

Visitor Policy

(Yellow highlights indicate COVID-specific rules. Other rules existed before COVID)

A. General

- i. The College remains closed to the general public
- ii. Visitors are permitted for academic or essential business purposes or as personal guests of members of the College
- iii. All Trinity members hosting visitors are reminded that they are responsible for their visitors and their conduct
- iv. To the best of the host's knowledge, no guest visitor is to be introduced who has tested positive for Covid during the last 10 days, or is subject to a lock down requirement elsewhere, or is feeling unwell, or has any symptoms (for whatever cause) such as a cough, running nose or sore throat.
- v. All Trinity members acting as hosts are expected to implement measures to minimise the risk of transmitting Covid, the most important of which is opening windows when more than one person is in a room
- vi. Visitors arriving at the Porters' Lodge are requested to take a temperature check on arrival.
- vii. This Visitor Policy could be revised or withdrawn, potentially at short notice, depending on the risk of the pandemic, as well as instruction from the University, Public Health England or the government

Students

General

1. Students may introduce up to two non-Trinity guests to their rooms or to the public areas of the College (but not to Formal Halls or BA Dinners during Michaelmas Term), provided that
 - a. the guests are registered via the Visitor Form
 - b. the guests agree to follow all Covid safety measures in place
 - c. the guests are accompanied by the host student at all times
 - d. all identify themselves truthfully if requested to do so by the porters
2. Registered carers of students are not visitors and can accompany the student anywhere in the College as necessary.
3. For operational reasons, no student guest room or folding bed will be available during the Michaelmas Term.
4. Graduate students living with partners/spouses/children may bring them into the public areas (including the Hall, the café/bar, or cafeteria) of the College.
5. Students should note that misuse or abuse of the Visitor Form may lead to disciplinary sanctions by the Dean

Guests of students living in College

6. Up to 6 people (including the occupant(s)) are permitted in student rooms at any time, provided that

- a. there are no more than two non-Trinity guests (duly registered via the Visitor Form)
- b. the host student implements appropriate Covid mitigation measures, the most important of which is opening windows
- c. all guests respect the host student's guidance regarding Covid mitigation measures
- d. the host and their guests vacate the room when bedders enter it for cleaning
- e. host students make an effort to avoid too many simultaneous gatherings (for example by offering to move their group guests to the cloisters or invite them at a different time, if a neighbour is also having guests at the same time)
- f. all ensure they do not create additional work for housekeeping staff
- g. all follow accommodation rules to ensure harmonious living (<https://www.trin.cam.ac.uk/accommodation/handbook/>)
- h. all identify themselves truthfully if requested to do so by the porters

7. Students with rooms on the main College site may host one overnight guest* for a maximum of two nights in any seven consecutive nights provided that

- a. the host student implements Covid mitigation measures, the most important of which is opening windows
- b. the guest follows the host student's guidance regarding Covid mitigation measures
- c. the guest is eighteen years old or over
- d. for fire-safety reasons, the guest is registered via the Visitor Form
- e. the host student and the guest vacate their room when bedders enter student rooms for cleaning on designated days
- f. in case of fire, fire drills or emergency evacuation, the host student and the guest report swiftly to the fire assembly point

*First-year graduates and undergraduates may host overnight guests from 11 October 2021 (M), but no earlier.

Guests of Students in College Hostels managed by Bidwells.

8. Students in College hostels managed by Bidwells may host one overnight guest for a maximum of two nights in any seven consecutive nights provided that

- a. the total number of guests in the hostel does not exceed the legal maximum occupancy as advised by Bidwells
- b. the host student implements Covid mitigation measures, the most important of which is opening windows
- c. guests follow the host student's guidance regarding Covid mitigation measures
- d. occupants of the same hostel have agreed on an amicable and equitable way of inviting their guests within the maximum permitted number
- e. the guest is eighteen years old or over
- f. for fire-safety reasons, the guest is registered via the Visitor Form
- g. all identify themselves truthfully if requested to do so by the porters

9. Students in self-contained flats managed by Bidwells may host overnight guests for a maximum of two nights in any seven consecutive nights provided that

- a. the total number of guests in the flat does not exceed the legal maximum occupancy as advised by Bidwells
- b. the host student implements Covid mitigation measures, the most important of which is opening windows
- c. all guests follow the host student's guidance regarding Covid mitigation measures

- d. the guest is eighteen years old or over
- e. for fire-safety reasons, the guest is registered via the Visitor Form
- f. all identify themselves truthfully if requested to do so by the porters

Students living in private accommodation

10. Section A and the General Section above (1-5) apply to students living in private accommodation.

Guests of Student Societies

11. Student societies may introduce up to three external speakers per event, provided that
- a. they have booked the relevant venue in good time
 - b. they have submitted the external speaker form and have received authorization from the Dean of College
 - c. the speakers are booked through the Visitor Form and are accompanied by the host student at all times
 - d. the host student ensures that speakers follow all Covid safety measures in place
12. Student societies may introduce external non-Trinity guests (up to two guests per Trinity student) as participants or audience of their activities no earlier than 21 October 2021 (Th), after an additional risk assessment has taken place. All non-Trinity guests must be registered using the Visitor Form.

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