

Updated working arrangements for Non-Academic Staff from October 2021

Following the onset of COVID we responded with a range of emergency measures concerning staff working arrangements that have served us well up to this point. You will have seen that we have successfully delivered a number of large conference and dinner events over recent weeks and we are planning to make the start of Michaelmas Term 21 as normal as possible for everyone in College.

The government is attempting to steer the country towards a new normal by avoiding the enforcement of mandatory rules with regard to COVID protection measures. It therefore falls to us as individuals within the Keble community to reach agreement on how best to operate the College, while also considering University guidance. This will involve striking a balance between the desire of some to remove restrictions fully with the legitimate concerns of other colleagues who for whatever reason feel more risk averse. In striking this balance we recognise that we must keep the situation under very regular review to take account of changes in measures such as local COVID case rates and hospital admissions as well as recognising changes in the risk environment as we move towards winter.

After careful consideration we have decided to implement the following updates and changes to working arrangements with effect from Monday 4th October 2021.

Vaccination

All members of College are strongly encouraged to receive their first two vaccinations if they have not already done so.

Testing

We very strongly encourage everyone living, working or attending events on College to take regular Lateral Flow Device (LTD) tests.

The University's in-house COVID-19 testing service is open to all staff and students of the University and colleges, providing rapid access to free testing for those with [coronavirus symptoms](#); or who have received a positive Lateral Flow Device (LFD) test result; or who have been advised they are a close contact of, or a member of the same household as, someone who has a PCR-confirmed case of COVID-19.

Symptoms

Colds, flu and coronavirus can have similar symptoms. Some people with the Delta variant may experience symptoms similar to those of a bad cold (sore throat, headache, runny nose) with a mild fever. If you think you may have COVID, you should stay at home and [book a PCR](#) (Polymerase Chain Reaction) test.

Social Distancing

We will only mandate social distancing in areas of College where we believe ventilation is inadequate.

Face-coverings

We strongly encourage students and staff to wear face-coverings (a) where social distancing is not possible and/or where ventilation is limited and (b) in other situations where the group agrees that this is their preference.

Room Capacities and Meetings

Current room capacities were set last year assuming 2m social distancing. Room capacities are being reset to levels that provide increased capacity but that take account of the effectiveness of ventilation and clearly discourage crowding.

It is considered safe to hold face to face meetings in College if there is appropriate use of face-coverings and social distancing, depending on specific circumstances. It is expected that many meetings in College will revert to being face to face. Ultimately the decision as to whether a meeting is held face-to face or held remotely or on a hybrid basis will be at the meeting chairperson's discretion.

Homeworking

We are preparing a new Homeworking Policy that will be issued shortly. In summary, some degree of homeworking may be possible for staff who should apply through a formal procedure to their manager.

Car Parking

As of Monday 4th October, our normal, pre-pandemic car parking policy and associated restrictions will resume.

These updated working arrangements will be kept under regular review.