

LMH COVID-19 SAFETY PROTOCOLS

At Lady Margaret Hall the safety of our guests, students and staff is paramount. While you are attending events at LMH, you must observe the following rules:

Do not come into College to attend your event if any of the following apply to you:

- You have tested positive for COVID-19 in the last 10 days
- You have been told to self-isolate by NHS Track and Trace
- You have symptoms of coronavirus (including fever, persistent cough, loss of taste/smell)
- Someone you live with has symptoms of coronavirus or has tested positive in the last 14 days, and you yourself are not fully vaccinated

If you feel unwell with coronavirus symptoms whilst in College, please let your event organiser or Porters' Lodge staff know immediately.

Follow all the social contact and social distancing rules in place during your visit, which will be clearly communicated to you and could include:

- Taking a lateral flow test on the day of the event.
- Wearing a face covering when moving through communal areas or spending time together indoors.
- Keeping open the doors and windows, which we will make sure are providing ventilation.
- Taking care with hand-washing, using the hand sanitiser provided, and binning of tissues & hand-towels immediately after use.
- Using all the space available if your event has to move indoors.
- Following any specific instructions notified during the event, such as one-way systems.

Provide contact details to your event organiser and use the NHS track and trace QR codes in the Lodge and Dining Hall to sign in to the venue. Thank you.

These are some of the precautions we have put in place to help keep you, our staff and students safe:

Distancing

- We follow Government guidelines on social contact and social distancing throughout the College site.
- For larger events delegates will be given staggered arrival times to minimise queuing and congestion.
- For residential check in, your keys will be sanitised and sealed in an envelope before being handed to you.
- We provide plastic screens to place between audiences and presenters.
- Meeting rooms are set up in accordance with the guidelines and guests are asked not to modify the set up.
- Windows allow ventilation in all meeting rooms. A HEPA filter is available for large meetings.
- Queueing and one-way systems are in place where necessary.

Cleaning and Personal Hygiene

- Meeting Rooms and communal spaces are thoroughly cleaned each day and refreshed during breaks as required, concentrating on high touch surfaces.
- Tables/chairs/equipment are disinfected each time they are set up/moved.
- Communal toilets are cleaned regularly and a signed schedule and check is displayed. Paper towels and pedal bins have been supplied for your safety.
- Signage reminds everyone about regular handwashing.
- Your bedroom will have been thoroughly cleaned by staff in PPE prior to your arrival. We will provide cleaning materials and pick up rubbish and dirty towels daily and clean rooms and change linen on a weekly basis at an arranged time when your room is vacant.
- Hand sanitiser, with over 60% alcohol content, is available at every entrance and exit and residential delegates are provided with their own travel sized bottle for convenience whilst they are in College.

Food and Drink

- Catering staff will follow appropriate safety protocols during your visit which are likely to include:
 - Wearing face-coverings
 - Signage identifying safe queuing distances in the Dining Hall where relevant
 - Measures to provide separate spaces in the Dining Hall for different groups of guests.
- When leaving the Dining Hall please follow the instructions in place regarding safe disposal of rubbish and clearing used cutlery and crockery.
- Residential guests will have their own access to hot drinks and bottled water in their bedroom.

Tracing, Communication and Emergency Procedures

- Event organisers are instructed to make this leaflet available to delegates prior to their visit to LMH.
- Delegates will be asked by event organisers for contact details for tracing.
- An isolation area will be provided for any delegate who feels unwell whilst they are at LMH. Staff and course organisers will liaise and arrange health care assistance as necessary.
- Emergency evacuation procedures are displayed in all rooms and delegates should prioritise leaving the building immediately if an alarm is raised.
- Further information and a full risk assessment is available on the [LMH conference website](#)