



Information for Tutors on Teaching in Michaelmas Term 2020 (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.

Return to Onsite Working

All current tutorial fellows and lecturers have been sent a return to onsite working induction form which must be completed prior to 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

Most tutors have a preference (currently) 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 will be accommodated by subject, where possible, in order to create household 'bubbles'. Therefore you will be able to teach back-to-back in terms of first years (unless you are teaching UG freshers from other colleges). 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.

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/revisedbookableteachingroommaxcapacitiesredistancing190820pdf>. We have put a hold on students being able to book rooms in College for their own purposes 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.

New guidance on teaching remotely to students based outside the UK

New guidance has been developed to support staff teaching remotely to students outside the UK. While in most cases, teaching students outside of the UK will not lead to specific challenges, teaching staff should be aware of potential technical and non-technical issues in some countries. Consideration should be given to both cultural and legal differences of the country where students are based. The advice can be found in a new FAQ on the [Academic Support coronavirus hub – teaching and learning page](#).

Teaching Contingency Planning

It would be sensible if College tutors put in place contingency plans in the event they become ill in MT. 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.

Final findings from the Trinity term teaching and assessment student survey

Sent to over 17,000 taught students (UG and PG), the Trinity term teaching and assessment survey was open between 8 June and 17 July and generated 3,188 replies, an 18% response rate. The responses have been analysed and a full report, including comparisons with responses from a similar survey for teaching staff, has been published on the [Academic Support teaching and learning advice page](#).

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 will re-open from 14 September – see more at:

<https://jesuscollegeintranet.web.ox.ac.uk/files/re-openingthelibraryatjesusseptember2020pdf>

Arrival/return

Many continuing PGs are already here. Fresher PGs are expected to arrive throughout September with a deadline of 30 September wherever possible.

UG freshers will arrive 1 October – 5 October wherever possible.

All students are expected to be in residence for the start of their course wherever possible although may be dispensed from residency requirements in MT on health/travel grounds. Some PGT courses have already announced blanket residency dispensations.

We are aware that overseas students, especially from China, are struggling to get flights in time to arrive for term owing to the cut in flights. We will make tutors aware of these cases so tutors can plan to teach them remotely, and if possible via hybrid teaching with students who are physically here.

Students self-isolating are expected to have completed this by the start of their course or freshers' week, whichever is the earliest. However PGs on courses which will be delivered online in MT are exempt from this requirement; and given the issue with flights we are aware that there will be students here self-isolating after the start of their course.

Inductions for freshers will be undertaken online.

Collections

Michaelmas is normally the lightest load in terms of Collections as so many students have normally sat public examinations in Trinity Term. However this Michaelmas there are more students sitting Collections having not sat them in Trinity or having not sat public examinations. Whilst the students will (mostly) be back in residence we obviously are not going to hold Collections as normal in Hall and other venues in College. Students will sit them under timed conditions in their rooms etc.

Therefore tutors have the choice regarding whether to email out papers with instructions at the start of 0th Week (as many did in Trinity) or send them out on Friday (the normal Collections day). Tutors will need to be clear in their instructions about the return of Collections – whether they want them done electronically and returned via email; sat in hard-copy and returned to tutor pidges; or sat in hard-copy and then scanned in and returned via email.

Housekeeping

Tutors' offices will be cleaned daily and tutors will be notified of the cleaning regime by the ACC team. Cleaning materials will be distributed to offices and teaching rooms for cleaning between tutes/classes.

Face coverings policy

A policy for face coverings to be worn in shared settings indoors has been introduced by the Collegiate University. It is expected that departments and colleges will implement the policy by 7 September.

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 increasing 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 will be provided with a starter pack of two reusable face coverings by the start of the academic year. I have asked College to supply tutors with masks although you are very welcome to wear your own!

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.

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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.

This initial phase is an important opportunity to test the service while offering protection and reassurance to staff ahead of the next academic year. It will run for approximately two weeks, with the service becoming fully operational in September. Anyone with a University card and SSO will be 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). Although an additional site is planned for the Old Road Campus in Headington, testing is limited to the ROQ site initially.

Updated 26 August 2020

The online booking service is now live for the first central testing site in the city centre at the Radcliffe Observatory Quarter (ROQ). Tests can be booked via the [COVID testing page](#) from tomorrow 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.