

Guidelines for life and work at Oscott during the first semester of the College Year 2020-2021



**Response to Covid-19
Keeping Each Other Safe at Oscott**

Introduction

An essential part of formation for the priesthood is community life. This is why seminarians are resident in the seminary. It is equally important that seminarians, Formation Staff, and all who work at Oscott are safe. This document details how we shall help each other to keep safe during the first semester of the College Year 2020-2021.

Visitors

Visitors and guests will be kept to a bare minimum. We shall not host events or tours for external groups. Visitors and guests will be presented with a copy of these guidelines.

Resident Community

All term-time residents will be asked to complete a Covid-19 questionnaire before their return to the College. On their arrival, their temperature will be checked. From then on, the temperature of the resident community will not be checked, except for those who feel unwell. During the semester it is essential the resident community help to keep themselves and others safe. They can do so by following these steps:

1. Wash their hands regularly, with hot water and soap, for twenty seconds.
2. Keep appropriate physical distancing. Do not enter unnecessarily other people's rooms.
3. See PPE section.
4. Do not go to indoor venues outside the College unless there is a real necessity.

The security keypads on residential corridors of the resident community will be disabled. Therefore, it is essential that bedrooms are locked when they are left unattended. All plates, cutlery, glasses, and utensils in the corridor tea-making areas, St Chad's, and St Cedd's, should be thoroughly cleansed after each use. With the exception of College provided meals, dirty crockery and cutlery must never be left for others to wash.

Employees of Oscott

All non-resident employees, including lecturers and contractors, will be asked to complete a Covid-19 questionnaire before the beginning of the new college year or before they commence work at the College. At the start of each working day or visit, all persons must enter the College via the **courtyard door**, where their temperature will be taken using a non-contact thermometer.

If no one is at the entrance to check your temperature, you must phone **07395 956113** to arrange the check before you enter the College.

Underlying Health Conditions

Those who are concerned that an underlying health condition might prevent them residing or working at Oscott, should inform the appropriate person in confidence:

- Formation Staff and full-time residents: Rector
- Seminarians: Vice Rector
- Administrative Staff: Line Manager
- Lecturers: Dean of Studies
- Domestic, kitchen and maintenance staff: Jayne Tomkinson

If a local lockdown prevents anyone from working at Oscott, they should inform their line manager.

Video Conference Call

Whenever possible, meetings that ordinarily would involve visitors coming to the College, will be held instead by video conference call. All lectures will follow the scheduled timetable. However, a lecturer is welcome to discuss with the Dean of Studies the possibility of lecturing by video conference call as an alternative method of delivery.

Cleaning

All surfaces, including door handles, in public spaces will be regularly cleaned throughout the day.

PPE

Everyone who lives or works at Oscott will be provided with facemasks, hand sanitisers and, if necessary, a notice advertising their presence in working areas. Facemasks should be worn at all times in enclosed spaces where physical distancing is difficult. You may choose to wear gloves but this is not obligatory. Standing hand sanitiser dispensers will be placed at the main door and the courtyard door, outside the Chapel and the Refectory. **Alongside these measures, the practice of physical distancing should be maintained.**

Meals

Only resident staff will eat breakfast in the Pransorium. Only resident members of the community will dine in the Refectory. In both spaces, physical distancing will be practised. Lunch and dinner will be served from the cloister. Glasses will be pre-filled with water. There will be no cruets. Individuals will place their own dirty plates and cutlery on the trollies in the Upper Refectory. **No one, except for kitchen staff, will enter the kitchen.**

If an external lecturer must stay overnight, their breakfast will be available on the Guest Wing. If an external lecturer remains for lunch, they should dine in the External Lecturers Room (ELR). Non-resident, full-time employees, who normally attend lunch in the Refectory, should dine in their offices or the ELR. **If others are present, the**

practice of physical distancing should be maintained. There will be a roster for the Staff Common Room for its use by the staff who normally eat lunch there.

Coffee/tea for all resident members of the College will be available in the Refectory at the usual times. For external lecturers, coffee will be available in the ELR.

Chapel

Physical distancing will be practised in the College Chapel and St Thomas' Chapel. Instructions concerning the celebration of the Divine Office and Holy Mass will be given by the Liturgy Coordinator, with the support of the MC's.

College Cars

The use of College vehicles will not be permitted until notified otherwise.

Studying

When possible, staff and seminarians should study in their own offices/bedrooms. Any computer keypad or table that is used in a classroom, the Musica or the Library should be sanitised after use.

Lectures

Lectures will be given in spaces that allow for appropriate physical distancing. This may mean that, at times, lectures will be given in the Aula Wiseman or the Northcote Hall.

Gym

No more than two persons may use the gym at any time. During use, the windows should be left open and then closed at the end of the session. Any items used should be cleaned afterwards with the wipes provided.

Laundry

After using washing machines and dryers, all surfaces that have been touched, should be thoroughly sanitised by the individual who has used it.

High Temperature

If a high temperature is detected for a non-resident member of staff or employee of Oscott, they will be refused entry to the College. They should return home, contact NHS 111 for advice, and request a Covid-19 test. If they **test positive**, they must, as soon as possible, inform the appropriate person for them in the College:

- Administrative Staff: Line Manager
- Lecturers: Dean of Studies
- Domestic, kitchen and maintenance staff: HR&S Manager

In this situation, the Rector, Vice Rector, and HR&S Manager will meet to discuss the appropriate response and action to be taken for the overall safety and well-being of

the resident community and all employees. Consideration will be given to wider government advice and guidelines.

If the **result is negative**, the non-resident member of staff or employee should inform the appropriate person at Oscott and return to their work duties and responsibilities.

If a high temperature is detected for a **resident member** of the community, they must confine themselves to their room, contact NHS 111 for advice, and request a Covid-19 test. **All advice given must be followed.** If it is a resident priest, they should inform the Rector of the situation; if a seminarian, they should inform the Vice Rector. For as long as they remain in isolation, all meals will be brought to them in their room. In the rare situation that they do not have an en-suite bathroom, a bathroom will be allocated for their sole use.

NHS Test and Trace service

If a resident member of the community, a non-resident member, or an employee is contacted by the NHS Test and Trace service and is informed that they have been in contact with someone who has tested positive for Covid-19, they **must follow the instructions** they are given. They must also inform the appropriate person for them in the College as soon as possible.

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In this situation, the Rector, Vice Rector, and HR&S Manager will meet to discuss the appropriate response and action to be taken for the overall safety and well-being of the resident community and all employees. Consideration will also be given to wider government advice and guidelines.

Contact Phone Numbers

Rector: 0121 321 5035

Vice Rector & Dean of Studies: 0121 321 5010

HR&S Manager: 0121 321 5049

NHS -111

To request a temperature check within Oscott: 07395 956113

Updates

These guidelines will be updated as and when necessary.