Visitor Policy

Scope

Trinity College is committed to taking reasonable and proportionate steps to reduce risks of COVID infection among the College community. Therefore, the following policy applies to Members of Trinity College, Trinity Alumni, Contractors and Visitors/Guests invited into College but will be under constant review whilst the risk of Covid 19 is still present.

Unfortunately the College remains closed to members of the public (tourists) and alumni from other Colleges at this time unless they are attending a specific event.

All Trinity members hosting visitors are reminded that they are responsible for their visitors and their conduct. The expectation is that anyone attending Trinity College will comply with Government Guidelines and local policies and risk assessments in order to reduce the risk of the transmission of Covid 19.

This Visitor Policy could be revised or withdrawn, potentially at short notice, depending on the risk of the pandemic, as well as instruction from the University, UK Health Security Agency or the Government.

Definitions

Members of Trinity College – Current Students, Staff and Fellows.

Trinity Alumni – Graduate of Trinity

Prospective student and family – pupils and students, teachers and their families who may wish to apply for a place at Trinity College (Outreach)

Tourists – paying members of the public

Contractors – staff from third parties contracted to perform a specific duty for Trinity College or its Members

Guest – Invited by a current member of College or Alumni of Trinity College

Meetings, Conferences and Event/s – Meetings, services, conferences, dinners, experiences or events agreed by Council and/or the Junior Bursar.

Attending site

Visitors are permitted for academic or essential business purposes or as personal guests of members of the College. Current Trinity Members may come and go as they please in line with their contracts (for Fellows and Staff) or with the Student Accommodation Handbook and the White Book (Regulations and General Information for Student Members of the College).

College Members are permitted to move around College as per their contract and the Student Handbooks. They must take note of any local rules, including the use of face coverings.

All College Members may use the Canteen (Student, Staff or High Table) and the College Bar in line with their contracts and the Student Handbooks.
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Students visiting another household cannot use the shared gyp/kitchen facilities as these are for the sole use of those living in the area.

Trinity Members are responsible for their own guests. They must accompany them at all times and encourage them to follow specific rules operating in different areas of the College.

The College reserves the right to restrict visitor access, particularly at weekends or otherwise when necessary.

Trinity Alumni, Former Trinity Fellows and Prospective Students and families are able to attend site but should make themselves known to the porters at the Porters’ Lodge, Great Gate, the Porters’ Lodge, Burrell’s Field, or be greeted by a current Trinity Member.

Anyone attending a specific event should report to the Porters’ Lodge or to the team or individual responsible for the event (this information may be located on a ticket or email in some instances). Each event is risk assessed and planned to ensure the safety of those in attendance.

Contractors must sign in via their Trinity contact. If in doubt, they should go to the Porters’ Lodge at Great Gate or Burrell’s Field.

Those who do not fall in a category above will be able to attend site if they are:

- A guest of a Trinity Member (in line with Contracts or Student Handbooks
- Guests visiting residential Fellows or students
- Guests attending a meeting for work purposes (giving the name of the contact)
- Guests attending site for education purposes
- Guests staying in a College Guest Room

General Guidance

Anyone attending the site and in-person events or meetings should be aware of the following guidelines:

- Follow Government guidelines
- Ensure windows are open and encourage good ventilation inside.
- Wear a face covering where required (inside spaces other than private offices or residence, crowded areas and when directed by the host)
- Use hand sanitiser where possible
- Follow local risk assessments
- Staff, Fellows and students are encouraged to take a Lateral Flow Test (LFT) twice a week as detailed in Government guidance

Number of Guests

In order to minimise the risk to College and the wider community, guest numbers are limited in some situations. Some of the facilities have smaller capacities post-pandemic than they did before to ensure sensible and measured mitigation.
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Students may have:

- Up to six people (including the occupant(s)) in student rooms at any one time
- Students may introduce up to four non-Trinity guests to their rooms or to the public areas of the College (but not to Formal Halls or BA Dinners). The guests must be accompanied by the host student at all times and all identify themselves truthfully if requested to do so by the porters
- Registered carers of students are not visitors and can accompany the student anywhere in the College as necessary
- 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 logs the overnight visitor on online
  b. the host student implements Covid mitigation measures, the most important of which is opening windows
  c. the guest follows the host student’s guidance regarding Covid mitigation measures
  d. the guest is eighteen years old or over
  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
- Graduate students living with partners/spouses/children may bring them into the public areas of the College (including the Hall, the café/bar, or servery)
- Students should note that misuse or abuse of this policy may lead to disciplinary sanctions by the Dean

Fellows:

- Fellows may host visitors in their own rooms
- Fellows may have up to four external visitors (total of five including the Fellow)
- Fellows’ guests may have access to outside spaces, private office (if applicable), Chapel and Wren
- Normal (pre-Covid) regulations regarding Fellows’ guests at High Table apply
- Fellows may allow guests to stay in their personal rooms or sets
- Fellows’ guests can book up to four nights in a Fellow’s Guest Room but the Hosting Fellow must be responsible at all times for their guest

Staff may have:

- Small numbers of close family and/or friends of staff (up to four) are allowed for general visitation if deemed an appropriate time and as long as it does not impact service. This may be reviewed at the discretion of the Senior Porter on duty. If the size of the group is deemed too large or the timing inappropriate, the Senior Porters have the authority to limit numbers
- Guest who may have access to outside spaces, private office (if applicable) Chapel and Wren

Trinity Alumni may have:

- Each alumnus/alumna is permitted a maximum total of four guests (up to a total of five, including the alumnus/alumna). This may be reviewed at the discretion of the Senior Porter on duty. If the size of the group is deemed too large or the timing inappropriate, the Senior Porters have the authority to limit numbers
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- Alumni are asked to identify themselves at the Porters’ Lodge. An alumnus/alumna card will be very helpful.

Post-Doctoral Society:

- Postdoctoral Society members may host up to four guests in external spaces, the Chapel and Wren.
- Postdoctoral Society members may host an accompanying spouse or partner (only) in the Deighton Room.
- No external guests may be introduced to Postdoctoral Society Dinners during Michaelmas Term. Postdoctoral Society members may exceptionally bring as a guest their partner if living in the same household.
- Postdoctoral Society members may host up to two guests at meals taken through the servery.

Guests of Students in College Hostels managed by Bidwells:

- 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. all identify themselves truthfully if requested to do so by the Bidwells Agent

Students in Self-contained flats managed by Bidwells:

- 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. all identify themselves truthfully if requested to do so by the Bidwells Agent

Guests of Student Societies:

- 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 authorisation from the Dean of College
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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

• Student societies may introduce external non-Trinity guests (up to four guests per Trinity student) as participants or audience of their activities, and conditional on additional risk assessment submitted to the College