Induction information for those returning to on-site working in the Clarendon Institute Building (updated September 2021)

This guidance updates that issued earlier this year, and incorporates material from the University’s *Return to On-Site Working: Guidance for Departments on COVID-Secure Working in University Buildings* version 19.0 (23 August 2021).

The following guidance sets out the principles, procedures and rules that will help to make the Clarendon Institute a safe place to work, and safeguard your health and that of your colleagues. Please read the guidance and if you have any questions or suggestions speak to Thomas Hall [thomas.hall@orinst.ox.ac.uk](mailto:thomas.hall@orinst.ox.ac.uk) or Dan Holloway [daniel.holloway@ling-phil.ox.ac.uk](mailto:daniel.holloway@ling-phil.ox.ac.uk).

The Faculties have carried out a risk assessment for Covid-related risks associated with the building. You can view this on request.

Looking after each other

Supporting all the more detailed rules are the basic standards of thoughtful and considerate behaviour that we would apply anyway.

***Consideration for others*** – regarding the health and safety of other users of the building, for example by sanitizing your hands and shared surfaces, wearing a face covering when appropriate, not entering someone’s room without being invited in, not closing windows except at the end of the day.

***Patience*** – being prepared to wait, for example to let someone pass, or for a room to become empty

***Flexibility*** – some ways of working will have had to change, and others may as the situation develops.

***Support*** – help each other to do the right things, being aware of and reporting risks

***Respect other people’s ways of working*** –people bear different levels of risk from Covid for various reasons, some of which will be very sensitive, and levels of anxiety about returning to working on site will vary. Some people may not want to have other people in their offices, or to stop to talk in corridors, or may greet others differently from before (not shaking hands for example). Please respect this and do not assume people are being rude.

The Faculties’ highest priority is ensuring the health and safety of its staff and students, and we all have a part to play in this.

Safe working principles

There are five primary principles underpinning the measures in place in the Clarendon Institute Building:

1. **Both staff and students will normally be working on-site** from October 2021, except where special arrangements have been agreed.
2. **No-one with symptoms of COVID-19 should come to the building:**  If you are suffering from COVID-19 symptoms, or if anyone in your household is self-isolating, you should not come to work on-site. If you start to feel unwell with possible COVID-19 symptoms while in the building you should leave and go home immediately. Anyone with symptoms should [arrange a test through the University Early Alert testing service](https://www.ox.ac.uk/coronavirus/health/covid-testing), inform their line manager and the relevant Single Point of Contact (SPOC – see next section), and follow [government guidance on self-isolation](https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/). Even if a test is negative, staff should not return to site until they are symptom free.
3. **Wash or sanitise hands regularly:** Maintaining good personal hygiene continues to be important. Sanitiser stations remain in place throughout the building for increased hand hygiene. In particular sanitising stations should be used after using communal areas.
4. **Remove or minimise touch points:** More doors and windows will be open, some items of equipment have been removed and individuals are asked to bring more items with them. This is to reduce touch points in the building. Cleaning materials and protocols are provided for regular users of the building to help with this – please follow these.
5. **Use of face coverings:** In line with the University’s [Face coverings guidance](https://www.ox.ac.uk/coronavirus/health/face-coverings), face coverings are no longer mandatory, but the wearing of face coverings inside University buildings is encouraged. This is particularly so for communal areas, during in-person teaching of larger groups (face coverings will not be expected in smaller group teaching), in the library, and any less well-ventilated areas. Staff, students and visitors are also welcome to wear face coverings if they wish in any setting, and we ask everyone to be sensitive to the concerns of fellow users of the building. Please remember that not everyone can wear a face covering, often for sensitive or medical reasons, and you should not challenge someone who is not wearing a face cover.
6. **Social distancing:** Social distancing rules have been removed, but again we ask everyone to be considerate of colleagues and their personal space.
7. **Ventilation**: maximise fresh air in spaces, especially where people spend extended periods of time. Opening windows, doors, and vents helps to introduce fresh air into those spaces that have no mechanical ventilation. If they cannot be kept open, then windows or doors can be opened before, during and after use to encourage replacement of air.

Cases or Suspected Cases of COVID-19

**In the event of a suspected or confirmed case:** If you suspect you have, or have tested positive for, COVID-19 do not come to work on-site. Report this to your line manager and your local Single Point of Contact (SPOC) for the Early Alert Service as soon as possible:

* for Oriental Studies this is the Head of Administration and Finance (Thomas Hall), with Trudi Pinkerton as deputy. Contact them on [easresults@orinst.ox.ac.uk](mailto:easresults@orinst.ox.ac.uk).
* for Linguistics, Philology and Phonetics this is the Head of Administration and Finance (Dan Holloway). Contact him on [easresults@ling-phil.ox.ac.uk](mailto:easresults@ling-phil.ox.ac.uk).
* for the Bodleian Libraries this is the Chief Operating Officer, Laura How. Contact her on [easresults@bodleian.ox.ac.uk](mailto:easresults@bodleian.ox.ac.uk).

If you have been in contact with someone who suspects they may have COVID-19, be extra vigilant with hygiene measures until that person has been tested. If the case is confirmed you should be contacted by Public Health England if you are considered a “contact”. In the work context, this is defined as ‘a person who has been within 2 metres of someone who has tested positive for COVID-19 for more than 15 minutes’.

If someone in the building tests positive, office occupants will be informed and extra cleaning may be arranged in the relevant desk space and other areas that the person was using.

Shared areas

Specific arrangements have generally been removed in favour of ‘normal use’. However, it is good practice, and a courtesy to fellow users, to continue to follow this guidance:

**Entrance and exit:**The Clarendon Institute will be open 24 hours a day as usual. The one way system no longer applies. When the main doors are locked, both entry and exit will be through the North Door. Please be very careful as you enter or leave to check for other building users and make way for them.

Please go straight to and from the room or office where you are working, to avoid a gathering of people in the public or common areas of the building. The corridors are not well-ventilated, so again please do not gather there.

Please also remember that tailgating is never acceptable in card-accessed university buildings, and that while this often happens and it is sometimes seen as a matter of courtesy to hold a door open, it is important that this is avoided (with exceptions for disabled users).

**Reception:** The building does not have a reception service. Please do not have personal items delivered on-site at this time.

**Corridors and stairs:**The corridors in the building are generally wide with good visibility. Keep to the left, and be sensitive when passing someone in the corridor or on the stairs to give as much room as possible. If in doubt, use a pass-and-wait system by stepping to one side to allow others to pass while maximising the distance between you.

**Toilets: F**or hygiene reasons please put the toilet lid down where applicable before flushing and ensure you wash your hands for 20 seconds.

**Kitchens:** Only one person should use any kitchen at a time. Please open the door and ensure the kitchen is empty before entering. If the kitchen is in use please leave and return at a later point rather than queuing in the corridor.

Cleaners will clean touch points in shared areas such as corridors and bathrooms once a day, but building users are asked to take responsibility for cleaning touch points in the spaces they use. Cleaning stations are provided in kitchens and outside WCs and staff are asked to clean any items they touch before and after use. This includes particularly kettles, the boiling water tap, taps at the sink and any door / cupboard handles.

**Linguistics Common Room:** Protocols for use of this room are being discussed and will be advised shortly.

**Basement Common Room:** the common room may be used as normal.

**Windows and doors:** Windows and doors in areas with multiple users should be open. This is to maximise ventilation. Please keep windows and as many doors as possible open throughout the day.

**Notice Boards:** Please do not add or remove anything from the noticeboards in the building. Email your key contact (see below) to arrange for the item to be added or removed as necessary.

**Cycle storage:** If you cycle to the building, please make sure you keep your helmet with you rather than leaving it with your bike.

Teaching

Teaching will generally be conducted face-to-face. The University has committed to providing this for its students, unless there is a compelling reason not to in a particular case. Where individual students cannot attend in person (for example, if self-isolating) it will be the responsibility of the teacher to discuss suitable arrangements and assess any specific IT needs, asking for advice if needed.

If it is required to hold a larger class than can be accommodated in the Clarendon Institute, or all rooms are booked, it may be possible to book space elsewhere in the University. Please contact Thomas Hall or Dan Holloway if you might need this.

At the moment, we are waiting for an assessment of the adequacy of the ventilation in room 206 and the Lecture Theatre. Until this is confirmed, these rooms should not be used for group teaching or meetings.

Offices

Many more offices will have their doors open than usual, in order to assist ventilation. It is important that, unlike at other times, unless explicitly indicated an open door is not taken as an invitation to enter a room. Please always knock before entering even where a door is open, and please do not take offence if people do not invite you in. As a general principle, wait for an indication of what someone would like to do, which may be leaving their office so you can talk together outside.

**Windows and doors:** Keep windows and doors open if possible to maximise ventilation while the room is occupied, especially if there is more than one person in the room. Do not use desk fans, as this may spread contaminated air.

**Desk spaces and set up:** Some staff have taken equipment home to improve their home working environment. This means that their desks in the office may not be appropriately equipped. Please discuss any issues with IT as soon as possible.

**Office cleaning stations:** Cleaning materials continue to be provided on each floor. Teams are encouraged to work in a paperless manner and sharing of equipment should be avoided wherever possible.

**Fans:** Desk fans may be used but make sure there is a supply of fresh air (eg. open window and door)..

Other information

**In case of fire:**If the evacuation alarm sounds, individuals should leave the building without delay via the signed evacuation routes. When assembling at the fire evacuation point on Walton Street, observe social distancing at all times.

**First aid:**First aid kits are located in the foyer, and in the first floor kitchen, In the event that first aid treatment is required please contact Security Services (non-emergency ext 72944 / emergency ext 89999). Security Services can then radio any on-site or nearby FM staff to respond, or if necessary respond directly themselves. If urgent assistance is required dial 999.

**Lone working safety:** Please follow the usual lone working procedures, making sure that someone knows where you are, and being aware of Security Services contact details. Please maintain social distancing protocols even if you believe you are alone in the building.

**Contacts:**

Faculty of Linguistics – Dan Holloway, Head of Administration and Finance; Aditi Lahiri

Leopold Muller Memorial Library – Milena Zeidler

Oriental Studies - Thomas Hall, Head of Administration and Finance

Oxford Centre for Hebrew and Jewish Studies – Judith Schlanger, Madeleine Trivasse

**Other useful information:**

* Further guidance for staff is available at <http://www.ox.ac.uk/coronavirus/return-to-workplace/staff-guidance>.
* Health and protection during COVID-19 pandemic: A common framework- Keeping students and staff safe and well <https://www.ox.ac.uk/coronavirus/planning/michaelmas-2020/health>

**Photocopiers & printers:**Please think twice before printing. It is unfortunate that the building’s photocopiers are situated poorly for these times – either in the way of a main thoroughfare or in small very poorly ventilated rooms. If you do need to print, photocopy or scan something, please wait until the last user has finished, then collect your printouts/copies. If one person is already waiting to use the printer, please do not queue but return later instead.

Please use the cleaning supplies provided to clean the touch points on the printer as well as the stapler and hole punch if you have used these.

**Office cleaning stations:**Cleaning stations are provided in every office and shared area. Please clean your desk area along with your keyboard, mouse and phone before and after working at your desk. Please also ensure you clean other touch points in your office before and after use including printers, door handles, light switches, exit buttons, water cooler buttons and the handles on shared cupboards and drawers. Teams are encouraged to work in a paperless manner and sharing of equipment should be avoided wherever possible. If a piece of equipment must be shared, this should also be cleaned before and after use. Further supplies of cleaning materials can be arranged by contacting [reception@humanities.ox.ac.uk](mailto:reception@humanities.ox.ac.uk).