

Policy and Procedure Manual

Face covering during COVID-19 pandemic

01COV. College Wide - Created on 12th August 2020 to be reviewed by Monday 14th September 2020

1. Who the policy applies to

This policy and procedure applies from Monday 24th August to all employees and teaching staff (Senatus) working at Westminster College. It also applies to students, casual workers, agency workers and contractors.

2. Why the policy is needed

Whilst not in itself a guarantee against the spread of COVID-19, wearing a face covering can help in conjunction with other measures, especially social distancing and regular hand washing or sanitising, to reduce risk.

3. The policy principles

Face coverings are largely intended to protect others, not the wearer, against the spread of infection because they cover the nose and mouth, which are the main confirmed sources of transmission of the virus that causes coronavirus infection (COVID-19).

4. The definition of terms used in the document

- *Face covering* - a face covering is something which safely covers the nose and mouth. It can be reusable or single-use face, i.e. scarf, bandana, religious garment or hand-made cloth covering but these must securely fit round the side of the face.

5. How the policy will be applied

The College is now introducing a policy on face coverings in order that all entering and using College premises are clear about when such coverings are required and when they are not required. This policy will apply from Monday 24th August and will be reviewed on a monthly basis by the Critical Management Team, when we shall review it and update it to incorporate requirements ahead of the anticipated arrival of our students and lodging students as well as the resumption of small group in-person teaching.

The policy requires anyone in College to carry a face covering with them at all times. In this policy, 'households' refer to people living in College accommodation who share facilities, e.g. communal kitchens. We have endeavoured to keep it simple, so it is inevitable not every scenario will be covered. We shall use this period to learn and refine.

Generally, if someone asks you to wear a face covering, we would ask you to do so as a courtesy unless you have an exemption.

With the exception of anyone who has a formal exemption from the requirement to wear a face covering, all students, academics, non-academic staff and visitors will be expected to wear a face covering (covering mouth and nose) as follows:

5.1 Required:

- **In offices or other indoor departmental spaces**, if you are less than 2 metres apart and there are no screens between the two people.
NOTE - There is a mandatory minimum separation distance of at least 1 metre plus between people, in which case windows and doors must also be open to maintain airflow. Avoiding facing one another is also encouraged.
- **In any public room of the College**, apart from dining areas, if you are less than 2 metres apart. Note there is a mandatory minimum of at least 1 metre apart.
- Wearing a face covering is mandatory on corridors and staircases, alongside other precautions such as using hand sanitiser, especially after touching bannisters and other surfaces like door handles. Please avoid using lifts where possible.

5.2 Not Required:

- Outside.
- Eating or drinking.
- In your own household, including the rooms of other members of the household.
- In offices, other indoor departmental spaces or public rooms of the College, if you are more than 2 metres apart. Even if more than 2 metres apart, maintaining airflow and avoiding facing one another is encouraged.

5.3 Optional:

- At all other times, wearing a face covering is optional.

5.4 Exemptions

There are also scenarios when you are permitted to remove a face covering:

- If required in order to receive treatment, for example when receiving First Aid
- In order to take medication
- If you are delivering a sermon or prayer in a place of worship
- If you are the persons getting married in a relevant place
- If you are undertaking exercise or an activity and it would negatively impact your ability to do so.

6. Responsibility for administering and updating the policy

The Bursar is responsible for updating this policy in consultation with the Critical Management Team.

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

August 2020

September 2020

8. The date from which it applies

24th August 2020

9. Statutory regulations and good practice guidance

- <https://www.gov.uk/coronavirus>
- <https://www.gov.uk/government/publications/face-coverings-when-to-wear-one-and-how-to-make-your-own>