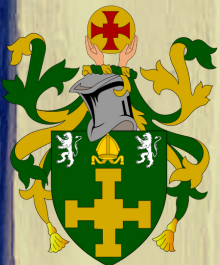


ST. CHAD'S COLLEGE

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# Living safely as members of St Chad's College under COVID-19 restrictions



Version 2.

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[www.stchads.ac.uk](http://www.stchads.ac.uk)

# Living safely as members of St Chad's under COVID-19 restrictions

## Your essential student guide - 2020/21

St Chad's prides itself on being a friendly and lively multi-generational community of students and staff. The current COVID-19 pandemic requires us all to live and work within the current Government guidelines for universities and student residences.

Our individual responsibility as members of the local community are equally important to keep each other safe. This guide will be reviewed on a regular basis to ensure it is in line with current national and local guidance.

**The guide will be available on the College website, alerts of updates will be sent to your University email address.**

### Essential contacts

St Chad's College  
18 North Bailey  
Durham  
DH1 3RH

**Reception Tel: 0191 334 3358**

**Emergency Porter: 07968 690830**

**[www.stchads.ac.uk](http://www.stchads.ac.uk)**

# General Safety Measures

- There are hand sanitisers at all entrances, in the servery, and strategically placed around the buildings. Please wash and sanitise your hands regularly.
- There is a one-way system operating throughout the College buildings, please protect others by adhering to this. (Exception - In an emergency evacuation of the building, please leave the building by your nearest fire exit)
- Please keep left where possible in corridors and on staircases.
- Perspex screens are strategically placed.
- Everyone is asked to wear a face-covering when moving around the building.
- Everyone is asked to socially distance (2m where possible) from anyone outside their Chad's Household.
- Each public room has a capacity maximum displayed; please follow these guidelines.
- Cleaning will be carried out regularly throughout the day, focusing on public areas and key touch points in College.
- There will be no cleaning of student bedrooms during term – cleaning materials are supplied to residents of each Household for this purpose.
- If your rubbish bin needs to be emptied, please leave it outside your room before midday (operating Mon-Fri).



# How will the College and University mitigate against Covid-19 for those who live in College accommodation?

**Livers-in will be resident in a College Household organised geographically according to houses and corridors.**

## What is a College Household?

*This information supersedes any previous communications and guidance concerning households within Colleges and is in line with current government regulations.*

- Households within College have been approved by Durham County Council.
- A Household is a defined group of up to 18 livers-in (there are a few permitted exemptions to this number) who share common areas and facilities, including a kitchen or pantry and specific bathrooms.
- Most (but not all) Households also have access to their own designated lounge/sitting room.
- Households without their own sitting room are provided with a designated room within main College for official events. Students are not required to socially distance within their Household.
- This College Household system also includes students who are resident at Etsuko and Trinity Halls.
- When outside of College grounds, you do not have to socially distance from those within your own Household.

- You must however follow government guidance and new legal requirements which include:
- You should avoid socialising outdoors with people from other households
- When moving and socialising off-site out with your household members, you should not be in groups of more than six people and must socially distance from anyone who is not from your household.
- You **cannot** meet up with people from different households in social settings indoors, including in pubs, restaurants and cafes.

### **May I visit the accommodation area of another Household?**

- No. You must not enter an accommodation block or building other than that of your own Household.
- Within blocks or buildings, you may only walk through the accommodation area of another Household where it is a designated route of passage.
- The Principal may permit designated students, such as Freps or Welfare Officers, to enter the accommodation of other Households for specific purposes at agreed times.

### **Can College staff visit multiple Household accommodation areas?**

- Yes, but staffing will be organised to minimise this where possible, in order to reduce cross-infection.
- Staff will wear face coverings when entering household accommodation areas.

## Can multiple 'households' be in the same location for events?

- Yes, but only for officially organised events in booked College rooms and outdoor spaces where social distancing can be maintained.
- 2m social distancing must be adhered to between households and the rule of 6 applies unless other separation measures, such as screens, are in place.
- This includes: College events, use of the Junior Common Room, bar, marquee, Cassidy Quad, dining room and libraries.

## Does this apply to livers-out? Can students living in private HMO's (Houses of Multiple Occupancy) form larger households?

- No. The household for an HMO is formed from only the occupants of a single house/apartment/flat.
- **Under the latest legislation and guidance, households cannot mix.**
- Students living in separate flats in the same building belong to different households, cannot combine to form larger households, and must not enter the dwelling of a different household.



# COLLEGE CATERING

- Meals are organised for College residents in 3 sittings, tables are labelled with Household numbers and you must sit at your specific table with your student Household.
- There is a one-way queuing system in place within the Quad in order to enter the servery, please try and arrive at the allocated time for your Household in order to reduce overcrowding and observe the rule of 6.
- There are specific Households for students resident in Trinity Hall and Teikyo.

The sittings are arranged in the following way:

## Breakfast

8.00am - 8.30am	Households 1, 2, 3, 11, 12, 16
8.45am - 9.15am	Households 8, 9, 10, 13, 15
9.30am - 10.00am	Households 4, 5, 6, 7, 14

## Lunch

11.45am - 12.15pm	Households 1, 2, 3, 11, 12, 16
12.30pm - 1.00pm	Households 8, 9, 10, 13, 15
1.15pm - 1.45pm	Households 4, 5, 6, 7, 14

## Dinner

5.00pm - 5.45pm	Households 1, 2, 3, 11, 12, 16
6.00pm - 6.45pm	Households 8, 9, 10, 13, 15
7.00pm - 7.45pm	Households 4, 5, 6, 7, 14

Special meal arrangements will be made available to those students who cannot, for valid reasons, meet their allocated time slot.

Please contact Darryl McNary, Hospitality and Conference Manager if you have any specific requirements or questions - [darryl.mcnary@durham.ac.uk](mailto:darryl.mcnary@durham.ac.uk)

## Will there be formals?

We very much hope to have a number of formals in the course of the term, although inevitably they will have to operate differently with restrictions in numbers and socially distanced – watch this space.

## Will the College bar be open during term?

- Yes, although given current Government restrictions it will close at 22:00.
- The Quad and Marquee (when used) must be vacated by 23.00.
- Socially distanced tables will be set out in the cellar bar, the Quad and the Marquee.
- Only those in the same household may share a table of up to 6 people.
- Booking is essential
- The booking system is now in place, organised by the Bar Committee.

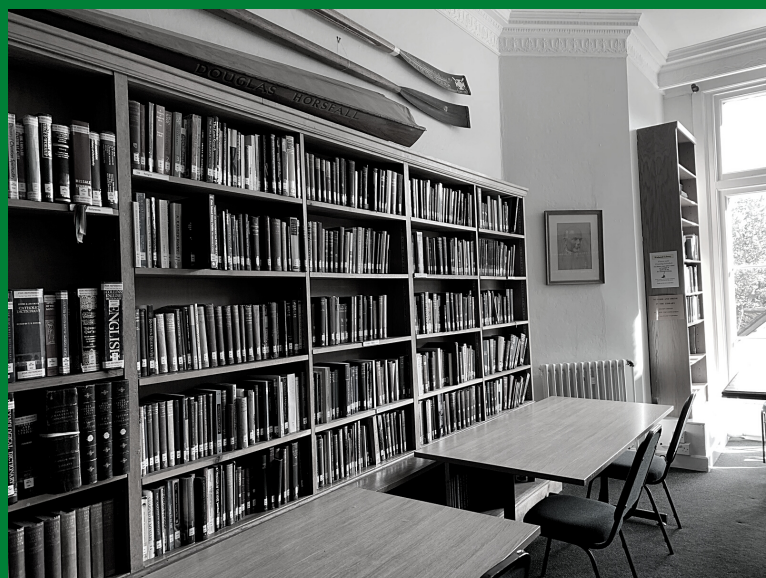




## Chad's Libraries

*Open, with limited capacity to allow for social distancing.*

- Please observe the maximum capacity notices shown for each library.
- Do not move the seating arrangements, these are set to ensure social distancing.
- **There is a 2 hour maximum stay during peak hours (8am - 8pm).**
- The Wetherall library is a designated lounge for Household no.7 (8pm - midnight). **This library will close at 5pm each day for cleaning purposes.**
- **Livers-out** will be allowed access to the ground floor libraires (Bettenson, Brewis and Williams) once access to College has resumed.
- **Livers-in** should use the upper- level libraries.
- Access to the Fenton Library – please use the central “JCR” staircase unless you are in the Household adjacent to the library.
- A cleaning and decontamination regime will be in place. Library users are also asked to wipe down surfaces before and after use with the cleaning materials provided in each library.
- Please place all rubbish into the bin; do not leave any personal belongings in the library.



## College Sport

- This is still being worked out along with Team Durham but the plan is to open up University and College sport as soon as it is considered safe to do so.
- This includes College boathouses which will operate under strict operating guidelines outlined in their Risk Assessments.
- The College gym is open for use (currently only for livers-in) under strict operating guidelines and with a bookable system.

## College events

- At this stage, it is very hard to know what College events will be possible. We will do our best to support whatever is logistically possible within current guidelines, although this is likely to be very limited initially.
- We will however host as many things as possible on-line to enable as much participation as possible. You can find some examples of previous events at [www.stchads.ac.uk/college/chads-online/](http://www.stchads.ac.uk/college/chads-online/)



## Chapel

- There will be regular services, some of which will be live-streamed.
- Social distancing will be maintained.
- There will be no congregational singing in Chapel until further notice.
- There is the opportunity to be part of a College "on-line" choir, led by Matthew Kelley - [matthew.j.kelley@durham.ac.uk](mailto:matthew.j.kelley@durham.ac.uk)
- Please use the hand sanitiser on entering and leaving the chapel.
- Please use the seating as marked out to ensure social distancing is maintained.
- You are welcome to use the piano outside of the advertised service and event times. (see chapel notice boards and updates on [Instagram](#) or [Facebook page](#)).
- If you wish to discuss a particular booking request or have support from the Chaplain, please contact David directly - [chads.chaplain@durham.ac.uk](mailto:chads.chaplain@durham.ac.uk)



# Other Domestic Arrangements

## Post

- Please collect parcels from Main College reception after you have received an email alert from the College reception. Please avoid coming to reception until we have informed you of a delivery.
- Standard letters will be sorted into pigeon-holes which are located on the first floor corridor near staff offices. During office hours only two students should be present in this corridor at the same time.
- Please enter and leave the post corridor by the door near the spiral staircase. This corridor is not to be used to access other areas within College.
- **Locked-down households** - College will arrange to deliver post to your household wherever possible. Please do not come to reception to collect post or parcels.
- Livers-out - please avoid having post delivered to the College address wherever possible.

## The Junior Common Room (ground floor of Main College)

- Please observe the 6-person room maximum and socially distance from members outside of your Household, this includes the wearing of face-coverings.
- Please use the provided disposable gloves when playing pool and carefully dispose of gloves afterwards.
- Please sanitise hands before and after using the vending machine.



## Laundry Facilities

- There are designated laundry facilities within each household. Please only use the facilities within your own household.
- The laundry located in Main College should be only be used by residents within Main College households. Tokens for these machines can be found within the laundry room. (free of charge for this term)
- Residents at Etsuko Hall can obtain tokens from the reception in their Hall.
- Please remove your washed clothes as soon as they are finished, in order to free up the machine for fellow residents.
- Do not dry clothes over a heat source; use free-standing drying racks available within Household kitchens.



# FAQ's for Livers-in and Livers-out

## Can livers-out come into their own College?

- Livers-out are a vital part of the Chad's community; however physical access to College will have to be restricted initially.
- In order to safeguard the Protected Residential Community and contain the risk of infection, livers-out, apart from exceptions (agreed by the Principal or another College Officer), will not be allowed to come into College at all from Monday 21st September. This restriction will continue to be reviewed on a weekly basis.
- Any exceptions during these two weeks must be agreed with the Principal or another College Officer.
- Exceptions include livers-out Freshers for specified induction events, Freps, student employees (be that in the bar, library or gym), Welfare Officers, Common Room Executive members, students collecting campus cards and students requiring face-to-face student support.
- For everyone's safety, even in these exceptional cases, the numbers will be limited and names must be agreed in advance with a College Officer.
- If local conditions change, this may have to be extended further; all College members will be kept up to date.
- Once restricted access is lifted you will be able to access a number of College facilities including the bar (online booking), certain libraries, the gym (online booking) and College events such as Perspectives.

- We hope to be able to offer livers-out with face-2-face as well as online welfare support, although this depends on prevailing DU guidance.
- We hope to be able to live-stream events in College where possible and thereby to include those who are not able to be physically present in College.
- Your tutor will be in touch by email to arrange to meet with you, probably for an on-line chat initially. Please look out for their email.
- Livers out are expected to comply with prevailing government guidelines for households in the community.
- Information specifically for livers-out has been sent out by Durham University and is available to review on the Covid-19 section of the University Website

## **Are there any restrictions on non-residents entering the College?**

- Yes, all College residents and staff are designated a Protected Residential Community.
- All the buildings of the College, including satellite buildings, belong to the Protected Residential Community.
- Restrictions are in place on people outside the Protected Residential Community coming into College in order to minimise the risk of cross-infection from one community to other communities or parts of the University.

## **Can students (livers-in or livers-out) visit another College?**

- No, livers-in or livers-out from one College are not allowed to enter another College.
- No exceptions are permitted, although this will continue to be reviewed.

## Do these restrictions only affect face-to-face College clubs and societies – what about University Sport, Music, Theatre and Volunteering etc?

- No. Face-to-face University-wide activity will also be impacted. For example, organised University Sport trials and training, face-to-face Performing Arts auditions and rehearsals, face-to-face meetings of Students' Union Clubs and Societies and face-to-face volunteering projects will all be reviewed after the end of Teaching Week 1.
- There will be a small number of exceptions specifically for sport programmes who have National Governing Body commitments during this period and Performing Arts Groups who have external performances to honour.
- Again, we hope that these restrictions will only be in place for a short period of time although this will depend upon local and national conditions.
- There will be many opportunities to begin to get involved and this includes both College and University events and societies.
- You may wish to consider signing up for the Durham Inspired Award, details can be found [here](#).





# Face-Coverings



## When do I have to wear a face covering?

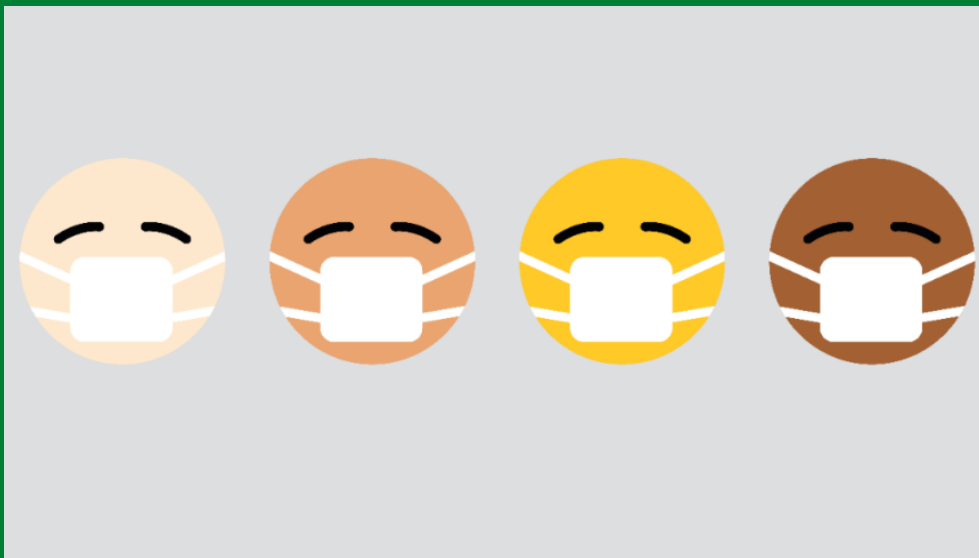
Face coverings are required:

- when moving around inside any University building, including College buildings;
- when engaging in face-to-face discussions;
- in areas where you may mix with people outside your Household;
- outside the University where social distancing is hard to maintain (public transport, shops etc);
- the University asks that all members comply where they can, and act in a socially responsible way to protect others in line with government guidance.

Face coverings are optional:

- when seated at a designated, socially distanced study space;
- whilst eating or drinking;
- when outdoors on the University site;
- under general guidelines for some enrichment activities, for example some sports and performing arts activities.

- The University understands that not all individuals can wear face coverings. There is no requirement for individuals to provide evidence that they are unable to wear a face covering.
- Sunflower lanyards and badges will be made available to individuals who wish to wear one as part of the national scheme to support persons with hidden disabilities.
- Wearers of face coverings should remove them, if requested, to aid lip reading, so long as 2m social distancing can be maintained, and only for a short duration conversation (below 15 minutes).



# Compliance

- Our success in getting through this pandemic depends on each and all of us doing our best to comply with the various guidelines and regulations, and to encourage and support each other in this.
- **We need to continue to take the precautions with which we are now very familiar:**
- **Wash your hands regularly and avoid touching your face** (mitigates against you contracting the virus from an infected surface)
- **Wear a face-covering in public places** (mitigates against the virus spreading through droplets in your breath)
- **Maintain 2m social distance from anyone not in your household**
- **Comply with government regulations about meeting in groups** outside your household (currently no more than 6) to prevent the infection rate rising
- **Practice Bystander Intervention** to call out behaviours that puts fellow students, staff and the local community at risk
- North East England has recently witnessed rising numbers of Covid-19 cases and this has led to a number of local restrictions being introduced, including here in Durham City.
- In particular, mixing between households is not permitted.
- **This means that house parties and other social gatherings in private homes and gardens are against the law.**

- The University and College is working hard to reduce the risk of cross infection at the outset of the new academic year.
- Strict adherence to these measures will increase our chances of maintaining face-to-face teaching and the wider student experience for the remainder of the term.
- To support our City and community in staying safe, the University is piloting a **University Security Community Response Team**.
- This team will be available from 8.30pm to 4.30am, seven nights a week, to support the police in engaging with you, informing you of Covid-19 legislation and guidelines and encouraging you to observe these at all times.
- We strongly support the work of the police when it comes to handling Covid-19 breaches, including exercising their ability to issue penalties.
- Please also be aware that, if there are Covid-19 breaches among our community, the University will deal with them as well – including if necessary under our Non-Academic Misconduct Disciplinary Procedure, which carries expulsion from the University as its most extreme penalty.
- We hope that this will not be necessary and trust that, as intelligent and considerate citizens, you will behave in a way that upholds the values that we as a University community are so proud of.



**Durham**  
University



**Your  
actions,  
your University.**

To report behaviour that concerns you, email:  
**[coronavirus.information@durham.ac.uk](mailto:coronavirus.information@durham.ac.uk)**  
or telephone **0191 334 0000**.

Thank you for social distancing on campus.

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# Guidance on COVID symptoms & test and trace

## What do I do if you have symptoms or a positive test?

Covid-19 symptoms include:

- **A new continuous cough.** Coughing a lot for 1 hour or more, or three or more coughing episodes in 24 hours.
- **Loss of, or change to, smell or taste.** Do things smell or taste different to normal?
- **A high temperature.** Do you feel hot to touch on your chest or back?
- **A helpful video guide can be viewed here.**
- Thermometers are available within the first-aid kit of each College Households or via the JCR welfare team. A thermal remote thermometer is also available at reception.

If you have any of these symptoms, you must:

- self-isolate (NHS guidance available [here](#))
- book a Covid-19 test
- inform the University using the dedicated page on duo (Banner Self Service). *This will ensure that the University are automatically informed and can take the necessary action.*

## If you live in College accomodation

- Between the hours of 8am - 4pm, please inform College staff via telephone 0191 3343358 or [chads.support@durham.ac.uk](mailto:chads.support@durham.ac.uk)
- If it is out of office hours, please inform the duty porter by telephone on 0191 3343358 or 07968 690830 who will inform the College officer on duty.
- **Do not leave your accomodation to inform us.**

## Living out

- If you live out, you must also inform those who live with you, or the management of your accommodation.
- **You must also inform College as shown above.**

**All of the above also applies if you do not have symptoms, but have received a positive test result.**

## NHS Test and Trace

- If you have been instructed by NHS Test and Trace to self-isolate because a contact has had a positive test result, you must also...
- Inform the University using the [dedicated page on DUO](#) (Banner self-serve)
- Please also inform College, [chads.support@durham.ac.uk](mailto:chads.support@durham.ac.uk)
- Follow the advice provided to you to help protect yourself and protect others. By working together, we can maintain a healthy community.

Further advice and information can be found via these links:

<https://www.dur.ac.uk/coronavirus/youruniversity/>

<https://www.bbc.co.uk/news/av/health-54182329>

# Student Support

- College Student support will be accessible in person or on-line depending on preference, need and prevailing DU advice.
- Where possible, please try to arrange an appointment in advance by e-mail – either via [chads.support@durham.ac.uk](mailto:chads.support@durham.ac.uk) or directly with a member of the Chad's support team (Eleanor, Jeanna, David and Ashley).
- At least one member of the College support staff will normally be in College in person during office hours, Monday – Friday.
- **Urgent needs outside of these hours should always be directed via the duty porter who has access to the College Officer on Duty 24/7.**
- NHS (when your GP surgery is closed) – 111 – please note that the NHS has requested that the online service at <https://111.nhs.uk/> be used in the first instance instead of the phone line due to high demand
- Samaritans - 116 123 (freephone)
- Emergency services (Police, Fire, Ambulance) – 999
- Crisis Team (mental health distress) – 0800 0516 171
- You can access emergency medical help from your local Accident and Emergency Department (24 hours)
- Further information is available at <https://www.dur.ac.uk/counselling.service/selfhelp/crisis/>



