

Dear Wycliffe Students,

Wycliffe Hall is looking forward to welcoming you, whether you are a new or a continuing student, from the UK or abroad, to start Michaelmas term with us.

The following is a general description of Wycliffe's Covid policies so that you can be as prepared as possible for what you will find when you arrive. More details will be available in the Student Handbook and Covid Supplement that you will receive when you get here. As you know, the guidelines and health situation seems to be changing almost daily so this reflects our current policies on how we are making Wycliffe Hall as Covid-secure an environment we can.

Our overall approach has been to try and replicate our normal physical Wycliffe community experience as far as possible rather than to build an approach from an initial standpoint of 'everything should be locked down'. We believe that we have been pretty successful in doing that, given the constraints we face. There are specific principles that are guiding our approach:

1. We will be following appropriate Government, University and Church of England guidelines and protocols wherever appropriate
2. We aim, through a combination of social distancing, use of PPE and cleaning regimes, to minimise the risk of 'contact' occurring and thus the virus spreading
3. **All students will be required to sign and commit to a University protocol on appropriate Covid behaviour.**

Moving around the Hall

Face-masks must be worn at all times within the Hall; please note that this includes during teaching sessions, in study rooms, in any private meetings or tutorials, in the dining hall (except for when seated at a table and eating), and in the library. If you have a documented physical or mental health condition that qualifies you for not wearing a mask, please disclose this to the Academic Office or Student Welfare Officer, who will treat this information confidentially.

There is a new **one-way system** which must be followed. Signage will provide directions. Access to the main building will be through the main front and back doors, with exits at the end of the corridors past the chapel. The library entrance will have a separate entrance in the car park on Banbury Road. There is no thoroughfare between the front and back doors of Wycliffe. All movement will have to go around the block or through the South Lawn. All other houses and buildings have signage directing traffic flow. Two-metres social distancing will be maintained throughout the Hall. This means that we will need to be particularly vigilant in narrow corridors and stairwells. There should be no gathering in any corridors.

There will be a **marquee** set up in the lawn at Wycliffe for the duration of Michaelmas Term. This can be used for additional dining space, informal teaching space, and possible informal

conversation space. (It cannot be used for large gatherings.) Social distancing measures and capacity will be advertised when the marquee is installed.

Please use **hand sanitisers** (provided) when entering and leaving any building. Please **wash your hands** frequently.

Teaching & Library

Our most encouraging news is that, because of an arrangement with St Andrew's Church in Summertown (about 15 minutes walk from Wycliffe), we will be able to provide nearly all our **teaching in-person**. Large lectures will take place at St Andrew's Church. Smaller lectures, tutorials, and seminars will occur at Wycliffe. Tutors may choose to hold classes or seminars online, at their discretion. Social distancing will be maintained and face masks will be worn by all (unless you are exempt). All teaching will be live-streamed or recorded, at the tutor's discretion. It is expected that all students will attend live teaching unless they have a legitimate reason for attending remotely (health, self-isolating/shielding, etc). In the case that a student cannot attend the majority of teaching in-person, an explanation should be provided to both the respective tutor and the Academic Office.

The **library** will be open for borrowing books and as a study space. (*Specific hours TBC.*) Study desks will be allocated to those who are eligible. Additional study desks will be available to any other member of the Hall for occasional, daily use. Face masks must be worn and social distancing must be followed at all times in the library or study spaces.

Chapel, Fellowship Groups, Community Notices, Principal's Hour

Our regular **chapel schedule** will be:

Monday: Biblical Exposition, 8am at St Andrew's Church
Compline*, 8:45pm at Wycliffe

Tuesday: Fellowship Groups**, 8:20am at Wycliffe
Community Notices, 9:30am at St Andrew's Church / livestreamed online
Communion Service, 4:30pm at St Andrew's Church
Compline, 8:45pm at Wycliffe

Wednesday: Morning Prayer, 8:20am, Online**
Compline, 8:45pm at Wycliffe

Thursday: Morning Prayer, 8:20am, Online
Principal's Hour***, 9am, Online
Compline, 8:45pm at Wycliffe

Friday: Morning Prayer, 8:20am, Online
Compline, 8:45pm at Wycliffe

*Compline is optional for ordinands, to make up for 8am start on Mondays

**Fellowship groups may live-stream from the chapel or fully remotely on weeks they are leading (at the group's discretion)

***Principal's Hour is compulsory for all ordinands, and open to all others

Food Provision

The kitchen will be open for breakfast, lunch, and dinner every day. All meals will need to be pre-booked using the meal booking system. The dining room has been rearranged to maintain 2m social distancing and now has a capacity of 45. Face masks are expected to worn in the dining room except when eating or drinking. Please only sit in the designated places at each table. The queue for meals will be through the garden. The marquee will be available for additional seating.

To decrease the risk of transmission, **all staff and students are to bring their own water bottles**. Refilling stations are available throughout the hall.

Lunch

There will be two lunchtime sittings: 12:15-1pm, 1:15-2pm. Lectures and teaching have been scheduled to accommodate these times. Those taking lunch will need to book a sitting and choose their meal in advance. There will be a choice of two hot meals (one vegetarian) and two salads which will all be served in boxes. A takeaway sandwich option will also be available. All meals can be eaten in the dining hall or as takeaway. Staff or students living on site may eat in their offices or houses. All are encouraged to eat outside or in University Parks. Due to the limited capacity, on Mondays we have asked staff to order takeaway lunches and on Tuesdays students living on site to order takeaway lunches. Unfortunately, guests (spouses, friends, etc) cannot be invited to eat in the dining hall at Wycliffe during Michaelmas Term.

Breakfast & Dinner

Breakfast will be served from 7:45-8:15am. All breakfasts will be pre-boxed and can be taken away.

Dinner will be served from 6:30-7:15pm. Dinners will be seated and eaten in the dining hall.

Depending upon current government regulations, it is possible that diners will be asked to book a specific table number for any meal. This will be reflected in the meal booking system.

Staffing

All staff will be working either on premises, remotely, or a blend of the two. Staff deemed essential to the physical running of the hall will be on-site every day. Tutors will be on-site on days they teach and deciding their own subsequent working patterns at their discretion. Other staff will work based upon a schedule decided by their respective managers. **All staff can be contacted electronically (email, Teams, telephone, etc) in the first instance.** An appropriate method of communication will then be decided for response. Staff and tutors will discuss arrangements for tutorials, meeting, or welfare/pastoral support, depending on the individual circumstances of each meeting. **It may be possible to meet in-person with a staff member or tutor** (following social distancing guidelines, room capacities, masking etc), but electronic means may still be utilised.

Welfare provision will continue to be offered. Students may contact their Fellowship Group Tutors, Student Welfare Officer, or a Chaplain for support. The Student Welfare Officer and Chaplains will be working on-site on a regular basis and can meet privately with students. Electronic meetings may also be an option.

Welcome Week

Welcome Week will be occurring 4-11 October. Certain elements will be in-person, with others online. A series of smaller BBQs may also be possible, pending current government regulations. Please watch for more information about Welcome Week from the Academic Office.

Other Social Groups, Provision

Upper Common Room

The Upper Common Room (UCR) is anticipating being open in accordance with occupancy limits due to social distancing. There will be a maximum of 17 people in the UCR at any one time. However, most recent government regulations may reduce this number further. Please consult with the Common Room Committee for additional information.

Crèche & Contact

Unfortunately, due to government guidance, **there will be no in-person crèche provision** during Michaelmas Term. The crèche coordinator is exploring ways of offering online activities during the week. Contact is anticipating meeting in-person at Wycliffe on Monday nights during term. Please contact the Contact coordinator for more information.

Accommodation On-Site

For those living in accommodation on the Wycliffe site, you be **divided into households** based upon the building, wing, and corridor in/on which you live. You will not need to socially-distance or wear a face mask within your own household, but you will need to do so anywhere outside your household. Each household have a kitchen and social space(s). Each household may invite guests into their household following current government regulations. Households will be expected to work together to comply with government regulations, (i.e. keeping in mind that one resident inviting one single friend usually constitutes two households, etc). Pastoral assistance is available from the Student Welfare Officer. In the event that any member of your household shows Covid symptoms or develops the disease then all members of household will need to **self-isolate**. Specific procedures for reporting symptoms, receiving a test, and self-isolation will be provided to each resident at the beginning of their occupancy. All Hall members are expected to respect the rules and physical boundaries of each household.

Accommodation Off-Site

For those students living off-site, you will be living in your own household and are expected to follow the current Government regulations in your context. It is assumed that students living off-site will report any symptoms and test results to Hall staff, as appropriate. Specific reporting procedures will follow.

Residents from Other Colleges

There will be residents living in the main building at Wycliffe from Lady Margaret Hall, Regent's Park College, and St Cross College. Many of these residents will form their own household. A few residents external to Wycliffe will join a household with Wycliffe students. All guest residents are expected to follow all Wycliffe policies and procedures while living on-site. It is expected that all Hall members are welcoming and courteous to our guest residents.

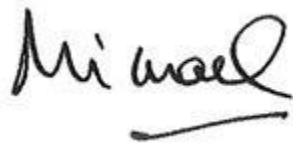
International Student Quarantine

Some students from outside the UK will be arriving early from September 15th and will be **quarantining for a 14-day period** before term starts. Most residents quarantining will be housed on-site in rooms designated for quarantine. Residents with *en-suite* facilities will quarantine in their respective rooms. Other residents will temporarily quarantine in designated rooms in the main building. All quarantining residents will have food delivered to their rooms. Welfare checks and online social opportunities will also be offered. A student support group is being arranged by student leadership. Students quarantining off-site can still request assistance and participate in any online welfare or social provision. Contact CRC for more information.

It is hoped that this document describes much of what Michaelmas Term will be like. There are bound to be additional questions. Please reach out to the appropriate Hall staff member for assistance.

As I say, we are looking forward to having you as part of the Wycliffe community in a couple of weeks' time.

With very best wishes,



Rev Dr Michael Lloyd

Principal

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