in advance, online. There will be no access to the library unless you have pre-booked a Study Session.

During Study Sessions, you will not be able to access the book shelves in the library but will have to ask staff to fetch a book from the shelves for you. The book will be issued to you and brought to your desk. At the end of the session you can either take the book away with you or leave it on your desk, in which case it will be returned from your borrower record and put back onto the shelves after being quarantined for 72 hours.

Each desk must be entirely cleared of all items at the end of each Study Session – this is to enable cleaning by Housekeeping. The only exception is if you have decided to leave a Wadham Library book on your desk that you have been consulting for collection by library staff.

The library toilet will be open during the study sessions.

You will be able to bring in a bottle of water with a screw top lid, or a lidded travel mug containing a hot drink.
To go between floors in the library you will only be able to use the central staircase – the staircase on the right as you come into the library has been taken out of use, except for in emergency.

When using the central staircase you should keep left and give way to anyone who is coming up the stairs.

The photocopier/printer/scanner has been taken out of the library and will be available for use from the Snug Room.

You must remain at least 2 metres distant from other people at all times.

Unless exempt from wearing one, you must wear a face covering all the time you are in the library. You can lower the face covering to take a sip from your travel mug / bottle of water but should then put it back on.

**Click & Collect/Returns**

In addition we will be operating a ‘Click & Collect’ system from the Library Discussion Room, which will be accessed not via the library but via Staircase 19.

Under the Click & Collect system, you will be able to order over the SOLO catalogue books that you would like to borrow – those books will then be fetched by staff and placed in the Discussion Room ready for you to collect. You will receive an automated email to let you know when your books are ready for collection. Please collect your books promptly and bring your own bag in which to carry the books.

The Discussion Room (accessed via Staircase 19) will also be where you should bring the Wadham Library books that you are returning. Please place them into the marked plastic crates. They will be quarantined and then taken off your reader record before being re-shelved.

**Book Suggestions**

You can still request new titles for the library to buy – please email library@wadham.ox.ac.uk in the normal way. Please note that new acquisitions will be quarantined for 72 hours before being made available for collection from the Discussion Room.

The Discussion Room, accessed via Staircase 19 and not via the library, will be open 24/7 for the collecting and returning of Wadham Library books.

**Questions?**

Please contact the Library.
SECTION 17: IT ARRANGEMENTS, IT SUPPORT AND PRINTING

Every student room at Wadham has wired network access and it is expected most students will have their own computers. Loan laptops are available for short periods of time if needed.

Due to the present unprecedented situation there will be a lot of remote teaching and streaming. The University has acknowledged that Eduroam will be at capacity and users may experience contention issues. With this in mind students are strongly urged to register their devices for use on the College wired network. Some devices may require an adapter but once on the wired network you will not experience any contention/buffering issues.

To register your device on the wired network, plug your device into the port in your room, cables are available free of charge from the Lodge or Residential Operation Manager at the Dorothy Wadham Building or Merifield. Open a web browser and follow the on-screen instructions. You will be required to have a supported Operating System with the latest service pack and an up to date antivirus.

To register an Android device for use on the College wired network go to https://leeds.wadham.ox.ac.uk/registration/GameRegister.jsp

Wireless (Eduroam) is available throughout the College, University buildings and libraries and instructions on how to connect to Eduroam can be found at https://help.it.ox.ac.uk/network/wireless/services/eduroam/index

N.B. Devices such as the Amazon Echo and Sonos are not compatible with the eduroam network or the enterprise grade College network

You are expected to familiarise yourself with the College’s IT policies, which are available at https://www.wadham.ox.ac.uk/governance/regulations-and-policy-documents

In particular, you should take note of the following three points:

- First, your use of the College and University network is not anonymous. File downloads, web browsing and emails could, if necessary, be traced back to your computer. The use of Peer-to-Peer (P2P) file-sharing software for downloading copyright material like music, films and software is forbidden, and carries a financial penalty (£50 per incident).
- Secondly, you should make proper arrangements to back up your work. The consequences of losing academic work, especially shortly before a deadline, can be very serious indeed. Oxford University students can get Office 365 for free which includes up to 5TB of cloud OneDrive storage, see https://help.it.ox.ac.uk/nexus365 for more details.
- Thirdly, you should make sure that your computer is protected against viruses, malware/spyware, and other malicious programs by installing up-to-date antivirus/antimalware software and applying regular operating system patches. Oxford University students can get Sophos for free via https://help.it.ox.ac.uk/sophos-faq and for further information on how to stay safe online please see https://www.infosec.ox.ac.uk/

Remember the University WILL NEVER ask for passwords etc. via email or over the phone.

IT Support

The SU will be providing first line support for Freshers and other returning students on connecting devices to wifi, setting up Eduroam and Single Sign-On accounts and passwords, and printing.

Students that are experiencing more complex computing difficulties can set up an appointment with the IT support team for in-person support. Appointments may be made by emailing
help@wadham.ox.ac.uk, and if you are not at that stage able to use email the SU can assist in emailing on your behalf. Socially-distanced meetings with one of the IT support staff will be arranged in a suitable location during the morning or afternoon. When meeting with IT support staff, students will be asked to remain socially distanced, students should wear a face mask, and will be asked to wipe-down their devices and wash their hands before and after the meeting with IT staff. The IT staff may at their discretion agree with the student to remove face masks, if they feel this assists with the meeting, while remaining safe.

**Computing and Printing on the Main Site**

The Computer Rooms on the College Main Site will be temporarily closed, since these do not provide enough space or air circulation to allow social distancing.

Students may print, scan and photocopy documents in the new Printer Room which is temporarily located on the ground floor adjacent to Staircase 28 (aka The SNUG). This will take the place of the Library printer and the printer on Staircase 19, which will be temporarily unavailable for students. For practical and environmental reasons, students are asked to only print documents if really necessary.

Only one student should enter the Printer Room at a time, and students should remain socially distanced within and while waiting to enter the Printer Room. At times when the printer is in higher demand, it may be better to return later.

You can print from your own machine via the web print site https://printing.wadham.ox.ac.uk. **You get £10 credit at the start of the year and additional printing is then charged to your Battels**

**Printing Charges**

- A4 - Mono - 5p per sheet and 6p for duplex
- A4 - Colour - 20p per sheet and 24p for duplex
- A3 - Mono - 10p per sheet and 14p for duplex
- A3 - Colour - 40p per sheet and 48p for duplex

If you need to print a poster or anything larger than A3 IT Services can be used to print up to A0. Further information including pricing can be found [here](#).

**Computing and Printing at Merifield**

Printing will be available via https://printing.wadham.ox.ac.uk and available to collect from the printer in the Computer Room at Merifield.

**Computing and Printing at Dorothy Wadham Building**

The Computer Room and printer at DWB will remain open, and printing (as well as scanning and photocopying) will be available via https://printing.wadham.ox.ac.uk for students living in DWB. All should be used on a socially distanced basis.

**Online@Wadham – Meal Booking, topping up your University card and paying your battels**

Wadham’s online system, accessed via https://online.wadham.ox.ac.uk, is used for booking in and out of meals, changing dietary requirements, paying your battels and topping up your University card for use at the Bar.

If you have any issues with your University card not working at the till or have issues booking onto meals, please email help@wadham.ox.ac.uk or for Battel/Accounts issues please email jan.lees@wadham.ox.ac.uk
Questions?
Please ask IT.

SECTION 18: FINANCIAL MATTERS AND SUPPORT

Contact with the Accounts Section
As a temporary measure during COVID-19, the finance team are working remotely, so it will not be possible for students to see the finance team on a walk-in basis. Questions on Fees and Battels may be addressed by Email to Jan.Lees@wadham.ox.ac.uk, and where a direct discussion is needed a conference on Teams may be set up by appointment.

Contact with the Finance Bursar
Students experiencing financial difficulties are invited to contact the Finance Bursar at Finance.Bursar@Wadham.ox.ac.uk. This is always the case, but it should be emphasised even more so during COVID-19.

A number of options for financial support are available, as set out on the College Website: https://www.wadham.ox.ac.uk/students/finance and the University Website: https://www.ox.ac.uk/students/fees-funding/assistance

These will be updated as new information comes available.
SECTION 19: WELFARE SUPPORT

Welfare remains a top priority for the Wadham community. Welfare provision for students is available:

- **within College** through the Welfare Advisor (Annie), Chaplain (Jane), Nurse (Carolyn), your sub-deans and peer supporter network
- **additional support and guidance** is available via the Welfare Dean, the Senior Tutor, the Harassment Advisors, and the Tutors for Race, Equality & Diversity, and Women
- **Tutors** are a really useful port of call, plus we have a great Study Advisor team providing support and guidance around e.g. managing workload, reading/note-taking, planning essays and so on.
- **within the University** through the Counselling Service, the Disability Advisory Service and the Sexual Harassment and Violence Support Service
- **outside the College** from our GPs, NHS and other services.

The Wadham welfare website pages link to the various resources with up-to-date details: https://www.wadham.ox.ac.uk/students/welfare

Most of the provision will be offered remotely using Teams, by phone or similar services, in order to reduce the risk of infection, and keep the community safe. If this doesn't work for you for any reason, don't let that put you off - get in touch and have a chat about what will work best.

On top of the usual provision, the **SU Welfare Team** is keen to hear of any new support ideas to respond to this year's circumstances. Your input is very welcome, and the SU and Wadham Welfare are always interested in creative new ideas for support, education, discussion, social activities or anything else.

**General note on Welfare**

We all know that this is a really difficult period, with disruption, uncertainty, and potential for disappointment and frustration. Some of our usual support systems are not available or are limited, and there will be testing times ahead. It'll help enormously if we can try to support each other, and to understand and not judge when others (or we ourselves) are struggling. Do reach out for support when you need it – it is always worth trying to sort out those things that might be weighing you down, disrupting your studies, or affecting your enjoyment of life.

If you have noticed things you’ve found helpful over recent months – time with a friend or family member, time outside, music, crafting, meditation, exercise, and so on – try to keep those going while you’re at Wadham. Life can get very busy, but it is really good to ensure that you still have access to familiar things which support and nourish you.

**Questions?**

Please contact the Welfare Advisor (welfare.advisor@wadham.ox.ac.uk) or Chaplain (chaplain@wadham.ox.ac.uk).
SECTION 20: CHAPEL

The Chapel and Ante-Chapel are a haven and a well-being resource for everyone in College – students, staff and Fellows – both for private use and for group events and religious services. The Chaplain is responsible for overseeing the use and good order of the Chapel. The Chapel/Ante-Chapel must be booked ahead for events. Contact the Chaplain (chaplain@wadham.ox.ac.uk) in the first instance for requests regarding the use of the Chapel – for music practice, College events, art exhibitions, welfare activities, and the like. When not in use for events, the Chapel is open all day for private use. Our early 17th-century Chapel, with its vibrant stained glass windows and warm wooden stalls, provides a calm, quiet refuge in the heart of busy College life. Those who use the Chapel for private reflection, reading, prayer, listening to music, meditation, etc., are asked to follow guidelines regarding hand sanitising on entry and exit, to wear a face covering, to observe social distancing in where they sit, and to respect the privacy and need for quiet of others.

<table>
<thead>
<tr>
<th>Room/area/activity</th>
<th>Occupant capacity during COVID-19: social distancing between all occupants</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chapel</td>
<td>38: 30 in stalls; 8 in altar area</td>
</tr>
<tr>
<td>Ante-Chapel</td>
<td>16: in chairs or standing, set at 2-metre distance</td>
</tr>
</tbody>
</table>

The Chaplain at Wadham exists to encourage the mental well-being and spiritual growth of all College members, of all faiths or none. Termly events and observances are listed in the Chapel term card on the College website. The first Chapel Mailing of the academic year is sent to all members of College; those who do not wish to remain on the Chapel mailing list may opt out at any time. Choral Evensong at 6pm on Sundays in term-time is the Chapel’s flagship weekly event, sung by the Wadham College Choir. During the national lockdown, weekly recordings of ‘Sunday Evensong at Home’ compiled from choir, student, and speaker contributions will be posted on the Wadham Chapel YouTube channel. Sunday Choral Evensong under Covid-safe conditions will resume live in the Chapel as and when all students are permitted to return to College. Advance booking online will be required. Watch weekly Chapel mailings for further information.
SECTION 21: TESTING FOR COVID-19: EARLY ALERT SERVICE

The University’s in-house COVID-19 testing service is open to all students and staff of the University and colleges, providing rapid access to free testing if they think they have coronavirus symptoms (minor or major).

There are 2 testing sites:

- Radcliffe Observatory Quarter (ROQ)
- Old Road Campus in Headington

The free, customised service will benefit the local community by reducing the risk of a further COVID-19 outbreak and reducing the pressure on NHS testing facilities.

For more information about the service and to book a test if you have coronavirus symptoms:

https://www.ox.ac.uk/coronavirus/health/covid-testing

Please note that SSO is required and users must be on the University network, Oxford University eduroam or VPN IT.

So that the University’s COVID-19 Testing Service can contact you as quickly as possible, it is important your mobile phone number is included in the Student Record. Please log in to Student Self Service and check your mobile phone in the ‘my contacts information’ section to ensure the details are correct.

IMPORTANT

You should follow the instructions issued by the EAS if you book a test. You should also immediately contact the Lodge, e-mail pan@wadham.ox.ac.uk, and contact the site manager at the Dorothy Wadham Building or Merifield where applicable, if you book a test. If you have the major symptoms of coronavirus then you and your household will need to self-isolate immediately and wait for the test result. You and your household members must not stop self-isolating until the College has contacted you. Please see Section 6. You will also receive a separate document with more information.

Questions?

Please contact the Deputy Domestic Bursar.
## SECTION 22: USEFUL CONTACT DETAILS

<table>
<thead>
<tr>
<th>Department</th>
<th>E-mail</th>
<th>Internal</th>
<th>External (or via mobile)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lodge – Emergency Only</td>
<td>Please call 999 if it is a medical emergency.</td>
<td>77999</td>
<td>01865 277999</td>
</tr>
<tr>
<td>Lodge – General</td>
<td><a href="mailto:lodge@wadham.ox.ac.uk">lodge@wadham.ox.ac.uk</a></td>
<td>77900</td>
<td>01865 277900</td>
</tr>
<tr>
<td>Domestic Bursar’s Office</td>
<td><a href="mailto:domestic.bursar@wadham.ox.ac.uk">domestic.bursar@wadham.ox.ac.uk</a></td>
<td>77963</td>
<td>01865 277963</td>
</tr>
<tr>
<td>Deputy Domestic Bursar</td>
<td><a href="mailto:neil.tindall@wadham.ox.ac.uk">neil.tindall@wadham.ox.ac.uk</a></td>
<td>77941</td>
<td>01865 277941</td>
</tr>
<tr>
<td>Finance Bursar</td>
<td><a href="mailto:Finance.bursar@wadham.ox.ac.uk">Finance.bursar@wadham.ox.ac.uk</a></td>
<td>77965</td>
<td>01865 277965</td>
</tr>
<tr>
<td>Academic Office</td>
<td><a href="mailto:admin@wadham.ox.ac.uk">admin@wadham.ox.ac.uk</a></td>
<td>77545 77967</td>
<td>01865 277967</td>
</tr>
<tr>
<td>Accommodation, Sales &amp; Events Office</td>
<td><a href="mailto:accommodation@wadham.ox.ac.uk">accommodation@wadham.ox.ac.uk</a></td>
<td>77558/77969</td>
<td>01865 277558/77969</td>
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<tr>
<td></td>
<td>(accommodation matters)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td><a href="mailto:events@wadham.ox.ac.uk">events@wadham.ox.ac.uk</a></td>
<td>87468</td>
<td>01865 287468</td>
</tr>
<tr>
<td></td>
<td>(events, functions and conferences outside term)</td>
<td></td>
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</tr>
<tr>
<td>Housekeeping Department</td>
<td><a href="mailto:housekeeper@wadham.ox.ac.uk">housekeeper@wadham.ox.ac.uk</a></td>
<td>77916</td>
<td>01865 277916</td>
</tr>
<tr>
<td>Head Butler/Butlers’ Office</td>
<td><a href="mailto:butlers@wadham.ox.ac.uk">butlers@wadham.ox.ac.uk</a></td>
<td>77906</td>
<td>01865 277906</td>
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<tr>
<td>Librarian</td>
<td><a href="mailto:tim.kirtley@wadham.ox.ac.uk">tim.kirtley@wadham.ox.ac.uk</a></td>
<td>77914</td>
<td>01865 27791</td>
</tr>
<tr>
<td>Accounts Office</td>
<td><a href="mailto:accounts@wadham.ox.ac.uk">accounts@wadham.ox.ac.uk</a></td>
<td>77952</td>
<td>01865 277952</td>
</tr>
<tr>
<td>IT Department</td>
<td><a href="mailto:it.support@wadham.ox.ac.uk">it.support@wadham.ox.ac.uk</a></td>
<td>77988</td>
<td>01865 277988</td>
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<td>77995</td>
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</tr>
<tr>
<td>Development Office</td>
<td><a href="mailto:rachel.saunders@wadham.ox.ac.uk">rachel.saunders@wadham.ox.ac.uk</a></td>
<td>77970</td>
<td>01865 277970</td>
</tr>
<tr>
<td>Warden’s Executive Assistant</td>
<td><a href="mailto:warden.ea@wadham.ox.ac.uk">warden.ea@wadham.ox.ac.uk</a></td>
<td>77931</td>
<td>01865 277931</td>
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<tr>
<td>Head of Website &amp; Communications</td>
<td><a href="mailto:communications@wadham.ox.ac.uk">communications@wadham.ox.ac.uk</a></td>
<td>87453</td>
<td>01865 287453</td>
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<tr>
<td>Cellerer</td>
<td><a href="mailto:cellarer@wadham.ox.ac.uk">cellarer@wadham.ox.ac.uk</a></td>
<td>77907</td>
<td>01865 277907</td>
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<tr>
<td>Bar Steward</td>
<td><a href="mailto:bar.steward@wadham.ox.ac.uk">bar.steward@wadham.ox.ac.uk</a></td>
<td>77933</td>
<td>01865 277933</td>
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<tr>
<td>Merifield Manager</td>
<td><a href="mailto:merifield.manager@wadham.ox.ac.uk">merifield.manager@wadham.ox.ac.uk</a></td>
<td>77940</td>
<td>01865 277940</td>
</tr>
<tr>
<td>Residential Operations Manager—Dorothy Wadham</td>
<td><a href="mailto:dwb.manager@wadham.ox.ac.uk">dwb.manager@wadham.ox.ac.uk</a></td>
<td>77938</td>
<td>01865 277938</td>
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<tr>
<td><strong>Sub Deans</strong></td>
<td>Please contact the Lodge.</td>
<td>77900</td>
<td>01865 277900</td>
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<td><a href="mailto:lodge@wadham.ox.ac.uk">lodge@wadham.ox.ac.uk</a></td>
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<td align="center"></td>
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<td align="center"></td>
<td align="center">For urgent Medical advice call your GP or dial 111 NHS 24 help line. In an emergency dial 999.</td>
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<th align="center"><strong>Welfare Team</strong></th>
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<tr>
<th align="center"><strong>Director of Chapel Music</strong></th>
<th align="center"><a href="mailto:katharine.pardee@wadham.ox.ac.uk">katharine.pardee@wadham.ox.ac.uk</a></th>
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<tr>
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<th align="center"><a href="mailto:eric.clarke@music.ox.ac.uk">eric.clarke@music.ox.ac.uk</a></th>
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