

# Teaching protocols MT 2021 - Girton College Public Rooms and Fellows' Day Rooms

This protocol and checklist are intended to reduce the risk of coronavirus transmission among students, supervisors, Tutors and Directors of Studies (DoS) and is based on recent consultations with DoS.

The expectation is that as much teaching as possible will be arranged in person, where this does not conflict with personal risk assessments for clinically vulnerable supervisors or where there is risk to clinically vulnerable people at home. Please discuss with the Senior Tutor if you are in this category.

**Public/teaching rooms** are available for teaching bigger groups and these are booked directly with the conference office [conferences@girton.cam.ac.uk](mailto:conferences@girton.cam.ac.uk). Please let them know group size and your preferred distancing arrangement, (min 1m) so they can assign a suitable room, they have been notified of capacities for teaching at 1, 1.5 and 2m distance.

## Notes on capacities and distancing:

- Minimum Capacities are based on all sitting at 1m distance (from the centre of each seat) and 2m from the supervisor.
- In the public rooms, a Perspex screen is provided, and we have spares. If there is a vulnerable student, who would like that additional protection, just note this on the booking email.
- Screens can also be provided for personal use if teaching in offices, but it would be appreciated if these could be returned if you have a long gap (2 weeks+) between sessions so we can keep a good stock for loan.
- The majority of day rooms are suitable for teaching at least 2 students at 1m distance although this may require some slight rearrangement of the furniture.
- Please note, there is no requirement for Fellows to teach in their day room, we have a lot of larger spaces.

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## Room Bookings

**Please book the rooms above by emailing the Conference Office on [conferences@girton.cam.ac.uk](mailto:conferences@girton.cam.ac.uk), clearly mark your email subject as 'Teaching booking'.**

The office will confirm your booking by return (P.N. They work Monday-Friday, 9am - 5pm).

Bookings will be loaded to KX which does not currently have a web interface, but it will be best for the House Services team if they can see all bookings and requirements at this single source, to be able to clean and set up efficiently.

Where rooms have screens, a webcam and room microphone will also be fitted so that those in the room can be seen by anyone logging in remotely, including the supervisor.

Anyone who needs a refresher, or introduction to the smart screens, or the meeting room owls (webcams/microphones for hybrid meetings) please contact Lewis Andrews in House Services: [house.services@girton.cam.ac.uk](mailto:house.services@girton.cam.ac.uk)

## Cleaning

The public rooms are cleaned regularly in between sessions. Fellows' Day rooms are cleaned weekly, as a default, and daily on demand during the Covid crisis. We will leave a notice in your pigeonholes to hang on the door when you leave, to request an early morning clean.

Day rooms are supplied with hand sanitiser and disinfection materials, Supervisors should use these liberally before and after sessions on all points of contact. P.N. Norovirus is also a high risk at present!

Please use [covidsupplies@girton.cam.ac.uk](mailto:covidsupplies@girton.cam.ac.uk) to request extra sanitiser. We have a checking regime, but there are a lot of stations to keep track of, so do please email if getting low.

Supervisor and supervisees should sanitise hands before the start of the teaching session and again on the way out.

## Equipment

Items (e.g. marker pens) should not be handled by more than one person unless these can be sanitised between each user.

Paper transmission is now understood to be a fairly low risk, but best avoid passing documents round to be handled by multiple users if avoidable.

Whiteboard, whiteboard pens, and other teaching equipment used only by the Supervisor should be sanitised at the start and end of each Supervisor's teaching session.

## Ventilation

This is now understood to be the most effective mitigant against transmission. You must, **please keep windows open during teaching**, to dilute aerosol particles with fresh air.

The Maintenance Department will supply an additional heater if required and will free up your window for you if sticky. No teaching should take place in an unventilated room.

## Face coverings

It is College protocol (although no longer the law) that **face coverings are expected to be worn in all areas of the College** leading to the supervision room, and not removed unless all agree. It is best to establish in advance of the session if anyone prefers all to keep masks on throughout (e.g. higher risk students). If you have any students with hearing disabilities, please consider using a lip-reading face mask. Some students and supervisors are unable to wear masks, for medical /disability reasons. Whilst some will signal this by a lanyard, badge etc, others will not and are not required to.

## Supervision timing

Please allow at least 10 minutes in between back-to-back teaching sessions to allow for cleaning and extra ventilation and to prevent groups of students collecting/colliding in corridors.

Students should be instructed to arrive exactly on time, and not early, for supervisions. If you are teaching students from other colleges, they should wait outside if weather not horrible, or otherwise in the Social Hub.

## **Register**

Please keep a register of attendees to allow for swift contact, in the event that anyone tests positive within 2 days of the supervision.

## **WCs**

Toilets available for supervisee-use are at the Porters' Lodge, Social Hub, Visitor entrance and in the Pavilion. Neither you, nor supervisees should use the toilets that are in residential areas, if possible.

## **Covid symptoms**

Students should be instructed not to attend supervisions in person if they are unwell – especially any flu/cold symptoms, not just Covid symptoms as no one wants coughing and sneezing through a teaching session – they may be a carrier.

If anyone in attendance starts experiencing possible COVID-19 symptoms they must immediately put on a face covering, leave the room and return to their own accommodation using external routes as far as possible. They should then contact the University to arrange a test and notify the Porters. The supervision should be ended at that point and the room ventilated and cleaned. The House Services Department will assist.

If the symptomatic person is from another College, they should contact the Porters' Lodge of their respective College.

Fellows and Supervisors who feel they may be experiencing COVID-19 symptoms should immediately suspend the session and reschedule, and thereafter follow the reporting guidelines if their symptoms continue.

All relevant contact surfaces, including chair backs/arms, door handles, and switches should be cleaned by the Supervisor using the sanitiser spray and paper towels provided, and hands washed or sanitized.

## **Covid Contact**

If you are notified that you are a contact of a positive case you should isolate, arrange a PCR test, and not teach in person while waiting for results.

If the test is negative, you are fully vaccinated and the contact does not live with you, you may return to in person teaching but please take extra precautions, regular lateral flow test, mask, ventilation etc.

If the contact lives with you, so that you have ongoing exposure to transmission risk, you are advised to teach remotely for the duration of the home contact's isolation, even if your test is negative. If this is not possible, then it is College protocol that you return to site no earlier than 5 days from the onset of the home contacts positive test or symptoms, taking a Lateral Flow test daily to check and keeping well distanced from others.

## **Checklist**

- 1) **Supervision invitation** – remind students about not attending if unwell, wearing face covering, not arriving early, distancing if waiting, sanitise hands before entering room and on exiting and to only use WCs at Lodge, Hub, Old Kitchens.
- 2) **Cleaning** – as often as possible. Leave a sign on the door when you leave for House services to clean early morning.
- 3) **Distancing** –check in advance minimum 1m distance between everyone.
- 4) **Face coverings** – to be worn by everyone at least until all are seated.
- 5) **Ventilation** – before, during and after each session.
- 6) **Registration** –of all attendees.
- 7) **Email** [covidsupplies@girton.cam.ac.uk](mailto:covidsupplies@girton.cam.ac.uk) if more hand sanitiser/wipes or a personal protective sneeze screen required.
- 8) **Email** [house.services@girton.cam.ac.uk](mailto:house.services@girton.cam.ac.uk) for cleaning issues, pens, additional whiteboards, and tech support.
- 9) **Call Porters** on +44 (0)1223 338999 for any other emergency.

**Junior Bursar - 27 September 2021**