

## Pandemic College Response

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

Created Tuesday 25<sup>th</sup> August 2020, applies from 20<sup>th</sup> 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 making deliveries, a consultant invited to a meeting by a member of staff, or a contractor carrying out routine, planned or emergency work. 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
<b>5</b>	<p><b>Risk of healthcare services being overwhelmed</b></p> <p><b>Full lockdown begins including closure of all non-essential shops,</b></p>	<ul style="list-style-type: none"> <li>Residential College members.</li> <li>Essential College Staff.</li> <li>Emergency Services.</li> <li>Essential delivery staff.</li> </ul>	<ul style="list-style-type: none"> <li>PPE appropriate to location or task, supported by detailed risk assessments.</li> <li>No access to any area other than those needing access to fulfil the purpose of the visit.</li> </ul>	<ul style="list-style-type: none"> <li>No overnight stays, other than the resident population, permissible as per licence agreement.</li> </ul>	<ul style="list-style-type: none"> <li>All approved visitors must be pre-registered and sign in / out at Reception and wear a visitor lanyard (72h-quarantine applies between users).</li> </ul>

Phase	Phase description	Persons welcome on / in College property.	Requested behaviours	Explicit requirements regarding overnight stays	How to action / implement
	<b>hospitality venues, leisure facilities, schools and universities</b>	<ul style="list-style-type: none"> <li>Contractor carrying out statutory or essential maintenance and repairs</li> </ul>	<ul style="list-style-type: none"> <li>Current government and localised College guidelines (as published on website) to be followed at all times.</li> </ul>		<ul style="list-style-type: none"> <li>All maintenance-related visitors must register at the Reception by signing in / out in the and wear a lanyard when on site.</li> </ul>
<b>4</b>	<p><b>Transmission is high or rising exponentially</b></p> <p><b>Partial un-locking of the country continues as per government Roadmap with closure or restrictive access of the indoors to hospitality venues and leisure facilities:</b></p> <ul style="list-style-type: none"> <li>Schools opened</li> <li>Universities teaching remain online until 17<sup>th</sup> May (to be confirmed 1 week before)</li> <li>Social contact with social distancing permitted outdoors (including in private gardens) of either 6 people (the Rule of 6) or 2 households</li> <li>Gyms and Outdoor sports facilities are opened to take part in formally organised outdoor sports.</li> <li>Social distancing continues</li> </ul>	<p>As above but now including:</p> <ul style="list-style-type: none"> <li>Contractors working on routine maintenance in non-residential areas or outside.</li> <li>Visiting students or academics for academic purposes only.</li> <li>College members or guests relating to governance or operations.</li> <li>United Reformed Church members visiting for worship, wedding or funeral service in Dining Hall or Chapel.</li> <li>Friends and Family members permitted to visit residents outside in the garden as long as they abide to the 'Rule of 6' or are part of 2 mixed households with social distancing still in place</li> <li>Guests welcomed in Cottages on self-catering basis only. No access to College permitted with the exception of Reception lobby to seek assistance during opening hours.</li> </ul>	<ul style="list-style-type: none"> <li>PPE appropriate to location or task, supported by detailed risk assessments.</li> <li>No access to any area other than those needing access to fulfil the purpose of the visit.</li> <li>Access by arrangement to undertake routine preventative tasks (cleaning or maintenance).</li> <li>Current government and localised College guidelines (as published on website) to be followed at all times.</li> <li>The 'stay at home' rule will end on 29 March but many restrictions will remain in place. People should continue to work from home where they can and minimise the number of journeys they make where possible, avoiding travel at the busiest times and routes.</li> <li>Travel abroad will continue to be prohibited, other than for a small number of permitted reasons.</li> </ul>	<ul style="list-style-type: none"> <li>No overnight stays in East Wing, other than the resident population, permissible as per licence agreement.</li> <li>Overnight stays in Cottages only permitted.</li> </ul>	As per phase 5

Phase	Phase description	Persons welcome on / in College property.	Requested behaviours	Explicit requirements regarding overnight stays	How to action / implement
3	<p><b>Virus is in general circulation</b></p> <p><b>Relaxation of all restrictions</b></p> <p><b>In-person teaching</b></p> <p><b>Traffic-light system on international travels including 10 days quarantine and testing for red list countries only</b></p> <p><b>Free Rapid Flow Tests available for each households</b></p> <p><b>Successful vaccination program with booster shot for 9 high-risk categories</b></p> <p><b>Indoors hospitality and entertainment permitted and no longer subject to restrictions. For high-risk events NHS COVID PASS strongly encouraged for negative PCR Test or double-vaccinated people (2 weeks after second dose)</b></p>	<p><b>As above in Phases 4 and 5 but now including:</b></p> <ul style="list-style-type: none"> <li>• Wedding and other events guests (90 max. sit-down and 150 standing in Dining Hall and other areas including gardens) with <b>Risk Assessment and mitigation</b> (i.e. NHS COVID PASS or Trusted Trace scheme)</li> <li>• B&amp;B guests</li> <li>• Non-residential College members and working group members.</li> <li>• Visiting academics and students (inc work experience)</li> <li>• Companions assisting students and other residents (i.e. bye-fellows) with moving in and out of accommodation.</li> <li>• Guest for future Conference or Events guests (e.g. Tasting menus or show rounds)</li> <li>• Organised events permitted under restrictions and with bespoke COVID-19 Risk Assessment</li> <li>• Individual B&amp;B guests</li> <li>• Residents Family and Friends</li> <li>• College working groups members permitted to stay overnight</li> <li>• Contractors carrying out routine maintenance, repairs and planned work in all areas.</li> </ul>	<ul style="list-style-type: none"> <li>• PPE appropriate to location or task, supported by detailed risk assessments.</li> <li>• <b>Restricted access in some areas (i.e. library), check with Reception current site measures.</b></li> <li>• <b>Where possible meet outside or online; if not, arrange a meeting in a socially distanced and well-ventilated environment.</b></li> <li>• Current government and localised College guidelines (as published on website) to be followed at all times.</li> <li>• <b>Visitors encouraged to take a Rapid Flow test 48 hours prior arrival to College (Site measures sent to all visitors)</b></li> <li>• <b>Visitors encouraged to check temperature on arrival</b> <ul style="list-style-type: none"> <li>☞ 'Rule of 6' or 2 mixed households no longer applies</li> <li>☞ General gatherings no longer capped, permission from the College Health and Safety Officers to be sought to ensure there are no other events to prevent mixing households unnecessarily and jeopardise community including workforce safety.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Overnight stays permitted in College residence.</li> <li>• Rooms to be booked in advance via Reception, visitors to follow Government and local guidelines at all times.</li> <li>• Overnight stays permissible for individual B&amp;B guests (breakfast on the go only) unless part of an organised event.</li> </ul>	<p>As above in phase 5 and 4, but now including;</p> <ul style="list-style-type: none"> <li>• All approved visitors to the College must be pre-registered and sign in / out at Reception and wear a visitor lanyard.</li> <li>• 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; and to implement the COVID-19 Risk Assessment for their specific event</li> <li>• College team to provide each event organisers with a specific COVID-19 Risk Assessment 7 days prior to the event</li> </ul>
2	<p><b>Number of cases and transmission is low</b></p>	<p><b>As above in Phases 5-3 but now including:</b></p>	<ul style="list-style-type: none"> <li>• PPE appropriate to location/task.</li> </ul>	<ul style="list-style-type: none"> <li>• Overnight stays permitted (long-term)</li> </ul>	<p>As above in phase 3, but now including;</p>

Phase	Phase description	Persons welcome on / in College property.	Requested behaviours	Explicit requirements regarding overnight stays	How to action / implement
	<b>Minimal social distancing, enhanced tracing</b>	<ul style="list-style-type: none"> <li>• Wedding Guests (Chapel &amp; receptions).</li> <li>• Non-essential staff.</li> <li>• Visiting contactors.</li> <li>• Visiting students for approved social gatherings.</li> <li>• Visiting University or CTF Staff and Academics of other Colleges/houses for academic and social gatherings.</li> <li>• Friends and family members.</li> <li>• Contractors engaged for staff training.</li> <li>• Contract workers.</li> <li>• Conference Guests (in East Wing, vacation time only).</li> </ul>	<ul style="list-style-type: none"> <li>• Access to all areas normally open for members and visitors and for works to take place.</li> <li>• Current government and localised College guidelines (as published on website) to be followed at all times.</li> </ul>	<ul style="list-style-type: none"> <li>• residents only) in double rooms only, but restricted to one guest per household.</li> <li>• 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.</li> </ul>	<ul style="list-style-type: none"> <li>• All overnight guests must stay in a separate bedroom, as all student rooms are single-bedded rooms, pre-register with Reception and all residents in the student respective Household made aware in advance.</li> <li>• 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.</li> </ul>
<b>1</b>	<b>Virus no longer present or under control in the UK</b>	<p>As above in Phases 5-2 but now including:</p> <ul style="list-style-type: none"> <li>• Tour groups (by arrangement).</li> <li>• Tourists or transient guests.</li> <li>• Summer school groups (by arrangement).</li> </ul>	<ul style="list-style-type: none"> <li>• Social distancing, where possible.</li> <li>• All to follow current government and localised College guidelines at all times.</li> </ul>	<ul style="list-style-type: none"> <li>• Following explicit government advice, multiple simultaneous overnight stays are permissible.</li> </ul>	<p>As above in phase 2, but now including;</p> <ul style="list-style-type: none"> <li>• The host is to complete additional cleaning before and after their guest's stay.</li> </ul>

**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:**

3<sup>rd</sup> November 2021

3<sup>rd</sup> January 2022 (or after announcement from government or World Health Organization)

**8. The date from which it applies:**

20<sup>th</sup> September 2020

**9. Statutory regulations and good practice guidance:**

- <https://www.gov.uk/coronavirus>
- <https://www.who.int/emergencies/diseases/novel-coronavirus-2019>