



Selwyn College Cambridge

Staying safe at Selwyn College (COVID-19)

Our experienced team have been working hard to implement a range of measures to ensure your event, conference or accommodation booking with us is safe. We strive 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.

Covid-19 Protection

We have invested in an electrostatic hygienisation “gun” which is used to spray a protective microbe shield guard quickly over large areas. The product (“Zoono”) bonds to surfaces protecting that area for 30 days. See: <https://zoono.co.uk/pages/our-technology-efficacy-testing>. Surfaces are resprayed every 30 days.

Our enhanced cleaning regime includes regular cleaning of high use touch points. Surfaces are also sprayed with a new product (HH103 Covid Guard), which is certified to kill all Corona viruses, SARS and Covid-19 within 5 minutes of contact time.

Our Covid-19 safety practices have been recognised by the Meetings Industry Association and we hold the Aim Secure accreditation, which acknowledges our assurance of providing a healthy and hygienic environment for our guests, as well as our commitment to do the very best for our guests.

We also hold Visit England’s ‘We’re Good To Go’ industry standard and consumer mark, which demonstrates our compliance with the UK Government’s ‘**Working Safely during COVID-19: Visitor Economy guidance**’.

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

It is extremely important that all guests are aware of **Covid-19 Symptoms**. Please do not come on site if you, or anyone in your household has any of these symptoms, have been contacted by NHS Track and Trace, or have had a positive Covid-19 test result within the past 10 days. Please inform the Conference & Events team (email: conferences@sel.cam.ac.uk or telephone 01223 335855 – do leave an answer phone message if there is no answer) as soon as possible.

If you develop Covid-19 symptoms during your stay with us or are contacted by NHS Track & Trace while you are on the College site:

- Leave the College as soon as possible.
- Put on your face covering.
- Remain a minimum of 1m socially distanced from all other persons.
- Avoid touching surfaces, where possible.
- Inform the Duty Porter: Porters’ Lodge (Tel: 01223 335846). (Do not go into the Porters’ Lodge.)
- Inform your course organiser (if applicable) who will contact the Conference and Events Team.
- If you are not able to leave the College immediately, contact the Porters’ Lodge. The Duty Porter will arrange for you to wait in an isolation room while you make arrangements to leave the College.

If you develop any symptoms of Covid-19 symptoms after you have left the College please get a test as soon as possible. If the test result is positive, ensure that you give the contact details to our Conference & Events team, AND the Porters' Lodge and the NHS Track & Trace service.

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 College accommodation, this includes a **Guest Registration Form** which we ask you to complete and return to conferences@sel.cam.ac.uk before your arrival with us.

Porters' Lodge

- A sanitiser station is located outside the entrance to the Porters' Lodge.
- This is where you will pick up and return your bedroom or meeting room key.
- Face coverings must be worn before entering the Porters' Lodge. (See also our '**Social Distancing & Face Covering Policy**'.)
- Keys will be sanitised before handing to you and then when received back again.
- To maintain social distancing we have created a one-way system in the Porters' Lodge. Please follow the signs.
- We have also installed a safety screen on the reception desk.

Public and Communal Areas

- We have significantly increased the frequency of cleaning in all public spaces.
- Our dedicated Housekeeping team will be regularly cleaning all high traffic areas and touch points throughout the College.
- Sanitising stations are located at entrances to all buildings which we encourage everyone to use.
- 2m social distancing around College should be applied at all times.
- Keep left on all paving, and give way to others coming down stairs and exiting buildings, on narrow pathways and enclosed passageways (follow the signage).

Meeting Rooms

- Please follow signage to your meeting rooms whilst maintaining the 1m social distancing rule.
- The frequency of cleaning meeting rooms has been increased and high use 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 them.
- 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. It will be sanitised before and after use.
- Please only use dedicated toilets which will be confirmed with you on arrival or via email pre-arrival. Please do not use toilets on staircases as these are designated for student use only.
- Windows will be opened before each meeting to ventilate the room.
- We ask that where possible, windows in meeting spaces are left open throughout the day.

Use of Gyms

- Unfortunately it is not possible to monitor use of the gyms and provide suitable cleaning and sanitisation, so for your safety gyms must not be used by conference delegates.

Housekeeping

If you are staying in College accommodation you will notice that we have modified our housekeeping procedure for servicing guest rooms:

- Staff will only enter and service rooms when guests are not present. We ask that you leave the 'Room ready for service' sign on the door handle to indicate that the room is free for cleaning. If the sign is not displayed, our staff will not access and service the room.
- Our staff wear appropriate PPE.
- Windows will be opened to ventilate the room while our staff follow the Department's Covid-19 policy for cleaning spaces using recommended chemicals for task.
- Windows will be closed and doors locked to secure your belongings.
- On departure, rooms are left for a period of 24-hours before cleaning and preparing for the next guest arrival.
- We have included a complimentary pocket sized hand sanitizer spray and wipes on guest hospitality trays.

If you require any further towels or linen, extra bin bags, or other top-up items such as tea bags or milk, 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

Note: Should a guest not wish for a member of our housekeeping team to enter their room during their stay please contact us conferences@sel.cam.ac.uk or inform your group organiser as soon as possible.

Maintenance

- If you have any maintenance problems during your stay please report them using the following details, quoting your staircase and bedroom number.
 - maintenance@sel.cam.ac.uk
 - 01223 335851 or 07774 017551

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 offer to our guests.

Safety screening has been installed within the Cafeteria Servery as well as 1m distancing measures. Our Dining Hall has been adapted to fulfil the correct social distancing measures and the Cafeteria and Dining Hall will be sanitised at regular intervals. Our staff will be wearing the relevant PPE when and where appropriate.

Avoiding self service

We have adapted our processes to avoid self-service where possible, providing drinks and food in pre-packaged boxes and containers to minimise the risk of transmitting the virus.

Please help us to avoid mass contact with shared surfaces by only touching the container or bottle you have selected to eat or drink. If you do accidentally pick up an unwanted item, please hand it to a member of staff, who will sanitise the outside of the container before returning it.

Table sanitisation

A new sticker system has been introduced to indicate whether a table and seat has been cleaned and is ready for use. Choose a table and seat where you can see a green sticker which reads "This table is now clean and safe to use". When you have finished your meal, please leave your tray on the table and flip the sticker to the reverse red side to indicate to our Catering team that the table is waiting to be cleaned. Our staff will turn the sticker over to green when the place setting has been cleared, cleaned and sanitised.

Cafeteria meal times:

Breakfast	08.00 – 09.30
Lunch	12.00 - 13.30
Dinner	18.00 - 19.00

College Bar

The College Bar is open daily from 12.00 – 21.00. QR code scanning (or completion of a paper form) is required on entry for all guests.

Tables are spaced to maintain social distancing.

Payment

To minimise the risk of COVID-19 transmission, we will only accept contactless debit/credit card payments in the Cafeteria and Bar. Cash will not be accepted

Use of the Marquee and tables in Old Court

The marquee is open daily from 12.00 until 21.00 and, together with the tables in Old Court, is used as a Dining Hall and Bar overspill. The Hall cleaning and sanitising procedure is used, with diners leaving glassware and crockery on the table for staff to clear and sanitise. QR code scanning (or completion of a paper form) is required on entry for guests.

Our Gardens and Grounds

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. Please note that the pond contains deep water.

Gym

The College Gym is currently closed due to Covid-19.

Fire and Other Emergencies

We have introduced new temporary fire assembly points. If the fire alarm sounds, guests should leave the building by the nearest safe route of escape following the green directional signs and go directly to the relevant fire assembly point:

Old Court - Assembly Point 1	if you are in staircases A – G, Catering, Bar, Porters' Lodge, or Chapel
Cripps Court - Assembly Point 3	for staircases H–N or the Diamond
Lawn between E staircase and the Christopher Dobson Building) - Assembly Point 5	If you are in O, P, Q, R staircases
Lawn between E staircase and the Christopher Dobson Building) - Assembly Point 7	If you are in the Christopher Dobson Building

Lawn between E staircase and the Christopher
Dobson Building) - Assembly Point 8

If you are in the Quarry Whitehouse Auditorium
or Bartlam Library

First Aid

If you are ill or have an accident on College property please contact the Porters' Lodge. Our Porters are all qualified first aiders and have been trained to provide first aid assistance following Covid-19 safety measures.

Before you leave

We ask you to check that you have not left any personal belongings in College and that all keys are promptly returned to the Porters' Lodge.

Declaration:

Please sign below 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 your signature will confirm that you will communicate this document to all delegates/participants before their arrival at Selwyn.

Signed _____

Print name _____

This is a working document which is updated regularly.

Last updated: 19 July 2021.