Protocol for use of College supervision rooms during COVID-19

The following protocol is intended to assist both supervisors and supervisees engage in supervisions with minimal risk of infection. Attached are the guidelines for the use of meeting rooms, this applies to all room in which people from different household groups are gathering.

**Room capacities**

Room capacities have been adjusted to allow for the requirement for a minimum 2meter distance between attendees in internal spaces.

- Wolfson Hall = 50
- Jock Colville Hall = 15 with tables, 30 without tables + presenter
- Cockcroft Room = 12, 8 – main room, 4 – small room
- Tizard Room = 4 with tables, 8 without tables + speaker
- Bevin Room = 5 with tables, 10 without tables + presenter
- Seminar Room 1 = 3 with tables, 6 without tables + presenter
- Seminar Room 2 = **Not available** (used as satellite porters’ lodge)
- Seminar Room 3 = 4 with tables, 8 without tables + presenter
- Seminar Room 4 = 4 with tables, 8 without tables + presenter
- Seminar Room 5 = **Not available** (will be used for PAT testing)
- TV Room = 3 with tables, 6 without tables + presenter
- Club Room = 4 with tables, 8 without tables + presenter
- Sixties Room = 8 with tables, 12 without tables + presenter
- Recital Room = 8 with tables, 12 without tables + performer [singing not permitted]
- Recording studio Room = 2 [singing not permitted]
- Fellows Dining Room = 14

Further guidance is provided below for those using their own or usual office space for supervision.
Room Bookings

Rooms for supervisions can be booked via the Conference Office (conferences@chu.cam.ac.uk). Please only book a room which meets your needs and be mindful that booking a larger room than necessary will result in other supervision requirements being compromised. If you book a room and no longer need it, please ensure that you email to cancel the booking as this allows us to make the best use of our limited space.

Before the Supervision Starts

- Please ensure that you schedule the arrivals and departures for your supervisions in a manner which prevents students waiting outside the room collectively.
- Supervisors should use the materials provided to spray the main contact points in the room, including the table and door handles.
- Please do not move the furniture around unless absolutely necessary.
- Consider opening a window, or otherwise improving air flow in the room. Consider requesting that supervisees wear clothing appropriate to a cooler than usual environment.
- Do not use the air conditioning unit (where applicable).
- Please consider in advance your position on face coverings and make this information available to the students you will be supervising being mindful that any supervisee may request that others wear face coverings during the supervision.

During the Supervision

- Encourage the group to use the hand sanitizer (provided) frequently.
- Books, pens and electronic equipment should not be shared except where this is absolutely necessary. Where this is required users should avail themselves of the hand sanitizer both before and after making contact with any shared item.
- Discourage supervisees from touching their mouth and face, and insist on the use of tissues (provided) for all coughs and sneezes.
- Discourage supervisees from moving around the space, where possible they should stay seated throughout.
- If anyone becomes ill during a supervision, they should immediately be asked to return to their College room (or alternative college if not a Churchill student). They should wear a face covering on their journey to their room and contact the Porters Lodge, by telephone immediately. The supervision should then be ceased, and the Domestic Team informed so that a thorough cleaning of the space can be conducted.

After the Supervision

- Encourage students to leave promptly following social distance and face covering requirements.
- Please spray down the main contact points, including the table and door handles with the sanitizer and disposable cloth provided.

WCs

Supervisors and supervisees are asked to use the nearest general lavatories (Main Concourse, Wolfson Hall, Cowan Court) and not those within student residences. Additional cleaning is being conducted in these lavatories 7 days a week, and there are instructions and product within to assist you in cleaning contact points in line with the guidance.
Supervisors using their own offices

In addition to the main points above please note the following:

• Supervisors using their own offices should take additional care to ensure that they do not schedule supervisions at time which may clash with their office share.
• Please schedule attendees to arrive at times which will not create a crowd in the waiting area, being mindful of the other offices in the vicinity.
• Please ensure that your office furniture is spaced to enable 2 meter distancing. If you wish to have fabric chairs replaced with more wipeable plastic ones, please let the Domestic Bursar know.
• Please consider any additional materials which you may need for supervising in a socially distanced manner. The College will be pleased to provide white boards and pens if required (contact the Domestic Bursar).
• Unless your office is located on staircase one or 52, you and your supervisees should use the general lavatories, not the staircase ones.
• Each office will be provided with hand sanitizer and disinfection materials, we suggest liberal use of these before, after and during supervisions.