



## **Magdalene College**

### **THE PORTERS' LODGE**

#### *Protocol for Students*

Please find below details of the protocols applicable to all students. These provisions are effective from 1 October to 31 December 2020 (although it is expected that students will adhere to the provisions as soon as they arrive at College, if that is earlier than 1 October).

#### Health and Safety Talks for the start of term

The Head Porter has conducted several zoom meetings with existing and new students throughout September. For all those students who were unable to attend the meeting or wish to remind themselves of the information, the link is below.

[https://drive.google.com/file/d/1\\_kTRk2bjVexE0JK2EHQHy6fUt9piAWVQ/view?usp=sharing](https://drive.google.com/file/d/1_kTRk2bjVexE0JK2EHQHy6fUt9piAWVQ/view?usp=sharing)

#### Arrival at college at the start of term.

Students have all received details on key/cam card collection at the start of term. Please ensure you adhere to the arrival guidance.

#### Attendance in the Porters' Lodge

Entrance to the Porters' Lodge will be via the First Court entrance and exit via the Gate House door. Signs are placed to mark the entrance and exit.

Only 2 people (excluding the Porters) will be allowed into the Porters' Lodge at any one time to account for social distancing. Whilst waiting to enter the Porters' Lodge, students should queue along the footpath towards Old Lodge accommodation/Benson Hall. It is expected that students adhere to social distancing whilst doing so. Staff and Fellows will take precedence over any waiting students.

Students will be expected to sanitise their hands and wear a suitable face covering whilst in the Lodge.

Students should seek to minimise the time spent in the Porters' Lodge. Students needing to speak with a duty Porter must stand on one of the spaces indicated by the floor markings and keep well away from the screen. The Porters' Lodge must not be treated as a social area.

Cam card and access problems can all be dealt with remotely if required. Please contact the Porters' Lodge on 01223 332100 for instructions on how to do this.

### Incoming post

Post continues to be delivered to the Porters' Lodge and will be dealt with as normal into the pigeon holes.

Parcels which are not able to be put in the pigeon holes will be placed in the former JCR room (entrance on First Court A staircase). The room will be sectioned according to student surnames. Students will be notified, usually by email, when a parcel arrives.

This parcel area will be monitored on by the Porters but it is expected that students will respect the property of others. Students ordering items for delivery at College do so at their own risk. The College will not accept any responsibility for loss or damage.

The parcel room will be opened daily at 7am and close at midnight. No entry will be gained after hours unless in an absolute emergency.

### Outgoing parcels and post

Students are expected to deal with their own items, the Porters' Lodge will not accept any outgoing post or parcels.

### Fire drills within student accommodation

Fire drill dates will be advertised on the web site. Students will be expected to evacuate as normal taking into account social distancing with other households. Students must wear suitable face coverings on evacuation. Households are required to remain together at their muster point. Porters will wear a face covering when entering accommodation to turn off any alarm activation.

Wherever possible, fire drills will not be conducted in any household that is under quarantine or isolation.

### Fire alarm call point checks

Fire alarm call point checks will be conducted as normal on a Tuesday morning. Students should not evacuate on a fire alarm call point test unless there is a prolonged audible alarm.

### Isolating/Quarantining students

Should a fire alarm sound within an isolating household, students will be expected to evacuate but remain as a household at the muster point and remain at least 2m apart from other households. Students must wear a suitable face covering. Porters will wear a face covering when entering accommodation to turn off any alarm activation.

### Health and Safety Checks

Room health and safety checks will be conducted once a term and on a separate day to fire drills. Porters will wear a face covering when conducting health and safety checks. Checks will be conducted in the evening. Students will be advised as to the intended dates on the web site.

Porters will knock and entry will be gained by the presence of the student opening the door. Students must wear a face covering when answering the door. In order to avoid multiple touch points, Porters will usually only enter a student room while the student is present.

#### Emergency entry into a student room

Porters will enter a student room without notice in medical emergencies or in the event of a health and safety risk. Porters will wear a suitable face covering.

#### Cycle registration

The college will not be registering cycles this year. Students should retain details of their own cycle for insurance purposes. Students can use any cycle registration web site for crime prevention purposes. <https://www.immobilise.com/help/registerbike> or <https://www.bikeregister.com/> Derelict cycles will be removed at the following Easter term.

#### Cripps Gym

Cripps gym will be opened for limited use from the start of term. Further instructions will follow on how students are able to book gym attendance and which equipment will be in use.

#### Benson Gym

Students are not permitted to enter the Benson Gym. Arrangements are ongoing to relocate the weights gym. Students will be updated when this work has been finalised.

#### Punt hire

There will be no punt hire this term.

#### First Aid

Porters will conduct emergency first aid as per normal. Porters have the relevant PPE and lifesaving equipment.

Porters will expect students to deal with their own minor wounds but will be able to offer dressings etc. in the Porters' Lodge.

#### Entrances to the college

With the exceptions of the main College gate in Magdalene Street and Benson Court gate, all gates will remain closed. Students will be required to carry their access card/key with them at all times. The main College gate and Benson Court Gate will be open one side only.

The main College gate will be open from 6.00am until 8.00pm (06.00-20.00hrs) daily. The Benson Court gate will be open from 6.00am until 6.00pm (06.00-18.00hrs) weekdays and closed at weekends.

Ryan Carter  
Head Porter

23/09/20