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 can be defined as 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>
</thead>
<tbody>
<tr>
<td>5</td>
<td>Risk of healthcare services being overwhelmed</td>
<td>Residential College members. Essential College Staff. Emergency Services. Essential delivery staff.</td>
<td>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. Current government and localised College guidelines (as published on website) to be followed at all times.</td>
<td>No overnight stays, other than the resident population, permissible as per licence agreement.</td>
<td>All approved visitors must be pre-registered and sign in / out at Reception and wear a visitor lanyard (72h-quarantine applies between users). All maintenance related visitors must be registered at the Reception but sign in / out in the maintenance office and wear a lanyard when on site.</td>
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<tr>
<td>4</td>
<td>Transmission is high or rising exponentially Social distancing continues</td>
<td>As above but now including: Contractors working in non-residential areas or outside.</td>
<td>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.</td>
<td>No overnight stays, other than the resident population, permissible as per licence agreement.</td>
<td>As per phase 5</td>
</tr>
<tr>
<td>Phase</td>
<td>Description</td>
<td>Notes</td>
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</table>
| 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. |
| 2 | Number of cases and transmission is low | Minimal social distancing, enhanced tracing | As above in Phases 5-3 but now including:  
  - Wedding Guests (Chapel & receptions).  
  - Non-essential staff.  
  - Visiting contactors.  
  - 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). |
| 3 | Virus is in general circulation | Gradual relaxation of restrictions | As above in Phases 4 and 5 but now including:  
  - Visiting students for academic purposes.  
  - 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 fulfi the purpose of the visit.  
  - Where possible outside or Zoom gatherings should be the default choice to meet; if not, a meeting as short as possible in a socially distanced environment can be arranged.  
  - Current government and localised College guidelines (as published on website) to be followed at all times. |
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:
September 2020 (every 6-8 weeks or after announcement from government or World Health Organization)
November 2020

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

9. Statutory regulations and good practice guidance:
   - https://www.gov.uk/coronavirus