

## **Girton College Arrangements for Quarantine in College Accommodation V 2 25/8/2020**

We are looking forward to welcoming international students to College in September. Some of you are required to enter precautionary self-isolation (quarantine) on arrival back in College. Please be assured that the College is well prepared for this and we have systems in place to support you.

Please read **all** the guidance below. Students who need to quarantine should then book arrival using the form – the link will be emailed to you by the Accommodation Manager.

At the moment, we are unable to offer College accommodation for quarantine to students who will be living in private accommodation in Michaelmas term, but please let your Tutor know that you have arrived in Cambridge and your quarantine address.

### **When to arrive**

If you are required to quarantine, we encourage you to arrive at least 14 days before the official start of your course or, if you are a new student, of in-person orientation (dates set out below). Even earlier arrivals may be possible if rooms are available. Bear in mind the following dates as you make your travel plans:

- *New undergraduates (freshers)* should plan to arrive in time to complete any required quarantine before the start of in-person orientation activities that begin on Saturday 3<sup>rd</sup> October.
- *New postgraduates* should plan to arrive in time to complete any required quarantine on or before your course start date, or by Thursday 1<sup>st</sup> October.
- *Continuing students, both undergraduate and postgraduate*, should plan their return to Cambridge in time to complete any required quarantine before the official start of teaching and supervision on Thursday, 8 October.

**Quarantine cost and financial support:** Quarantine is charged at the same rate as the normal period of residence for your cohort. Undergraduates pay for all nights of residence prior to 26<sup>th</sup> September, when tenancies begin, and postgraduates for all nights of residence prior to 1<sup>st</sup> October when the postgraduate tenancy begins. If you are worried about quarantine costs please contact your Tutor to discuss application to the Buss Fund (undergraduates) or Pillmann fund (postgraduates)

### **Students unable to arrive in time to complete quarantine before orientation or classes begin:**

The College and the University know that not all students will be able to arrive early to quarantine or may face delays in making travel arrangements. It should be possible for you to complete quarantine during the first two weeks of term, whilst following classes or meeting with supervisors remotely, but you must notify the Tutorial Office well in advance so that all necessary arrangements can be made. Contact [tutorial@girton.cam.ac.uk](mailto:tutorial@girton.cam.ac.uk) –marking your email “quarantine query”

**Quarantine outside College accommodation:** You may quarantine anywhere in the UK: with friends, with family, in your own private accommodation or in a hotel. If you plan to quarantine outside of College, please inform us of your arrival date and forward a copy of your Public Health Passenger Locator form in a message to: [tutorial@girton.cam.ac.uk](mailto:tutorial@girton.cam.ac.uk) – marking your email “quarantine query”

### **Quarantine – UK Govt guidance**

The UK currently requires students arriving from many countries to spend 14 days in quarantine. This is in order to limit transmission of Coronavirus by those who have potentially been exposed to it, because travelling from or through a country which currently has a higher infection rate than the UK. During this time students must self-isolate within their College household and must follow government guidance that places specific restrictions on their movements.

Some countries are exempt from the requirement. Check this link to find out whether you may be required to quarantine on arrival in the UK and continue to check the site frequently before you travel to the UK, because the list of countries exempt from the quarantine requirement changes with little advance notice. The UK Govt, currently reviews its policy every Thursday, with changes implemented usually on the Saturday immediately following.

Note the requirement for all travellers entering the UK from abroad to complete an [online Public Health Passenger Locator](#) form with your journey and contact details 48 hours before arrival in the UK. The online form is located [here](#).

When you arrive in England, if you are required to quarantine, you should go straight to the place where you are staying. Government guidance is to use public transport only if there is no alternative. When using public transport in the UK, everyone must wear a face covering and stay 2 metres apart from other people. Be sure to pack a face covering or scarf to cover your nose and mouth before you travel. Everyone arriving from abroad (whether required to quarantine or not), should familiarise themselves with [UK regulations for face coverings](#) before their journey to the UK.

If you have symptoms of coronavirus infection you should not travel. If you develop coronavirus symptoms while in transit to England, tell one of the crew on your plane, boat, train, or bus. They will let staff in the airport, port or station know, so they can tell you what to do when you arrive. If you have coronavirus symptoms you will not be allowed to travel by public transport and will need to demonstrate that you have suitable accommodation for self-isolation.

The policies set out below for quarantine in College accommodation have been developed following extensive consultation by University representatives with Public Health England, with other Colleges and within Girton to ensure that we have the capacity to provide the support students may require.

### **Quarantine in College:**

**Arrival** Where possible, students required to enter quarantine will be housed in their term time room, but we may need to use an alternative room if your own room is not available early for any reason. On arrival at College or Swirles Court, go to the Porters' Lodge, where social distancing measures are in place and there is a hand sanitiser station to use before approaching the desk. The Porter will check you in and direct you to your room. You must wear a face covering until you are in your room and maintain 2m distance from the Porter at all times. On arrival in your room please check that your phone and/or internet connections are all working satisfactorily, so that we can communicate with you. The Porter will test this an hour after your arrival and will issue you with a temporary phone if there is a problem.

**If you have developed symptoms of Coronavirus en route** but have been able to travel from the airport to Girton, please phone the Porters in advance of your arrival to advise, and they will then take additional precautions when you arrive. [In this situation you will enter self isolation in your room and you won't be able to use the shared kitchen. Guidance will be issued to you on arrival, including how to get tested. We will also ensure that you have a fridge and microwave in your room.]

### **Your room / household and quarantine**

- All rooms this year are arranged in **households** of up to 8 students sharing a kitchen (and bathroom facilities if rooms are not *en suite*).
- You must stay in your household for **14 days**, leaving your room only to visit your designated household bathroom and kitchen facilities.
- You **must not leave your household** to visit another household or go to the cafeteria, gym, library etc.
- Your room door will have a sign saying "In quarantine until (date)" and your designated bathroom will have a sign to say "for use by room number xxx only"
- In your room you will find a quarantine pack containing hand sanitiser, disposable face masks and gloves, rubbish bags, and sani wipes. When you leave your room to use the kitchen or bathroom you must wear a fresh mask, clean your hands thoroughly and carry sani wipes to clean touch points such as door handles and switches, kitchen appliance buttons, taps etc as you go.
- **Bathroom:** If your room is not *en suite*, there will be a bathroom designated for your use only during the quarantine period, and cleaning materials will be left for you to clean it before and after each use.
- **Kitchen:**

- You may use the kitchen briefly, once or twice per day when no one else is in there, to get food from the fridge or use the microwave.
- You should eat and drink in your own room. Please wash your hands before, during and after using the kitchen, and store your kitchen equipment, cutlery etc in your designated kitchen cupboard (or in your own room during quarantine.)
- All items must be thoroughly washed and dried (using your own cloths, tea cloth etc) and put away after use.
- Clean kitchen surfaces (including the handles to microwaves, kettles and refrigerators) before and after you use them (supplies will be provided in each kitchen)
- **Meals:** The Catering department will be open for takeaway meals from 7<sup>th</sup> September onwards. You cannot pick these up in person, but you may order meals, snacks and groceries from the College kitchen via the UPayOrder Ahead App and these will delivered once per day to a designated collection point in your household (this will be notified on arrival). Details of order ahead are still being finalised and will be notified to all students entering quarantine in advance, together with an emergency number you can ring if you have any problems ordering. Meal charges are deducted from your UPay credit balance (£500), and are charged on your College bill.
- **Contact.** It is important to avoid in person contact with other people as much as possible while in quarantine in order to reduce the risk of transmitting coronavirus. People in your household will be able to speak to you through the closed door and you will have details of online activities and support in your room pack. Shortly after your arrival your Tutor, or another member of the pastoral team will contact you to make sure you are well, have everything that you need and to arrange a schedule for further welfare checks.
- **Emergency evacuation.** On arrival, you will find in your room a Personal Emergency Evacuation Plan (PEEP) which explains the route out if the fire alarm rings. The Head or Deputy Head Porter will contact new students as soon as possible after arrival to go through this with you and the zoom link for this meeting this will be notified on your PEEP. In an emergency, you must exit the College touching as little as possible, wearing a mask and maintain as much distance as possible from others. At the assembly point, stand well away from others and follow the Porter's instructions.
- **Rubbish removal.** Please keep general waste double bagged in your room until the end of your quarantine period. We appreciate that this is quite unpleasant, but if you develop virus symptoms it is important that your rubbish stays with you and is not immediately handled by others. We can supply additional bags as often as you need them.
- **Used face coverings and disposable gloves** should be double bagged separately in your room until you have completed quarantine. At the end of the quarantine period, assuming you have not developed virus symptoms, all rubbish may disposed of in the designated bins and we will assist you with this.

**Exercise outside in quarantine.** Unfortunately it is not possible for students quarantining in College to exercise outside because of numbers on site and transmission risk. We will let you know if this changes.

**Maintenance requests (fault reporting):** If something is not working in your room, bathroom or kitchen please notify the maintenance department using this link <https://www.girton.cam.ac.uk/girton-community/repair-request/>

The maintenance team are aware of quarantine locations and will prioritise emergency repairs e.g. blocked WC, faulty microwave or leak for students in isolation with no access to alternative facilities. Non emergency repairs will be left until you have completed quarantine To complete an emergency repair in your room the maintenance person will arrive in full protective gear and will require you to stand at 2m distance, or outside your room and wear your face covering while they are working. Please note that College heating is not switched on until mid October, (notices will be sent) in order to keep our carbon emissions as low as possible.

**IT support.** The IT team will test your Ethernet port before you arrive and there are details on moodle of set up checks and installations you can do yourself prior to arrival

If you have problems, email [ithelp@girton.cam.ac.uk](mailto:ithelp@girton.cam.ac.uk) - please be reassured that students in self isolation will be prioritised for emergency IT support, so make sure your email notes that you are in quarantine and we will do our best to get you back online as soon as possible.

**Laundry rooms** You cannot use the shared laundry rooms whilst in quarantine, so please make sure you have sufficient towels, clothes and bedlinen. If you run short, please email [houseservices@girton.cam.ac.uk](mailto:houseservices@girton.cam.ac.uk) and we will do our best to help.

**Medication:** Please ensure you have a minimum 2 week supply of your usual prescribed medication. If you run out or if you fall ill with a non-covid symptom, the nurses will be pleased to advise you remotely. Contact details and surgery hours will be notified on or before your arrival.

**Access to belongings left in College storage.** This is detailed on the booking form. Arrangements will be made to move your belongings into your room from storage before you arrive to begin your quarantine (you cannot collect them from storage yourself until your quarantine is complete.) Please note: we need at least three working days' notice to arrange for the retrieval and delivery of belongings from storage. Retrieval of belongings while you are in quarantine may be possible but cannot be guaranteed.

**Post and Parcels** Once per day, probably late afternoon, the Porters will deliver any post or parcels for you to a secure designated collection point in or just outside your household and will then phone/text you to let you know they are there. Please be aware that sometimes delivery companies such as Amazon sometimes notify delivery before parcels have actually arrived.

### **Quarantine welfare support**

Tutors will check in with new students by email and offer a Zoom or Skype meeting soon after you begin your quarantine to introduce themselves and discuss any concerns you may have. You may contact them by email at any time after your arrival to ask questions or request a follow-up meeting. Some Tutors may be on holiday in September. If that is the case we will put you in touch with another member of the pastoral team to provide support while you are in quarantine.

The JCR and MCR are organising volunteer supporters who will provide practical assistance such as meal deliveries to students in quarantine at specified times. As we expect to have a large number of students in quarantine, please bear in mind that our student volunteers have many calls on their time and are unlikely to be able to respond instantly to requests. Details of supporter contact will be provided on or before your arrival

Porters are on site 24/7. Please contact them at any time with any concerns at 01223 338899 (Main Site) or 01223 760021 (Swirles Court).

This link is a useful resource for those in isolation.

<https://www.studentwellbeing.admin.cam.ac.uk/support-particular-issues/coronavirus-covid-19>

### **Action for Students who develop symptoms of coronavirus while in quarantine**

- Phone the Porters' Lodge at your site to inform them, so they can advise and support you
- You will need to self isolate for **10 days** from the first day of symptoms, unless you test negative for coronavirus.
- Follow the [University's instructions to schedule a quick, free test](#)
- Follow the instructions on the College website Coronavirus page for students with symptoms

Junior Bursar August 26<sup>th</sup> 2020