

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:

Phase	Phase description	Persons welcome on / in College property.	Requested behaviours	Explicit requirements regarding overnight stays	How to action / implement
5	Risk of healthcare services being overwhelmed Lockdown begins	<ul style="list-style-type: none"> • Residential College members. • Essential College Staff. • Emergency Services. • Essential delivery staff. 	<ul style="list-style-type: none"> • 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. 	<ul style="list-style-type: none"> • No overnight stays, other than the resident population, permissible as per licence agreement. 	<ul style="list-style-type: none"> • All approved visitors must be pre-registered and sign in / out at Reception and wear a visitor lanyard (72h-quarantine applies between users).

Phase	Phase description	Persons welcome on / in College property.	Requested behaviours	Explicit requirements regarding overnight stays	How to action / implement
			<ul style="list-style-type: none"> • Current government and localised College guidelines (as published on website) to be followed at all times. 		<ul style="list-style-type: none"> • All maintenance-related visitors must register at the Reception by signing in / out in the and wear a lanyard when on site.
4	<p>Transmission is high or rising exponentially</p> <p>Social distancing continues</p>	<p>As above but now including:</p> <ul style="list-style-type: none"> • Contractors working in non-residential areas or outside. • Visiting students or academics for academic purposes only. 	<ul style="list-style-type: none"> • 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. 	<ul style="list-style-type: none"> • No overnight stays, other than the resident population, permissible as per licence agreement. 	As per phase 5
3	<p>Virus is in general circulation</p> <p>Gradual relaxation of restrictions</p>	<p>As above in Phases 4 and 5 but now including:</p> <ul style="list-style-type: none"> • 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). 	<ul style="list-style-type: none"> • 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. 	<ul style="list-style-type: none"> • 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. 	<p>As above in phase 5 and 4, but now including;</p> <ul style="list-style-type: none"> • 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.
2	<p>Number of cases and transmission is low</p> <p>Minimal social distancing, enhanced tracing</p>	<p>As above in Phases 5-3 but now including:</p> <ul style="list-style-type: none"> • Wedding Guests (Chapel & receptions). • Non-essential staff. • Visiting contactors. 	<ul style="list-style-type: none"> • 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. 	<ul style="list-style-type: none"> • Overnight stays permitted (long-term residents only) in double rooms only, but restricted to one guest per household. 	<p>As above in phase 3, but now including;</p> <ul style="list-style-type: none"> • All overnight guests must stay in a separate bedroom, as all student rooms are single-bedded rooms, pre-register with

Phase	Phase description	Persons welcome on / in College property.	Requested behaviours	Explicit requirements regarding overnight stays	How to action / implement
		<ul style="list-style-type: none"> • Visiting students for approved social gatherings. • Visiting University or CTF Staff and Academics of other Colleges/houses for academic and social gatherings. • Friends and family members. • Contractors engaged for staff training. • Contract workers. • Conference Guests (in East Wing, vacation time only). 		<ul style="list-style-type: none"> • Overnight stays for Conference guests in Cottages and East Wing vacation time only, with no, or limited access to College Grounds and only after Conferences and events are permissible in law. 	<p>Reception and all residents in the student respective Household made aware in advance.</p> <ul style="list-style-type: none"> • Visitors attending approved social gatherings must pre-register with Reception and be invited by, and accompanied by, a college member for the duration of their visit.
1	Virus no longer present or under control in the UK	<p>As above in Phases 5-2 but now including:</p> <ul style="list-style-type: none"> • Tour groups (by arrangement). • Tourists or transient guests. • Summer school groups (by arrangement). 	<ul style="list-style-type: none"> • Social distancing, where possible. • All to follow current government and localised College guidelines at all times. 	<ul style="list-style-type: none"> • Following explicit government advice, multiple simultaneous overnight stays are permissible. 	<p>As above in phase 2, but now including;</p> <ul style="list-style-type: none"> • 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.who.int/emergencies/diseases/novel-coronavirus-2019>