Pandemic College Response

03COV. Westminster College Visitor Policy (including during a pandemic)

Created Tuesday 25th August 2020, applies from 20th September 2020

1. **Who the policy applies to:**
   This policy applies to people wanting to visit Westminster College.

2. **Why the policy is needed:**
   This policy sets out the visitors who are welcome at College, in each of the five Phases relating to a virus, like COVID-19, UK Alert Levels, and associated arrangements.

3. **Policy principles:**
   The College website will officialise and identify which phase the College is currently operating within before inviting visitors into the College, currently under the COVID-19 Response Page. For the period of time that the UK Government indicates that there is a pandemic in England, Westminster College operates according to its published Generic Risk Assessment, available on the website.

4. **Definition:**
   **An official visitor** is someone who is not a member of the College, but does have a legitimate reason for being on site for a scheduled meeting or appointment of a planned duration. Examples include students visiting for supervision by a College member. A guest invited to an event, such as dinner, by a College member. A supplier or consultant invited to a meeting by a member of staff. A family member visiting a member of the College. If in doubt, please contact Reception in advance, allow 72 hours minimum prior to arrangements.

5. **How it applies:**

<table>
<thead>
<tr>
<th>Phase</th>
<th>Phase description</th>
<th>Persons welcome on / in College property.</th>
<th>Requested behaviours</th>
<th>Explicit requirements regarding overnight stays</th>
<th>How to action / implement</th>
</tr>
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| 5 R   | Risk of healthcare services being overwhelmed  
Lockdown begins | • Residential College members.  
• Essential College Staff.  
• Emergency Services.  
• Essential delivery staff. | • PPE appropriate to location or task, supported by detailed risk assessments.  
• No access to any area other than those needing access to fulfil the purpose of the visit. | • No overnight stays, other than the resident population, permissible as per licence agreement. | • All approved visitors must be pre-registered and sign in / out at Reception and wear a visitor lanyard (72h-quarantine applies between users). |
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| 2     | Number of cases and transmission is low | As above in Phases 5-3 but now including:  
- Wedding Guests (Chapel & receptions).  
- Non-essential staff.  
- Visiting contactors. | PPE appropriate to location/task.  
- Access to all areas normally open for members and visitors and for works to take place.  
- Current government and localised College guidelines (as published on website) to be followed at all times. | Overnight stays permitted (long-term residents only) in double rooms only, but restricted to one guest per household. | As above in phase 3, but now including:  
- All overnight guests must stay in a separate bedroom, as all student rooms are single-bedded rooms, pre-register with College.  
- All approved visitors to the College must be pre-registered and sign in / out at Reception and wear a visitor lanyard.  
- Organisers of non-residential events, such as day meetings, weddings or dinners are to provide the conference office with a list of names of people attending 24 hours prior to the scheduled start. |
| 3     | Virus is in general circulation | As above in Phases 4 and 5 but now including:  
- Limited numbers of Wedding, Service, and Funeral Guests in Chapel (ceremonies only).  
- Non-residential College members.  
- Companions assisting students and other residents (i.e. bye-fellows) with moving in and out of accommodation.  
- B&B guests (in Cottages only only).  | PPE appropriate to location or task, supported by detailed risk assessments.  
- No access to any area other than those needing access to fulfil the purpose of the visit.  
- Where possible outside or online gatherings should be the default choice to meet; if not, arrange a meeting as short as possible in a socially distanced environment.  
- Current government and localised College guidelines (as published on website) to be followed at all times. | Overnight stays permissible for B&B guests in Cottages only – with no access to College grounds unless assisting a College resident. | As above in phase 5 and 4, but now including:  
- All approved visitors to the College must be pre-registered and sign in / out at Reception and wear a visitor lanyard.  
- Organisers of non-residential events, such as day meetings, weddings or dinners are to provide the conference office with a list of names of people attending 24 hours prior to the scheduled start. |
| 4     | Transmission is high or rising exponentially | As above but now including:  
- Contractors working in non-residential areas or outside.  
- Visiting students or academics for academic purposes only. | PPE appropriate to location or task, supported by detailed risk assessments.  
- No access to any area other than those needing access to fulfil the purpose of the visit.  
- Access by arrangement to undertake routine preventative tasks (cleaning or maintenance).  
- Current government and localised College guidelines (as published on website) to be followed at all times. | No overnight stays, other than the resident population, permissible as per licence agreement. | As per phase 5 |
|       | Social distancing continues | As above in Phases 5 and 4, but now including:  
- Contractors working in non-residential areas or outside.  
- Visiting students or academics for academic purposes only. | PPE appropriate to location or task, supported by detailed risk assessments.  
- No access to any area other than those needing access to fulfil the purpose of the visit.  
- Access by arrangement to undertake routine preventative tasks (cleaning or maintenance).  
- Current government and localised College guidelines (as published on website) to be followed at all times. | No overnight stays, by any visitors, in any College residences.  
- Overnight stays permissible for B&B guests in Cottages only – with no access to College grounds unless assisting a College resident. | As per phase 5 and 4, but now including:  
- All approved visitors to the College must be pre-registered and sign in / out at Reception and wear a visitor lanyard.  
- Organisers of non-residential events, such as day meetings, weddings or dinners are to provide the conference office with a list of names of people attending 24 hours prior to the scheduled start. |

Personnel welcome on / in College property.

**Explicit requirements regarding overnight stays**

- All maintenance-related visitors must register at the Reception by signing in / out in the and wear a lanyard when on site.
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| 1     | Virus no longer present or under control in the UK | As above in Phases 5-2 but now including:  
|       |                                               | • Tour groups (by arrangement).  
|       |                                               | • Tourists or transient guests.  
|       |                                               | • Summer school groups (by arrangement).                                                                | • Social distancing, where possible.  
|       |                                               |                                                                                                         | • All to follow current government and localised College guidelines at all times. | • Following explicit government advice, multiple simultaneous overnight stays are permissible. | As above in phase 2, but now including:  
|       |                                               |                                                                                                         |                                                                                      |                                                                                      | The host is to complete additional cleaning before and after their guest’s stay.         |

6. **Responsibility for administering and updating the policy:**
   The Bursar is responsible for updating this policy in consultation with the Critical Management Team and Senatus Team seeking advice from relevant resources, as necessary.

7. **When it was last revised, when it will next be revised:**
   24th September 2020  
   End of November 2020 (or after announcement from government or World Health Organization)

8. **The date from which it applies:**
   20th September 2020

9. **Statutory regulations and good practice guidance:**
   - [https://www.gov.uk/coronavirus](https://www.gov.uk/coronavirus)  