



## Covid-19 Policy

Christ Church's first priority remains protecting the health and safety of all members of Christ Church College and Cathedral community and their guests. We are committed to working with Government advice to keep you safe. With these additional measures in place we request you allow a little extra time for our teams to provide services.

We have adapted our working methods and shift patterns to create a safer working environment. We have implemented social distancing measures and additional signage throughout the buildings. Sanitiser points are available throughout Christ Church and 117 St Aldates Building. Common and high use touch points have been identified and regular enhanced cleaning procedures are in place. Please note all of our team members have completed the necessary risk assessments, and Health and Safety / COVID-19 training. PPE has been provided and is readily available for all of our teams to use as and where required.

Guests are asked to regularly wash their hands for 20 seconds as recommended by the government or use the sanitisers placed around the College.

Please observe social distancing between staff and other guests during your stay at Christ Church.

If a guest is displaying signs of the Covid-19 virus (High temperature. A new and continuous cough. A loss or change to your smell or taste.) while staying in overnight accommodation for a permitted reason, they should inform the accommodation provider, immediately self-isolate where they are to minimise any risk of transmission, and request a test. If they are confirmed to have Covid-19, they should return home if they reasonably can. They should use private transport but only drive themselves if they can do so safely. If a guest cannot reasonably return home (for example because they are not well enough to travel or do not have the means to arrange transport), their circumstances should be discussed with an appropriate health care professional and, if necessary, the local authority. By providing their telephone number guests are consenting to this being given to NHS Track and Trace to stop the spread of Covid-19.

Please note that, as per government guidelines, if the guest cannot return home, the guest will be responsible to pay all costs of remaining at Christ Church up front. This will include additional nights at the appropriate rate.

### ***Prior to your arrival***

We would request you adhere to the Government guidelines in relation to your stay with us. For further information please refer to <https://www.gov.uk/coronavirus>.

Guests are asked not to come to Christ Church if they develop symptoms of Covid-19, including high temperature, loss or change of their sense of smell or taste and a persistent cough. For more information please follow <https://www.gov.uk/coronavirus>.

You will need to have a face covering with you if you are coming into Christ Church. You should provide your own face covering and wear it in all indoor areas except when eating and drinking. This is to comply with the University's face coverings policy, which in itself has been designed to comply with national guidelines. If you feel you prefer to wear gloves whilst you are staying, please ensure to bring your own supply.

**Coming from abroad** - Christ Church is not able to accommodate you if you need to quarantine in compliance with Government current guidelines after your arrival to the United Kingdom.



## ***Arrival procedures***

Please check-in at the Porters' Lodge Tom Gate considering social distancing measures. The lodge has a one-way system in place for your safety, and sanitiser points are provided. Please use the NHS Covid-19 App to check-in to the venue.

## ***Departure***

Check out by 1000 hrs at the Porters Lodge for our main site guests.

We ask that our 117 St Aldates Building guests leave their room fob in the drop box located on the wall by the main exit.

**It is of the utmost importance that you inform us if you develop any symptoms in the two-day period after your visit to Christ Church.**

## ***Housekeeping***

We've enhanced our in-room cleaning programmes to pay extra attention to critical touch points. Your room will be sanitised prior to your arrival and when you depart, ready for our next guest. In accordance with Government guidelines, we are rotating room allocations between each guest's stay leaving the room empty for three days to allow for deep cleaning.

During your stay your room will not be serviced, however, cleaning products are available in the bedroom. If you stay longer than three days clean towels will be placed for you outside of your bedroom. Similar, fresh linen will be available for longer staying guests. Tea and coffee will not be replenished in your room; additional sachets are available from the Lodge on request. For any other requests please contact the Porters Lodge on 01865 276150.

Our fantastic Housekeeping Team has been fully trained on the use of PPE. We clean all of our surfaces thoroughly and regularly with anti-bacterial products.

Shared toilets will be serviced twice a day.

Lifts: please note that due to current Government advice, our lifts are only suitable for use by one person or people staying in the same room at a time. Sanitiser touch points are available in the corridors.

When using the stairs please give way to people who are descending the staircase.

Smoking is NOT permitted within Christ Church premises and no designated smoking areas are provided.



## Gates

The main gate, Tom Gate, located on St Aldates is usually open from 0600 – 1930 hrs. At all other times you will need to use your room key fob to open the small wicket gate within the main gate. If you forget your fob, please ring the bell which you will find on the wall on the left-hand side of Tom Gate to call the Duty Porter who will let you in.

Canterbury Gate [leading onto Oriel Square] will only be open Mon – Fri 0800 hrs – 1000 hrs. After those hours and on weekends till midnight the room key fob will open the wicket gate within Canterbury Gate. There is no entry through Canterbury Gate between midnight and 0800 hrs and access can only be gained through Tom Gate [see above].

Meadow Gate is usually open from 1000 hrs – 1615 hrs. As this is the main tourism entrance, please note a one-way system for visitors to enter/exit is in place.

**Please wear your lanyard / ID badge to demonstrate to staff that you are resident at Christ Church.**

## Catering

A breakfast with assisted service is provided in the Great Hall. Sanitiser points are available in the Ante-Hall, and temperature checks will be carried out upon arrival. Please wear a face covering in all areas except when eating and drinking. Please consider social distancing measures.

The Shop and Longhorn Café are located in the Visitor Centre in Christ Church Meadow, and are open 0830 hrs – 1700 hrs daily. Pop in to find the perfect gift or enjoy a takeaway snack with a 10% discount. Please show your lanyard/117 St Aldates wallet to get the discount. <https://www.chch.ox.ac.uk/shop-cafe>

Order a Ploughman's Lunch picnic box and enjoy a delicious selection of sweet and savoury items, perfect for summer days in the Meadow. Please allow 48 hrs to book. <https://www.chch.ox.ac.uk/plan-your-visit/meadow-picnic-box-ploughmans-lunch>

Treat yourself to an afternoon tea experience in the Great Hall served daily at 1600 hrs. Enjoy a selection of freshly cut sandwiches and cakes all prepared in the College's medieval kitchen by our team of in-house chefs. Please allow 48 hrs to book. <https://www.chch.ox.ac.uk/conferences/staying-christ-church>

## Picture Gallery

Due to the pandemic the Picture Gallery will remain closed until further notice. <https://www.chch.ox.ac.uk/gallery>



**DOWNLOAD THE NHS COVID-19 APP**





Christ Church, Oxford  
One Church St, Oxford, OX1 1DP



Scan this QR code with your NHS COVID-19 App to check-in

**LET'S HELP STOP THE SPREAD OF CORONAVIRUS**

Test and Trace 

## HOW TO USE QR CODES TO CHECK INTO A VENUE



User guide

- 1



Download the NHS Test and Trace app from the App Store or Google Play Store.
- 2



When you visit a venue, check to see if there is a NHS Test and Trace QR code poster on display.
- 3



Open your NHS Test and Trace app and tap 'Venue Check In'. Now use your smartphone camera to scan the QR code on the poster.
- 4



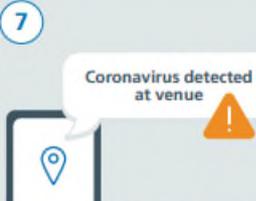
The time and date of your visit will be stored on the app. It will not be sent or shared with anyone else.
- 5



After scanning your QR code on the poster, you are now successfully checked in.
- 6



If you go to another venue, open your NHS Test and Trace app and tap "Venue Check In". Now use your smartphone camera to scan their QR code poster.
- 7



You may get an alert if NHS Test and Trace identifies that you have recently visited a venue where you may have come into contact with coronavirus (COVID-19).
- 8



If you develop coronavirus (COVID-19) symptoms, make sure to record them in the app and follow Government guidelines/advice.