



Staying safe at Selwyn College **(COVID-19)**

Our experienced team have been working hard on implementing a range of new measures to ensure your event, conference or accommodation booking with us is safe. We are striving to ensure that you remain safe whilst you are with us as well as enjoying our usual friendly service. All whilst following government safety guidelines.

Whilst we are working hard to keep everyone safe, we would also ask you to take the responsibility to keep yourselves and others safe whilst you are in the college too.

Please note: It is extremely important that all guests are aware of COVID-19 Symptoms and please do not come on site if you have any of these symptoms.

Below are the measures we are putting in place for your safety:

Before you arrive

You may receive pre arrival information from your course organiser. If you are staying in accommodation, this includes a guest registration form, which you will need to fill in and send back to conferences@sel.cam.ac.uk before your arrival with us.

Porters Lodge

- Sanitiser station located outside the entrance to the Porters Lodge
- This is where you will pick up and return your bedroom or meeting room key
- Keys will be sanitised before handing to you and then when received back again
- To maintain social distancing we have created a 1 way system in the Porters Lodge

Public and Communal Areas

- We have significantly increased the frequency of cleaning in all public spaces
- Our dedicated team will be cleaning all high traffic areas and touch points across the college regularly.
- Sanitising stations are located throughout the college, which we encourage everyone to use.
- 2 metre social distancing around college to be in place at all times with a rule of keeping left.
- Give way to people coming down stairs and coming out of areas.



Meeting Rooms

- Please follow signage to your meeting rooms whilst maintaining the 2m social distancing rule
- The frequency of cleaning meeting rooms is increased and high touch points have been identified for extra cleaning. All set up staff will be wearing PPE when setting up rooms.
- Hand sanitiser will be available on arrival and once inside your meeting room we will have further surface cleaning materials available if you wish to use.
- Your meeting room will be set up to comply with the current social distancing rule, therefore **please do not move furniture**.
- We do suggest that you bring your own laptop but we can provide one if requested and it will be sanitised before and after use.
- Please only use dedicated toilets confirmed with you on arrival or via email pre-arrival. Please do not use toilets on staircases as these are for households use only.
- We ask that where possible, windows in meeting spaces are left open throughout the day.

Housekeeping & Maintenance

If you are staying with us in college accommodation:

- We have modified our housekeeping procedure and we will not be servicing or entering your bedroom during your stay (except in an emergency)
- We will be providing a small amount of surface cleaning materials in your room if you would like to use these.
- We will provide additional towels in your bedrooms at the start of your stay, however if you require any further towels, or linen please contact the housekeeping team using the following details ensuring you quote your bedroom number and staircase:
 - House-supervisors@sel.cam.ac.uk
 - 01223 768944 or 01223 335893
- We will provide you with extra bin bags to empty your bin yourself and leave outside your staircase front door (not your bedroom door) if it needs collecting.
- Any top up items you may require will be left in the gyms on your staircase, such as tea bags or milk
- If you have any maintenance issues during your stay please report them using the following details ensuring you quote your bedroom number and staircase:
 - 01223 335851 / 07774 017551
 - maintenance@sel.cam.ac.uk



Selwyn College Cambridge

Catering

We have introduced many new procedures within our catering department ensuring that we are being as safe as possible whilst continuing to provide a high standard of offer to our guests.

We have had safety screening installed within the cafeteria servery as well as 2 metre distancing measures. Our dining hall has been adapted to fulfil the correct social distancing measures and the cafeteria area and dining hall will be sanitised at regular intervals. Our staff will be wearing the relevant PPE when and where appropriate.

We are currently only providing a take away breakfast offer for our group accommodation guests. These will need to be collected at dinner service for the following morning.

We are delighted to be offering a takeaway or sit down cafeteria offer from 1st September.

Purchases **BY CONTACTLESS CARD ONLY**

Cafeteria Meal times:

- Lunch: 12pm -1.30 lunch
- Dinner: 6pm – 7pm

College Gardens

We welcome all our guests to use our gardens as much as possible especially during this time. You are also very welcome to enjoy a takeaway lunch from the cafeteria in the gardens, but please do make sure all rubbish is taken away when you leave.

If you or another delegate in your group starts to display COVID-19

Symptoms

- you need to contact the Porters Lodge immediately
- 24 hour Telephone line: 01223 335846
- We will need to cancel your event/accommodation booking and ask you to return home if symptoms are displayed whilst you are on site



Wearing of Masks in college

With the exception of anyone who has a formal exemption from the requirement to wear face coverings, all students, academics, non-academic staff and visitors will be expected to wear a face covering (covering mouth and nose) as follows:

Required:

- In offices or other indoor departmental spaces, if you are less than 2 metres apart. Note there is a mandatory minimum of at least 1 metre apart, in which case windows and doors must also be open to maintain airflow. Avoiding facing one another is also encouraged.
- In any public room of the College, apart from dining areas, if you are less than 2 metres apart. Note there is a mandatory minimum of at least 1 metre apart.

Not Required:

- Outside.
- Eating or drinking.
- In your own household, including the rooms of other members of the household.
- In offices, other indoor departmental spaces or public rooms of the College, if you are more than 2 metres apart. Even if more than 2 metres apart, maintaining airflow and avoiding facing one another is encouraged.

Optional:

- At all other times, wearing a face covering is optional.
- Whilst wearing a face covering is not mandatory on corridors and staircases, it is encouraged – alongside other precautions such as using hand sanitiser, avoiding touching bannisters and not using lifts where possible.

Generally, if someone asks you to wear a face covering, we would ask you to do so as a courtesy unless you have an exemption

Declaration:

Please sign to confirm you have read and agree to follow the Selwyn College COVID safety procedures as detailed above. You are signing this as an organiser of an event and so your signature will confirm that you will communicate this document to all of your delegates/participants before their arrival at Selwyn:

Signed _____

Print name _____