



Q and A's for Staff Michaelmas Term 2020 (COVID-19)

Catering

Q: When will I be able to get food in College?

A: The servery will operate an online booking system that can be found via the intranet: <https://jesuscollegeintranet.web.ox.ac.uk/online-services> This will help us to manage numbers in the Hall and allow the College to implement a 2 metre rule for social distancing. Lunch will be served between 12.00pm and 2.30pm, Monday to Friday and be bookable in 30 minute slots.

Q: How will I be able to safely eat in College?

A: Every precaution has been taken to make the environment safe through social distancing measures, protecting the food we produce and the people who join us for meals as well as those working in the department. Additional protective equipment has been provided on the premises for staff to wear.

We will ask all our staff to wear a face covering/mask when queuing and collecting food until they have found a seat. At all times, social distancing will need to be adhered to.

In practice, you will be asked to queue at 2 metre distance from one another, a member of the catering team will control how many persons enter the Servery at any one time and seats in Hall will be clearly marked at 2 metres from each other.

At the Servery, you will be served your choice of hot food. You will then be able to select items from the display fridges such as pre-prepared salads, yoghurts, puddings, drinks, fruit etc. We will ask that you take anything you touch.

There will be a one-way entry/exit system both in the Servery and in Hall.

We will ask that you finish your meal within half hour in order to free up space for others. Once you are ready to leave, you will place your tray on the rack provided by the Hall exit.

Q: Will the staff room be open?

A: The staff room will not be open as a communal area. People will be able to use the coffee machine as a take away service but not to sit in the seating area or at the tables. There is only to be one person using the coffee machine at a time.

Q: Where can I see the menus before I come to the servery?

A: Menus are available on the intranet and displayed outside the Servery.

It is worth noting that all our meals are home produced (with the exception of specialised items).

We pride ourselves in preparing international dishes to meet all types of dietary choices and requirements. We have an excellent reputation for the quality of our meals amongst our students and staff which we fully expect to maintain despite the adjustments we have to face in the current conditions.

Q: Will I have to queue for food in the Servery?

A: Yes, however there is a booking system in place to minimise the number of people queuing at any one time.

Q: Will the Hall be providing Take away food?

A: Yes, a slot will still need to be booked via the intranet but staff with offices are welcome to take their food back to eat at their desks.

Lodge

Q: How will I enter and move around College?

A: Access to College will only be via the Turl Street gate, College will then operate a one-way system with the Ship Street gate being the exit point.

Q: Will I still collect my post from my pidge?

A: The night porters will deliver post to offices overnight. There will be no access for staff members to the Lodge area. Any communication will need to be through the glass partitions.

Q: Can I still get orders delivered to the Lodge and collect them?

A: We ask that, whenever possible, you arrange for your orders to be delivered to one of the Collect Plus locations or the nearest Amazon lockers throughout Oxford, the nearest being in Gloucester Green. However, the Lodge will operate a restricted collection system 3 days per week from the Ship Street Centre desk.

Q: Will I still be able to enter College through the Ship Street entrance?

A: No, this gate will be used as an exit from College only.

Q: Can I apply for a parking permit in the annex properties?

A: College will be giving Staff priority to apply for a parking permit at Stevens Close and Herbert Close. Should you wish to apply you will need approval from the DACC and the HR Director. The College will not charge for parking permits in Michaelmas Term, in order to enable Staff to come to work safely. This will be reviewed in Hilary Term when, depending on the Covid-19 situation, a charge may be levied.

Q: How can I store my bike in College safely?

A: Additional bike racks have been installed in 3rd Quad for the use of staff and Fellows. Access will be via the Market Street entrance only.

Q: Will there be extra signage up to tell everyone about distancing, hygiene, one-way systems etc?

A: Yes.

Housekeeping

Q: Can I use all public toilets in College?

A: Some toilets will be designated to a set number of users. Access will be restricted by using a fob system (where a fob reader is already in place), other will be allocated by nomination. College

expect staff to take personal responsibility in using their designated toilet only. General use toilets will be clearly marked.

Q: Will my Office be cleaned regularly?

A: Yes, offices will be cleaned on a regular basis and will normally be carried out prior to 9am to avoid disruption.

Q: Will my rubbish be collected?

A: Yes.

General

Q: What common areas are we allowed to use in College?

A: The Staff room will be closed and the Hall will operate a maximum capacity. In addition the College will have a marquee in 2nd Quad which will be used as additional space for eating.

Q: What happens if I start to exhibit signs of the virus?

A: If you start to exhibit signs of COVID-19 you are advised to first and foremost stay home. You should then call or email your line manager and follow the instructions given on the intranet regarding the testing procedure: <https://www.jesus.ox.ac.uk/sites/default/files/2020-09/COVID-19%20Testing%20Information%20-%20%20Early%20Alert%20Service.pdf>

Q: Will the Chapel be open?

A: The Chapel will be open but will have a maximum capacity to allow for social distancing. The Chapel is open to all, regardless of faith and is available for those who wish to use the space for quiet reflection.

Q: Are guests/ Members of the public allowed to visit College?

A: The College will be closed to all visitors, including guests, until further notice. This is the same for all members of College and is to help prevent the spread of the virus. The Lodge must be pre-warned about any essential contract workers attending the College so that they can be signed in via the Lodge's sign-in system.