

## Rules and Support for Students during Quarantine in Fitzwilliam

Here at Fitz, we all have a responsibility to minimise the spread of COVID-19 and therefore all residents must follow the rules in place regarding quarantine as outlined below. Before you set out for Cambridge please ensure you have familiarised yourself with the [UK Government guidelines](#) quarantine and the [University's approach](#). Please also read the information provided for those [travelling from overseas](#) by the University. We are all members of a wider community and have a responsibility to others in College and beyond.

### On arrival in College

1. When you arrive please go to the Porters' Lodge on Storey's Way to sign in, to collect your key and (for Freshers your University Card) and collect a "Quarantine Pack" (see point 4 for more information).
2. Please wear a face covering before entering the Porters' Lodge and note that there are social distancing measures in place in the Lodge as well as hand-sanitiser available.
3. Make your way directly to your assigned bedroom. Please use the external garden or street route rather than walking down any internal corridors, to avoid unnecessary contact with other residents and staff inside.
4. Once in your room please unpack your "Quarantine Pack" which will contain a copy of this information, some "Quarantine Door Notices", Blutac to fix the notices to the doors, disposable facemasks, disposable gloves, rubbish bags and a bottle of antibacterial hand gel.
5. Immediately affix the "Quarantine Notices" to your bedroom door, bathroom and toilet doors (if not en-suite) and kitchen door – this is to inform others in your "household" i.e. those individuals who are sharing a kitchen, bathroom and/or toilet facilities with you, and the staff, that you are in quarantine.

### When in your accommodation

6. You must remain in your bedroom at all times except to use your designated bathroom, toilet (if not en-suite) and communal kitchen facilities (see point 9 below). You must wear a face mask/covering when you leave your room, including in your household (corridor, toilet and kitchen). You must not leave your accommodation during the 10-day isolation period. You are not permitted to use the gardens on the main College site as these are shared by all residents. If you are quarantining or

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

- Porters' Lodge: 01223 332 000 [porters@fitz.cam.ac.uk](mailto:porters@fitz.cam.ac.uk)
- Housekeeping Team: [housekeeping.office@fitz.cam.ac.uk](mailto:housekeeping.office@fitz.cam.ac.uk)
- Tutorial Office: [tutorial.office@fitz.cam.ac.uk](mailto:tutorial.office@fitz.cam.ac.uk)
- College Nurse: [nurse@fitz.cam.ac.uk](mailto:nurse@fitz.cam.ac.uk)

isolating in an external house you may use the garden, taking care to avoid any close contact with other residents.

7. You are not allowed visitors into your bedroom, kitchen or bathroom facilities.
8. 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.
9. 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.

### **Food, drink and supplies**

10. Online food deliveries will not come directly to your household, unless you live in an off-site household, but rather to the main entrance of the College. If you are in College Accommodation on the main site, it is best to arrange for deliveries to be made during working hours so that the Porters can assist if necessary. If you have a friend or person from your household to collect your delivery and bring it to your room, ask them to leave it outside of your room for you to pick up.

If you live on the main College site, you will be sent a College Buttery meal ordering form. If you wish to order a meal from the College, please complete the form by 11am on the day you want the delivery and email it to [Buttery@fitz.cam.ac.uk](mailto:Buttery@fitz.cam.ac.uk). Menu options will be available here: <https://www.fitz.cam.ac.uk/college-life/food-and-drink>

### **Housekeeping and maintenance**

11. Housekeeping and waste: you will be responsible for cleaning your own bedroom, bathroom and toilet (supplies will be provided). You will be supplied with plastic bags for dirty linen, which must be bagged, and left in your room until the end of your quarantine period. You must contact Housekeeping when you are ready to dispose of your bagged up rubbish (every other day for example). Housekeeping will inform you of where and when to leave your rubbish for collection by the Housekeeping team. For those in the off-site households, please take your double-bagged rubbish directly to the outside bins at the end of your period of quarantine.

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- College Nurse: [nurse@fitz.cam.ac.uk](mailto:nurse@fitz.cam.ac.uk)

12. If you require any bedlinen or a towel, please contact the Housekeeping team to bring these items to your door. No dirty items of linen can be removed from your room until the end of the period of quarantine, as explained above.
13. Staff will not enter your bedroom, kitchen or bathroom unless there is an emergency in which case appropriate PPE (such as face coverings, gloves, etc.) will be worn.
14. Please report all Maintenance, IT and Housekeeping issues [via the MyFitz Helpdesk](#). If your matter is urgent, please contact the Porters' Lodge (01223 332000), which is staffed 24/7.

### Welfare

15. In the event of an emergency (e.g. fire alarm), you must evacuate immediately in the usual way (wearing a mask/face covering) and should aim to remain at least 2 metres distance from all other people during the evacuation. Avoid direct hand contact with anything outside your room.
16. Wellbeing: Keep in touch with family, friends and the College through phone or social media and [visit the University COVID-19 pages on wellbeing](#).
17. Your Tutor (or the Tutorial Office) will assist with any pastoral support needs.
18. If you develop COVID-19 symptoms while in quarantine, you must contact the Porters Lodge by telephone on 01223 332000 (do not go to see them face to face) and arrange to be tested immediately. Testing is usually available most quickly through the [University's testing programme](#). The College has well established procedures to support infected students. If symptoms are severe it may also be appropriate to phone 111 or (in an emergency) 999.

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- Tutorial Office: [tutorial.office@fitz.cam.ac.uk](mailto:tutorial.office@fitz.cam.ac.uk)
- College Nurse: [nurse@fitz.cam.ac.uk](mailto:nurse@fitz.cam.ac.uk)

Staying COVID Secure

# QUARANTINE

## BEDROOM NOTICE

The occupant has to quarantine for a  
period of 10 days.

**DO NOT ENTER**

**From:**

*(please fill in the date)* .....

**To:**

*(please fill in the date)* .....

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# QUARANTINE

## KITCHEN NOTICE

This kitchen is being used by residents who are quarantining for a period of 10 days.

Those students in quarantine will wear a face covering when in this area.

Everyone using these facilities must clean them before and after use.

# STAFF: DO NOT ENTER

Residents: please leave any full rubbish bags outside of the kitchen door (or in off-site households, take directly to the outside bins).

From:

*(please fill in the date)* .....

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- Housekeeping Team: [housekeeping.office@fitz.cam.ac.uk](mailto:housekeeping.office@fitz.cam.ac.uk)
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- College Nurse: [nurse@fitz.cam.ac.uk](mailto:nurse@fitz.cam.ac.uk)

To:

*(please fill in the date)* .....

Staying COVID Secure

# QUARANTINE BATHROOM/ TOILET NOTICE

These facilities are being used by residents who are quarantining for a period of 10 days.

Those students in quarantine will wear a face covering when in this area.

Everyone using these facilities must clean them before and after use.

## STAFF: DO NOT ENTER

From:

*(please fill in the date)* .....

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

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