Fitzwilliam College Services – status summary – 5 January – 17 January 2021

This document provides a summary of current arrangements for key operational services.

Only those staff who have an essential role in providing core College services are working in College at present. The College is maintaining a core provision as follows:

- **Porters’ Lodge:** Open 24 hours a day, 7 days a week. Please observe the social distancing guidelines when visiting the Lodge.
- **Tutorial services and Finance Office:** Tutorial and Finance Offices are continuing to operate normally with all enquires being dealt with via email.
- **The Buttery:** The Buttery will open from 5.30 – 7pm – Everyday – seating in the dining hall is available – please continue to observe the strict Social Distancing guidelines that are currently in operation.
- **The Coffee Shop:** The Coffee Shop will open from 8am – 3pm, Monday – Saturday and 9am – 3pm on Sunday - Entrance is from the Library side of the Central Building and there is a one-way route through the Coffee Shop; the exit will be out towards the Chapel. This is a takeaway service only.
- **Housekeeping:** Cleaning of communal spaces in College will continue, but not in student occupied areas/houses or bedrooms. Rubbish collection will remain on the College Site. Cleaning materials are available for use and you should clean shared facilities after each use.
- **Maintenance:** Full service from Maintenance department is available. Please log any requirements in the usual way, via a help-desk ticket on MyFitz.
- **IT support:** Please log any requirements in the usual way, via a help-desk ticket on MyFitz.

The social and community spaces in the College are open for use, in accordance with current Government Tier 4 guidance. Arrangements will be reviewed, and amended if government advice emerges in the coming weeks.

The following areas of the College are currently affected:
- **Library:** The Library is open from 9.30am – 2.00am. Please ensure that the Social Distancing Guidelines are observed, especially the wearing of Face Coverings.
- **Chapel:** The Chapel is open for individual quiet reflection and for prayer.
- **The MCR and the JCR:** The MCR and the JCR are open. Social Distancing guidelines must be observed in accordance with Tier 4 Guidance.
- **Gym:** The Gym is closed.

Further information on College services and facilities is available in the FAQs: www.fitz.cam.ac.uk/coronavirus-faqs-fitwilliam-college-students.

If you have any queries or concerns, please call or email:
- **Porters’ Lodge:** 01223 332 000 porters@fitz.cam.ac.uk
- **Housekeeping Team:** housekeeping.office@fitz.cam.ac.uk
- **Tutorial Office:** tutorial.office@fitz.cam.ac.uk
- **College Nurse:** nurse@fitz.cam.ac.uk