

Magdalene College Face Covering Policy

Background

This policy has been developed following updated government advice and in response to the University's expectation that all members of the Cambridge community should wear a face mask in work or study situations unless social distancing of 2m can be maintained.

This document provides Magdalene specific protocols taking into account our buildings and teams.

Scope

This policy comes in effect on 25 September 2020. It applies to all staff, Fellows, workers, visitors and contractors on site.

This policy sets out generic principles that apply to all, however in recognition of the different working environments there are specific sections for each department. These sections do not mean that different rules apply to different teams, it simply provides additional detail that is relevant to each department.

Some people may be exempt from wearing a mask due to medical reasons. If this is the case they should discuss this with Hannah Millward, HR Manager in the first instance.

This policy is in addition to other measures that the college has put in place to protect against COVID-19. Staff should continue to limit their movement around college and face to face interaction with others. Hands should be washed regularly and staff should follow all signs around college. More information can be found in the return to work pack. Heads of Department should conduct meetings with other departments using a virtual medium if practicable.

There is a separate Code of Conduct which applies to students. This policy follows the same principles as that code of conduct [website].

What constitutes a face mask

Face coverings are largely intended to protect others, not the wearer, against the spread of infection because they cover the nose and mouth, which are the main confirmed sources of transmission of virus that causes coronavirus infection (COVID-19).

Suitable face coverings should cover your nose and mouth, fit securely against the side of the face and be secured with ties or ear-loops. Fabric face coverings **should ideally consist of at least two and preferably three layers**. Disposable surgical masks are a highly effective alternative. You may have seen healthcare workers dealing with COVID-19 patients using respirator masks- this is not necessary in the community. You **should not** use scarves / bandanas or similar items as face coverings: there is evidence to suggest that these make aerosol generation worse rather than better.

You **must** wash and dry reusable fabric face coverings (in the same way as usual laundry, in accordance with manufacturer's instructions) regularly. Disposable face coverings should be disposed of as household waste (not recycling). You **should wash (or alcohol gel) your hands** before putting on or after taking off a face covering. You **should change your face covering** if it becomes damp.

You should regard your face covering as contaminated and avoid touching it as much as possible (it is best to handle it by the straps). The neck is an area which is commonly contaminated with virus- therefore you **should not** wear your face covering over your neck.

Staff are expected to provide their own face covering although the Housekeeping department can provide each member of staff with one re-usable one.

Facemasks can be bought or homemade. Details of how to make one can be found here <https://www.gov.uk/government/publications/how-to-wear-and-make-a-cloth-face-covering/how-to-wear-and-make-a-cloth-face-covering>

Principles of when a face covering should be worn

1. A face covering **must** be worn in **all** enclosed or communal areas, including staircases, and when moving around the college, even outdoors unless the following exceptions apply:
 - The workspace is not shared
 - If the workspace is shared but it is possible to social distance **and** the others sharing space agree.
 - There are other forms of protection in place that mitigate the risk e.g. screens.
2. A face covering must be worn when entering any student room or other department.
3. Staff transiting to a work area adjacent to their own/connected offices must wear a face covering and those in the surrounding area must also wear a face covering. Staff should only move between different work areas when absolutely essential.
4. Regularly removing and then wearing a face covering may increase the risk of contamination through frequent touching of the face and mask. If staff are frequently moving between areas of college, even into areas where they are on their own, face masks should be worn continuously.
5. Face coverings do not need to be worn when working outside for a prolonged period.
6. All staff will always need to have a face covering with them.
7. Where possible, rooms and offices must be ventilated by leaving windows and doors (not fire doors) open.

Departmental specific information

As working practice differs between teams, in addition to the principles above, the following points cover the specific situations relevant to each team.

Porters

- **Do** need to wear face coverings when behind the screen in the Lodge. Porters should maintain socially distanced from their shift partner and ventilate the space as much as possible.
- **Must** wear a face covering when not behind the screen in the Lodge and in other indoor areas around college.

Housekeeping

- **Must** wear a face covering in accordance with principle 1.
- **Must** wear a face covering when cleaning student/Fellows rooms and offices, bathrooms and kitchens unless a fresh face mask can be worn when transitioning between each work area.
- Staff should expect rooms to empty of other people when cleaning. A sign should be placed on the door to prevent others entering. Rooms should be well ventilated during cleaning.

Maintenance

- **Must** wear a face covering in accordance with principle 1.
- **Do not** need to wear a face covering if working outdoors for a prolonged period.
- Staff should expect rooms to empty of other people when carrying out maintenance tasks. A sign should be placed on the door to prevent others entering. Rooms should be well ventilated when carrying out maintenance tasks.
- If it is not possible for a room to be empty of others whilst carrying out maintenance tasks face coverings **must** be worn by all those present.
- In order to keep occupation density of rooms/offices low, staff should check before entering. Work should usually be by appointment.
- With the exception of emergencies, students will be expected to vacate their room whilst maintenance work is completed. If the student is present to allow access to a room, both parties must wear a face mask. In general, the student should not remain present in the room whilst work is being carried out.

Office based roles including Fellows day studies

- **Must** wear a face covering in accordance with principle 1.
- **Must** wear a face covering when moving around College (even between connected offices) and check before entering a room or shared space to keep the occupation density low e.g. when entering the printing room or kitchen spaces.

Computer Office

- **Must** wear a face covering in accordance with principle 1.
- If assisting a student in their room the student may be present but only if this is essential for the work but a face mask **must** be worn by both parties.

Library

- **Must** wear a face covering in accordance with principle 1.
- Students must wear a face covering whilst in the library
- **Do not** need to wear a face mask when working in designated office areas and talking to students from behind Perspex screens, as long as there is only one staff member behind the screen and unless the staff member is frequently moving around the library.

Buttery

- **Must** wear a face covering in accordance with principle 1.
- **Must** wear a face covering when serving food.
- **Must** wear a faceshield in addition to a face covering when serving food from behind a counter e.g. Ramsay Hall or Cripps Gallery.

Catering

- **Must** wear a face covering in accordance with principle 1.
- **Must** wear a faceshield in addition to a face covering when serving food from behind a counter e.g. Ramsay Hall or Cripps Gallery.

Gardens

- **Do not** need to wear a face covering when working outdoors for prolonged periods.

- **Must** wear a face covering at other times in accordance with principle 1.

Queries regarding face coverings

If you see someone in college not wearing a face covering or not wearing one properly, which appears to contravene this policy, you are perfectly entitled to ask them politely to put on a face covering. Be aware that some people do not need to wear a face covering, it may not be obvious that this is the case. Some people may choose to indicate this through the wearing a Hidden Disabilities Sunflower lanyard. You should be respectful if you are told they don't need to wear one and you must not insist they put one on. If you have concerns about someone not wearing a face covering you can contact Hannah Millward, HR Manager, your Head of Department or the College Covid-19 Officer on covid-19@magd.cam.ac.uk

Failure to follow this policy

This rationale for this policy is that by wearing a mask we can protect others within the college community and stop the spread of Covid-19. Although some people may not wish to wear a mask doing so is a selfless act that will hopefully help keep others safe. If a member of staff simply forgets to wear a mask then it is reasonable that other staff members may gently remind them.

Minor breaches, such as forgetting to wear a face covering or not wearing it correctly, will be dealt with by Heads of Department informally and reminding them of the importance of wearing a mask. The College COVID-19 Officer (a medic) may also speak with a member of staff if it becomes necessary. Ultimately, persistent or deliberate flouting of this policy may be considered a breach of health and safety procedure which could be considered a disciplinary offence. It is hoped that such measures will not be necessary.

The University website available here <https://www.cam.ac.uk/coronavirus/stay-safe-cambridge-uni> has lots of useful information on staying safe.