Worcester College, Oxford

COVID Code of Practice

Information for your upcoming Event

The Events team want to reassure you of the College’s COVID-19 secure commitment to events and conferences, and to communicate that we are adhering to government guidelines and University of Oxford policy.

At this current time, the below factors are in place to ensure a COVID-19 secure event and are subject to change in line with government guidelines and University of Oxford policy. We will endeavour to communicate any changes or updates as appropriate.

As the event organiser and point of contact, we ask that you communicate our commitment to safe and secure events to all your delegates, speakers, and event staff to ensure a smooth-running event.

Social Distancing
Around the building, you will notice floor marking, posters, banners & Perspex protective screens. Please adhere to the guidelines and keep a safe distance from others.

Our meeting rooms are set-up with 2-metre distancing, please do not move any tables or chairs around. Please return to the same seat you have used after any breaks.

In dedicated catering areas, guests should observe social distancing and our catering tables are set-up in groups of a maximum of six.

Face coverings
A face covering should be always worn when indoors, except when seated to eat or drink. Please respect that some people are exempt from wearing a face covering. A face covering is not required in our outdoor spaces, although it is still necessary to continue to observe social distancing.

Standards of cleanliness
In addition to our regular cleaning schedule, we have introduced several enhancements to our service, to ensure a safe working environment.

We have implemented a high touch point cleaning programme to protect our building users from sickness caused by the transmission of bacteria and viruses. There are sanitiser stations at regular points around the building; sanitiser wipes to wipe down work surfaces and dispensers in all meeting rooms for individuals to use as required.

A suitable time is allocated to sanitise rooms in between meetings using a high-capacity misting machine.

Track and Trace
For track and trace purposes we will provide you with an NHS bar code for each location. We are asking all attendees to scan in every day and in each location.

Risk Assessment
We would like to assure you that a full risk assessment has been carried out regarding working within our buildings, based on the buildings being used for teaching and meeting purposes. If you have any activities planned, please consult with your coordinator, as a bespoke risk assessment may need to be created.

The College’s priority at this time is the health and wellbeing of staff and clients and we thank you for your consideration. We look forward to the pleasure of hosting for you.