



Fitzwilliam College Self-Isolation and Household-Isolation Information Sheet

Each of us has a responsibility to minimise the spread of COVID-19 and therefore students must follow the rules in place regarding self-isolation as outlined below. Please ensure you have familiarised yourself with the [UK Government guidelines](#) on self-isolation and the [University's approach](#). We are members of a wider community and have a responsibility to others in Cambridge and beyond.

If you live in College accommodation and are self-isolating, please contact the Porters' Lodge immediately on 01223 332000.

After completing the Fitzwilliam College Report of Health Concern, please note the following contacts:

- NHS111 – only call 111 if your symptoms are severe
- College Nurse: nurse@fitz.cam.ac.uk
- If you are self-isolating because you have symptoms associated with covid-19
You must arrange to take a test. Follow the [detailed instructions on the Stay Safe Cambridge Uni pages: \[www.cam.ac.uk/coronavirus/stay-safe-cambridge-uni/report-symptoms-and-get-a-test#students\]\(http://www.cam.ac.uk/coronavirus/stay-safe-cambridge-uni/report-symptoms-and-get-a-test#students\)](#). **Unless you test negative and receive confirmation that isolation is no longer required (or receive other specific advice from health professionals), you must remain in your allocated room for a period of 10 days** from the onset of your symptoms. Please email covid@fitz.cam.ac.uk to inform us of your test results as soon as they are known. Your 'allocated' room is likely to be your own room (an alternative location may be given if deemed necessary).
- If you are household-isolating because you have shared kitchen and/or bathroom facilities with another person showing symptoms (or who has tested positive) you must remain in your allocated 'household' area for a period of 10 days from the first onset of symptoms in your 'household' group, or if you develop symptoms yourself, for 10 days from their onset. If your symptomatic housemate tests negative it is possible you will be told you no longer need to isolate.
- If you are isolating due to close contact with someone else who has tested positive, you will be required to **self-isolate for 10 days from the day you were last in contact with the person who tested positive for coronavirus** – as it can take up to 14 days for symptoms to appear. Please email covid@fitz.cam.ac.uk to inform us the contact date.
- Whatever the reason for your isolation, it is important to minimise the risk of infection being transmitted to others in your household. The most effective way to control the transmission of infection is to **maximise distance and minimise contact** and only leave your room, if it is not en-suite, to use your toilet and bathroom that has been designated for your sole use (if this has not been possible, please make sure you use the bathroom area on your own and clean it each time you use it - wiping all surfaces you have touched) or the Kitchen - avoiding any close contact with others. **For everybody's safety, please minimise your use of shared spaces**, but where this is not possible, please following the guidance below:



Only use the kitchen to prepare breakfast or quick meals, and following this procedure:

Wait until the kitchen is empty – do not use it while another person is in there.

Wash your hands for 20 seconds before entering the kitchen.

Wear a face covering while you are in the kitchen.

Wipe down all surfaces after use.

Take your food back to your bedroom to eat.

You must take care to avoid any close contact with others, ensure any shared room is well ventilated, ensure you always use a separate tea towel, wash and thoroughly dry your crockery and cutlery, and clean any shared room thoroughly after your use.

- Immediately affix the 'Isolation Notices' found at the end of this document, to your bedroom door, bathroom and toilet doors (if not en-suite) and kitchen door – this is to inform others in your 'household', and staff, that you are in isolation.
- Complete the University's [COVID-19 monitoring form](#) – and update it following any test results.
- Follow the 'stay at home' advice provided by Public Health England (www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-people-with-confirmed-or-possible-coronavirus-covid-19-infection) and any further advice from the College Nurse, the Health Protection Team and from Public Health England.
- **Check your health and report any concerns:** If your symptoms worsen, consult the online information published by the NHS (<https://111.nhs.uk/service/COVID-19/>) and consider whether it is appropriate to phone 111 or (in an emergency) 999. Please also keep the College Nurse apprised of developments.
- You will be supplied with plastic bags for dirty linen, which must be bagged, and left in your room until the end of your isolation period. Extra linen may be supplied on request during the period of self-isolation.
- You will be provided with household cleaning products so that you can clean your room, bathroom and toilet.
- **Food may be delivered to your room or household** (as appropriate) by your Self-Isolation Supporters (see below). If self-isolating in your room this should be with disposable plates and cutlery, along with a waste bag for disposal. Food (and any other essential items) must be left outside your door, for you to pick up once your Supporter has left.
- You **MUST contact Housekeeping when you are ready to dispose of your bagged up rubbish** (every other day for example). Housekeeping will knock on your door and inform you (through your closed door) that they have left large bin bags directly outside your room for you to put your own rubbish bags into – they will then return to collect the bag once you have closed your door.



- What goes into your room, stays in your room: Don't allow any items to leave your room except on the advice of the College Nurse, until you have received a negative test result. You will receive advice on the loan of any equipment you might need.
- You will receive **support from your Self-Isolation Supporters** (details requested on the Report Form). They will support you in:
 - The delivery of provisions, equipment and personal items to your door.
 - Other aspects of necessary support that arise.
 - Checking in on your wellbeing twice daily by phone or through your closed door.
- You **must NOT receive any other in-person visitors** to your room or household.
- **Personal Emergency Plan (PEP)**: In the case of an activation of the Fire Alarm, please evacuate in the usual way, noting that you should aim to remain at least 5-10 metres away from all other people during the evacuation. You should also take steps to avoid direct hand contact with shared door handles outside your isolation area (for example, wearing a clean set of disposable gloves).
- Please report all **Maintenance, IT and Housekeeping issues** via the Helpdesk - <https://my.fitz.cam.ac.uk/index.php/helpdesk/ticket/create>. If your matter is urgent, please contact the Porters' Lodge (01223 332000), which is staffed 24/7, immediately. If you receive a **visit from a member of College staff that necessitates entry to your bedroom**, please move away from the door when letting them into your room and maintain a 2 metre distance from them. Please bear in mind that **in most situations a member of staff will *not* enter the room!**
- Your Director of Studies, Graduate Tutor or Graduate Supervisor will make contact to discuss academic matters, and to liaise if necessary with your Department/Faculty. Follow the University website (www.cam.ac.uk/coronavirus) for updates on research matters and on preparations for on-line learning, teaching and assessment for the remainder of the academic year.
- Your **Tutor** (or if on leave, another Tutor) will keep in regular contact with you.
- Keep in touch with family and friends. Keep up with the University COVID-19 pages on wellbeing: www.cam.ac.uk/coronavirus/stay-safe-cambridge-uni/help-and-support and www.hr.admin.cam.ac.uk/coronavirus_wellbeing_mentalhealth. Do let someone know if you feel down or anxious.
- **The Porters' Lodge is open 24 hours. Don't hesitate to contact them for help at any time.**

If you have any queries or concerns, please call or email:

- Porters' Lodge: 01223 332 000 porters@fitz.cam.ac.uk
- Housekeeping Manager: housekeeping.manager@fitz.cam.ac.uk
- Tutorial Office: tutorial.office@fitz.cam.ac.uk
- College Nurse: nurse@fitz.cam.ac.uk
- Domestic Bursar: domestic.bursar@fitz.cam.ac.uk



Staying COVID Secure

ISOLATION BEDROOM NOTICE

DO NOT ENTER

from

(please fill in the date)

to

(please fill in the date)



Staying COVID Secure

ISOLATION KITCHEN NOTICE

Everyone using these facilities are to self clean
before and after use.

STAFF DO NOT ENTER

Residents please leave any full rubbish bags outside of
the kitchen door (or in graduate houses take directly to
the outside bins).

from

(please fill in the date)

to

(please fill in the date)

(= 10 days)



Staying COVID Secure

ISOLATION BATHROOM/ TOILET NOTICE

Everyone using these facilities are to self clean
before and after use.

STAFF DO NOT ENTER

from

Please fill in the date:

to

Please fill in the date:

(= 10 days)