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**Subject:** Covid-19 - Information from St Chad's  
**Date:** 12 March 2020 12:41:11  
**Attachments:** [image001.png](#)  
[image002.png](#)  
[image003.png](#)

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Dear Chadsians,

We are writing to inform you of the College's actions and plans relating to Covid-19 (the Coronavirus), how we can support you, and the actions you need to take. This email is to update you with some information and request your action on several points – **please read it in full and complete the actions requested at the end**. This is a fast-changing situation and we will be providing regular updates, and ask you to read these emails thoroughly.

If you are currently affected by the academic staff industrial action and/or are worried about the impact of this or the Covid-19 developments on your studies, please try not to worry about this and be assured that any decisions made will attempt to minimise disruption or discrimination. If you are in genuine need of extensions to upcoming summative work please **check departmental procedures** in your handbooks and follow them, contacting us at [chads.support@durham.ac.uk](mailto:chads.support@durham.ac.uk) if you need further support.

### College response

The College has established a Coronavirus Response Group to prepare for a range of possible scenarios, with the health and safety of our students and staff at the core of our planning. We are liaising closely with the University, and our policy is to follow the guidance issued by the University Executive Committee (they in turn are following advice from the government, Public Health England, and the Foreign & Commonwealth Office). We will provide regular updates as the situation develops, and do all we can as a staff team to provide support and guidance as the situation unfolds. Official information and updates We encourage all staff and students to visit [the University's coronavirus webpage](#) for continuous updates. These webpages contain some useful Frequently Asked Questions (FAQs) which may help inform your understanding and planning for the coming weeks. For more general information and updates, please visit [the UK government's coronavirus webpages](#).

### Hand washing and hand sanitisers

At the moment, the most effective measure to prevent infection in College is hand-washing. Please wash your hands regularly and properly with soap and hot water, for at least 20 seconds (see [video: How to wash your hands properly](#) ). In between, please use the hand sanitisers available in the dining areas and around College.

### College residents

If you are a College resident, and have requested to stay in College over the Easter vacation then, as things stand currently, you should be able to remain. However, this is a

rapidly changing situation. We will send updates as necessary.

### **College overnight visitors**

Guests are still permitted in College as per the licence agreements, but we request that you sign in all overnight guests at reception by completing a guest registration form, as it is essential that we have appropriate records of who is in the College.

### **Plans for travel**

We know that this is a time of uncertainty for many, but please be assured that we, along with the wider University, are working hard to keep you up to date with the necessary information. Please keep reading the webpages and follow the advice of the University and Public Health England. Check the webpages and FAQs (above) regularly and if you travel abroad ensure that you **follow government advice on your return**. If you are due to travel abroad or in the UK please follow advice and check before your departure. If you are changing your plans in light of updated government or travel guidelines, please let us know by emailing us at [chads.support@durham.ac.uk](mailto:chads.support@durham.ac.uk).

### **Support and further information for students**

- All queries about Covid-19 should be directed to [chads.support@durham.ac.uk](mailto:chads.support@durham.ac.uk).
- If you have been in contact with someone infected with the virus, it is essential that you contact NHS 111 (by phone or online) and inform us by email to [chads.support@durham.ac.uk](mailto:chads.support@durham.ac.uk) so that we can provide support and make appropriate arrangements.
- We understand that the situation and restrictions worldwide can be a cause of distress for many, especially if you or your family are directly affected. Please feel free to contact the Senior Tutor, Assistant Senior Tutor, the Chaplain or any College Officer for support and advice.

### **Action required by students**

- If you become unwell, please follow the advice on the coronavirus webpage and contact us by email at [chads.support@durham.ac.uk](mailto:chads.support@durham.ac.uk) or phone on 0191 334 3358.
- You must inform College if you are self-isolating or being tested for the virus and also let us know the result of any tests.
- If you plan to remain in Durham but live out and may be alone in your accommodation please let us know.
- Please check your term time address and other contact details on DUO (Banner Self Service) and update these if necessary so that College can access your:
  1. Current mobile number
  2. Emergency contact information
  3. Term time address

I know that we will all do our best to support each other during this unusual and challenging time.

As promised, I will update you as the situation unfolds.

Yours sincerely,

Dr Masson

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