For the College to adhere to the Government guidelines, concerning social distancing, hygiene and face coverings, the following safety measures have been put in place to ensure the health and well-being of students, staff and Fellows. These guidelines follow the current guidelines and will be updated as the Government guidance changes. Please be respectful of others decisions to wear face coverings or to request that you wear a face covering.

Social Distancing

- Please adhere to the 2m social distancing guidance where possible especially when queuing for the Servery or the Porter's Lodge. These measures will need to be followed even when the weather is unsettled.

- The bookable takeaway service is available through the Servery but lunches need to be booked in advance using Upay, before 6.30am on the day. There are a choice of 4 time slots, please adhere to your chosen time slot to reduce the need for queuing. When the Hall is open there will be reduced seating capacity. The College encourages meals being taken into the Deer Park or rooms/offices for consumption. Additional bins are available for rubbish in the Screens and Deer Park.

- Meetings or gatherings should be held outside where possible adhering to the current guidelines on numbers and households.

- Face to face meetings are still discouraged but if online platforms cannot be used then meetings should be kept as short as possible and use side-to-side or back-to-back seating rather than face-to-face.

- Rooms should be well ventilated where possible.

Face Coverings

- It should be noted that the use of face coverings does not replace the need for social distancing and is only marginally beneficially to yourself as a precautionary measure. The wearing of face coverings is however very important in preventing or reducing the transmission of the virus from an asymptomatic person to others. By wearing a mask the possibility of you unknowingly transmitting the virus to others is considerably reduced. Further information on how wearing face coverings can help in the fight against a second wave of Covid-19 can be found here.

‘My mask protects you, your mask protects me’

- The use of face coverings in and around the College is encouraged when social distancing is compromised or reduced.

- The College asks that you carry a re-usable or disposable mask with you at all times while on College premises and that you be prepared to wear it if you are asked to do so, for example in the Servery.

- Where meetings cannot be held outside the College endorses the use of face coverings. You are not required to wear a face covering in Chapel but please maintain a social distance.

- Instructions on how to fit a face covering are attached. An instructional video on wearing a 3ply mask can be found here. Instructions for the use of a re-usable face covering can be found here. Please note that hands should be thoroughly washed (or
use hand sanitiser) both before and after fitting face coverings and before and after removing and disposing of them. Once fitted masks should not be touched and should be removed carefully by the ear elastic whilst not touching the front and then washed or disposed of.

- The College endorses the use of re-useable, washable face coverings where possible.

**Hygiene**

- The College asks that students, staff and Fellows adhere to the handwashing guidelines of washing frequently with soap and water for a 20 second period or using hand sanitiser where washing facilities are not available.

- Hand sanitisers are being fitted in public areas and shared accommodation/office entrances. The College respectfully asks everyone to use the sanitisers provided on entering these areas. Please report any empty hand sanitisers to rooms@pet.cam.ac.uk.

- With the extra cleaning of public areas now required in College there is a reduced service to rooms and offices. There may also be a change in the bathroom/gyp facilities that are available to use. The current facilities that are open and being serviced are; Fellows' toilets (Old Court); F stairs; Whittle basement; N stairs; Fen Court ground floor (by Sick Bay); A Gyp; Fitzwilliam House (currently just those on the ground floor are being serviced); 25 Fitzwilliam Street; William Stone Building (ground floor by supervision & welfare rooms). Please do not enter these facilities whilst they are being serviced.

- The collection of bins from rooms/offices/accommodation is currently on a reduced service. The College respectfully asks that food waste is disposed of in the bins provided outside the Servery or the nearest collection point which is being serviced depending on the location of your room. Bins are located; to the rear of the kitchen; between the Screens and in the Deer Park; behind the Hostel, at the corner of Cosin Court in the bin store; outside the William Stone Building; at the end of St. Peter's Terrace. There are also blue, black and green wheelie bins; to the rear of each Fitzwilliam Street and Trumpington Street property; to the front of 7 Tennis Court Terrace; to the rear of Fitzwiliam House, and Tunwells Court.

- With the current Government guidelines an element of self-cleaning will be necessary within the College to ensure room/office door handles are frequently cleaned as well as other frequently used touch points and antibacterial wipes or other cleaning items will be provided for this.

- Where possible do not share equipment such as pens, notepads, computers.

- Travelling to and from work on public transport should be avoided where possible and if unavoidable, consider travelling outside of peak times.

**Reporting of issues**

If you are concerned about any aspects of the steps listed above or members of the College failing to adhere to the guidelines please be in touch with the HR Manager (belinda.steel@pet.cam.ac.uk) or the Health and Safety Manager (phil.fordham@pet.cam.ac.uk).