1. **Purpose and scope of the procedure**

1.1 In the context of the current coronavirus (COVID-19) pandemic, the UK Government recommends the wearing of face coverings in enclosed spaces where it is impossible to maintain social distancing (2 m). There are also laws regarding the wearing of face coverings in specific indoor settings. These are set out in the Government guidance: Face coverings: when to wear one and how to make your own. The purpose of this policy is to state where within the College premises face coverings must be worn.

1.2 As of 8th January 2021 and in response to the increased incidence of Covid-19, particularly the new, more infectious variant, the College is increasing the rules around the wearing of face coverings.

2. **What constitutes a face covering**

2.1 In line with the UK Government and University guidance, a face covering is something which safely covers nose and mouth. College provide students with reusable face coverings at the start of the academic year but both reusable and disposable masks are readily available in shops. The Government guidance also suggests other garments which may be worn and tells you how to make your own.

3. **When must a face covering be worn in College?**

3.1 If you are a student, face coverings must be worn at all times in College outside of your households. This includes both outdoors and indoors. Within College accommodation this includes all shared areas such as hallways, stair wells, lifts etc. You may remove your face covering only once you are inside your own household accommodation. Staff must wear a face covering at all times.

3.2 Face coverings do not need to be worn when you are sitting down to eat or drink in the dining hall or in the College cafe – both these activities are at designated, socially distanced tables.

3.3 We request that, where possible, face coverings are worn when you sit down to work, either at your desk if you are a member of staff or at a study area if you are a student.

3.4 Before and after you sit to work at your desk or study area you should clean the area thoroughly using the alcohol sprays available. In these situations, should you have to get up and
move around the room, (whether or not there is anyone else present at that moment) you should put on your face covering.

3.5 At all times strict hand hygiene should be observed. Study spaces or desks that you have been working at must be cleaned thoroughly before and after use using the alcohol sprays provided. The dining hall and student cafe areas will be cleaned by the staff during service hours.

4. College sanctions regarding face coverings

   i) Failure of a student to wear a face covering where one is expected to be worn and where there is no mitigation will warrant consideration by the Dean. Likely sanctions include a fine or community service.
   ii) As with all rules in College, continued offences will merit further sanctions.

5. References and notes

   1. This policy is brought into operation for the current (January 2021) coronavirus pandemic. It is envisaged that its use will cease once the latter is declared over.
   2. Please read and refer to the University’s Community Statement, as mentioned, all incoming and returning students should have read and signed this prior to arrival in Michaelmas Term 2020.