

Policy and Procedure Manual

Coronavirus (COVID-19) Policy

130T. Support Staff – Created in March 2020 to be revised as and when

Please be advised that the College Policy with regard to Bed and Breakfast guests, Conference delegates and non-member visitors is that the College is **NOT** in a position to provide accommodation for the purposes of self-isolation and/or medical care and require individuals and organisers to positively assent to the following expectations and understandings:

- that they have not recently travelled from, or knowingly been in contact with someone who has travelled from any of the named countries listed in Public Health England advisory information <https://www.gov.uk/government/publications/covid-19-specified-countries-and-areas/covid-19-specified-countries-and-areas-with-implications-for-returning-travellers-or-visitors-arriving-in-the-uk> without having undergone the advised action relating to 14 days self-isolation before arriving at the College.
- That they are not presenting flu-like symptoms and that if they were, they have been screen tested in the UK through NHS111 service and been given a negative result.
- That during their time in College, they will act in a way so as to avoid the spread of the virus through their best endeavours as recommended by the NHS <https://www.nhs.uk/conditions/coronavirus-covid-19/>:
 - Do*
 - *put used tissues in the bin immediately*
 - *cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze*
 - *wash your hands with soap and water often – use hand sanitiser gel if soap and water are not available*
 - *try to avoid close contact with people who are unwell*
 - Don't*
 - *shake hands if this can be avoided*
 - *touch your eyes, nose or mouth if your hands are not clean*
- That in the event that, during their visit to Westminster College, they start to feel unwell and/or start to present with flu-like symptoms including a fever, a cough, or difficulty breathing, they will make immediate telephone contact with the College Reception Team (01223 330630) and self-isolate in their room pending further instruction.

Please respond to the College to confirm your understanding and assent to the conditions set out in this policy. Please note that your failure to respond to us, either direct or through your event organiser may result in the College cancelling your booking.

For further information, please contact:

Reception Team - wmrooms@hermes.cam.ac.uk

Conferences and events guests and delegates - wmevents@hermes.cam.ac.uk

Escalation process, please contact for matters arising from:

B&B - College Office Manager – ed365@cam.ac.uk

C&E - Hospitality Manager – hlp39@cam.ac.uk

H&S - Health and Safety Officer – mg609@cam.ac.uk

Responsibility for administering and updating the policy

The Bursar is responsible for updating this policy in consultation with the Principal and the Convenor of Management Committee and seeking advice from United Reformed Church Human Relations Department as necessary.

When it was last revised, when it will next be revised.

9th March 2020

As and when required

The date from which it applies

9th March 2020

Statutory regulations and good practice guidance

- ☞ Public Health England
- ☞ GOV.UK
- ☞ CIPD HR-Inform