This supplement includes new or additional information specifically for MT20. You should also follow the main College Handbook and Regulations. Inquiries about this supplement may be directed to the College Office.
Covid-19 Testing Information

You should only book a Covid-19 test if **one or more** of the following applies to you:

- you have one or more of the main symptoms of Coronavirus (see symptoms list below)
- you have been told to book a test by EAS/PHE/NHS Track and Trace
- you have been in close contact with someone who has tested positive

Please be aware that if you have been instructed to self-isolate due to contact with a confirmed case, you will have to complete the 14 days isolation, regardless of the result of a test.

Main symptoms of Coronavirus are:
- a high temperature
- a new, continuous cough
- a loss or change to your sense of smell or taste

If you have these symptoms then:

1. **Book a test** with the University testing service at [https://www.ox.ac.uk/coronavirus/health/covid-testing](https://www.ox.ac.uk/coronavirus/health/covid-testing)

2. **Inform** the College by emailing covid19@keble.ox.ac.uk
   If you do not receive a reply from this email within 5 minutes then:

3. Phone the Lodge 01865 (2)72727
   The Lodge will contact one of the key individuals in College. This individual will then contact you as soon as possible to discuss the practical arrangements of self-isolation.

4. **Self-isolate** wherever you are

Certain symptoms are also a ‘red flag’ and you should contact 111 for further medical advice:

- Severe shortness of breath at rest or difficulty breathing
- Coughing up blood
- Blue lips or face
- Feeling clammy and cold with pale or mottled skin
- Collapse or fainting
- Becoming difficult to rouse
- Feeling confused
- Little or no urination.

Notes
You may inform other members of your household and encourage them to self-isolate or you can ask the key individual to do this on your behalf.

You can begin to think about any close contacts you might have had. The testing service will be asking you about this if you test positive.
A close contact is anyone who has had face-to-face contact (less than 1m distance) with an infected person in the 48 hrs before the onset of symptoms OR up to 10 days from the onset of symptoms OR spent more than 15 minutes within 2 metres of an infected person in the 48 hrs before the onset of symptoms up to 10 days from the onset of symptoms.

So that the University’s COVID-19 Testing Service can contact you as quickly as possible, it is important that your mobile phone number is included in the Student Record. If you are a student, please log in to Student Self Service and check your mobile number in the ‘my contacts information’ section is up-to-date.

You may receive an email to say you need to self-isolate in your bedroom as someone in your household is showing symptoms or has tested positive. We recommend that you begin to stock up on essential items and snacks in your room, in the event that you receive this email.
Student Responsibility Agreement

All students are asked to sign the Student Responsibility Agreement (copied below), where possible before coming into residence but otherwise as soon as possible thereafter. If you are concerned that because of disability or other medical reasons you are not able to follow all the health measures place, and therefore are uncertain about signing the Agreement, please contact the Welfare and Disability Officer in College (Trish.Long@keble.ox.ac.uk). Students not able or not willing to sign for reasons other than medical should inform the College Office. Failure to sign without good cause may lead to action under the provisions for non-academic discipline.

Should you believe that someone’s conduct is persistently and unreasonably creating serious risk, in the first instance contact either a Junior Dean, the Sub-Dean, or the Dean. They can identify what appropriate next steps can be taken, for example a discussion with the individual about their behaviour and if necessary referral for action to be taken under the relevant disciplinary framework.

However please also bear in mind that every circumstance will be different and any response must be appropriate and proportionate. For instance, if you are worried about someone not wearing a face covering in shared indoor space or not following distancing requirements, they may have justification for this, such as a health condition. It is important you remain mindful of possible valid reasons for not wearing a face covering, and not challenge an individual about this, no matter how tactfully.

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COVID-19 Student Responsibility Agreement

1. As a collegiate University, Oxford is committed to fostering an inclusive culture which promotes equality, values diversity and maintains a working, learning and social environment in which the rights and dignity of all its students and staff are respected.

2. The purpose of the Agreement is to secure everyone’s agreement to protect ourselves and each other within the University, the colleges and the wider Oxford community. It is an affirmation of shared values – community, consideration for others, respect and tolerance, and inclusion. It supplements students’ existing responsibilities under University and college policies.

3. Adapting to life in the University and city of Oxford under COVID-19 safety measures is new to everyone. Students and staff will need to develop new habits and make adjustments to their daily life to enable academic and social activity to take place as safely as possible. In learning to do so, we need to treat each other with patience and understanding.

4. The University and colleges have committed to putting measures in place to minimise health risks to students, staff and the wider Oxford community. Each student also has a responsibility for both their own health and that of others, especially those with vulnerabilities. Maintaining social distance at all times in community spaces, avoiding large gatherings and being mindful of the needs of those alongside whom we live, work and travel will help reduce the risks for everyone.
5. In order to protect our community’s health and support our collective wellbeing during the COVID-19 pandemic, each student is expected to make the following eight commitments about their behaviour by signing this Agreement.

i. I will abide by all national public health regulations brought in to stop the spread of COVID-19. I will also follow the University and/or colleges’ specific guidance on health measures, together with local public health guidance as relevant for the circumstances I am in.

ii. I will request a test via the University’s Testing for Covid-19: Early Alert Service (EAS) immediately if I experience COVID-like symptoms, and I will notify my College and Department nominated contact accordingly. I will follow all instructions from the EAS, including in relation to self-isolation.

iii. I understand that COVID-19 is a public health issue and will cooperate fully with University, colleges and public health authorities, including participating fully in any contact tracing as requested.

iv. I will practise effective hygiene methods to limit contact transmission, including regular thorough handwashing with soap, the use of hand sanitisers as requested, the wiping down of surfaces and the correct wearing and disposal/washing of face coverings.

v. If I live in college/University accommodation, I will follow college/University guidelines on how I may interact with and share communal spaces with members of my household. If I live in a private household I will follow the relevant Government/Public Health England guidance. I will also follow guidance regarding how or whether I may enter others’ households and any limits on the number of people allowed to visit a household.

vi. I will show respect and consideration for the collegiate University and wider Oxford community. I will adhere to social distancing requirements and maximum group size rules, I will follow all rules and signage about expected behaviour for the space I am in when interacting with anyone outside my household, whether in college, University premises, on public transport or elsewhere in the city.

vii. I will adhere to the University’s policy and Government rules on wearing face coverings, which will include the requirement for face coverings to be worn for in-person teaching indoors and in any shared indoor spaces.

viii. I understand that I am responsible for ensuring that my guests adhere to these same standards of behaviour in University, college or other spaces.
Face coverings

All members of College are required to abide by the University Face Covering Policy and the Keble Face Covering Policy (copied below). Individuals who are exempt from wearing face coverings are encouraged to contact the Welfare and Disability Officer (Trish.Long@keble.ox.ac.uk) to discuss the options for college teaching. In cases of hidden disability or similar medical cause, the College will abide by the principles of the Equality Policy.

College members are reminded that, because there are individuals who are exempt from using face coverings, they should not challenge individuals who are not wearing one. Nonetheless, if they have any concerns, they should contact either the Senior Tutor (the Disability Lead) or the Welfare & Disability Officer. They may do so in confidence.

Face Covering Policy & Guidance: Keble

As members of one of the colleges of the University of Oxford, Keble staff and students will be expected to abide by the University face covering policy (including exemptions where appropriate). This document sets out the local, college-specific, guidance.

Face coverings must be worn (except by those who are exempt) when entering college buildings and in all shared indoor spaces. These include:
- Teaching and meeting rooms
- Common rooms
- Collaborative learning spaces
- The bar (unless eating and/or drinking)
- Corridors and circulation spaces, including the Lodges and the main staircase leading to Hall and the queue for the servery
- The marquee (unless otherwise specified)
- Chapel (with limited exceptions)
- O’Reilly Theatre
- College gyms and boathouses

The exceptions are:
- Single-occupancy offices and student bedrooms
- Defined households in student accommodation
- Hall, café and dining areas while eating and/or drinking
- Shared offices, when seated at least 2m away from others
- Lodge staff working behind protective screens
- Quads and open spaces
- College vehicles (unless there is more than one person in the vehicle)

Some people will have legitimate reasons why they are not able to wear a face covering. Some of these reasons may be hidden. Some individuals may choose to use a sunflower...
lanyard or other symbol of a hidden disability but people should not be asked if they have an exemption or the reason for it.

Staff and students (and contractors, visitors, and members of the public) are responsible for providing their own face coverings for use in college buildings. Where face masks (i.e. surgical standard) are required as an item of PPE through risk assessment, then the College will provide these.

The Parks Road and H B Allen Centre Lodges will have disposable face coverings for sale (80p each).
S1. Public Health

You must follow government, national and local – including University and College - public health rules and guidance relating to COVID-19, and obey any instructions given by NHS track and trace or public health officials.

S2. Lodges

S2.1 Lodge on Main Site

The Lodge has a one-way system with 2 people allowed in at a time. There is no access via Pusey Staircase 1, which is a residential staircase.

Entry to the Pidges will only be via the main lodge, one person at a time allowed within the area.

Parcel collection will only be available between 2:00pm-3:00pm. If you have ordered an item which is time sensitive, please use a click and collect service.

S2.2 Lodge at H B Allen Centre

The Lodge operates with the usual pattern of access. There are hand-sanitation stations at the entrance; please make use of them. Parcel collection will only be available between 2:00pm-3:00pm. The pidge area in Sarah Acland House can be accessed via the front door with one person allowed in the area at a time.

S3. College Office

Access to the College Office is for staff only. Students who wish to contact the College Office (for example about lost University cards, visa and passport details, examination arrangements, transcripts etc.) should email College.Office@keble.ox.ac.uk.

S4. The Bursary (Accounts)

The Bursary will not be open to visits in person.

S5. Library and Reading Rooms

The Library will remain closed as a place of study at the start of Michaelmas term. The Bar, the Arco basement meeting rooms (Stafford Crane and Jean Robinson) and the Shilston Room in HBAC are all designated reading rooms and intended for quiet study. They are open to readers between 7.00 and and 11.00 pm each day. The capacity of the reading rooms is shown on the doors. Please ensure you maintain social distancing whilst using these areas.
From 0th week (5\textsuperscript{th} October) an e-mail and collect service for books will be operating outside the library twice a day, Monday to Friday, from 10.00 – 11.00am and from 3.00pm – 4.00pm. Students should request books by using the attached form and sending it to librarian@keble.ox.ac.uk. Requests should be received by 5pm the previous day. You must bring your Bod card with you to collect books and may only take out books for yourself.

Books should also be returned at these times. All books have to be quarantined for 72 hours so there may be a delay in them being taken off your record. For this reason no fines will be charged for Michaelmas term.

Undergraduates and postgraduates may borrow up to 15 items at a time. For undergraduates, books are lent for the term (due back on Wednesday of 8\textsuperscript{th} week) or for the vacation (due back on Wednesday of 1\textsuperscript{st} week of the following term). For postgraduates, books are lent for two months. This is a link to the Library Guide for 2020 – 2021 on the Keble website https://www.keble.ox.ac.uk/wp-content/uploads/Library-Guide-2020-2021.pdf. Some of the information will not be relevant until the library re-opens for study again, but you should read the information on Searching the Catalogue and Electronic Resources.

For Michaelmas term, photocopying and printing facilities will be available outside the Computer Room.

The intention is of course to re-open the Library for study as soon as is feasible. Please e-mail the Librarian at librarian@keble.ox.ac.uk or phone her on my direct line which is 72797 if you have any queries or if she can help you in any way.

\textbf{S6. Common Rooms}

The common rooms (JCR, MCR – both sites - and SCR) are open 7.00 am to 11.00 pm each day. The maximum number allowed in the common room at any one time is six, and social distancing must be observed at all times. Although limited in capacity, these are shared spaces and users should not attempt to monopolise them for long periods.

\textbf{S7. The Marquee}

The marquee provides a large well-ventilated space for members of the College to gather whilst maintaining social distancing. It can be used for a range of activities including formal College meetings, classes, collaborative study, informal gatherings and organised performing arts events. The marquee is normally open from 9 a.m. to 7 p.m. daily. If an evening event is scheduled the marquee may be closed earlier in order to prepare for it. The marquee must not be used for social gatherings apart from as set out below. Face coverings must be worn by everyone using the marquee unless otherwise advised by a Fellow or senior officer of the College.
Opening and closing

Housekeeping staff will clean and open up the marquee on weekday mornings. At weekends the marquee will be opened by the Porters. This will involve unzipping and tying back four door panels, namely:

- The west side of the north hexagon (i.e. the hexagon nearest to ARCO)
- The north side of the west hexagon (i.e. the hexagon nearest to the bike racks)
- The south side of the east hexagon (i.e. the hexagon nearest to the L4 passage to Liddon)
- The east side of the south hexagon (i.e. the hexagon nearest to the service yard)

These door panels must remain open throughout the day to provide adequate ventilation.

The Porters will close up the marquee door panels at the end of each day. Anyone entering the marquee after it has closed for the day will be reported to the Dean.

Daytime use

In its normal daytime configuration on weekdays the internal curtains will be drawn in the north and south hexagons to create two separate teaching spaces. These may be booked by tutors through the Accommodation and Conference Office. If they are not being used for tutorials they may be used for private or collaborative study. The maximum capacity for each hexagon is twelve people. Social distancing must be observed at all times and users must wipe down any chairs and tables they use at the start and end of their visit.

The combined east and west hexagons will provide what might best be thought of as an additional common room space where up to twenty people at any one time may meet. Junior members may consume food and non-alcoholic drink in this space. Given that teaching may be taking place in the adjoining hexagons, conversation should be conducted at a low volume. No music or other amplified sound is permitted. Social distancing must be observed at all times and users must wipe down any chairs and tables they use at the start and end of their visit.

Evening use

Evening events must be pre-booked with the Accommodation and Conference Office at least two working days in advance and must be supervised throughout by a Fellow or senior officer of the College. In the normal evening configuration the internal curtains would be drawn back to create a single space. The door panel on the north side of the west hexagon may be closed (because it opens onto the stage) but the other three panels must remain open. The Supervisor of the event should consider whether to open further door panels (the east side of the north hexagon and the west side of the south hexagon) to provide additional ventilation, taking into account the numbers at the event.

Evening events will typically involve live performances from the stage, with the audience seated in the socially-distanced floor hexagons. No special arrangements will be permitted.
for members of the same household to sit closer together. The maximum audience capacity is **seventy-five people**. When going to their seats people should avoid walking through occupied hexagons: that is, they should walk on the hexagon boundary lines to get to their seats. Food and drink may be brought in to the event provided all containers, packaging, leftovers etc. are taken away by the persons concerned at the end of the event.

No more than **four performers** may be on stage at any time and all performers must follow social distancing rules. If the performance involves amplified sound, stage lighting, cameras or recording equipment, this must be controlled by College’s A-V technician or someone authorised by him to use the equipment. No-one else may touch or use this equipment.

The event must finish in time for the Porters to close the marquee at 10 p.m. at the latest.

**Exceptional events**

Anyone wishing to organise an event that falls outside the guidelines set out above should in the first instance consult with the Domestic Bursar or the Senior Dean.

**S8. Other Spaces**

The **Computer Room** in the basement of the Warden’s Lodgings is closed until further notice. There is a printer and photocopier in the lobby outside the Computer Room which may be used. Users will be required to follow the posted hygiene instructions.

The **Laundrettes** will operate as usual; they are now cashless. Charges are currently £3.00 per wash drying is free of charge. Washing powder tablets may be purchased from the Lodge, current price is 50p for two tablets.

The **Gyms** are closed between 5th November and 2nd December during the national lockdown.

**O’Reilly Theatre**

Until further notice the O’Reilly Theatre is closed for performances but available for Tutors to book for College and University teaching.

**S9. Chapel**

The Chaplain writes:

“As you may be aware, the current lockdown restrictions mean that churches can no longer hold services. The Chapel, however, is part of our communal life and falls within the University’s exemptions for certain kinds of events. As such, **our services in Chapel will continue and it will be possible for members of the College to attend**, subject to maintaining the necessary social distancing arrangements. The Choir will continue to sing on
Sunday at 5.30pm, Wednesday at 6pm, and Thursday at 9pm. These services will also be live-streamed via the Chapel YouTube channel. There are strong welfare reasons for keeping these going, and I hope you might take the time to enjoy them.”

“It will not be possible to have a congregation present at our Advent Carol Service on the last Sunday of term, though this will be live-streamed for you. We hope that we will be able to have a more interactive Christmas Carol service on the Friday of eighth week, once the current restrictions come to an end.”

The Chaplain is available to meet online or in a socially-distanced way to discuss any religious or welfare matters. To arrange to meet or for more information, please contact nevsky.everett@keble.ox.ac.uk.

S10. Arrangements for Eating in College

Mealtimes in MT 2020 are:

<table>
<thead>
<tr>
<th>Meal</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Breakfast</td>
<td>07.30 am – 09.30 am</td>
</tr>
<tr>
<td>Brunch</td>
<td>10.30 am – 12.00 pm</td>
</tr>
<tr>
<td>Lunch</td>
<td>12.00pm – 14.00 pm</td>
</tr>
<tr>
<td>Dinner</td>
<td>17.30 pm – 19.30 pm</td>
</tr>
</tbody>
</table>

All meals must be pre-booked using the online system as usual.

There is a one-way route clearly marked from Liddon Quad using the main staircase. One side is up, the other down. On entry into the Dining Hall please ensure 2m distancing is maintained whilst queuing and ensure you wear a face covering. There are 75 spaces within hall that are clearly marked.

On sitting down take off your covering and put it in a plastic bag or a pocket. Do not put it directly on the table. When you have finished your meal please put your covering back on and recycle your cutlery and plate in the bins supplied.

If the Dining Hall area is full you may take your meal to the marquee, one of the reading rooms in the Bar and ARCO, to your own room, or outside in the grounds. The only exception is the Chapel, where meals should not be taken. Please recycle your cutlery and plate in the bins supplied.

The H B Allen Centre Café will be open from 08:30am-15:30pm, serving a limited menu. During the national lockdown (5th November – 2nd December) service is takeaway only.
S11. Households

If you are living in college accommodation you will have been placed in a ‘household’. If you’re unsure about what household you are in, please contact the Accommodation and Conference Office (accommodation@keble.ox.ac.uk). In Keble, households are generally six to eight people who live in close proximity and who share a kitchen, a bathroom, or a common space such as a landing or (in Hayward and De Breyne quads) a staircase.

General information on the meaning of a household, and how it will affect you, can be found on the University website, here.

Although you are not required to interact only with other members of your household, they are people with whom you can – if you wish – suspend the normal rules of social distancing. Other household members are automatically regarded as close contacts. If one person in a household has to self-isolate, so do all other members of that household.

You must remain distant from other households, whether in Keble or other colleges, and you cannot share their facilities.

If, for any reason, you are having difficulties arising from your membership of a household you should contact a Junior Dean, the Sub-Dean, or the Dean.

Under no circumstances should you attempt to move to another household without first seeking the permission of the Accommodation and Conference Office.

S12. Guests

You must remain distant from other households, whether in Keble or other colleges, and you cannot share their facilities. You should not have guests from other households (including family members) in your Keble household. Because of the likely pressure on capacity, guests from outside College are not permitted in Hall.

S13. Cleaning

There are lots of hand sanitising stations and wall mounted dispensers throughout the College, please use them regularly when walking around and entering buildings. Please also regularly wash your hands with soap and water.

S13.1 Room cleaning

Please see section D (Parks Road) and E (HBAC) for full details on domestic arrangements. From MT20 there are new regulation about cleaning individual rooms. The passages below are taken from the main College Handbook and Regulations.

Cleaning of shared kitchens, common areas and shared bathrooms will be carried out daily (Monday – Friday). However, Junior Members should nonetheless ensure that they keep
the kitchens clean and tidy between visits for the benefit of other residents. It is your responsibility to wash, dry and put away all your plates and cooking utensils daily, failure to do this means kitchens cannot be cleaned properly.

Individual rooms are the responsibility of the Junior Members and College cleaners will not enter occupied rooms. It is therefore the responsibility of the Junior Members to clean their room regularly, i.e. weekly as a minimum, to ensure that it is fit to be handed over when the Junior Member leaves. It is important that your accommodation is cleaned throughout your stay to avoid cleaning charges at the end of your licence. Cleaning equipment (such as vacuum cleaners, chemicals, cloths etc.) will be provided and Junior Members are not allowed to bring their own cleaning materials.

Full instruction and training on how to use the cleaning equipment can be provided by the Housekeeping department. When requested you must allow the Housekeeping Managers access to your room on a monthly basis for checks, you will be given one week’s notice in advance of any visit. Junior members will be advised of any shortcomings identified and given a reasonable period of time for these to be addressed. In cases where the Junior Members fail to remedy matters within the stated time, the College reserves the right to undertake the necessary cleaning and charge the cost to them.

Refuse is collected daily from outside bedrooms and kitchen areas. Keble Recycling bags are provided for mixed waste recycling. Junior Members are asked to recycle as much waste as possible and to check the notices regarding recycling to avoid contamination.

_During any periods of self-isolation, households will be advised on arrangements for cleaning and refuse collection via the Case Point of Contact (CPOC)._

_S13.2 Cleaning Public Spaces_

You might see the College’s Housekeeping staff spraying staircases and landings. Please don’t be worried, this is part of our ongoing cleaning regime and will be a feature for the foreseeable future.

When they spray the residential areas and meeting spaces, they have to stay closed for one hour for the duration of the spraying until it dries. It is very important that no one enters the treated areas during the times stated below. This information will also be on each corridor.
### Residential areas, daily from 10am – 11am:

<table>
<thead>
<tr>
<th>Day</th>
<th>Areas</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday</td>
<td>• Arco student corridors and staircases</td>
</tr>
<tr>
<td></td>
<td>• Arco toilets</td>
</tr>
<tr>
<td>Tuesday</td>
<td>• L6 &amp; L7 corridors and staircases</td>
</tr>
<tr>
<td></td>
<td>• Sloane Robinson level 3 &amp; 4 corridors</td>
</tr>
<tr>
<td></td>
<td>• Sloane Robinson staircases</td>
</tr>
<tr>
<td>Wednesday</td>
<td>• Hayward and De Breyne staircases</td>
</tr>
<tr>
<td>Thursday</td>
<td>• P4 &amp; P5 corridors and staircases</td>
</tr>
<tr>
<td>Friday</td>
<td>• L8/9 corridors and staircases</td>
</tr>
<tr>
<td>Saturday</td>
<td>• P1/2 staircases and corridors (including ground floor)</td>
</tr>
<tr>
<td>Sunday</td>
<td>• L4/5 staircases and corridors</td>
</tr>
</tbody>
</table>

### Meeting rooms, daily from 7am – 8am

<table>
<thead>
<tr>
<th>Day</th>
<th>Areas</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday</td>
<td>• Theatre – Foyer and staircase</td>
</tr>
<tr>
<td></td>
<td>• Douglas Price</td>
</tr>
<tr>
<td></td>
<td>• Seminar Rooms</td>
</tr>
<tr>
<td>Tuesday</td>
<td>• Pusey room and staircase</td>
</tr>
<tr>
<td></td>
<td>• Gibbs room and corridor</td>
</tr>
<tr>
<td></td>
<td>• P4 toilets</td>
</tr>
<tr>
<td>Wednesday</td>
<td>• MCR</td>
</tr>
<tr>
<td></td>
<td>• JCR</td>
</tr>
<tr>
<td></td>
<td>• Gym</td>
</tr>
<tr>
<td>Thursday</td>
<td>• Arco meeting rooms and foyer</td>
</tr>
<tr>
<td></td>
<td>• Arco toilets</td>
</tr>
<tr>
<td>Friday</td>
<td>• Bar</td>
</tr>
<tr>
<td></td>
<td>• Liddon toilets</td>
</tr>
</tbody>
</table>