



## **Information for Tutors on Teaching in Trinity Term 2021 (COVID-19)**

### **Latest information**

<https://www.ox.ac.uk/coronavirus>

<https://jesuscollegeintranet.web.ox.ac.uk/covid-19-information>

<https://www.nhs.uk/conditions/coronavirus-covid-19/>

<https://www.gov.uk/coronavirus>

The primary objective is to protect the health and wellbeing of staff and students and to minimise the risk of transmission of Covid-19: we all have a shared responsibility in this endeavour. As a secondary goal, it is aimed to minimise the level of unnecessary disruption to day-to-day activities. Key strategies for meeting both these objectives are observing 2m social distancing as far as possible; enhanced hygiene; increased cleaning; and following guidelines on what to do if you develop possible Coronavirus symptoms.

Where possible, we should all seek to minimise the number of interactions that would lead someone to be classes as a close 'contact'.

Currently the definition of a close contact is anyone who has had face-to-face contact (less than 1m distance) with an infected person in the 48 hours before the onset of symptom up to 10 days from the onset of symptoms, or spent more than 15 minutes within 2 metres of an infected person on the 48 hours before the onset of symptoms up to 10 days from the onset of symptoms.

All members of an infected person's household are automatically deemed to meet the definition of close contact.

### **Current Government advice on work location**

The current Government advice remains that everyone who can work from home must continue to do so. While the rollout of vaccinations continues at pace, we must remain cautious; your health and wellbeing continue to be our priority, so if it is possible for you to work from home, we encourage you to do so. If you are concerned about the impact of working from home or require additional IT support, please do contact the Academic Director in the first instance.

For those of you who will be conducting in-person teaching or carrying out research which requires you to be in College, please know that we remain committed to ensuring your continued wellbeing and safety while you are on site. We are regularly reviewing all of the current safety measures in place. The one-way system through College (entering via Turl Street and exiting via Ship Street) remains in place, as do precautionary measures such as the hand sanitiser stations and enhanced cleaning protocols.

## **Return to Onsite Working**

All current tutorial fellows and lecturers were sent a return to onsite working induction form for MT20 before being permitted to return to work in the College. All new appointments since then and any who didn't return to work in College in MT but now wish to do so must complete the return to onsite working induction form before returning to work in the College. There will be individuals who need to discuss their own case prior to the form being signed and any return to the College site.

## **Teaching**

Many tutors have a preference to undertake their College teaching via a mixture of in-person and remote (although of course teaching will be hybrid anyway if students are not able to attend in person). This is subject to change depending on the local and national situation and school/nursery closures and after-school care availability.

Tutors will be supplied with plenty of sanitiser and wipes etc to wipe down surfaces (eg door handles etc) after each tute/class. This will also be available in the Fellows' Resources Room where individuals will be expected to clean printers etc after use.

We have ordered plenty of whiteboard pens so that tutors and students each have their own and students will be expected to bring them to tutes/classes and to use only their own.

Webcams for office PCs for all who have requested them.

UG freshers are accommodated by subject, where possible, in order to create household 'bubbles'.

Where you are teaching non-household groups, you will need to ensure, in terms of scheduling, that you allow for 'buffers' between tutes/classes to allow time for you to wipe down surfaces etc.

There is a glossary of terms for digital teaching and assessment at:

<https://jesuscollegeintranet.web.ox.ac.uk/files/glossaryoftermsforteachingmt20pdf>

### **Teaching students from other colleges at Jesus**

We have received the following advice: "the assumption is that tutors will do their normal teaching for other colleges. That doesn't mean that it has to be in their college room, that would be up to the tutor and the college concerned."

Therefore currently it is up to tutors to decide whether they wish to teach non-Jesus students in face-to-face settings or switch to teaching them remotely. However, tutors may wish to consider that our community already consists of 600 students, 100 or so fellows, 30 plus lecturers and 100 staff; therefore face-to-face teaching of students here from other colleges increases the flow of people in College and therefore the risk of infection.

If you wish to teach students from other colleges you must provide names to the Academic Director who will provide a list to the Lodge so the Lodge will be able to let the students in.

### **Teaching rooms**

In many cases, tutors with College offices will be able to undertake face-to-face teaching (if they so wish) still in their own office with distancing and masks. However those without offices and those who cannot accommodate the group size with distancing in their office will need to book College teaching rooms. Information on rooms and their maximum new capacities may be found at:

<https://jesuscollegeintranet.web.ox.ac.uk/files/revisebookableteachingroommaxcapacitiesredistancing190820pdf>. We have put a hold on students being able to book rooms in College for their own purposes (except for a few who need to sit their remote exams in College rather than their accommodation) for the time being in order to prioritise tutors being able to book them for teaching.

So once you know what you need and when, please do go ahead and book the rooms. Please see the point above about 'buffers' between non-household groups to allow time for you to wipe down surfaces between tutes/classes.

### **Guidance on teaching remotely**

Updated 13 April 2021

Guidance may be found at <https://www.ctl.ox.ac.uk/teaching-remotely#/>

### **Guidance on in-person teaching**

Guidance may be found at <https://academic.admin.ox.ac.uk/coronavirus>

### **Teaching Contingency Planning**

It would be sensible if College tutors put in place contingency plans in the event they become ill in TT. This might be having a PG or Postdoc on standby (or more than one for different papers) or having a teaching swap arrangement with a colleague from another college. It would be very helpful if these plans could be shared with the Academic Director so that she can help action this if needs-be.

## **Students**

Academic and operational advice for students may be found in the student section <https://jesuscollegeintranet.web.ox.ac.uk/covid-19-information>

The College Library is currently operating a click and collect service and we hope to be able to re-open it for borrowing and bookable sessions from 1<sup>st</sup> Week.

## **Collections**

Tutors have already been informed by the Academic Office about Collection arrangements, which once again will be sat remotely.

## **Housekeeping**

Housekeeping will be deep cleaning tutors' offices once per week and will enter offices daily to clean touchpoints and remove rubbish. Deep cleaning days remain as in HT21 (if you cannot remember please email [michele.turner@jesus.ox.ac.uk](mailto:michele.turner@jesus.ox.ac.uk) to check).

## **Face coverings policy**

A policy for face coverings to be worn in shared settings indoors has been introduced by the Collegiate University.

All staff, students, visitors, contractors, and members of the public will be required to use face coverings across all Collegiate University buildings as set out in the [face-coverings policy and FAQs](#). Face coverings are not a substitute for hygiene and safety measures such as being tested when displaying symptoms, self-isolating when unwell or advised to, social distancing at 2m, enhanced cleaning regimes, and regular hand-washing, and these primary mitigation measures should always be followed.

However, there is evidence that wearing face coverings can reduce transmission of coronavirus from an infected person to others. Therefore, the wearing of face coverings is to be considered a social responsibility for those members of the collegiate University who can wear them, with the aim of providing increased reassurance to all members, including those most vulnerable to serious illness.

All University staff have been provided with a starter pack of two reusable face coverings by the start of the academic year. College has also supplied masks.

The requirement to wear face coverings will not apply to those who have a legitimate reason not to wear one. No medical certificate or explanation of grounds for exemption will be required. Staff, students, and visitors with hidden disabilities (or other legitimate reasons why they are unable to wear face coverings) should not feel under pressure to disclose these, and further guidance in this area is provided in the FAQs.

### **Tutors at risk**

Any tutor who is more at risk were they to contract Covid-19 should have already notified the Academic Director and via the Return to Onsite Working induction should discuss with the Academic Director what steps they should be taking to mitigate the risks.

### **Illness**

#### **If you (or someone in your household) develop symptoms**

Anyone experiencing symptom should get a test as quickly as possible (see below information on the University test centre). Those living outside Oxford should contact the NHS Test and Trace Service (phone 119 or via the [website](#)). If an individual tests positive formal contact tracing processes are instigated by PHE. Prior to confirmation of a diagnosis, individuals who suspect they may have Covid-19 are encouraged to notify the Academic Director; any such disclosures are treated in confidence. If anyone is considered to be at risk as a close contact, they will be contacted directly by PHE.

#### **Testing for COVID-19: Early Alert Service (EAS) for all staff of the University and colleges.**

Anyone with a University card and SSO is able to book a test online if they have symptoms associated with COVID-19 (minor or major).

The central testing site is in the city centre at the Radcliffe Observatory Quarter (ROQ) and there is one at the Old Road Campus in Headington.

Tests can be booked via the [COVID testing page](#) and [FAQs](#) have been developed in response to enquiries staff may have about the service.

For more information about the EAS and the University's broader plans to protect the health and wellbeing of all staff and students, please consult the [COVID-19 Response](#) website.

### **Regular symptom-free LFD testing for staff working on site**

The University is now providing free COVID-19 testing for all academic and non-academic staff and students via three new symptom-free (LFD) testing centres located in easy-to-access sites around Oxford.

#### **Who should participate?**

Testing is voluntary but we strongly encourage everyone who is working on site to get tested twice a week, every week throughout Trinity term, including those staff who have been vaccinated or have had COVID-19 more than 90 days ago. We appreciate there will have to be some flexibility in order for staff to attend the testing centres. Staff are requested to talk to their line manager if they need to perform a test inside working hours.

It is possible to order LFD tests via a number of other routes – details of which can be found on the [Government website](#). You may choose to use non-University testing routes

(for example, if you are not in Oxford, or you have irregular work patterns) where it minimises travel or is more convenient.

**You should not participate if:**

- You have symptoms of COVID-19: You should instead book a PCR test via the [University's Early Alert Service](#) and follow the advice you are given when you receive your result (if you develop symptoms between LFD tests, you must stop taking the LFDs and have a PCR test instead).
- You have been asked to self-isolate by a public health official.
- You have had a positive PCR test result in the last 90 days.

**Booking tests**

Tests should be booked via the [Book a Test Button](#) on the University's symptom-free testing webpage. Booking a test prevents queues and ensures the process is quick and seamless.

At the testing centre your University card will be scanned and you will be given a registration card with barcode sticker. You will be asked to register your test on the NHS Track and Trace system, either on your own phone if you have one with you, or on a device which will be provided. Staff at the testing centre will assist you with how to register.

**Performing the tests**

Staff will swab themselves. Each centre has its own staff who are on site to support participants while performing this process, and who will complete and record the test results. Two tests per week should be performed throughout Trinity term. Wherever possible testing should be on the same days each week, e.g. Monday and Thursday or Tuesday and Friday.

There is no need for you to wait 30 minutes for the result. This will usually be communicated electronically the same day. Staff working irregular working patterns should not make special trips into work to perform their LFD tests via University testing sites. You can take tests when you are next working on site, and we would encourage you to use community testing in between where available.

**What to do if you test positive**

Anyone who tests positive in **any** LFD tests (including those via community testing or received from the Government via another route), must immediately self-isolate and [book a confirmatory PCR test](#), preferably through the University's Early Alert Service. You (and your household) should immediately self-isolate and assume you have the virus, pending the result of the confirmatory PCR test.

- If you receive a PCR test result, positive or negative, through a route other than the University Early Alert service (e.g. via the national NHS service), you must report your result by using the [Report a Test](#) Button on the University's testing webpage.
- You will receive further advice from the NHS and the University Results Liaison Team (RLT).
- If you receive your positive result notification at work you should only use public transport to return home if you have no other option. You should strictly follow the safer travel guidance for passengers. Refer to the [Safer travel national guidance](#).

Updated 13 April 2021

- Because the tests do not pick up every case, you may still be infectious even if you receive a negative result, so it is essential that you continue to follow all COVID precautions.

### **International Travel**

The University has issued advice at <https://www.ox.ac.uk/coronavirus/staff>