



Covid-19 policy

ST ANNE'S COLLEGE

St Anne's priority is the safety of staff, students, fellows and visitors. We are committed to working with Government advice to keep you safe. With these additional measures in place we request you allow a little extra time for our teams to provide services.

To enable infection tracing, and following on from recent Government guidelines, we will ask clients to provide us with a list of delegate names and contact information. This information will be held for 21 days post event. Where possible, please also confirm where delegates are arriving from (if not home prior to arrival), and include any details on quarantine.

Please note all of our team members have completed the necessary risk assessments, and Health and Safety / COVID-19 training.

PPE has been provided and is readily available for all of our teams to use as and where required.

We have adapted our working methods and shift patterns to create a safer working environment.

We have implemented social distancing measures and additional signage throughout the building.

Sanitiser points are available throughout the College including main entrance and exit areas.

Common and high use touch points have been identified and regular enhanced cleaning procedures are in place.

It is of the utmost importance that you inform us if you develop any symptoms in the two week period after your visit to St Anne's College.

Guests are asked not to come to St Anne's College if they develop symptoms of Covid-19, including high temperature, loss or change of their sense of smell or taste and a persistent cough. <https://www.gov.uk/coronavirus>.



Covid-19 policy

PRIOR TO YOUR ARRIVAL

We would request you adhere to the Government guidelines in relation to your stay with us. For further information please refer to <https://www.gov.uk/coronavirus>.

Please do not attend if you feel unwell or are displaying symptoms as mentioned on the NHS website.

You will need to have a face covering with you if you are coming into College. You should provide your own face covering and wear it in all areas except when eating and drinking. This is to comply with [the University's face coverings policy](#), which in itself has been designed to comply with national guidelines.

If you feel you prefer to wear gloves whilst you are staying, please ensure to bring your own supply.

ARRIVAL PROCEDURES

CONFERENCE DELEGATES

Please check in at the Porters' Lodge taking into account social distancing measures. Keys and fobs will be provided.

Lifts: please note that due to current Government advice, our lifts are only suitable for use by one person at a time. Sanitising wipes are available for touch points.

ACCOMMODATION

Bedrooms will not be serviced during the guest's stay. If fresh linen is required, please contact the Porter's Lodge on 01865 274800.

Single use amenities are provided in your room.



Covid-19 policy

Please note that currently our check in time is 14:00 (2pm) and check out time is 10:00 (10am). Please return your key to the Porters' Lodge.

FOOD & BEVERAGE

Catering will be offered and tailored per event, and we continue to review our options to follow the latest Government advice. Our menu offering has been adapted and requires minimal food preparation and handling. Meals will be boxed and can be collected from the Dining Hall. Tables will be allocated in our Dining Hall depending on numbers in addition to the take away option.

MEETINGS & EVENTS

Room capacities have been adjusted to facilitate social distancing.

Many event rooms have access to outdoor spaces. Please try to keep the rooms you are using well-ventilated by opening windows or doors.

Maximum capacities will need to take into account latest Government guidelines. As at time of writing, this is 2 metres. Or 1m+ if your delegates wear masks/implement other preventative measures.

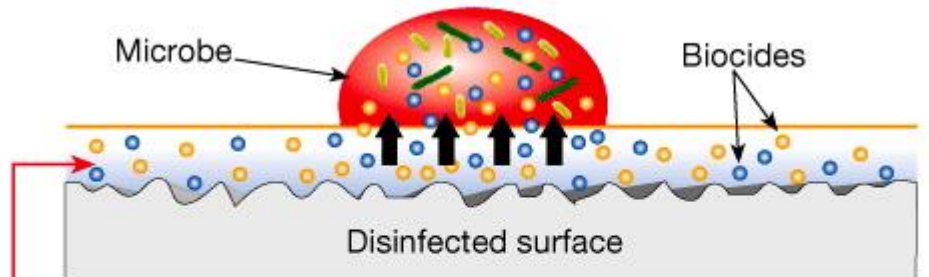
Consideration needs to be given to access and egress, as well as moving around the meeting room.

Unfortunately we are unable to provide pads and pens/pencils at this time.

As such St Anne's uses Bacoban a long term, -anti- viral, anti-bacterial, -anti-fungal coating that provides protection for up to 10 days.



Covid-19 policy



Bacoban® establishes an ultra-thin film with a lasting effect. The technology used here is the sol-gel process that develops a solid gel phase on the basis of a liquid phase. The biocides used to kill germs are embedded in the porous structure of the developing sponge-like sol-gel and are washed out again when coming into contact with water (bacteria, enveloped viruses and fungi are always surrounded by a water shell).

Using this disinfection system delivered by the Bacoban nebuliser it is possible to completely treat a room within minutes and as no moisture is released sensitive equipment and interior fittings need not be removed.

All conference rooms will be treated before use to give staff and visitors complete confidence and security.

The cleaning staff will service the conference room once a day including door handles, light switches, window latches and other high touch points.

Vacuuming and floor cleaning to be undertaken as necessary.

When using the stairs please give way to people who are ascending the staircase.

The lodge has a one way system in place for your safety.

Toilets will be 'fogged' with the Bacoban Nebuliser before the start of your booking and will be serviced twice a day.

Please wash hands regularly throughout the day.



Covid-19 policy

EQUIPMENT

The College will not provide equipment at this time and the organiser is responsible for providing any equipment such as flip charts and for the removal of these items.

WELFARE FACILITIES

Bottled water will be provided.

For the safety of the staff and guests if a member of the conference exhibits the following symptoms during the conference this must be reported immediately to the conference organiser and to the College.

High temperature.

A new and continuous cough.

A loss or change to your smell or taste.

DURING YOUR STAY

We have implemented social distancing measures and additional signage throughout each of our buildings and request you respect them.

DEPARTURE

You will not need to wait at reception for assistance, there will be a key drop facility available for you by the Porters Lodge.

FIRE PROCEDURES

In the event of a fire alarm please evacuate the building and the Porter will direct you to the Fire Assembly point, Conference organisers will also have been advised of the process.

Please maintain social distancing during the evacuation.

Please note there is a fire alarm test every Monday at 16:00 hours, there is no need to take any action.



Covid-19 policy

GUEST RESPONSIBILITIES

Guests are asked to regularly wash their hands for 20 seconds as recommended by the government or use the sanitisers placed around the College.

Please observe social distancing between staff and other guests during your stay at St Anne's College.

If a guest is displaying signs of the Covid-19 virus while staying in overnight accommodation for a permitted reason, they should inform the accommodation provider, immediately self-isolate where they are to minimise any risk of transmission, and request a test. If they are confirmed to have Covid-19, they should return home if they reasonably can. They should use private transport but only drive themselves if they can do so safely. If a guest cannot reasonably return home (for example because they are not well enough to travel or do not have the means to arrange transport), their circumstances should be discussed with an appropriate health care professional and, if necessary, the local authority.

If a non-residential guest start to feel unwell, please inform your conference organiser. They will liaise with a member of the St Anne's Conference team who will direct you to a safe area not in use by other guests, and assist you in seeking medical advice and returning home.

By providing their telephone number guests are consenting to this being given to NHS Test and Trace to stop the spread of Covid-19.

INFECTION OUTBREAKS

Where possible, we will allocate a permanent, closed isolation area for delegates / guests to go to if they start to feel unwell.



Covid-19 policy

CONTACT INFORMATION

You can contact the Conference Office on 01865 274814. Alternatively you can email us on events@st-annes.ox.ac.uk

Our Porters Lodge is open 24 hours a day, 7 days a week. They can be reached on 01865 274800.

Please ensure you return your room keys at the Lodge on the day of your departure.