

Induction information for those returning on-site to participate in an event at Radcliffe Humanities

The following guidance is designed to support those returning to Radcliffe Humanities for a one-off event or meeting. It lays out the measures that have been put in place and the actions you should take to keep yourselves and your colleagues safe while present in the building.

You will be asked by the event organiser to email a confirmation in advance of the event that you have read, understood and agree to comply.

Safe working principles

There are five primary principles underpinning the measures in place in Radcliffe Humanities:

- 1) **No-one suffering symptoms of COVID-19 should be in the building:** If you are suffering from [COVID-19 symptoms](#), you should not come to work on-site. If you are self-isolating due to a positive or suspected case of COVID-19, or have been advised to do so by NHS Test and Trace, you should not come to work on-site. The [government advises](#) that everyone with symptoms of COVID-19 should get a PCR test. The University advises that if you experience any COVID-19 symptoms you must immediately self-isolate and assume you have the virus, until confirmed otherwise. Take an LFD test. If it is positive, treat it as confirmation of infection (you no longer need a confirmatory PCR test) and continue to [self-isolate in line with government guidance](#). You must report your LFD result to both the [University](#) and the [NHS](#) and inform your line manager. The University advises that individuals should only take a PCR test [through the University Early Alert testing service](#) (EAS) if they:
have COVID-19 symptoms and receive two negative LFD results 24 hours apart; or are an unvaccinated contact of a positive case (they should do the PCR between 3 and 5 days from contact if their LFDs are still negative); or work or study on a hospital site and need a PCR test after close contact before returning to work.
Staff are encouraged to participate in the [LFD Collect](#) testing service and the RadHum reception is one of the collection locations for these tests. Home testing results should be reported to the EAS as well as to the NHS. The latest information can be accessed on the [symptom-free testing webpages](#).
- 2) **Wash or sanitise hands regularly:** Please wash and sanitise your hands regularly. Please pay particular attention to hand hygiene when entering and leaving the building and both before and after using kitchens and bathrooms. Sanitiser stations are in place throughout the building.
- 3) **Use face coverings when necessary:** The wearing of face coverings is encouraged in line with the [University Face Coverings Policy](#). This includes wearing face coverings when moving around the building, in kitchens, bathrooms, corridors, stairs and social spaces.
- 4) **Be considerate of each other's space:** The requirement for 2m distancing is no longer in place but staff are asked to be considerate of each other. Please give others space particularly when moving around the building and using shared facilities such as kitchenettes and bathrooms, and come back later if spaces are in use.
- 5) **Ventilation and cleaning:** Good ventilation is key and doors and windows should be kept open whenever possible. Cleaning stations are also provided in offices, meeting rooms and kitchenettes to enable individuals to clean surfaces and equipment.

Arriving

Commuting: It may be possible to arrange visitor car parking on site. Please contact reception@humanities.ox.ac.uk to enquire. There are limited blue badge spaces available on a “first come” basis (pre-booking is not possible). There are lots of bike racks around the building, and St Luke’s Chapel in the courtyard.

Cycle storage: If you cycle to the building, please make sure you keep your helmet with you rather than leaving it with your bike.

Checking in and out: You will be asked to sign in and out at Reception. There will be no collection point for badges or event materials.

Track and trace: Although no longer a legal requirement, it is recommended that you scan any displayed NHS QR code poster. Manual records will be kept for anyone who is unable to scan the QR code or who does not wish to use the NHS COVID-19 app. The event organiser will ask you to provide contact details for track and trace, as applicable.

Large events involving a predominately external audience may require participants to provide proof of vaccination or registration of a negative Lateral Flow Device test (LFD test) taken in the last 48 hours or proof of natural immunity via a positive PCR test taken within 180 days of the event, but following the 10-day isolation period.

Shared areas

Specific arrangements have been put in place in some parts of the building.

Entrance and exit: The front door facing the fountain can be used to enter and leave the building but please be mindful of congestion at busy times. The back door, located behind the main staircase facing the Maths building, can be used to exit. The back door is operated by a wave sensor rather than a green push button for exit.

Hand hygiene: Please wash and sanitise your hands regularly. Please pay particular attention to hand hygiene when entering and leaving the building and both before and after using bathrooms. Extra sanitiser stations have been located throughout the building, and outside bathrooms, to support this.

Windows and doors: Windows and doors should be open even on cold days. This is to maximise ventilation. Please keep windows and as many doors as possible open throughout the day. Reception will check windows each morning. If you arrive before the windows have been opened, please open them, wiping down the touch points before and after use with the cleaning supplies provided. You may wish to dress more warmly during the Autumn/Winter months.

Navigating the building

Although the 2m social distancing measure has been removed, we ask that everyone remains considerate of another’s space.

Corridors and stairs: While many of the corridors in the building are wide with good visibility, some are narrower. The main staircase can become congested at particular times during the day on changeover of a lecture. Please be considerate of others space when moving through corridors and staircases.

Lifts: Use of the lift should be avoided where possible. Only one person should use the lift at any time unless there is a specific requirement for a second person to accompany the lift user.

Back door: should not be propped open or blocked. The door has an alarm monitored by Security Services, which will alert them if the door is left open for longer than 30 seconds. There is a deadlock on the back door in case of power failure. Please do not use this lock!

During the event

Please do not shake hands on meeting

Please minimise the personal belongings you bring with you.

Meeting materials: Please avoid onsite handouts such as printed materials, name badges, sharing of USBs, etc. Aim to send materials via email to be printed by individuals in advance.

Meeting rooms: Rooms have been configured to comply with fire rated capacity. The furniture in place should not be moved. Cleaning stations are provided for sanitising of tables, chairs and equipment before and after use. The event host can also book a laptop and Ethernet cable for use in the meeting pods and portable A/V equipment for use in Meeting Room 8 by emailing reception@humanities.ox.ac.uk.

Personal computers: If you are unable to use Eduroam, please ask Reception to provide a wifi permit. You are not permitted to use an Ethernet cable to access the University network. More information can be found here: <https://help.it.ox.ac.uk/how-to-connect-to-owl#collapse2180536>

Information Security: where a laptop or computer is provided in a meeting room, login instructions will be available at the lectern. Please do not download applications or material on to the device and remember to delete presentations from the desktop at the end of your meeting. Given the login is generic and available to anyone in the room, please remember to close any sites you wouldn't wish to be accessed by others during any break when you will not be in the room. A meeting room device is the responsibility of the event organiser.

Fans: All fans have been removed and stored safely to avoid increasing the risk of transmission of COVID-19.

Kitchens: Visitors to the building are not permitted to use the kitchens. Your event host will be able to provide refreshments, as agreed for your event. Water coolers are available in the Reception foyer, Seminar Room, Ryle Room, and Lecture Room. Please deposit the disposable cup in a bin after use.

Common areas: The 2nd Floor copier area and 3rd Floor Research Common Room are available for breaks although everyone is encouraged to eat outside, weather permitting. Face coverings do not need to be worn when eating or drinking.

Bathrooms: Bathrooms are located in the same place on each floor. Turn left out of any of the large meeting rooms/turn left at top of stairs or lift. Visitors should feel free to use the accessible toilet available on each floor. For hygiene reasons, please put the toilet lid down where applicable before flushing and ensure you wash your hands for 20 seconds. Sanitiser is provided in the bathroom lobbies for use before entering the bathroom.

No-smoking in the building and by front and back doors. This includes vaping. There is a designated smoking area next to the chapel at the front of the building.

Emergencies

In case of fire: Your event host will highlight your nearest exit in an introductory house-keeping talk. If the evacuation alarm sounds, individuals should leave the building without delay via the signed evacuation routes. A "you are here" map is on the back of the meeting room door. The main fire exit is the staircase and out of the front door. Do not use the lift, even as a refuge. If the main stairs are compromised on any floor, you can exit via either side ward, using the side stairwells. On exit, follow

the path to the front of the building. If the front door is inaccessible, you can use the back door. Turn left at the bottom of the main stairs and left again so you have the lockers and kitchen on your right. You will see the door in front of you. When assembling at the fire evacuation point in the courtyard beyond the fountain, please remain mindful of distancing. You should remain at the muster point until the fire service or Security Services say the building is safe to re-enter.

There are **disabled refuge areas** within fire exit stairwells at either end of 1st, 2nd and 3rd Floors. Evacuation chairs are located on 1st and 2nd Floors only; they should only be used by trained personnel. (Event organiser to advise Julia Marshall of anyone who might require assistance in the event of an emergency before the date of your event.)

First aid: First aid kits are located at Reception, in the first floor kitchen, outside the HR Office on the first floor, in the second floor printer area and the third floor kitchen. If Reception isn't staffed in the event that first aid treatment is required, please contact the Facilities Helpdesk on 01865 270087. Security Services are currently unable to respond. If urgent assistance is required dial 999. For all head injuries, call 999. An automatic defibrillator is located in the Reception foyer and no training is required to use it.

In the event of a suspected or confirmed case: If you suspect you have, or have tested positive for, COVID-19 please follow government guidance on self-isolation and do not come to the event. Report this to the event organiser as soon as possible.

Contacts:

Reception: Reception will be staffed between 9am and 6pm (closed for 3-3.30pm) and is your first port of call for any queries during your time on-site. Routine maintenance issues can also be reported to them. Contact 01865 280106 reception@humanities.ox.ac.uk. Please do not leave personal items with Reception.

Julia Marshall (Department Safety Officer) julia.marshall@admin.ox.ac.uk Tel: via Microsoft Teams

Kate Boyd-Miller (Office Manager) kathryn.boyd-miller@humanities.ox.ac.uk Tel: 01865 270552