



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

Catering

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

A: From the 7th September lunch and dinner will be available via the servery. Bookings for meals will need to be made via the intranet.

Lunch Service in the Mansell and T E Lawrence room will resume from the 21st September 2020. As before we will operate an online booking system that can be found via the intranet. This will help us to manage numbers and allow the College to implement a 2 meter rule for social distancing. On arrival, diners will be invited to take a seat (socially distanced from each other) and main meals will be served to the table. Individual salad pots, cheese plates and puddings will also be available.

Lunch slots will be half an hour so that there is time to accommodate the maximum amount of diners with a reduced capacity for each seating. These will be booked via the intranet and diners may only come to the Mansell room at the time they have booked. Unfortunately the only space to wait will be on staircase 5, so should you find a queue on arrival we would ask you to wait in the first Quad until this has subsided and previous diners have left.

Diners are expected to wear masks on entry to the Mansell room and to either wash or sanitise their hands before they enter.

SCR dinner service will resume from 5th October and will operate as above.

Meals will be served between the following extended opening time on weekdays:

Lunch - 12.00pm and 1.30pm.

Dinner - 5.30pm and 7.00pm.

At the weekend the hours will be:

Breakfast - 8.00am and 9.30am.

Lunch - 12pm and 1.30pm.

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 diners to wear a face covering/mask until they have found a seat. At all times, social distancing will need to be adhered to.

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

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. Diners will need to log on and book the slot in which they would like to come through the servery. We will not be able to accept drop ins without a booking.

Q: Will the Hall be providing Take away food?

A: Yes, a slot will still need to be booked (as above) for the Hall via the intranet but Fellows are welcome to take their food back to their office.

Q: Will Subject Dinners, Schools' Dinners or special event dinners take place?

A: Unfortunately, as it stands, to safeguard the College Community, all special event dinners have been suspended until further notice.

Lodge

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

A: The night porters will run a delivery service and any post in your pidge will be delivered to your office. Should you not have an office or require something urgently then you may collect from the Lodge, however, access will not be granted to the pidge area you will have to request from the Lodge desk. If you wish too you can email the Lodge first so they can arrange for it to be waiting for you to cut down the time in the outer Lodge.

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

A: We ask that whenever possible you arrange for your orders be delivered to one of the Collect plus locations or the nearest Amazon lockers throughout Oxford, the nearest being in Gloucester Green. Fellows with offices will have their parcels delivered overnight if they are unable to use a locker. Those without offices will need to email the Lodge to arrange a collection time.

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

A: No. The College will operate a one way system with entrance only being via Turl Street and the Ship Street Gates being used as an exit only.

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

A: There are a limited number of additional parking spaces at Herberts Close and Stevens Close for staff who are in high risk groups and who have limited options to get into College. If you would like to apply for one of these spaces, in the first instance please contact the HR Director for availability, it would then need to be approved by both the Academic Director and the HR Director.

Q: Where can I store my bike?

A: *Fellows are welcome to store their bikes in the racks in Third Quad. Access will be via the Market Street gate and across 2nd Quad.*

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

A: Yes.

Q: Will the University messenger service/post be operating?

A: Yes, as normal.

Q: Will the Lodge receive work from students for me?

A: *Yes, it will be placed in Fellows pigeon and delivered overnight. Lecturers work will also be placed in their pigeon and will be available to collect during pigeon room open hours.*

Housekeeping

Q: Will my Office be cleaned regularly?

A: *Yes, offices will be cleaned once daily and then during the day touch points around the College will be routinely cleaned. The Housekeeping Manager will be in touch to organise a schedule for office cleans as you will be required not to be in the office during this time.*

Q: How do I know that a tutorial or teaching room has been made clean and safe before I enter?

A: *Housekeeping will continue to clean and disinfect all tutorial and teaching rooms at least once per day, according to bookings, generally before 9.00am. Cleaning materials with instructions will be left in the rooms for users to clean after each use.*

General

Q: Will I be required to wear a facemask in College?

A: *Everyone will be required to wear a facemask while walking around college and in group meetings. However, once alone in your office or seated to eat in the Hall or Mansell room you may remove your mask.*

Q: Will everyone be able to use all the lavatories in College?

A: *Certain toilets in College will be used for specific staircase only and will have fob access. General use toilets will be clearly marked.*

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

A: *Common areas will be open but will operate a maximum capacity limit to allow us to adhere to social distancing guidelines. This will be the case for the Hall and SCR, the Upper SCR will be made in to a Fellows reading room with tea and coffee facilities. In addition the College will have a marquee in 2nd Quad which will be used as additional space for eating, as well as study space and group exercises.*

Q: Will I be able to use the Fellow's resources room?

A: The Fellows resources room will only be available for printing and not as a work space. We ask that only two persons at a time are using it and that printing is sent and collected promptly. Wipes are available in the room and users are required to wipe down any surfaces and equipment they use while in the room.

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

A: You should then call or email the relevant College representative as follows:
Alex Lumbers, Academic Director or Sailesh Vyas, the Academic Services Manager

Contact Details:

Alex Lumbers, Academic Director (tel 01865 279719 email alexandra.lumbers@jesus.ox.ac.uk)
Sailesh Vyas, Academic Services Manager (tel 01865 279720 email sailesh.vyas@jesus.ox.ac.uk)

Q: Will I be permitted to invite guests to College for meetings?

A: Guests required to attend meetings for academic purposes will be permitted provided that they wear a facemask and keep to the 2 meter distance rule. You will need to inform the Lodge if you are expecting a visitor. There will not be a waiting area in the Lodge so you will be asked to collect your visitor promptly as only one person is allowed in the outer Lodge at any one time. Guests are not able to attend lunches or dinners in College.

Q: Will I still be able to book a guest room?

A: No, the College will not be permitting guests to stay until further notice.

Q: Will the Multi-faith Room be available during Michaelmas Term?

A: Due to the location and the enclosed nature of the Multi-faith room, this facility will be unavailable until further notice.

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: Will meeting rooms be available to book via the intranet and lodge?

A: All meeting rooms will be reserved for socially distanced teaching, and so they will not be available for private events or society meetings.

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

A: To help prevent the spread of Covid19, it has been decided that non-College guests will not be allowed in College dining areas or guest room accommodation until further notice.

Q: Will the College/University Sports teams be running as usual?

A: We are awaiting further University guidelines regarding how Sports will be organised following COVID-19 guidelines.

Q: Is the music Room available to be booked?

A: *The music room can be booked by emailing the Lodge and will operate a 1 in 1 out system. Those using the room will be responsible for wiping down and disinfecting before and after use.*

Useful Links

- *Noting the current global uncertainty, Colleges and departments should advise all staff of the possible need to quarantine and should in particular advise staff from countries where there are existing quarantine restrictions– that is, all countries which are not listed as exempt in the guidance below – that they should plan their travel arrangements with an assumption that two weeks' quarantine will be required.*

<https://www.gov.uk/guidance/coronavirus-covid-19-travel-corridors>