St Stephen’s House, Oxford
College Handbook
2020-21

COVID-19 Addenda
This document sets out the additions to and variations in the normal rules for the College, found in the College Handbook. These Addenda will be kept under review and updated as required. You will be notified by email whenever an update is issued. Section I sets out some basic general rules, and Section II modifies the numbered sections of the College Handbook.

I. COVID-SECURE GENERAL RULES

   a. All students will be required to read, sign and observe the requirements of the Student Responsibility Agreement.
   b. All students should observe social distancing at all times – the only exception is for residential students in designated households who may socialise more closely with other members of the same household.
   c. Given the space-constraints in bedrooms, students should not enter each other’s rooms unless members of the same household.
   d. Students should not invite guests from outside College into the main College buildings without prior permission of the Senior Tutor or Bursar. (This restriction does not apply to Moberly Close and the studios.)

II. AMENDMENTS TO SPECIFIC SECTIONS OF THE HANDBOOK

2. Administrative and Support Staff
Administrative staff will not be operating drop-in hours in person in Michaelmas Term 2020. Please email them with all enquiries and they will respond as soon as they are able to do so. Maintenance requests must be emailed to the Maintenance Manager. If a face-to-face meeting is essential, it will be arranged in a COVID-secure manner.

   All requests for routine maintenance should be made by email rather than through the hand-written maintenance book.

3.2 Structures for Student Representation and Consultation
Meetings may take place via Zoom rather than in person. Notice will be given in advance.

4. WORSHIP
Chapel Practice is suspended until further notice.

6.6 Oxford University Matriculation
Matriculation is not in person this year; you are encouraged to watch the Vice Chancellor’s Welcome from the Sheldonian. The College is planning a COVID-secure afternoon tea to mark matriculation on Saturday 17th October subject to government restrictions in place at that time. Further details will be circulated in due course

7.1 Accommodation
Drop-in hours will not operate in Michaelmas Term 2020.

7.1.2 Cleaning
Housekeeping staff will only enter rooms once a week to hoover the floors – this will be on either a Monday or a Friday between 10am and 12noon. Students will be provided
with a kit of cleaning products to keep their own basins, surfaces and bathrooms (if ensuite) clean.

7.4.1 Catering Allowances
The standard programme of special events will be restricted in Michaelmas Term 2020; details will be published as soon as they are known.

7.4.2 Facilities Fee – *non-residential students*
The Facilities Fee of £160 will be suspended in 2020-21. All meals taken will be charged.

7.4.3 Meal formats
In order to be able to operate the Servery and Dining Room in a COVID-secure manner, no served meals are currently planned and breakfast will be continental.

7.4.4 Meal booking
Members of College will be notified of the arrangements for meal booking for this term: it is likely that meals will need to be booked in advance on a weekly basis. There will also be special arrangements for collecting meals from the Servery and for eating, as well as entering and leaving the communal dining room, in a socially distanced manner.

7.4.5 Guests
Dinner guests are not currently allowed in College.

7.5 Church and Chapels
*St John’s Church* will not be open to students in the first half of in Michaelmas Term 2020. This will be reviewed at half term.

*The House Chapel* may not be fully open in Michaelmas Term. Detailed rules will be issued shortly.

*The Founder’s Chapel* will continue to be available for private prayer. Please observe maximum numbers specified on the door.

7.6 Common Room and Bar
Detailed rules will be issued shortly about COVID-secure use of the Common Room and bar, not least for afternoon tea.

7.9 Fire
Considering the impact COVID-19 has on the respiratory system, the College has introduced a temporary ban on all smoking and vaping throughout the College and grounds at this time. (This restriction does not apply to the private gardens of Moberly Close houses 1-4.) Further consultation will take place on this with the staff and student body.

7.10 First Aid
The College’s first aiders will not deliver first aid, but will advise on the use of first aid boxes.

7.12 Guest Rooms
No guest rooms will be available in Michaelmas Term 2020.
7.13 Laundry
Maximum number of laundry users will be posted on the laundry doors. The maximums are two households up to a maximum of four people in Benson basement laundry and one household in Moberly laundry.

7.14 Library
The library will operate on collection and return basis, and it will be possible to use the photocopier/printer; but it will not be available as a working space until half term of Michaelmas 2020 when its use will be reviewed.

7.15 Maintenance
Maintenance requests must be emailed to the Maintenance Manager maintenance@ssho.ox.ac.uk The Maintenance Book will be withdrawn.

7.16 Out of Office Hours Support
For the safety of everyone, non-student college guests will not be allowed in Michaelmas 2020, save in exceptional circumstances.

7.17 Printing and Photocopying
The Library and administration corridor photocopiers / printers continue to be available to students. Ensure that only one person enters the administration corridor photocopying room at a time. For all photocopier use, use the wipes provided before touching the machine.

7.20 Student Kitchen
The Student Kitchen will be closed in Michaelmas Term 2020.

9.6.4 Group Placements
Group Placements will take place ‘in house’ in Michaelmas Term 2020.