



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.

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.

It is extremely important that all guests are aware of Covid-19 symptoms. To help ensure the safety of our community and the colleagues you will be meeting in College, we ask you to take a Lateral Flow Test (LFT) on the day of your visit before you leave home even if you are double vaccinated.

Please do not come on site if your LFT is positive, or if anyone in your household has any Covid-19 symptoms, or has have been contacted by NHS Test and Trace, or if you have had a positive PCR or LFT test result within the past 10 days even if you have been double vaccinated.

Please inform the Conference & Events team as soon as possible (email: conferences@sel.cam.ac.uk or telephone 01223 335855 – do leave an answerphone message if there is no answer).

If you have travelled from overseas

Before you travel to England you must book and pay for a COVID-19 PCR test which should be taken any time after you arrive and before the end of day 2 at the latest. The day you arrive is day 0. You will need to provide the College with evidence of a negative PCR test result. Please see:

<https://www.gov.uk/guidance/travel-to-england-from-another-country-during-coronavirus-covid-19>

You [must quarantine in your home or the place you are staying](#) while you await your test result. **Please do not come to the College until you have received a negative PCR test result.** For further information please see: <https://www.gov.uk/guidance/travel-to-england-from-another-country-during-coronavirus-covid-19>

If you test positive for Covid-19, or develop symptoms of Covid-19 (however mild) during your stay with us, or are contacted by NHS Test & Trace while you are on the College site

- Put on a face covering, remain a minimum of 1m socially distanced from others and avoid touching surfaces, where possible.
- Leave the College as soon as possible using private transport. You should only drive yourself if you are well enough to drive safely. Do not use public transport.
- 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.
- You are advised to get a LFT/PCR test as soon as possible.

If you develop any symptoms of Covid-19 after you have left the College

You are advised to get a PCR test as soon as possible. If the test result is positive, ensure that you contact our Porters' Lodge: Tel (01223) 335846 as well as NHS Test & Trace.

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

Face Coverings

- A face covering should be worn before entering the Porters' Lodge when you arrive at the College and also when you enter the Servery and Bar until you are seated and eating/drinking.
- Face coverings are also compulsory if you will be attending a presentation or event in our Quarry Whitehouse Auditorium and the Chapel.
- Wearing a face covering is recommended when ventilation and distancing are difficult.
- The use of face coverings is also strongly recommended in communal areas. They can be removed, but with an ongoing consideration for others who may prefer to use them; this includes if you meet with others in close proximity, and/or in smaller rooms, where it would be courteous to ask if others are comfortable for you not to wear a face covering.

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.
- 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.

Meeting Rooms

- AV equipment will be sanitised before and after use.
- The frequency of cleaning of meeting rooms has been increased and high use touch points have been identified for extra cleaning. 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.
- Windows will be opened before each meeting to ventilate the room.
- Your meeting room will be set up to maintain a degree of distancing between delegates, so please do not move the furniture.
- We ask that windows in meeting spaces are left open throughout the day. In colder weather windows should remain slightly open and we encourage guests to wear appropriate clothing.
- We recommend that guests take a break outside of the room after each 90 minutes; this enables the air to refresh. During breaks, guests are encouraged not to congregate in groups and to observe appropriate social distancing measures.
- Please only use designated toilets which will be confirmed with you on arrival or via email pre-arrival. Please do not use toilets on staircases as these are assigned for student use only.

Use of Gyms (Kitchens)

- 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.
- 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.
- Our staff wear appropriate PPE.
- Doors will be locked and ground floor windows closed to secure your belongings.
- On departure, rooms are left for a minimum period of 24-hours before cleaning and preparing for the next guest arrival.
- We have included a complimentary pocket sized hand sanitiser 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 (Email: conferences@sel.cam.ac.uk) or inform your group organiser as soon as possible.

Maintenance

If you have any maintenance problems with your room during your stay please report them using the following details, quoting your staircase and bedroom number:

- o maintenance@sel.cam.ac.uk
- o 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. 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.

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 – 23.00

Payment

To minimise the risk of COVID-19 transmission, we will only accept contactless debit/credit card payments in the Cafeteria and Bar. We are not able to accept cash.

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 gym has recently been opened but is for use by Selwyn students only.

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	If you are in staircases A – G, Catering, Bar, Porters' Lodge, or Chapel
Cripps Court	For staircases H–N or the Diamond
Lawn between E staircase and the Christopher Dobson Building) - Assembly Point 5	For staircases O, P, Q, R
Lawn between E staircase and the JCR) - Assembly	If you are in the Quarry Whitehouse Auditorium,

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. We also have a number of AED's on site which our Porters have been trained to use.

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: 13 December 2021