



Information for Tutors on Teaching in Michaelmas 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 distancing as far as possible; enhanced hygiene; increased cleaning; and following guidelines on what to do if you develop possible Coronavirus symptoms.

The University moved to Business Continuity Plan (BCP) Level 1 on Monday 6 September, enabling all staff to return to working on site. Please refer to the [Health page](#) for details of the University's updated health guidance.

Teaching

It is expected that all small-group College teaching will take place in-person (although there may be instances where this isn't possible depending on participants' health/isolation or student residency exemptions). 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'. In terms of scheduling, you will need to 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

From Michaelmas Term 2021, tutors will be able to teach students from other colleges in their College room or a bookable teaching room. Tutors do not need to inform the Lodge of their non-

Jesus students who will be coming to College – students should just ring the bell and say which tutor they have come to see. Tutors however must provide the [following guidance to non-Jesus students coming into College setting out our expectations](#). Please either send this document as an email attachment or email the link (all those with an SSO can access the intranet).

Teaching rooms

In many cases, tutors with College offices will be able to undertake face-to-face teaching in their own office with distancing, windows open wherever possible, and masks (the latter is subject to tutor discretion – see below). However those without offices and those who cannot accommodate the group size 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/roomcapacityfrommt21.pdf>. Please see the point above about ‘buffers’ between non-household groups to allow time for you to wipe down surfaces between tutes/classes.

Face Coverings

Face masks will be required in all public indoor areas of College (such as the SCR, Mansell Room, bookable teaching rooms, libraries, Hall, Lodge etc).

When teaching in your own room or a bookable teaching room it will be up to individual tutors to decide whether face masks are required. However, tutors should take into account that some students will want to wear them and where a student discloses an underlying health condition, all should wear face masks.

Students

Academic and operational advice for students may be found in the student section

<https://jesuscollegeintranet.web.ox.ac.uk/for-students>.

The College Library will be open 24/7 and students will not need to book slots. They will need to wear masks.

All students will be expected to be in residence except those from ‘red-listed’ countries who may apply for a residency exemption on travel grounds. Other students will need to apply to the Proctors on a case-by-case basis not to be in residence.

Students have all been strongly encouraged to get vaccinated prior to arrival, or as soon as possible on arrival.

Collections

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

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 TT21 (if you cannot remember or are new in MT21, please email michele.turner@jesus.ox.ac.uk to check).

Tutors at risk

Any current tutor who is more at risk were they to contract Covid-19 should have already notified the Academic Director to discuss with the Academic Director what steps they should be taking to mitigate the risks. Any new tutors should contact the Academic Director as soon as possible.

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 University testing). 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). Tests can be booked via the [University's Early Alert Service](#).

Regular symptom-free LFD testing for staff working on site

Students and staff working or studying on site are able to pick up boxes of seven Lateral Flow Device (LFD) tests free of charge from sites around the University (including all colleges – at Jesus collect from the Lodge) as part of the 'LFD Collect' scheme. There is more information at <https://www.ox.ac.uk/coronavirus/staff>.

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 term, including those staff who have been vaccinated or have had COVID-19 more than 90 days ago.

There may be events in College at which all participants will be expected to have taken a LFD test prior to attending.

It is possible to order LFD tests via a number of other routes – details of which can be found on the [Government website](#).

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 had a positive PCR test result in the last 90 days.

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 should immediately self-isolate, pending the result of the confirmatory PCR test. You should warn close contacts (in the previous 48

hours) that you may have Covid-19 (they do not need to self-isolate unless they develop symptoms or are instructed to do so by Test and Trace).

- 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 the [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](#).
- 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>

Working in Colder Weather

In some parts of the College, windows and doors will need to be kept open, to increase ventilation. Naturally-ventilated spaces are likely to be draughtier, so you might want to consider bringing in more clothing as the weather gets colder. We appreciate that this is not the regular advice in relation to energy and sustainability. However, increased ventilation significantly reduces the risk of transmission, and we are grateful for your understanding as we return to a more normal pattern of work.