

Accommodation

We are looking forward to welcoming you to College and have put in place arrangements to minimise risk with respect to COVID 19.

The College is complying with the rules and regulations set by the UK government, Public Health England and local authorities and is using them to set the policies and procedures within our accommodation. As we are dealing with Households of individuals rather than family groups, there may be differences between what you can do in the accommodation compared to in the wider community. We are in a developing situation so please keep checking this document which will be updated as things change.

It is extremely important that we know who is in our accommodation. Please make sure that you check in and out at the Porters' Lodge when you move in, go away for a period or move out of your accommodation.

Households

To comply with recommendations from Public Health England all of the College's accommodation has been arranged into Households of up to 8 students. Each Household will share a communal kitchen and, where rooms are not en suite, bathroom facilities. Households of up to 8 are recommended as this reduces the number of people impacted by any instances of Covid-19.

In the main College building this has meant that we have had to reduce the number of rooms available for students to live in. Each corridor has been broken into defined Household groups. Except in cases of emergency such as a fire alarm, you must not walk through or enter other Households to access your Household or other places in College, even if it is the shortest route to where you are going.

In Swirles Court each floor of a block is a Household group.

When you are moving around your Household be considerate of the members of it. Make sure you wash your hands frequently with soap for at least 20 seconds. Clean any surfaces that you have touched and make sure you leave things how you would like to find them. Please keep personal items, crockery, cutlery etc. clean and put away in your own storage cupboard to avoid them being touched by anyone other than yourself.

Within your own Household you are not required to social distance or wear a mask (unless you are quarantining / self-isolating).

Moving into your accommodation

- **Freshers (first year undergraduates)** - you will be able to arrive from the 30th September and will be emailed a form to complete to book your arrival slot. If you are required to quarantine you can arrive from the 19th September.
- **Returning undergraduates** – you will be able to arrive from Saturday 26th September 2020. As we need to manage the arrival period you will be able to book slots from that date to arrive in. There will be no additional charges for students arriving from the 26th September. For this academic year the only early arrivals that will be approved will be students who are

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required to come early to quarantine (who can arrive from 19th September), Fresher Helpers and students required to be here for their course starting early. If you have another reason for why you need to arrive early please contact your Tutor as soon as possible for further advice.

- **Graduates** – the graduate tenancy will start on the 1st October. If your course starts before that date you will be able to book early arrival. We recommend that students who have to quarantine plan to arrive two weeks before the start of their course. Students will need to book an arrival date.

All students will be emailed a form to complete to book their arrival time. This must be completed at least two weeks before their arrival.

Early arrival will be charged at the same nightly rate as you pay for the rest of your tenancy.

Students living in the main College building, College houses and Ash Court need to check in at the Porters' Lodge in the main College building. Students living at Swirles Court need to check in at the Swirles Court Porters' Lodge. Please make sure that you wear a face mask when checking in and maintain a 2 meter social distance from other people. You may only have a maximum of two other people with you when you are moving into your room. Anyone accompanying you can enter your bedroom and corridor but should not go into communal areas such as kitchen and bathrooms. Toilets will be available in the Social Hub in the main College building and by the Porters' Lodge in Swirles Court.

Quarantining

If students are required to quarantine due to the country they are travelling from / through they will be given full support by the College. The full quarantine policy is available on our website at:

<https://www.girton.cam.ac.uk/news/coronavirus/>

Details about who is required to quarantine (self-isolate) on their arrival to England can be found at: <https://www.gov.uk/guidance/coronavirus-covid-19-travel-corridors>. The government updates the list on the basis of rising and decreasing levels of infection so please keep checking the list. Please remember to consider countries you are travelling through as well as your starting point. You can get the page to email you updates as the list changes.

If you are required to quarantine, as far as possible you will be accommodated in your term time room. You will be able to use a designated bathroom, and use the shared kitchen following social distancing and hygiene protocols. You must stay 2 metres from other people, wear a mask outside of your room and clean any communal surfaces that you come into contact with. Please make sure that you wash your hands regularly.

You will not be allowed to leave your Household and will need to keep to your own room as much as possible.

If you develop symptoms you need to follow the self-isolation information below.

Please remember that anyone else travelling with you who is coming from a country which requires you to quarantine, will also have to follow the quarantine rules so will not be able to leave the place

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they are staying once they have checked in, either until they are leaving or for the required quarantine period.

Self-isolation

If you get the symptoms of Covid-19 please follow the College process for reporting and testing which is available at: <https://www.girton.cam.ac.uk/news/coronavirus/>

The student with the symptoms needs to get tested as soon as possible. If they are not tested or get a positive test result they need to self-isolate for a minimum of 10 days from the start of their symptoms. Further advice on how long to isolate for can be found at:

<https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/how-long-to-self-isolate/>. The student must remain in their household and follow social distancing with their household. They should not use the kitchen and should only use a designated bathroom.

Members of the Household must also isolate. Due to the length of time it can take for symptoms to appear they need to isolate for 14 days and should not leave their Household. They can use communal facilities within the household unless they themselves develop the symptoms. If they develop symptoms they must follow the procedure above and self-isolate for 10 days from the start of their own symptoms. If members of the household do not show symptoms or test positive they only need to isolate for 14 days from the start of the first member's symptoms.

If the student with symptoms comes has a negative test result the student and their Household no longer has to isolate.

If you are contacted under the track and trace scheme you must also isolate for 14 days if told to. If you have been contacted due to contact with someone outside of your household you should avoid contact with other members of your household for your period of isolation. If you develop symptoms then you and your Household will be required to self-isolate as above.

The NHS website has information about the symptoms to look for and self-isolating at:

<https://www.nhs.uk/conditions/coronavirus-covid-19/>

Catering for quarantining and self-isolation students

If you are quarantining or self-isolating you will not be able to go to leave your Household to go to the shops to buy food. Girton's catering department will be able to provide food for you that is delivered to your Household including a catering starting pack costing £10 that you can order before you arrive.

Information about booking food for delivery is available at:

<https://www.girton.cam.ac.uk/news/coronavirus/>

Visitors

The UK government has recently changed the legislation so that groups of no more than six people can meet up at a time (inside or outside) and must maintain 2m social distance from one another unless living in the same household. Given your household sizes and the difficulty of managing any guests under these terms in a multiple occupancy setting, the College elected to have no visitors to

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the households for the first 2 weeks of term, to allow households to establish, and then to determine what changes might be possible within the guidelines at the end of that period.

You can meet up in groups of no more than six socially distanced outside of your Household (or with all members of your Household). This is a legal requirement set by the government and you can be fined £10,000 if this is not followed. The government policy (which is subject to change) is available at: <https://www.gov.uk/government/publications/coronavirus-covid-19-meeting-with-others-safely-social-distancing/coronavirus-covid-19-meeting-with-others-safely-social-distancing>

Pre booked events sanctioned by College on its premises may allow more than 6 people to meet socially distanced, provided that a full risk assessment is provided and the event is run in line with covid secure protocols.

Christmas Vacation period

Undergraduate students are required to move out during the Christmas Vacation period. This year they are required to move out on or before the 9th December until the 9th January. The departure date is earlier than previous years as it factors in a two week period before Christmas Day in case students have to isolate on the date that were due to move out. The main College building closes between Christmas and New Year, while Swirles Court is on reduced staffing.

If undergraduate students are unable to return home due to Covid restrictions then they can be accommodated over Christmas in Swirles Court. This will have to be arranged through their Tutor and the Accommodation Manager.

Graduates can remain in their accommodation over the Christmas period. They may also want to plan to leave on the 9th December if they want to be away over Christmas.

Cleaning and maintenance

Please make sure that you vacate areas where cleaning and maintenance are taking place and respect social distancing with the staff.

Cleaning is being spread out so one member of staff isn't entering multiple Households on the same day. Cleaning regimes are being designed using small teams to limit transmission between households. Shared bathrooms and kitchens will be deep cleaned weekly and rubbish removed and touch points cleaned daily on weekdays. Outside the households there will be intensive cleaning of touch points on shared access routes.

If a Household is self-isolating cleaning will not take place. The Household will have access to cleaning materials and toilet rolls.

Maintenance issues are still being dealt with. Staff will take adequate precautions when entering Households. They will only enter self-isolating Households to deal with emergency maintenance. Please report all maintenance issues at: <https://www.girton.cam.ac.uk/girton-community/repair-request/>

Laundries

For the main College site you must use the Ash court laundry (one at a time in the laundry room) unless you have a laundry machine in your household. Clothes must be removed immediately after washing and drying to prevent the risk of them being handled by others.

At Swirles Court there is a laundry on the ground floor of A block near the Porters' Lodge. Clothes must be removed immediately after washing and drying to prevent the risk of them being handled by others.

Lifts

As they are a confined space use of them should be limited. There should be no more than one person, or two people if from the same household, at a time in the lift.

IT and setting up network access

The Girton IT department has created some webpages that will help you know what to bring and how to connect to the network. The information is available at:

<https://www.vle.cam.ac.uk/course/view.php?id=197071>

What to bring / think about

- Please bring face masks with you. You are likely to need several as they are required in lots of places and you should carry one at all times. They will need to be worn when moving around college, collecting food from the cafeteria, in group study spaces, and when entering, exiting and moving around supervision spaces when it might not be possible to keep 2m distance from non household members. Information about when you are required to wear a face mask generally in England can be found on the governments website at: <https://www.gov.uk/government/publications/face-coverings-when-to-wear-one-and-how-to-make-your-own/face-coverings-when-to-wear-one-and-how-to-make-your-own> Reusable ones are more environmentally friendly, please make sure that you wash them regularly. A supply of disposable masks are available at each lodge if you forget your reusable one.
- Please bring a thermometer with you so that you can take your temperature.
- If you require medication make sure that you maintain at least a two week supply of it in case you are required to self-isolate
- Catering can provide food if you are quarantining or self-isolating but you may also want to maintain a store of some basic food items in case you are not allowed to go food shopping at any time.
- If you are planning to be away from your accommodation for any period please can you pack up as many of your belongings as you can. In the 2019/2020 academic year we had a situation where students went home and due to Covid-19 restrictions were unable to return and this left College staff with over 60 rooms to pack up and many more which needed to have belongings stored.

The table below sets out what you are / are not able to do in different situations.

| | Normal | Precautionary household isolation (no symptoms) | Self-isolating with symptoms | Quarantining |
|--|---------------|--|---|---|
| Can I live in my room? | Yes | Yes | Yes | Yes |
| Can I leave my household? | Yes | No | No | No |
| Can I have in person contact with other members of my household? | Yes | Yes | No | Limited with face mask |
| Do I need to wear a face mask in my own household (excluding your own bedroom)? | No | No | Yes | Yes |
| Can I use the kitchen in my household? | Yes | Yes | No | Yes (with face mask) |
| Can I use communal bathrooms in my household? | Yes | Yes | Yes (specified bathroom with face mask) | Yes (specified bathroom with face mask) |
| Can I order food to be delivered from Girton catering? | No | Yes | Yes | Yes |