

Protocol for supervisions and academic meetings in College

Last reviewed: 12 May 2021 by sub-group of Operations Working Group

Author: Senior Tutor

The following protocol covers the use of Fellows' offices and residential sets, bookable supervision rooms (eg Chapel Ct 1 and 2, Jesus Lane, B3), and larger spaces (eg Old Library, Knox-Shaw Room) for supervisions, classes (eg HAP, PratCrit), and Director of Studies (DoS) meetings. It is essential that all those taking part in these meetings fully respect its provision to reduce the risk of viral infection and transmission.

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Awareness of protocol

- A copy of this Protocol and the Room Capacity Notice must be on display outside all locations in which supervisions take place unless taking place outdoors in an area where display is difficult; the Accommodation Office will take responsibility for this.
- Supervisors are responsible for bringing the Protocol to the attention of all students in advance of their attending the first supervision, and for stating explicitly that permission to attend the supervision is conditional on prior acceptance of its provisions by return email.

Outdoor supervisions

- Supervisions can take place outdoors without masks subject to the rule of 6 and social distancing of 2 metres complied with.

Indoor supervisions - prior to supervision

- In advance of each am/pm bloc of supervisions, each bookable room will be laid out in standard configuration as part of a twice-daily COVID secure cleaning



- routine¹;
- Fellows' offices will have been COVID-secure cleaned on each weekday morning;
- Supervisors must keep a full record of those students they have taught (date of supervision, and the name, crsid and College of each supervisee) for a minimum of 21 days, for contact tracing purposes.

Arrival and access to supervision room

- Face coverings must be worn upon entering College, according to the separate [face covering protocol](#).
- When inside the supervision room, the rule of six should be observed (i.e. no more than six participants including the supervisor) and the windows and doors in the room should be open to achieve a good flow-through of ventilation (see social distancing and ventilation section below).
- Face coverings should also be worn unless:
 - it is possible to achieve 2m distance distancing;
 - and there is prior agreement of all participants to remove face-coverings.
Supervisors should take special responsibility to ensure that all parties in their supervisions are comfortable with such a decision.
- Hand-sanitizer must be used before entering/when leaving any College location where it is provided (entrance to staircases/corridors/rooms).
- Contact with surfaces (door handles, staircase keypads, lifts) must be minimized: e.g., many unlocked doors can be opened with an elbow/foot; staircases should be used instead of lifts.

Social distancing and ventilation

- Only rooms with sufficient ventilation (ideally allowing air flow across the room through two open windows on different walls) will be used for supervisions;
- No more than the maximum number of persons, and up to a maximum of six, allowed in the risk assessment are permitted in the room at any one time;
- Windows are to be opened to provide ventilation;
- Supervisions will start 5 minutes after and end 5 minutes before the hour; during the 10- minute interval, the room door as well as the windows must remain open for

¹ A Covid secure clean involves the sanitising of tables, chairs, touch points etc. This would be completed each morning for the Fellows offices, and twice a day for bookable areas (depending on when they are not in use). The Accommodation Office can also order and provide additional wipes, cloths and disinfectant to Fellows in case they have numerous supervisions in a day.



additional ventilation, and the supervisor will wipe down door handles, and instruct leaving students to wipe down the surfaces they may have been in touch with (e.g. table, back of chair).

- Students should not enter a building until just before their supervision's starting time, to minimize the amount of time spent in a group in corridors, stairways and other enclosed locations;
- Students with a medical exemption from wearing face coverings, or who would be unable to take part effectively in a supervision given this requirement (e.g. because of hearing impairment), will be identified and supported by their Tutor and DRC in exploring alternative arrangements with their DoS and supervisors.

Shared equipment

- It is the responsibility of the supervisor to inform students in advance of whether a whiteboard will be used; in that case, each student and the supervisor must bring along whiteboard markers and a wipe-down cloth for their exclusive personal use.

Hygiene

- A 10-minute period between supervisions is expected, to allow for cleaning of the room and its key contact surfaces by the supervisor. This also permits separation of arriving and departing students to limit contact and crowding of entry points;
- The Accommodation Office ensures that each supervision location is supplied with hand sanitiser and the other cleaning supplies specified in the Room Capacity Notice, and it is the supervisor's responsibility to instruct all participants to make use of them to sanitize their own hands and surfaces they may have been in contact with;
- Designated toilets with hand washing facilities will be available for emergency use only, and their location indicated in the "Capacity Notice" for each room for use by supervisees. These facilities will be deep-cleaned twice daily on weekdays; students should be asked to limit their use to last resort, in order the help contain infection risk further;
- The supervisor is responsible for:
 - providing clear guidance on the most direct route to the supervision room in advance of their first meeting with students, instructing them to follow that route exclusively and promptly on arrival and departure;
 - arranging for written work to be submitted in digital rather than paper form, and for returning marked assignments in the same format.

Displaying COVID-19 symptoms during supervision

Most people with coronavirus have at least 1 of the following symptoms:

- a. **a high temperature** – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)
- b. **a new, continuous cough** – this means coughing a lot for more than an hour, or 3 or



more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)

- c. **a loss or change to your sense of smell or taste** – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal
- If anyone in attendance starts experiencing possible COVID-19 symptoms, they must;
 - a) leave the building immediately, to return to their Cambridge residence;
 - b) follow their College's guidance on notifying College, self-isolating, and arranging a test.
 - The supervision is suspended, with all participants leaving the room (teaching space in the case of a supervisor teaching in their residential set), and returning to their residence;
 - The room/area will then be isolated for cleaning, sanitising and disinfecting in line with [PHE guidance](#) for cleaning of non-healthcare settings.
 - The supervisor will hold any further scheduled supervisions virtually until the symptomatic student's test result (or the supervisor's own test, if arranged in response to the incident) is known;
 - It is especially important that all those attending the relevant supervision follow public health guidance by:
 - a) self-monitoring for symptoms of COVID-19 and
 - b) following instructions received through NHS Test and Trace.