



## DOWNING COLLEGE CAMBRIDGE CONFERENCES & EVENTS

### COVID Safe Behaviours

Downing College warmly welcomes all guests attending an event. We will continue to monitor and act on advice from the UK government, Public Health England and the World Health Organisation, regarding precautions on COVID-19 and adjust these standards accordingly. By coming into College you acknowledge your personal responsibility to behave in accordance with the three following principles and agree to follow the guidance issued by the University and College:

- Behave in a way that minimises the risk of infection;
- Treat each other with dignity;
- Keep informed of the changing guidance and adhere to it.

### Covid-19 Mitigations

Following the UK Government update, as of 19<sup>th</sup> July 2021, it is expected and recommended that face coverings be worn indoors at Downing College (except medical exemptions) though these can be removed when seated to eat or drink or when outdoors. Whilst room capacities are no longer restricted and there are no mandated social distancing measures, we will continue to work on the principle of 1m, and kindly request attendees sensibly distance and respect the wishes of others. We recommend you regularly take advantage of the outdoor areas at Downing during breaks.

Hand-sanitiser stations are located around the buildings; please sanitise your hands on arrival, regularly throughout the day and on departure. Attendees are kindly requested not to congregate in corridors or stairwells, and windows (and where possible doors) will be kept open to facilitate the circulation of fresh air.

### Testing

All guests attending an event at Downing College are strongly encouraged to take a COVID test prior to arrival and only to attend with a negative result. As per the UK Government recommendations, guests are politely reminded to test twice a week if residing at Downing for a longer stay.

### NHS Track and Trace

The College has requested that your event organiser provide attendee contact details should the need arise. This data will not be shared with any other organisations and will be kept for 21 days. QR codes will continue to be available outside all event spaces.



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### Access to Downing College

All visitors should arrive to Downing College via the Regent Street entrance. All other gates remain closed to the general public.

### Bedrooms

Bedrooms will be serviced daily between 9am – 12pm, and guests will need to vacate their room whilst the housekeeping team service the room. Please leave the Do Not Disturb sign on the door if you would prefer a member of staff not to enter. You are encouraged to leave the windows open throughout your stay and particularly on departure. Unfortunately, to reduce the risk of spreading the virus, bed throws, cushions and robes/slippers have been removed. Where possible, rooms will be left vacant for 48 hours between stays.

### What to do if you develop Covid-19 Symptoms whilst at Downing College?

The three main symptoms are a **high temperature**, a new, **continuous cough** or a loss or change to your **sense of smell or taste**. Further information can be found [www.nhs.uk/conditions/coronavirus-covid-19](http://www.nhs.uk/conditions/coronavirus-covid-19)

**Please contact the Porters' Lodge immediately and if you are attending an event, inform your Event Organiser.**

You will be required to take a PCR test, and self-isolate at Downing College at your personal cost until you have received the test result. If you have any of the three coronavirus symptoms you can book a PCR test online or by phoning 119. The nearest walk in test site to Downing College is in the overflow car park near the Abbey leisure centre on Pool Way, off Whitehill Road. It is open every day from 8am to 8pm. Do not visit the test site if you do not have an appointment. Alternatively, you can order a PCR test kit and have it delivered to "Guest Name", C/o Porters' Lodge, Downing College, Cambridge, CB2 1 DQ.

If you receive a confirmed test result for Covid-19, you should return home if you reasonably can. You should use private transport but only drive if you 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.

Porters Lodge telephone 01223 334 800