

## St John's College Covid Operational Plan

Below is the operational plan for the college in light of Covid-19 mitigation. Outbreak mitigation includes some of the actions that may be considered in the following circumstances:

- increased prevalence of infection locally that requires interventions in the whole community, including students and staff
- a large-scale outbreak that may impact on the activities of the university (University Wide)
- a localised outbreak in student accommodation
- a localised outbreak involving a particular student or staff member, faculty or department

Global		
Area of Control	Current Model	Outbreak Mitigation
<b>Segmentation of Cranmer and John's Halls</b>	Cranmer Hall and John's Hall segments will be identified but have no operational implication in the proposed model.	<i>Reintroduction of segments.</i>
<b>Zoning of college, access points and routing</b>	<p>There will not be segregated staff student zones in college rather the following three measures will be used to mitigate pinch points and reduce foot-traffic through heavily used staff areas and some of the narrow corridors:</p> <ol style="list-style-type: none"> <li>1. A dedicated staff zone in Haughton (marked in green)</li> <li>2. A dedicated staff zone and entry point by the maintenance office</li> <li>3. The implementation of an emergency only fire door on the Wallis corridor</li> </ol> <p>All other areas of college are open to all user groups and there will not be dedicated access points or zoning other than those mentioned above. This may be subject to change but this is the model we intend to start the term with. – see <i>College Access Map 2021</i>.</p> <p>There will be some rooms in college that are not accessible to students, such as staff common rooms and operational production areas (kitchens, reception, maintenance offices and storerooms). Other staff offices will operate an appointment system (College Officers, Cranmer Hall Tutors, Chaplain etc.) where you need to book in advance to meet with staff.</p>	<i>Reimplementation of staff only zones and designated staff/student access and routing as per Michaelmas 2020.</i>
<b>Room Capacities</b>	<p>Room capacities remain in force for communal rooms and offices but will be reviewed for Michaelmas 2021 as a result of individual assessment and based on ventilation.</p> <p>A programme of CO2 monitoring will take place with room capacities, ventilation and usage adjusted in light of light of excessive CO2 levels.</p>	<i>Return to a 1m+ socially distanced model and corresponding reduction in room capacities.</i>
<b>Face Coverings</b>	<p>Staff and students are expected and encouraged to wear a face covering when moving around communal indoor areas of college.</p> <p>Face coverings will not be required in outdoor spaces, or when seated in teaching, dining, bar, library or other communal areas of college. When meeting face to face with staff, face coverings should be worn at less than 2m but not required if a 2m distance can be maintained.</p>	<i>Requirement to wear face coverings when seated.</i>
<b>Lanyards</b>	A system of red and blue lanyards will be used. Red lanyards will be offered to any member of the community who needs or prefers to maintain social distance.	<i>n/a</i>

<b>Visitors, guests and contractors</b>	Visitors, guests and contractors welcomed to attend college in person but must be accompanied or briefed by a supervising student or member of staff.	<i>Visitor and contractors by permission Essential or emergency visits considered.</i>
<b>Livers-in / Livers out</b>	Livers out are permitted in all areas of college including, bar, gym, chapel, LRC, teaching spaces, bookable rooms, household spaces, gardens. After 11.00pm, livers out students need to be signed in as an overnight guest of a resident, unless attending a College organised event or the bar, or studying in the LRC.	<i>Livers out access may be restricted to exclude accommodation blocks or other areas of college.</i>
<b>Recording of seating plans and visitor information</b>	QR code sign-in provided for teaching, library, chapel, bar and main entrance spaces for the purpose of Track and Trace provided at reception for those who wish to.  Option for providing contact tracing details at reception for those who wish to and do not have the NHS app.  Recording of seating plans not required for study spaces around college.	<i>Resumption of recording of seating plans.</i>
<b>Lateral Flow Testing (LFT)</b>	Students encourage to use central University testing sites. Additional testing in college may be provided to support arrivals or <i>test to participate</i> for large events.	<i>Resumption of weekly testing for students in college Twice weekly in college testing.</i>
<b>Room bookings</b>	All bookable rooms available to be booked across households, segments, residential and non-residential members of college.	<i>Bookings limited to segments, households or user groups.</i>
<b>Households</b>	Households will be formed and identified with designated rooms based on shared facilities (bathrooms and kitchens) and geographic proximity. However, they will have no operational implications.	<i>Implementation of a household model.</i>
<b>Isolations</b>	Those experiencing C-19 symptoms, who have received a positive C-19 test, or those required to isolate by NHS Test and Trace will be required to isolate in their bedroom and will be allocated a designated bathroom and supported through their period of isolation in their room.  For those in a shared bedroom, alternative accommodation will be provided for the party not required to isolate, where requested.	<i>Consideration given to isolation of a whole household.</i>
<b>Catering</b>	Catering will be available to all (resident students, non-resident students, staff, visitors and guests).	<i>Reduction of access to catering to staff, visitors and guests. Reimplementation of staggered or household seating and timings Reintroduction of separate dining for Cranmer and John's Hall.</i>
<b>Housekeeping</b>	Cleaning of common use touch points as a minimum twice per day, with the requirement for weekend cleaning. Cleaning of shared household facilities (bathrooms and kitchen facilities) but not student bedrooms.	<i>Increased cleaning frequency of communal areas and common touchpoints. Staff to clean own offices and work areas. Cleaning between room bookings.</i>
<b>Library</b>	Access for all students, staff and library members to study, browse and borrow without booking, subject to capacity. Continuation of click and collect service.	<i>Bookable slots for study, browse and borrow. Review access of 3<sup>rd</sup> party library members. Reduction of desk capacity.</i>
<b>Toilet access</b>	There will be some designated toilets allocated for staff only or residents only in accommodation blocks or staff areas. Otherwise, unless stated, toilets are available to all user groups.	<i>Toilets will be allocated to staff, resident student households, non-resident students, visitors and contractors.</i>
<b>Communal spaces</b>	Subject to the college's room booking policy. Rooms will be bookable and usable by mixed groups according to capacity.	<i>Guest access restricted and</i>
<b>Gym</b>	The cardio and weights room will be available to resident and non-resident students, according to gym policy.	<i>Access restricted to residents.</i>
<b>Bar</b>	Available to resident students, non-resident students, non-John's students and guests. Capacity subject to ventilation.	<i>Reduced capacity, access restricted to residents and use of outdoor bar.</i>

<b>Formals</b>	As per ordinary operation subject to venue capacity and individual risk assessment. Additional measures for staff include but are not limited to clearing of plates to the end of the table by guests.	<i>Reduced capacity.</i>
<b>Post</b>	For John's Hall residents – to be delivered by reception staff to the post room (location TBC). For Cranmer Hall residents - CCR post room For livers out and others – alternatives encouraged.	<i>Non-resident post not accepted.</i>
<b>Worship</b>	Capacity set according to ventilation and subject to separate risk assessments, but available, where capacity allows, to all usergroups.	<i>Reduced capacity, cessation of singing.</i>
<b>WSE events</b>	A range of WSE events are anticipated with access to all user groups but subject to individual risk assessment, venue capacity and individual operational plans.	<i>Reduced capacity and review of nature and scale of events.</i>

#### Cranmer Hall

<b>Area of Control</b>	<b>Proposed Model</b>	<b>Outbreak Mitigation</b>
<b>CCR / QCR</b>	Open to resident and non-resident Cranmer Hall students (and spouses/partners), subject to capacity.	<i>CCR/QCR open to residents only.</i>
<b>Catering</b>	Catering will be available to all (resident students, non-resident students, staff, visitors and guests). <ul style="list-style-type: none"> <li>- Spouses/partners welcome to meals as pre-Covid, encouraged to come before 1pm</li> <li>- Tutors (for whom eating with students is an important part of observing their life in community) will be encouraged to eat before 1pm</li> <li>- Monday All-Age Tea available from start of term – subject to new guidelines re children staying seated, and supervision from CHO or delegated Tutor</li> <li>- Both Bowes and Crossroads available for dining at lunchtime</li> </ul>	<i>Reduction of access to catering to staff, visitors and guests. Reimplementation of staggered or household seating and timings Reintroduction of separate dining for Cranmer and John's Hall.</i>
<b>Carrel space (Wallis Room)</b>	Turn up and use study facility (with book storage) for use by Cranmer Hall students, priority given to those receiving Married Maintenance allowance <ul style="list-style-type: none"> <li>- Usage to be monitored by CCR VP</li> </ul>	<i>Modify access for off-site students only</i>
<b>Etchells House</b>	To be open for booked / invited meetings (i.e. drop-in meetings discouraged)	<i>Move to online only meetings.</i>
<b>Tutorials and supervisions</b>	To be conducted in Tutorial Offices by appointment. <ul style="list-style-type: none"> <li>- Etchells Room available as bookable tutorial space</li> </ul>	<i>Tutorials to move online</i>
<b>Teaching</b>	Teaching spaces to be used subject to capacity individual room capacity. No requirement to record seating plan or attendance but option for students to sign in. All teaching to be offered in a blended manner (i.e. streamed online and recorded)	<i>Reduce capacities of teaching spaces. Record seating plans. Move to online only teaching.</i>
<b>Worship</b>	In Chapel and Leech Hall as per capacity <ul style="list-style-type: none"> <li>- Mon-Fri MP in Chapel as usual</li> <li>- Monday AAW in Leech Hall, up to capacity</li> <li>- Tuesday College Communion in Leech Hall</li> <li>- Wednesday Evensong in Chapel</li> <li>- Thursday Preaching Service in Chapel</li> <li>- Friday Evening Prayer in Chapel</li> </ul>	<i>Reduce capacity.</i>
<b>Community Groups</b>	To take place onsite in designated rooms, subject to capacity	<i>CGs take place online</i>
<b>Info Slot</b>	To take place in Houghton Dining room and be streamed online	<i>Take place online</i>
<b>Placements</b>	Permitted according to the risk assessments of the placement context.	<i>Online placements considered.</i>

<b>Specific Events</b>	Subject to a separate risk assessment, such as - First Year Weekend Away – 20 students + 2 staff in Shepherds' Dene	<i>Size and attendance of events reviewed.</i> <i>Consideration given to cancelling events.</i>
<b>Overall expectations</b>	Students to be onsite wherever possible, subject to personal circumstances discussed in advice with tutor	Reduction in capacity of venues and move to greater online participation.

### Ventilation Room Capacities

Below are the capacities for communal rooms around college, all rooms will be subject to periodic CO2 monitoring, and where CO2 levels exceed the following levels additional mitigation will be required. Ventilation capacities may be reviewed in light of CO2 monitoring with the possibility of both an increase or decrease in capacity. Additionally certain activities may result in a lower ventilation capacity, such as activities involving movement or singing but these will be subject to separate risk assessments. CO2 monitors are a proxy for air-quality and good ventilation. In line with Durham University the following criteria will be operated:

- <1000 ppm – **Green** – no action required.
- 1000 ppm – 1500 ppm – **Amber** – windows and doors should be opened (see additional mitigation below), air quality remains acceptable.
- >1500 ppm – **Red** – indicates poor air quality. The room should be vacated for at least 10 minutes to allow circulation of fresh air before being reoccupied, the reception team should be notified.

Room	Ventilation Capacity	Normal Ventilation	Additional Mitigation
<i>Chapel</i>	60	Large space, doors open before and after service.	Open doors during services or reduce capacity
<i>LRC – Library 1<sup>st</sup> and 2<sup>nd</sup> Floors</i>	90	2 <sup>nd</sup> floor windows – two open	Open more windows, reduce capacity
<i>LRC – Reference room</i>	30	CO2 monitored air conditioning system, all doors closed.	Open door, reduce capacity
<i>LRC – Group study</i>	8	One open window	Open door, reduce capacity
<i>LRC – All Churches</i>	28	CO2 monitored air conditioning system, all doors closed.	Open door, reduce capacity
<i>LRC – Lecture theatre</i>	80	CO2 monitored air conditioning system, all doors closed.	Open rear doors, reduce capacity
<i>Etchells House – Etchells room</i>	24	One window open	Two windows open, reduce capacity
<i>Bowes Dining Room</i>	42	Side window open, servery doors and windows open and entrance doors propped open when in use.	Reduce capacity.
<i>Crossroads</i>	25	Window open, side door propped open.	Reduce capacity
<i>Leech Hall</i>	200	One side of upper windows open.	Open more windows, open rear doors, reduce capacity.
<i>Haughton Dining Room</i>	124	One open upper window	Open more windows, open rear doors, reduce capacity.
<i>Tristram</i>	30	One open window	Open more windows, open door, reduce capacity.
<i>Vassey</i>	25	One open window	Open more windows, open door, reduce capacity.
<i>Bowes TV room</i>	10	One window open	Open more windows, open door, reduce capacity.
<i>Old Library</i>	50	One open window	Open more windows, open door, reduce capacity.
<i>SCR</i>	10	One open window	Open more windows, open door, reduce capacity.
<i>Gym</i>	15	Open windows	Open doors, reduce capacity.
<i>Weights Room</i>	2	Mechanical ventilation system, user operated	Open door, close door.
<i>Bar</i>	25	Front and rear doors open, additional ventilation from cellar door, two extractor fans in operation.	Reduce capacity
<i>Bailey room</i>	40	One window open	Open more windows, open door, reduce capacity.
<i>Dominique</i>	10	One window open	
<i>Linton Room</i>	25	One window open	Open more windows, open door, reduce capacity.
<i>Student Welfare Office - SJCR</i>	6	One window open	Open more windows, open door, reduce capacity.
<i>Bar Overspill</i>	20	One window open	Reduce capacity
<i>Cranmer – QCR</i>	10	One window open	Open more windows, open door, reduce capacity.
<i>Cranmer – CCR</i>	15	One window open	Open door, reduce capacity.
<i>Wallis Room</i>	30	One window open	Open more windows, open doors, reduce capacity.
<i>Parsonage Upper</i>	4	One window open	Open more windows, open doors, reduce capacity.
<i>Parsonage Lower</i>	4	One window open	Open more windows, open doors, reduce capacity.