

Covid-19 Guidance for resident students August 2020

Introduction

This guidance is for all students currently resident in Cambridge. It will be updated as government advice changes. It sits alongside and complements advice from your Department or place of research, and you should also follow general updates on the [University's coronavirus webpages](#). College websites also carry the latest information on the provision of College services.

Cambridge currently has a low incidence of COVID-19 but the prospect of a new and rapid spike in cases remains a very real threat, particularly as people begin to return to work from away, so it is essential you read and follow Government Public Health England (PHE) advice on social distancing: [Staying alert and safe \(social distancing\)](#).

Please read and align yourself with the Collegiate University's [COVID Community Statement](#). This brief statement of purpose emphasises our individual and collective responsibility in minimising risks, and maximising support, for students, staff and visitors.

All resident members of Colleges are expected to abide by these key principles:

- Stay alert to minimising the risks of virus transmission in all aspects of your life
- Work from home whenever you can
- Limit contact with other people outside of your household.
- Observe social distance when you go out
- Wash your hands regularly, and **don't** leave home if you, or anyone you live with, has symptoms (see below).

Households in Cambridge

If you live in a flat at Swirles Court, or in private accommodation then all the occupants that share the kitchen constitute a 'household' as defined in government guidance. Close and consistent adoption of this practice has helped protect students already in Cambridge in the months since lockdown, and we need your help to maintain this for the safety of yourself and others. Postgraduate students may now return to Cambridge under certain conditions, so your current household may change over the coming weeks as people return to their studies. If you live in College accommodation, we will notify you about students coming to live in your flat. Students returning from non UK addresses outside the travel zone must self-isolate for 14 days on arrival, and these students will normally be housed separately for this period, unless close friends with you, in which case they may self isolate within the flat with support.

Please keep up to date with the evolving PHE guidance on [how to protect yourself and others from coronavirus](#) and on [social distancing](#).

Take joint responsibility for keeping your room and shared facilities clean: By taking care of cleaning your own room and by cleaning shared facilities each time you use them you reduce the frequency of visits from housekeeping staff, keeping everyone safer.

- Your Room We do not propose to clean *en suite* bathrooms weekly whilst the virus is still in circulation. If you are leaving your room for a period of 4 days or more, however, please notify the housekeeper, sk329 and if possible, we will arrange for your bathroom to be cleaned while you are away.
- Cleaning of shared kitchens and hallways: To limit both frequency and duration of contact, the kitchen will be deep cleaned once a week at a pre-notified time and students must not enter the kitchen during cleaning. To enable thorough cleaning, all surfaces must be cleared, washing up done and put away and personal items, clothes, papers etc removed from the dining area. In

between cleaners' visits, kitchen cleaning and rubbish removal remains the responsibility of residents and we will continue to supply you with cloths and cleaning equipment for this purpose.

- **Communal entrances to accommodation:** Be aware of high-contact surfaces including door handles and stair bannisters in communal entrances. Wash your hands before leaving your household and immediately after returning. Frequent cleaning of communal spaces and touch points outside the flats will continue as usual and increase and intensify as site occupancy increases.

Social distancing guidance in the College context:

Please make every effort to minimise the likelihood of bringing infection back to your household by staying up to date with PHE guidance: [Staying alert and safe \(social distancing\)](#) and by following these guidelines:

Practice frequent handwashing and good respiratory hygiene: Sneeze into a tissue and dispose of it hygienically, cover your mouth if coughing and wash your hands again. Use hand sanitizers where these are provided.

Stay alert to social distancing guidance when you are away from your household: Keep up to date with specific guidance for [staying safe outside of your home](#). In general, follow all relevant signage in your Colleges or work place and maintain 2 metre social distance from people outside of your household wherever possible. Note that you must wear a [face covering](#) on public transport and when attending medical facilities. Annex A provides advice on how to reduce risk where 2 metre distancing is not possible.

- **Exercise and recreation:**

- **Outdoors:** Spend time outside, as frequently as you wish, for exercise. This can be done alone or with members of your existing household. You may also meet outside with up to 6 people from different households, **but retaining 2 metre social distancing**. Where all members of the group are from just 2 households then the maximum number may be greater than 6. Training and sports in groups of up to 6 is now permitted, more where all members of the group are from just 2 households. However, you must maintain 2 metre distance, minimise equipment sharing and exercise strict hand hygiene.
- **Indoor public or communal venues outside of the College** (public restaurants, places of worship etc.): You can meet in groups of up to 2 households but you must observe social distancing at the venue. Do not interact socially with anyone outside the group you are attending the venue with

Within the household, you may cook and socialise together in the kitchen, unless someone in the household is self-isolating because they have symptoms of, or have tested positive for Covid-19 in which case you will enter a 14-day period of household isolation and you should then use the shared kitchen one at a time and segregate yourselves from one another to minimise the risk of transmission.

- **Visitors to your flat Until 31st August,** unless your household is in a period of household isolation, while numbers are low on site your household may host a visit from another household **providing 2m social distancing is maintained**. (refer to Annex A for further risk mitigation steps) The rules are:
 - **Only 2 people** from one other household may visit at a time – you must work together as a household using whatsapp or other group chat to ensure that visits are coordinated to prevent simultaneous access by people from multiple households, which is NOT permitted.
 - People from a visiting household must be met by you outside the lodge and then you must register the names and contact details of your visitor(s) with the porter. This is for test and trace purposes in the event of a Covid outbreak, and to control numbers visiting site. At the end of the visit you must escort your guests from the building and check them out with the Porter. The next visit cannot start until the previous one is checked out.

- You must not arrange household visits for when College staff are in your flat carrying out maintenance or cleaning.
- Close contact visits (including staying overnight) ARE NOT PERMITTED. Government guidance on meeting people from outside your household allows, in theory, for a person living in a single person household to connect up with a second household (a 'social bubble') – enabling closer contact between individuals without social distancing. In the interests of safety and equity to all members of a shared flat, people living at Swirles will not be allowed to operate social bubbles in this way. To do so might be unfair or lead to undue pressure on other members of a shared household since a social bubble is permitted to contain only 2 households in total. Further, all members of **both** households in the social bubble must isolate for 14 days if any member of either household becomes symptomatic.
- Visitor rules vary across the Colleges. Please check with the Porters' lodge before visiting any other College.
- **Staying with friends or relations away from Cambridge:** Only do this when absolutely necessary. Only stay overnight away from your Cambridge household with members of one other household (social distancing must be maintained) and keep a list of people you stayed with in the preceding 21 days for Test and Trace purposes. Undergraduates should discuss any planned Term time absence from Cambridge with their Tutor in advance.

Your commitment to minimizing transmission of COVID-19 in Cambridge – Self Isolation and Testing

Take immediate action if you develop symptoms of COVID-19:

Ensure you are familiar with [PHE advice on when to self-isolate or household isolate](#). If your symptoms include one or more of: fever, prolonged cough or change in sense of smell/taste, then you and any other members of your household need to quarantine (household isolation) in accordance with [NHS guidance](#). There is specific information about household isolation on the website. (SEE ANNEXE B) If your symptoms only include other 'flu-like symptoms such as sore throat or muscle aches, then other members of your household do not need to isolate unless you subsequently test positive. Testing should be accessed quickly through the [University](#), but [NHS testing](#) is also available (out of hours or at weekends). The University will also offer a test even if you have only 'flu like signs. It is essential that you email or call the Porters' Lodge straight away in this situation, so they can inform the College Nurse and or your Tutor. Do not go to the Porters' Lodge in person. You should report in this way whether or not you live in College or private accommodation. If your test is positive your entire household group will be required to self-isolate for 14 days. Further advice will be given on receipt of positive and negative testing results. The College, along with any nominated self-isolation supporters you already named, will support you during this time. Refer to your College website for FAQs on this and related matters.

Comply with instructions from [NHS Test and Trace](#):

If you are told by NHS Test and Trace that you have been in contact with a person with confirmed coronavirus infection then you must self-isolate for 14 days (refer to [NHS guidance](#) on how to do this). If you do not have symptoms then any other people you live with in your household **do not** need to isolate as a household but you must segregate from them as much as possible. If you do have symptoms then you and any other members of your household must self-isolate, while you obtain a test with the [University](#) or [NHS](#) (see 3.1). A negative result means you will have to continue your 14 days of self-isolation but others you live with can stop isolating. A positive result means your household must isolate for 14 days from the start of symptoms within the household. If someone you meet outside of your household tells you they have COVID symptoms you are not required to isolate unless you or someone in your household develops symptoms or you are contacted by NHS Test and Trace.

College spaces and services

The latest detailed information on the current arrangements for key services (Porters' Lodge, catering, housekeeping etc), and the availability of communal, study and social spaces, is available on your College website.

- MCR Room: The MCR Room at Swirles will hopefully reopen for socially distanced study from 3rd August. Further details on booking will be notified nearer the time

Pastoral and wellbeing matters

Undoubtedly, COVID-19 has brought personal hardship to many if not most of us in different ways. However, the University and Colleges are committed to offering as much help as possible, and are working closely together to this end. The University's core support services, [UCS](#) and [DRC](#), are maintaining an on line service. Do make use of them if you need to, with your Tutor's help if needed. A vast array of online support and information can be accessed through the [University's wellbeing website](#). Finally, check your College website for information on College-based support.

Please let your Tutor or someone else at your College know if you are feeling lonely, anxious or isolated, particularly if you are currently living in non-shared accommodation.

Annex A: [How COVID-19 is transmitted and how to reduce risks](#)

COVID-19 is transmitted in three ways:

1. Direct person-to-person contact - if an infectious person breathes droplets on you or you pick them up through physical contact with an infectious person.
2. Contact with a contaminated surface - if you touch a surface contaminated with the virus and then touch your nose, eyes or mouth, you may be infected.
3. Aerosol transmission - fine droplets of liquid containing virus are breathed out, form an aerosol and are carried through the air. You may become infected if you breathe these in.

If you are further away from someone there's less risk of catching the virus from droplets or aerosol transmission. However, distance isn't the only thing that matters.

- Duration - the longer you are close to an infectious person, the higher the risk.
- Fresh air - the risk is lower if you are outdoors, or in a well-ventilated area,
- Direction - the risk is lower if you are not face-on with the infectious person

The risk of transmission is small at 2m and where possible, you should maintain 2m distance.

If it is not possible to keep 2m distance, reduce the risk to yourself and others at 1m by taking suitable precautions:

- Limit the number of people or households that you come into contact with, e.g. avoid peak travel
- Sit / stand side by side or behind other people, rather than facing them
- Meet people outdoors, rather than indoors
- Keep interactions brief
- Wear a face covering on public transport, in shops or crowded indoor environments
- Increase ventilation
- Avoid loud talking or singing with others

To minimise the risk of transmission via surface contact, you should:

- Regularly wash your hands using soap and water or use hand sanitiser
- Avoid touching surfaces and do not touch your face
- Dispose of waste safely, including items such as paper face masks or gloves

In all cases, you must not go to work or attend other public spaces if you are symptomatic, or a member of your household is symptomatic.

ANNEXE B. WHAT TO DO IF YOU OR A MEMBER OF YOUR COLLEGE HOUSEHOLD HAS SYMPTOMS OF CORONAVIRUS

SELF ISOLATION GUIDANCE

Main symptoms Most people with coronavirus have at least 1 of these symptoms:

- a high temperature – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)
- a new, continuous cough – 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)
- a loss or change to your sense of smell or taste – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal

What to do if you have symptoms

- ✓ Get a test to check if you have coronavirus as soon as possible. Testing should be accessed quickly through the University, but NHS testing is also available (out of hours or at weekends). The University will also offer a test even if you have only 'flu like signs.
- ✓ Stay at home and do not have visitors until you get your test result – only leave your household to have a test.
- ✓ Please **PHONE** the relevant Porters' Lodge (College **338899**, Swirles **760021**) to advise them you are self-isolating, and let them know your reasons and symptoms, if any. The Porters will then notify your Tutor, and the Junior Bursar, and they in turn will notify those who share kitchen and bathroom facilities with you and the Accommodation manager, who will alert your self-isolation buddies. **It is important that you are very clear about your reasons for self-isolating, and your symptoms because this will determine whether your neighbours also need to self-isolate.**
- ✓ Please place a note on your room door saying "SELF ISOLATING, DO NOT ENTER"
- ✓ In Full term, the nurses will be informed and will contact you, but please note they work at limited times, so it may not be on the day you notify us.
- ✓ You will be issued with a 'Student Support Pack' when entering self-isolation with symptoms– this pack contains the following items:
 - 1 pack antibacterial wipes and box of tissues
 - Gloves and Paper Masks
 - Bin bags
 - Small Hand sanitiser
 - Digital thermometer – only for students with symptoms. (We have a limited supply of these. It is important that you sanitise these and return these in the pack to the lodge when you leave self-isolation, to allow them to be further sanitised and reused.)

Contact & Emergency Evacuation

- ✓ Please remain inside your room **FOR AT LEAST 10 DAYS** FROM THE START OF YOUR SYMPTOMS and at all times, except to use the designated bathroom if your room is not *en suite*
- ✓ You are not to visit any shared spaces in the College or Swirles, including the Porters Lodge
- ✓ Please avoid contact with other people, in the same way as you would in the case of 'flu'. You are instructed to do this whether or not you are experiencing any symptoms.
- ✓ You are not to receive in-person visitors to your room, but members of your household can talk to you through the closed door and all friends can contact you online.
- ✓ When you leave your room to use a bathroom you are asked to wear a fresh paper face mask. Wash your hands carefully before leaving and returning to your room, avoiding close contact with others. In this case, avoid face-to-face contact at all times and retain a minimum 2 metres distance from others.
- ✓ At the start of your isolation, the Head Porter will notify you about your evacuation point in the event of an emergency (e.g. fire alarm). You should aim to remain at least 5-10 metres distant from all other people during an evacuation and should take steps to avoid direct hand contact with shared

door handles outside of the isolation area (for example, wearing a clean set of disposable gloves). Stand well away (5-10 m) from others at the assembly point

Shared Bathroom

- ✓ If you usually share a bathroom, the College will organise for you to have sole use of a cubicle and shower but if this is not possible we will aim to move you to an available *en suite* room
- ✓ Any bathroom facilities provided for your sole use will have a notice on the door stating: "Self-isolation area: do not enter without permission from College Nurse". Please do not be worried about this, this is purely precautionary and to prevent other people from entering or using these facilities.

Catering & Food Delivery.

- ✓ Your nominated buddies (see below) can pick up and deliver food for you from the cafeteria when it is open, or if willing, will otherwise shop and cook for you.
- ✓ If food is being delivered to you it will be brought to your room and either left outside your door by a household member (at agreed times), or outside the flat door, if the rest of the flat is in isolation.
- ✓ The food will be served in the takeaway vegware boxes with disposable cutlery that will go into your general rubbish after each meal. Food rubbish should be bagged and sealed in the smaller rubbish bags before being placed in the black bin liner.
- ✓ You must not come to get it until the person delivering has told you they are leaving the vicinity.
- ✓ If you do not have a kettle or fridge in your room this will be provided, subject to availability.
- ✓ You may arrange for food delivery at your own expense from a commercial site, e.g. Just Eat, Deliveroo etc – please notify the Porter or your buddy when you make your order and also when the driver is near so that the Porter/Buddy can meet and direct the driver.

Support

- ✓ You will receive support for delivery of provisions, equipment and any other personal items that you may require to outside your door, via your Tutor and your buddies.
- ✓ Your nominated "Self-Isolation Supporters" (buddies) will check in twice daily at minimum by phone or if they are members of your household, at the door.
- ✓ In addition, you will be contacted by your Tutor (or other members of the Tutorial Office) to assist you in connecting with any pastoral support needs.
- ✓ Any worsening symptoms, of whatever nature, should be reported to NHS 111, and the College Nurse (via ringing or emailing the Porters' Lodge if out of hours).
- ✓ Housekeeping and waste: you will be responsible for cleaning your own room, bathroom and toilet. General rubbish should be double bagged (using the bags provided) and remain in your room until the period of isolation is over.
- ✓ The College is aware that you may develop symptoms which may be related, or completely unrelated, to Coronavirus. Irrespective of the type of symptoms, you should report any symptoms immediately to the College Nurse, NHS 111, or otherwise contact the Porters' Lodge via the telephone or email.
- ✓ If you are informed by NHS 111 that you require tests (in your room in College) or at the hospital please contact the Porters' Lodge immediately via the telephone or email to inform them, so they can assist you with any arrangements.

ANNEXE C. HOUSEHOLD ISOLATION AT GIRTON

A household can be defined as those sharing bathrooms and/or a kitchen.

At College = all rooms on the corridor sharing a kitchen

At Swirles = each of the rooms sharing a kitchen in the cluster flats and

Small Houses -= whole house, Larger Houses (Grange, Girton Gate) Each floor or floors sharing the kitchen.

If someone in your household, as defined above, self isolates **with Covid-19 symptoms**, the **whole household** must also self-isolate, for **14 days**. If you have no symptoms, you may continue using the kitchen, one at a time on a rota basis, but you may not leave the flat/house/corridor.

You may not travel home by public transport, and if you wish to leave in a private car, you must contact juniorbursa@girton.cam.ac.uk to discuss the leaving process. Your home household will then need to self-isolate for 14 days after your arrival home.

No one will be allowed to enter your flat/house/corridor so you will need to do your own cleaning. Rubbish must be double bagged and placed outside the flat/house door or at the end of the corridor, for collection. The housekeepers will leave cleaning supplies, bin bags and loo rolls at the entrance to the flat/house /corridor. This is also where your self-isolation buddy will leave shopping.

If you develop symptoms during the 14-day period (even if on day 13) you must then self-isolate in your room for 7 days as in 1 above.

Cleaning and routine maintenance will recommence 3 days after the last person in the household is free of symptoms and comes out of isolation.

If someone in your household self isolates **without Covid-19 symptoms**, as a precautionary measure, there is no need for others in the household to self-isolate unless someone in the household develops Covid-19 symptoms, in which case follow SI procedures as above.

A. This is the email you will receive if someone in your house/flat/corridor self isolates **with symptoms**

SUBJECT Urgent Notification re Covid-19 self-isolation

Someone in your household has notified that they have been advised to self-isolate, with Covid-19 symptoms. This means that you must also self-isolate in the flat/corridor/house for a minimum of 14 DAYS and although you may continue using the kitchen, segregated from others, you may not leave the household, to avoid possibly spreading the infection to the wider community. Please follow government guidelines for self-isolation in households and please note the travel restriction in 2 above.

<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection>

If you develop relevant symptoms, you must self-isolate in your own room for at least 10 days from the start of your symptoms, even if you fall ill on day 13 of the 14 day self-isolation period.

Your Tutor will be in touch with you and the College will provide you with as much support as possible at this difficult time. Please do ring the porters for advice if you are not sure what to do

B. This is the email you will receive if someone in your household self isolates **without symptoms**:

SUBJECT Advisory notice of Covid-19 self-isolation

Someone in your household has notified that are self-isolating in their room as a precautionary measure. They currently have no Covid-19 symptoms. Please note that if they develop symptoms, you will be notified to self-isolate for a minimum of 14 days. You are urged to be extra careful about social distancing and to wash your hands frequently and thoroughly. See the guidance at <https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing>