



STUDENT LIFE:

What to expect at St Edmund Hall in Michaelmas Term 2020

St Edmund Hall is committed to keeping its students safe and healthy as we return to College life. Below are our new **community rules** on how we will all live and work together at the Hall during 2020-21. **We respectfully ask that these are followed at all times to ensure our community stays safe and can thrive.**

In addition, we will be requiring you to sign (electronically) the university's COVID-19 Student Responsibility Agreement: please look out for a separate email from the College Registrar about this.

We have also provided some questions, answers and guidance on studying and living at the Hall.

Community Rules

Socially distance: use the college's one-way systems and maintain a 2-metre distance away from others wherever possible.

Stay in your bubble: all students must stay in their assigned household group (i.e. your social bubble) whilst in your accommodation and when having meals.

Wash your hands: wash your hands regularly throughout the day and use the hand sanitiser stations available outside the entrances to college buildings.

Wear a face covering: within college premises you should wear a face covering indoors, except in your household group area, in the Wolfson Dining Hall at meal times, and in the pop-up bar. Exemptions apply to those who have a legitimate reason which can be found on the [University's exemption list](#).

Get tested immediately: if you show [coronavirus symptoms](#) and contact the college to let us know your situation at easresults@seh.ox.ac.uk.

Stay in your room: if you are contacted by the track and trace UK system and contact the college to let us know that you are self-isolating.

Mobile phone number: remember to keep the College Office informed if, at any time, your mobile phone number changes.



Student Household Groups (Bubbles)

All students within College accommodation will be allocated to a household group or 'bubble' of up to 12 people, which is based on where you are residing during the term. **You will be expected to stay in your designated household area whilst in your accommodation and we ask that you do not move between floors or accommodation blocks.** Each household group will have access to its own designated kitchen and bathroom. No one from another household group is allowed to use these facilities. You will also have your college evening dinner in your household group. For those on the Queen's Lane site and the year 1 household at the Miller Building, we will allocate a time slot for your group to take college dinners in the evening. These will rotate so that you can still have time to pursue extra-curricular activities. Further details on meal arrangements are given below. You can move out of your household bubble when going to lectures/seminars and living your daily life.

We recognise that this is not ideal, but we ask you to keep to your household groups so that we can reduce the risk of spreading coronavirus throughout the Hall community.

If you have any queries, related to student household groups/spaces, contact the Accommodation Manager at accommodation.officer@seh.ox.ac.uk.

Your Questions Answered

When will the academic year begin?

The 2020/21 academic year will start in October as usual, in a flexible format that will blend the best of our College environment and digital provision from the University to support our students whatever their individual circumstances.

Students on particular undergraduate and postgraduate study programmes/courses will be returning from mid-August and those students coming from countries on the UK quarantine list will be arriving early in order to accommodate the 14-day self-isolation period. Other students will be returning at later dates, with Thursday of 0th week the default date for return of all remaining undergraduates.

For undergraduate freshers, you can move into your college accommodation on Sunday 4 October. **The Bursary will be contacting undergraduate freshers to assign each person a time for arrival.** Please contact the Accommodation Manager, Belinda Huse, at accommodation.officer@seh.ox.ac.uk if you have any queries.

Accommodation - how will I live at the College?

Household groups (Bubbles)

Please see the section above on household groups.



Cleaning

Students will have access to cleaning supplies (including gloves) in their kitchen and bathroom. We ask that students clean these communal areas after using them and that you clean, dry and put away all used utensils, cutlery, crockery etc **immediately after use**. This means washing up and wiping down the kitchen and within the bathroom, wiping down the sink and toilet after use.

Laundry

St Edmund Hall's laundry facilities are open and available to use. We ask students to socially distance as much as possible when doing their laundry and to use the app [Circuit Laundry](#) to check when their washing is ready for collection. As they are confined spaces, no more than two people at any one time will be allowed in the laundry rooms. Please use hand sanitiser immediately before and after using the laundry room.

What do I do if I need to quarantine?

If you have arrived from a country under the UK Government's quarantine list, you must quarantine yourself (currently for 14 days) in your accommodation. You must contact the college via Belinda Huse, the Accommodation Manager at accommodation.officer@seh.ox.ac.uk to notify us of your situation before arrival.

Having to pay for food and accommodation during quarantine is causing me financial hardship, will the College offer me any support?

Any current student experiencing financial hardship can apply to the College hardship fund, see <https://www.seh.ox.ac.uk/students/hardship>.

Can we stay in College over the holidays if we have vulnerable family members?

If you need to stay in College accommodation over either the Christmas or Easter breaks, due to a vulnerable family member preventing you from returning home or Covid-related restrictions on travel to your home country, then the College will endeavour to assist where it can. Please email the Accommodation Manager, Belinda Huse, at accommodation.officer@seh.ox.ac.uk to check that this is possible in the first instance, confirming the reasons why you need to stay, and available options will be outlined to you. If the College is able to assist then you will be charged the daily room rate.



What do I do if I become ill?

If you show coronavirus symptoms you must do the following:

- **Isolate:** you must self-isolate for the period that you are advised to do so.
- **Test:** Contact the University of Oxford's Covid-19: Early Alert Testing Service Booking is done online at <https://earlyalert.medsci.ox.ac.uk/>. You will need to sign in using your SSO, and you will need to be on a University network, Oxford eduroam or VPN. You will need to complete a booking form, giving your personal details including NHS number, and confirm that you have symptoms that you feel could be due to COVID-19 infection. You will be given a choice of times and, if both testing centres are open, a choice of locations.
- **Contact** easresults@seh.ox.ac.uk to report that you are self-isolating. If you haven't access to emails for any reason, then please phone the College Lodge (2)79000 to report in without delay.
- **Results:** if your test is positive, you must complete the remainder of self-isolation period as per the official medical advice you receive.
- **Share contacts:** if you test positive for coronavirus, the NHS Test and Trace service will send you a text or email alert or call you with instructions of how to share details of people with whom you have had close, recent contact and places you have visited. It is important that you respond as soon as possible so that we can give appropriate advice to those who need it. You will be told to do this online via a secure website or you will be called by one of their contract tracers.

Do I need to wear PPE (Personal Protective Equipment) at college and where can I get this?

Face coverings

Introduction

St Edmund Hall follows broadly the [University of Oxford's face covering policy](#). The following sections outline what this means in the College context.

When you should wear a face covering

Students are expected to wear face coverings (except by those who are exempt - [see the University's exemptions](#)) when in internal college spaces, during in-person teaching settings (tutorials, seminars, classes, viva examination), in shared research laboratory spaces, workshops and teaching laboratories/practical classes, when inside office spaces, meeting rooms and spaces, common indoor areas (toilets, kitchens, post rooms, social areas) and circulation space (corridors, hallways, lifts and stairwells), in the College Library and when it is not possible to socially distance. If you are in doubt over whether you should wear a face mask, please put one on. Consult the [University of Oxford Face covering policy](#) for more details and exemptions.



There is increasing evidence that wearing face coverings can reduce transmission of coronavirus from an infected person to others. Therefore, the wearing of face coverings is to be considered a social responsibility for those members of the collegiate University who can wear them, with the aim of providing increased reassurance to all members, including those most vulnerable to serious illness.

It is important to note that face coverings do not replace social distancing and that you need to use them properly i.e. wash your hands before putting them on and taking them off and ensure your mouth and nose are covered.

Face coverings are not a substitute for hygiene and safety measures, such as being tested when displaying symptoms, self-isolating when unwell or advised to, enhanced cleaning regimes, and regular hand-washing. These primary mitigation measures should always be followed.

Places you do not need to wear a face covering at the Hall

- When you are outside (for these purposes, outside includes the archways and the glass box by the Wolfson Hall providing you are simply passing through).
- When you are in your designated household space within the college accommodation.
- When you are eating in the Wolfson Hall or are having a drink in the pop-up bar in the Marquee in the Broadbent garden.
- If you have an exemption under the University's face covering policy.

How do I get a face mask?

All members of the Hall will be given a face mask upon arrival for the term, but please ensure that you bring a sufficient supply of face coverings with you to use throughout term time.

Type of face covering

A face covering should:

- Cover your nose and mouth while allowing you to breathe comfortably.
- Fit comfortably but securely against the side of the face.
- Be secured to the head with ties or ear loops.
- Be made of a material that you find to be comfortable and breathable, such as cotton
- Ideally include at least two layers of fabric (the World Health Organisation recommends three depending on the fabric used). The face covering may include a clear panel to allow for lip reading.
- Unless disposable, it should be able to be washed after use with other items of laundry according to fabric washing instructions and dried without causing the face covering to be damaged.



Gloves

Disposable gloves will be provided in kitchens and bathrooms to help students clean their facilities.

What cleaning and protective measures are in place?

- Cleaning regimes will be significantly enhanced and extended to cover the hours of 06:30 to 17:30, with regular cleaning of contact points such as door handles, rails and toilets.
- Hand sanitiser will be available across College properties.
- All College spaces will be adapted to ensure social distancing and appropriate ventilation.
- Signage and markings will be available to enable all to safely enter and move around College premises.
- The College Library will operate social distancing through capacity limits with spacing of seats and enhanced cleaning measures.
- Where social distancing is more difficult, we are adopting further measures such as the use of perspex screens or barriers.

How will student meals be organised this year?

College meals provision has been reduced this year in order to facilitate social distancing in our kitchens and dining hall. There will be available to students a takeaway breakfast Monday to Friday and evening dinners will be offered in 3 bookable sittings seven days a week). The Hall is unable to provide students with lunch. **Dinner must be taken in your household groups** unless you live off the main site, in which case you will be able to book in the usual way and you will sit in a socially distanced part of the Hall.

Breakfast

When

Breakfast will be a collection service Monday to Friday between 8.00am and 9.30am from Wolfson Hall. There will be no brunch/breakfast on Saturday and Sunday.

Dietaries

You will be able to order a vegetarian/vegan breakfast.

Booking and charges

All students - wherever you are residing - will need to book your breakfast via the [EPOS Booking System](#). The deadlines to book are 10.00am the preceding day for a Tuesday to Friday collection and by 10.00am Friday for collection on the following Monday. Please present your Bodleian card to be scanned at the collection point to verify your order.

Lunch



This will not be available at St Edmund Hall as the revised kitchen and dining arrangements for dinner will be using our staff capacity to the maximum.

Dinner

When

Hall dinner will take place seven days a week in Wolfson Hall in three sittings each night. Assuming you are dining in Hall, **you must take your evening meal with your household group.**

The 3 sittings will be as follows:

5.30-6.15pm

6.45-7.30pm

8.00-9.00pm (Formal Hall)

Every final sitting (except Saturdays) will be a Formal Hall, where you will be served wine and be expected to wear formal attire and gowns

Meals for students who are self-isolating

Meal arrangements for students who may have to self-isolate during term time will be put in place according to need.

Dietary Requirements and choices

The menus will be posted to the EPOS Booking System to allow you to select your dietary requirements.

What happens during dinner

Please arrive at Wolfson Hall during the **10 minutes prior to your booking** time so that you can be seated by the start of the meal service.

St Edmund Hall staff will direct you to your seats. Their instructions are to be followed to allow social distancing and to ensure diners are seated as quickly as possible for service to commence. As a quick turn-around is essential to the system working, it might not be possible to serve late-comers.

The layout of the Wolfson Hall has been modified to ensure social distancing. There will still be a High Table and dinner tables but each household group will be spaced away from other groups, and other diners will all be socially distanced, including members of the SCR on the High Table.

Students will be served a three-course meal during each 45-minute sitting.

The starter will be on the table before students enter the Hall. The main course and pudding will be served at the same time.



We ask that students clear their plates to the end of each table when they are finished. Afterwards, there will be a half an hour session of sanitising the tables and chairs, relaying the tables and seating the next group. There will be water on the tables but no tea/coffee will be available.

Booking and charges

All students - wherever you are residing - will need to book a place for dinner via the [EPOS Booking System](#). Bookings must be made for the week ahead. Bookings will open between Friday morning and Sunday evening for the following Tuesday to the next Monday (in 1st week this will be Monday to Monday.)

Each Queen's Lane household group and the year 1 household at the Miller Building will be allocated time slots for a week. You can only book into the sitting that you have been allocated.

If all the pre-allocated spaces for household groups are not reserved we may be able to release some extra spaces on the Monday morning each week.

If you are not residing on the Queen's Lane site, you will still have the opportunity to book on any dinner sitting - places allowing. There will be limited places available at each sitting and you must book ahead for the week.

All students will be asked to clean their hands immediately before entering the dining hall and all must present their Bodleian cards for dinner. These will be scanned on the way into the Hall as proof of your booking.

All three dinner sittings cost one dinner credit.

Important to note

- You may not transfer your meal ticket to another person.
- Regrettably, guests are not allowed this term.
- Wine will be provided without additional charge at the 3rd sitting (except Saturdays), and household groups will be rotated around the sittings.

Will I have access to the College library?

Is the Library re-opening as a study space?

The Library is open.

New Covid rules will be in force and we will ask to maintain social distancing and to clean your desk before and after use, using materials provided.

Will the Library be open 24 hours?

Yes, the Library will be open 24/7 as normal.

24-hour opening will be dependent on all Library rules being observed and may be withdrawn if necessary.



Do I need to book a seat? Are the shelves open for browsing?

We are not running a booking system; anyone can enter the Library using their fob.

The number of seats has been reduced due to social distancing, this means we will be using the exam season rules in the Library and any desks left unattended for a long period time may be cleared.

All of the shelves are open for browsing however please be considerate of other people and maintain social distancing at all times.

Is the Library running a 'click and collect' service?

We will be running a 'click and collect' service. Books may be requested via SOLO or by email to library@seh.ox.ac.uk.

They will be checked out to readers and delivered to the Lodge at 10am, 12pm and 5pm on weekdays.

The Bodleian Libraries are re-opening and desks can be booked here: <https://www.bodleian.ox.ac.uk/using/reading-rooms>.

We are taking book requests and can check books out for you.

Are you still taking requests for books to be sent to students at home?

Absolutely, books can be requested any time up until Monday 28 September. Requests made after this date will be available to collect when you return to College.

Can I book an event at the Hall?

Student societies will be able to book any of the teaching rooms and certain other spaces in the evenings subject to their capacity and following appropriate social distancing guidelines. Regrettably, we cannot provide food and drinks at any event. If you have any questions, please contact Sue McCarthy, the Conference Manager at susan.mccarthy@seh.ox.ac.uk.

Will I be able to use the student common rooms?

Student common rooms will be open as usual but with restrictions on numbers according to the social spacing guidelines in force.

Will I be able to use the College bar?

The college bar is very small so will be operating on a pre-order, pay and collect basis from the buttery. Space for drinking and catching up with friends will be in a marquee in the Broadbent garden.



Do I have access to the NSE Gym?

The NSE gym remains open but with new rules to be in line with guidelines for social distancing. A maximum of two people may use the gym at any one time. It is very important that everyone respects this limit, and that everyone remembers to wipe equipment before and after use. To facilitate this there is now the following [booking form](#) which is **mandatory** to fill out before going to the gym. This provision will (as everything else) be revised continuously as advice changes. Contact your JCR/MCR President for more information.

The lower boathouse is currently open to rowing in a single scull or a double/pair with a member of your own household/bubble. This is only possible for those who have previously attended a capsized drill. If you do want to use these small boats, please email the women or men's captains (womenscaptain@sehbc.org, menscaptain@sehbc.org). We are soon looking to open the upper boathouse to ergs with up to 4 people and have submitted plans to college to start covid-safe mixed household rowing. Updates will be given as the situation develops.

How do I get IT support?

All IT support will be available as normal at St Edmund Hall. Contact the IT team at help@seh.ox.ac.uk.

How do I report a problem with my room to the maintenance team?

Contact the maintenance team at help@seh.ox.ac.uk if you need to report a problem with your room or accommodation. For example, if you have a leak or an appliance is broken. The maintenance team will respond as soon as possible.

Do I have access to health and wellbeing support?

The Decanal Team

St Edmund Hall has a decanal team headed by the Dean (Professor Jonathan Yates) who has overall responsibility for all welfare matters within the College. The Junior Dean, Cover Dean, and the Sub-Deans at NSE, WRM (Dawson Street) and Tamesis Guest House live on site and are also available to help. To contact the Dean or any member of the Decanal team, please email dean@seh.ox.ac.uk.

Nurse

Clare Woolcott, the College Nurse, will be running her clinics online in the first instance with a view to seeing students in person as required. She will be based in College to allow this flexibility.

Students will be able to book a virtual appointment by going to nurse.seh.ox.ac.uk and following the nurse link. You will be directed to a page that has St Edmund Hall on the left and St Anne's on the right. Please click on St Edmund Hall and choose the date and time

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available. These details will appear in the Nurse's calendar and she will call you on Microsoft Teams for your appointment.

Each appointment has been provisionally set at 1/2 hour.

My appointments are available on:

Monday: 13:00-15:30

Tuesday: 11:00-11:30

Wednesday: 13:00-15:30

Thursday: 8:30-11:00

Friday: 8:30-11:00

You can also contact Clare Woolcott at nurse@seh.ox.ac.uk.

College Doctor

Dr Cheetham and Dr Monteith will continue to offer a college service this Michaelmas term (week 1-9) on a Tuesday morning. The students will be able to book onto this service by by visiting nurse.seh.ox.ac.uk.

Once on the site you can click on Doctor appointments. All the consultations will be online or via telephone initially and if the Doctor then needs to see you face-to-face they will arrange this with the student.

College Counsellor

The College counsellor Brigid Carley will be providing online consultation from 0th week. Students should email her at counsellor@seh.ox.ac.uk to arrange meetings.

For more information, visit the student [Health and Welfare Information Page](#) on the St Edmund Hall Website.

Useful Links section:

[University of Oxford's Covid-19 Status and Response](#)

[University of Oxford's Student Coronavirus Hub](#)

[University of Oxford's Health Information](#)

[St Edmund Hall Student Pages](#)

The Grey Book for all St Edmund Hall policies

Report your self-isolation to easresults@seh.ox.ac.uk

Who do I contact?

For all accommodation matters, email Belinda Huse, Accommodation Manager at accommodation.officer@seh.ox.ac.uk

For all meal enquiries, contact the Bursary at bursary@seh.ox.ac.uk

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For all Library enquiries, email library@seh.ox.ac.uk
If you are self-isolating, please email easresults@seh.ox.ac.uk.