

The Courtauld

Covid-19 Student Responsibility Agreement

The purpose of this Agreement is to secure everyone's agreement to protect ourselves and each other within The Courtauld and the wider community in the light of the continuing COVID-19 pandemic. It is an affirmation of our shared values – community, consideration for others, respect and tolerance, and inclusion.

This guidance note is applicable for the period from **19 July 2021, until w/c 6 September 2021** when a further update will be issued, based on updated guidance from the UK Government and/or Public Health England and The Courtauld's Senior Management Team decisions on managing the mitigation of risk to provide so far as it is able a COVID-safe environment.

The Courtauld expects that disruption resulting from COVID-19 to continue to affect our operations for some or potentially all of summer 2021 particularly as a consequence of continuing Government requirements and new COVID-19 variants (i.e. Beta and Delta). The guidance set out below must be read in the light of the exceptional circumstances created by COVID-19 and it supplements The Courtauld's existing Regulations, Terms and Conditions and policies.

Adapting to life at both The Courtauld and in general under COVID-19 safety measures has been new to everyone. Staff, contractors, agency workers, students, volunteers and visitors will need to continue to adapt and make adjustments to their daily life to enable everyone's work and daily activities to take place as safely as possible.

The Courtauld has undertaken an organisational risk assessment for all Courtauld activities and this assessment will continue to be kept under regularly review by the Head of Estates and Facilities, SILVER and GOLD Teams. We have introduced and will continue to implement a range of sensible and proportionate control measures which follow the health and safety hierarchy of controls to reduce the risk to the lowest reasonable practicable level.

Thus, The Courtauld (from 19 July 2021) will continue to implement the safety and increased hygiene measures and recommendations including but not limited to those listed below.

- Continuation of enhanced cleaning and disinfecting regimes, including making available hand sanitiser and Personal Protective Equipment (PPE) on site in key areas i.e. receptions, teaching spaces, libraries, conservation studio's etc.
- Continuation of advocating that every individual on property or in buildings occupied by The Courtauld continues to wear a face covering as set out in our Face Covering Policy updated on 21 July 2021.

- Continuation of advocating that students continue to maintain appropriate social distancing i.e. keep an appropriate distance from those to whom you do not regularly come into contact with on a daily basis, and if needing to meet with others indoors, to do so in a room that is well ventilated i.e. it has openable windows.
- Continuation of adopting one-way systems and clear signage to help to manage numbers in entering and moving around our premises, in order to ensure contact with others is minimal.
- Continuation of ensuring rooms and workspaces are appropriately ventilated via the regular opening of windows to aid natural ventilation
- Monitoring and making adjustments to the fresh air in-take to mechanical ventilation systems.
- Providing clear guidance to students about how to look after their health and wellbeing, and how to seek support and how to raise concerns about members of The Courtauld community who are not following the appropriate guidance.

In order to continue to protect our community's health and support our collective wellbeing as we emerge from the COVID-19 pandemic, we recommend that each student continues over the summer period to follow the guidance set out below.

1. To abide by all national public health regulations brought in to stop the spread of COVID-19 and follow specific guidance on health measures, together with local public health guidance as relevant for the circumstances you are in. This includes complying with any national or local lockdowns, quarantine regulations if you are travelling from outside the UK and self-isolating if:
 - You have any of the classic symptoms of coronavirus (a high temperature¹, a new, continuous cough² or a loss or change to my sense of smell or taste³)
 - You have any of the symptoms associated with the emerging Delta variant which may initially feel like a seasonal cold that develops into a headache followed by sore throat, runny nose and fever.
 - You have tested positive for coronavirus.
 - You live with someone who has symptoms or tested positive.
 - You have been notified to self-isolate by NHS Test and Trace or the NHS COVID-19 app.
2. If you own a compatible iphone or android mobile phone, we recommend you download the NHS COVID-19 app and scan the QR code displayed in the

¹ This means you feel hot to touch on your chest or back (you do not need to measure your temperature)

² This means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)

³ This means you've noticed you cannot smell or taste anything, or things smell or taste different to normal

reception entrance (and or in communal areas) each day you enter The Courtauld's premises at Vernon Square, Somerset House and Duchy House (and where displayed in any other premises you may go into i.e. galleries, museums).

3. If you own a compatible iPhone or Android mobile phone, we recommend you download the NHS App so that you can access and show if requested your NHS COVID Pass – this shows proof of your COVID-19 status.
4. To, immediately inform The Courtauld via COVID@courtauld.ac.uk should you have COVID-19 symptoms, be tested positive for or diagnosed with COVID-19 or have been contacted as part of the 'NHS Test and Trace' scheme, and follow self-isolation guidelines as appropriate. Please provide details of anyone you have been in contact with at The Courtauld in the last 48 hours. Do not come to Vernon Square, Somerset House or Duchy House under any of these circumstances.
5. If you show symptoms of COVID-19, book a test as soon as possible. You must self-isolate until a test is available. Inform COVID@courtauld.ac.uk of any test results. If positive, you may be contacted by NHS Test and Trace. You will be contacted by NHS Test and Trace who will seek to determine your close contacts. Please engage with the service when you receive the call or text message. It is very important to ensure that you outline that you are a staff member at The Courtauld and that you quote the postcode of our main teaching site, Vernon Square (WC1X 9EW).
6. To participate in regular Lateral Flow Testing over the summer, via the use of home testing kits either provided by The Courtauld or obtained directly via this web [link](#) and to report your test result to www.gov.uk/report-covid-19-result
7. You, acknowledge that The Courtauld may carry random on-site spot checks that all members of its community are engaging in regular Lateral Flow testing and to support this, you may be requested to show evidence that you have taken these tests, so please do bring either a photo of a negative test or your email / text confirmation with you that you have received from NHS Test and Trace. If you are unable to supply this evidence, we will remind you of the benefits of Lateral Flow testing and will offer you the option of a home testing kit, if you do not have one already. If further spot checks are undertaken and you are unable to supply evidence, regrettably we may need to ask you to leave site in the interest of the wellbeing of those who staff and students on site.
8. You will continue to practise effective hygiene methods to limit contact transmission, including:
 - a. regular thorough handwashing with soap
 - b. using hand sanitisers
 - c. ensuring good respiratory hygiene is adopted
 - d. correct wearing and disposal/washing of face coverings
 - e. meeting others to whom you are not regularly in contact only if essential and if necessary to meet in person, to do so appropriately distanced

and to only meet in a well ventilated room (i.e. one with openable windows) or if possible outdoors.

9. If you are continuing to live in Courtauld accommodation (Duchy House), you will continue to follow guidelines on how you interact with and share communal spaces with fellow residents and will adhere to the COVID guidance set out in the Licence Agreement and Accommodation Handbook and any additional guidance provided by the Accommodation Manager.
10. If you are living in a third party providers' accommodation or private household, you will follow guidance provided by the Halls Management and/or the relevant Government/Public Health England guidance.
11. You will continue to follow Government guidance on interactions with other households and being in groups and will not invite people from outside of your household to parties/social events within the accommodation in which you are living unless guidance on this changes.
12. You will respect guidance issued in regards to bringing external guests/visitors into The Courtauld's accommodation (Duchy House) and or third party providers' accommodation as per the terms set out in your Licence Agreement.
13. You will follow all rules and signage about expected behaviour for the space you are in when interacting with anyone outside those you normally interact with on a daily basis, whether on for example Courtauld premises, on public transport or in public buildings
14. You will continue to respect The Courtauld's guidelines on maintaining appropriate social distancing from those to whom you do not regularly come into contact with on daily basis, and if needing to meet with others indoors, to do so in a space that is well ventilated.
15. You will continue to adhere to The Courtauld's policy on wearing face coverings whilst studying in Courtauld premises as well on public transport which in some in areas remains mandatory (i.e. on London Transport).
16. You will keep up-to-date with the latest COVID-19 developments and news through the COVID-19 all student communications' newsletter and or other e-mails that may be periodically sent from the Dean's Office.
17. You will continue to show respect and consideration to fellow staff, agency workers, students, volunteers and all visitors to The Courtauld and the wider community.

If anyone asks or reminds you to follow any of The Courtauld's COVID-19 safety measures, for example, wearing of face coverings, or opening a window, please do not be offended. We all need to be being mindful of others who may not yet have been fully vaccinated for whatever reason or those who may still be nervous about coming back to work on site.

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