

Protocol for visitors and guests

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Author: Senior Tutor and Bursar

While COVID infection levels remain high in England, access by visitors and guests to Sidney Sussex College remains subject to some restrictions.¹

The College is adopting a risk assessment based approach, and keeps its COVID protocols under regular review to ensure restrictions applicable within it are appropriate to the collegiate setting, proportionate, and in line with Government and University guidance: please consult <https://www.sid.cam.ac.uk/about-sidney/published-information/college-policies-protocols-and-statements> for the current version of this and other COVID-Protocols.

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¹ "Visitors and guests" refers to any individual who is seeking to visit the College and is not a current Sidney student, Fellow, other academic staff member, or staff member.



1. Introduction

COVID-related College rules and guidance (“Covid Protocols”) aim to protect the health and safety of our members and of the wider community by reducing the risk of transmission. They are readily accessible from the [college website](#), and are based upon, and interpreted in the light of [Government COVID-19 guidance](#) and [University COVID-19 guidance](#).

2. Guidelines for all visitors and guests

Anyone intending to visit the College must adhere to the following guidelines for the duration of the visit.

- There must be a permitted reason for visiting the College (as outlined in this protocol). Drop-in visits are not permitted.
- All those present should take note of the signage in College and follow any guidelines as necessary.
- All visitors and guests should sanitise their hands using the dispenser provided outside the Porters’ Lodge before entry, and anywhere else around the College site where a dispenser has been provided.
- All visitors and guests must follow the College’s [face coverings protocol](#) (unless exempt) and should bring a face covering into College.
- All University members must carry their University ID card whilst they are visiting. Members may be asked the purpose of their visit and may be asked to leave if they are in College for a reason not covered in this protocol.

3. Visits for undergraduate supervisions

Students from other Colleges may visit for undergraduate supervisions. Supervisions may take place indoors or in the college gardens. Please see separate supervision policy for more details.

4. Visitors for other academic- or business-related reasons in College

The College remains closed to general visitors until further notice in an effort to reduce transmission and keep our College community and the wider community as safe as possible. Visits may be permissible in some circumstances. Please review the information outlined below for more detail.

4.1. College-related business

Visits for College-related operational work purposes are permitted provided they have been pre-approved by the Domestic Bursar (e.g. contractors relating to building works).



4.2. College facilities (e.g. library, chapel, cafeteria, gardens)

College facilities are restricted to use (within the permitted guidelines) by current Sidney members only, unless otherwise stated below, or until further notice.

- **Library:** External guests are permitted only by agreement in advance with Library staff. If for some reason Library staff cannot be consulted (e.g. a student wishing to study in the Library with their guest at the weekend) then the matter should be decided by the Porters. See [List of accessible areas in College](#) for details of opening hours and COVID-19 secure arrangements.
- **Catering:** Catering services, including Formal Halls during Full Term, are being provided for current Sidney members who are permitted to bring a guest.
- **College bar:** The College bar is closed during the Long Vacation but can be made available as an event space.
- **College gardens:** The College gardens may be used by members of College and their visitors. For organised events, the gardens may be used with prior permission of Domestic Bursar.
- **Chapel:** The Chapel is open for private prayer to residents on the College main site. There are no services during the Long Vacation.
- **Printing facilities:** Printing facilities are available in the 'Hall Court Print Room' to any current Sidney member who is resident in Cambridge or working in College. No external guests are permitted. Send printing to Sid_FindMe and release it in the Hall Court Print Room. The Print Room can be accessed from the passage between Chapel Court and Hall Court. <https://www.sid.cam.ac.uk/life-sidney/it/printing>. The Print Room should only be used by one person at a time unless face coverings are being worn.
- **Post room:** Sidney members are permitted to collect post from the post room or Porters' Lodge as applicable, although anyone who is not resident on the main College site is encouraged to direct deliveries to their hostel or private accommodation address where possible.

4.3. Archives

The college archives are housed in the Muniment Room. No visitors are permitted over the Long Vacation.

4.4. Boat-house

The Boat-House, shared with Corpus Christi, Girton and Wolfson, is closed for renovation during the Long Vacation.

4.5. Sports field (located at St John's College)

The sports field, which the College shares with St John's College and Magdalene College, is open for daily exercise, and organised sport, within the government guidelines. The sports field is on St John's land and is subject to the protocols set out by St John's.



5. Visits from prospective students

Prospective students may arrange to visit the College and should refer to the guidelines below. Please note that a virtual tour of College is available on the [Sidney Sussex YouTube channel](#).

- You must book your visit in advance by alerting either the Undergraduate Admissions Office (admissions@sid.cam.ac.uk) or the Postgraduate Admissions Office (gradoffice@sid.cam.ac.uk) (depending on whether you will be applying for undergraduate or postgraduate study). Visits must then be logged with the Porters' Lodge.
- Please check in at Porters' Lodge on arrival. You should leave your contact details for the purposes of [NHS Test and Trace](#).
- You may collect a College map, and guided tour sheet if available.
- Visits are limited to 'household' groups only, or a socially distanced group of no more than six individuals.
- Access is limited to the grounds only. There is no access to any College buildings.
- Please stay on-site for no more than thirty minutes
- If, following your visit, you would like to make an appointment to discuss any questions with the Admissions team, we would be pleased to arrange it.

6. Visitors and guests for social activities

Social visitors, including alumni and those with dining rights, are not currently permitted unless meeting a current member of College as set out elsewhere in this protocol.

7. Visitors and guests to student households within College

Inter-household social visits may take place subject to the following guidelines:

- students should be mindful of concerns that their fellow household members may have relating to visitors and increased risk of infection and consequent isolation;
- students should aim to meet friends from other Colleges or Sidney households outside wherever possible;
- visitors are allowed to visit Sidney households in College accommodation; however when a visitor is present, the maximum number of students in a room at any one time should be a maximum of 6 in order to maintain social distancing and prevent COVID transmission
- visitors are not allowed to use the household's communal areas (e.g. kitchen/gyp);
- gatherings in students' rooms, whether including guests or otherwise, must not result in excessive noise after 10pm.

Other people may enter households for the following reasons:

- health and quarantine-related visits– e.g. delivering food to quarantining or self-isolating residents. Deliveries of food must be made without any contact with the person to whom



the delivery is made. The food parcel must be left in an agreed location and the receiver must only collect it when the deliverer has stepped at least 2 metres away from it. There must be no social interaction associated with these deliveries.

- maintenance (by appointment);
- cleaning – bedders will access for cleaning of communal areas (e.g. shared kitchens and bathrooms) provided that there is no resident in the shared area.

8. Conference guests and events

Guests are permitted for guest room bookings, including bed and breakfast, conferences and events.