



St Catharine's College Cambridge

COVID-19 Protocol for use of College supervisions rooms/areas and the holding of supervisions in Fellows' rooms

The following protocol is to be observed to reduce the risk of infection transmission for supervisors, students and staff involved in supervisions or other small group teaching sessions and preparations of rooms.

AWARENESS OF PROTOCOL

- All rooms in which supervisions take place, including Fellows' rooms, are to display this protocol
- Supervisors are responsible for briefing all students attending supervisions

PRIOR TO SUPERVISION / SMALL GROUP TEACHING

- The room is to be configured and cleaned prior to the arrival of the students; and the capacity information completed and displayed
- Supervisors must keep the name, CRSid and College of each supervisee on record. This is to support the community in contact tracing purposes if required.

ARRIVAL AND ACCESS TO SUPERVISION ROOM

- Face coverings are expected to be worn once inside all communal areas of St Catharine's leading to the supervision room, and not removed until seated, and at the permission of the Supervisor.
- The use of lifts is not recommended where inessential, users are expected to clean the key pad with wipes provided in the lift after use.

SOCIAL DISTANCING AND VENTILATION

- No more than the maximum number of persons designated below are permitted in the room at any one time.
- Windows are to be opened to provide ventilation where possible.
- Where possible, doors should be left open between supervision groups to encourage ventilation.
- Students should not enter a building until the previous group have left, this is not expected to be more than a minute or two before supervision start time.
- The supervisor must indicate their default position on face covering use within their supervision below. **Any student or supervisor present at a supervision may request that face coverings are worn throughout.**

SHARED EQUIPMENT

- Books, pens, and electronic equipment should not be shared unless disinfected prior to the second user contact.



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HYGIENE AND FACILITIES

- A 10-minute period between supervisions is expected, to allow for cleaning of the room and its key contact surfaces by the supervisor. This also permits separation of arriving and departing students to limit contact and crowding of entry points.
- Hand sanitiser is to be available at each supervision
- Bathroom facilities, which supervisors / supervisees are used to using may have changed to ensure student household facilities are only used by that household. Supervisors should make themselves and their supervisees aware of the nearest facilities and record it on the printed notice below.

DISPLAYING COVID-19 SYMPTOMS DURING SUPERVISION

- If anyone in attendance starts experiencing possible COVID-19 symptoms, they must immediately wear a face covering, leave the building and return to their Cambridge residence.
- A St Catharine's student experiencing COVID-19 symptoms should then email covid19@caths.cam.ac.uk and wait for further instructions from the Student Services team.
- A student from outside of St Catharine's should follow their College's protocol.
- Those believed to have come into close contact with the symptomatic person will be advised to self-monitor for symptoms of COVID-19 and respond to any instruction that may be received through the NHS test and trace scheme.

POST SUPERVISION

- The supervisor is responsible for ensuring the safe and prompt departure of the students from the building ensuring face coverings are worn as appropriate, lifts are not used and social distancing is maintained.



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**TO BE DISPLAYED ON DOOR TO SUPERVISION ROOM OR ALLIED
NOTICEBOARD**

MAXIMUM CAPACITY OF THIS SUPERVISION ROOM:

ASSESSED ON:

INITIALS:

LOCATION OF CLOSEST TOILET FOR SUPERVISEE USE:

FACE COVERING DEFAULT EXPECTATION

ON / OFF