

St Cross Building, St Cross Road, Oxford, OX1 3UL

HEALTH AND SAFETY INFORMATION FOR STUDENTS ATTENDING CLASSES OR SUPERVISION MEETINGS IN THE ST CROSS BUILDING

Students who are unable to attend in-person meetings or classes (or feel uncomfortable about doing so e.g. for health reasons) should ask about online options.

For 'hybrid' teaching (i.e. a combination of some students in the classroom and some online) you may need to bring a laptop or other device with you, to enable you to participate fully in the class. You will be given further information about this if and when it is applicable to your teaching.

- If you, or anyone else in your house/accommodation, shows **symptoms of coronavirus**, you must stay at home, and follow the [University Health guidance](#). You may attend your class/seminar/meeting on-line if you feel well enough to do so.
- If you feel unwell once on-site at the St Cross Building, please leave immediately and arrange to be tested via the University's [Early Alert Service](#). Please also contact your department/faculty 'Single Point of Contact' (for Law students this is easresults@law.ox.ac.uk)
- Please **only** come to the St Cross Building if you have prior appointment (e.g. to meet your supervisor, to meet an administrator, or visit the library) or have been advised that your teaching is face-to-face and is taking place in this building.
- On arrival at the St Cross Building, please observe the new signs, notices and floor markings. Please also **sanitise your hands** as you enter.
- **Face coverings** are required in communal spaces throughout the building and in rooms during face-to-face teaching, except for individuals who are exempt. You will not be challenged if you are not wearing a face covering, but may be offered a disposable one in case you have forgotten your own.
- All the main entrances to the St Cross building have been labelled for ease of reference. You will need to enter the building at the entrance closest to your teaching room:
 - **A - Main Reception** (Gulbenkian, White & Case, Criminology, IECL & Clifford Chance Seminar Rm)
 - **B - Law Library entrance doors** (Law Bodleian and Seminar Rm L)
 - **C - Accessible entrance door on ground floor** (English rooms, and lift access)
 - **D - Manor Road entrance near the Cube** (Cube, Seminar Rm D, Seminar Rm F)
- When moving around the building, you must maintain a social distance of at least 2 metres **at all times**. When using the stairs **keep to the left** and **give way** when required.
- If use of the **lift** is essential for access, this should be **single occupancy only**.
- Staff and students should **not arrive at the building more than 10 minutes before the start of their seminar or meeting** to allow time for the previous attendees to exit safely and any cleaning requirements to be completed. Nobody should enter a teaching room whilst cleaning is taking place.
- Whilst waiting to enter, queue at the designated queuing points which will be signposted and **maintain 2m distancing at all times**. Ensure you do not block other entrances or exits. If the queue exceeds the marked

spaces, you must wait outside, please.

- Hand sanitiser will be available at the entry point for all teaching spaces. **All people entering these spaces should sanitise their hands again.**
- Sanitiser and cleaning supplies will be provided in all teaching rooms to enable lecturers and students to **clean desks, chairs and any equipment** within the room on arrival in the classroom, and you are asked to clean these surfaces again at the end of the class.
- Either a cleaning contractor or a member of our Facilities Management team (depending on the time of day) will attend between classes/meetings to clean communal touchpoints such as door handles and light switches as well as replenish any cleaning items as necessary.
- The Missing Bean café (on the third floor) will be open normal business hours during term time with the offer of some seating both inside and outside (weather permitting). Please ensure you respect the 2m social distancing queue markers and furniture layout.
- Vending machines are available for snacks and drinks. Please use the sanitiser provided prior to use, and please consume these outside.
- Not all **lavatories** are available for students to use; please respect the signs, and do not queue outside the lavatories beyond the marked spaces.
- In the case of a **fire alarm**, make your way to the nearest exit and proceed to the assembly point outside the entrance of the building in the car park. Once at the assembly point **maintain 2m social distancing** as best you can.
- If you require **first aid** whilst in the building, please **contact reception (01865 271481)**. First aiders have been issued with PPE to use at their discretion if attending to an incident. Be aware that first aiders may ask you to self-administer first aid from a distance if appropriate. Any accidents or incidents should be notified to the FM Building staff in the first instance.
- First aid boxes are located at the St Cross Building Reception. If emergency care is required contact the Emergency Services immediately by dialling 999.

USEFUL CONTACTS

St Cross Main Reception 01865 271481 or stxreception@admin.ox.ac.uk
Bodleian Law Library 01865 271462 or bl-enquiries@maillist.ox.ac.uk

USEFUL LINKS

[Accessibility Guide](#) to the St Cross Building
[University's Health Information](#)
[General information about the St Cross Building](#) (Estates Services)
[General information about the St Cross Building](#) (on the Law Faculty website)

Charlotte Vinnicombe
Faculty Safety Officer
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