



POLICY ON FACE COVERINGS

This policy has been developed accordance with government and University guidance as it relates to the wearing face coverings in College, as well as up to date information and guidance from the Health & Safety Executive.

It is the responsibility of all students, staff, visitors, contractors and members of the public to adhere to this policy and keep the College as safe as possible for fellow users. The use of face coverings is not a substitute for other vital measures such as social distancing, self-isolation and good hygiene practice.

- 1) Ensure that you have a clean face covering readily available at all times.
- 2) Please put on your face covering before entering any College building, and continue wearing it throughout. There are exceptions for certain settings in point 7 below.
- 3) If you are not able to wear a face covering for any reason please contact the Disability Coordinator for advice and guidance.
- 4) A face covering should
 - ❖ Cover your nose and mouth while allowing you to breathe comfortably
 - ❖ Fit comfortably but securely against the sides of the face
 - ❖ Be secured to the head with ties or ear loops
 - ❖ Be made of a material that you find to be comfortable and breathable, such as cotton
 - ❖ Ideally include at least two layers of fabric (the World Health Organisation recommends three depending on the fabric used)
 - ❖ Unless disposable, it should be able to be washed with other items of laundry according to fabric washing instructions and dried without causing the face covering to be damaged
- 5) When wearing a face covering you should:
 - ❖ Wash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser before putting a face covering on
 - ❖ Avoid wearing on your neck or forehead
 - ❖ Avoid touching the part of the face covering in contact with your mouth and nose, as it could become contaminated with the virus
 - ❖ Change the face covering if it becomes damp or if you've touched it
- 6) When removing a face covering you should:
 - ❖ Wash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser before removing
 - ❖ Only handle the straps, ties or clips
 - ❖ Do not share with someone else to use
 - ❖ If single-use, dispose of it carefully in a residual waste bin and do not recycle
 - ❖ If reusable, store it in a plastic bag and wash it in line with manufacturer's instructions at the highest temperature appropriate for the fabric
 - ❖ Wash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser once removed

7) Required settings for face coverings:

Settings where face coverings are required	Exceptions (some individuals may choose to wear a face covering where appropriate)
In-person teaching settings (tutorials, seminars, classes, lectures and practical teaching)	- To ensure the effective delivery of teaching, a tutor or laboratory demonstrator may remove a covering, while maintaining 2m social distancing (e.g. to enable all student participants who are either physically present or attending remotely to hear what is being said)
Shared research laboratory spaces and workshops	- If face to face interaction is minimised and 2m social distancing is consistently maintained - Where existing University policy or risk assessment requires the use of specified respiratory protection as a control measure for other hazards
Office spaces	- When alone in single occupancy offices - When seated at a desk in shared space if face to face interaction is minimised and 2m social distancing is consistently maintained.
Meetings rooms and spaces	- no exceptions
Common indoor areas such as Lodge, queueing for food in marquee/Hall, toilets, kitchens, post rooms, social areas, etc.	- When eating and drinking in catering outlets (or dedicated communal areas for eating and drinking) while 2m social distancing is consistently maintained - Staff working in areas with protective screens in place such as reception - Within a 'household' group in College accommodation
Indoor circulation spaces (such as corridors, hallways, lifts, stairwells, etc)	- Within a 'household' group in College accommodation
Public and circulation spaces (including bookstacks) inside libraries and museums	- No exceptions
University or college-owned vehicles with more than one occupant	- No exceptions
In any other settings required by current legislation	- No exceptions

- 8) The College will provide face coverings for staff in certain frontline support roles, such as Housekeeping, Maintenance, Catering and Lodge. Other staff, students, contractors, visitors and members of the public are responsible for providing their own face coverings. Individuals should have back-up face coverings readily available.

Members of the Oriel College are expected to follow this policy. Where a face covering does not appear to be being worn in accordance with this policy then a polite verbal request should be made in the first instance.

Please keep all members of College safe and abide by the terms of this policy at all times.