Fitzwilliam College Visitor Policy (v8)

Fitzwilliam College has put together a set of measures regarding visitors, which are designed to enable appropriate interactions while keeping the whole College community as safe as possible. This policy will be reviewed regularly, in response to infection rates and latest advice. All permitted visitors must observe the Visitor Access Protocol set out below.

Categories of Visitor:

1. Academic and business visitors (e.g. supervisee, use of library, academic collaborator, contractors) are permitted.
2. Social / Personal visitors: Members of College are permitted to bring one non-Member onto the College site (including external houses) as a social/personal visitor, on the following basis:
   - Social visitors must be accompanied by their host at all times.
   - Physical distancing must be maintained between visitors, their host and other individuals.
   - Social visitors are not allowed in shared indoor spaces with the exception of the Coffee Shop and household areas. In the case of the Coffee Shop, visitors will be required to ‘check in’ with the QR code displayed; in households, they will sign-in as set out below. Social visitors are not permitted in common rooms, the dining hall or the bar.
   - Only one non-Member is permitted in any household at any one time, and a maximum of 6 people is allowed in any household room when a visitor is present.
   - No overnight visitors are permitted in shared households.
3. Attending authorised events: Individuals registered to attend an approved, risk-assessed event are permitted.
4. Sports: Visitors may attend the College sports facilities to participate in organised sporting events which have been approved by the College and fall within the guidelines issued by the relevant national association. It is the responsibility of the host captain to record their names and contact details and pass that information to the Porters Lodge for retention for 21 days after the event.
5. Potential applicants and their family members or supporters, in a group no larger than 5, may be permitted to visit by pre-arrangement with the Admissions / Graduate Office.
6. External organisations (including University clubs and societies, and conferences): External events are not currently permitted.
7. Casual visitors will not be permitted to enter the College.
8. No short-term room bookings will be taken for empty rooms.

Visitor Access Protocol:

1. All visitors to the College site should access via the Storey’s Way entrance and be checked in. Students attending supervisions will be asked to show University ID.
Other visitors will be asked to register, giving their name, crsid (where applicable), the name of the person being visited and the expected duration of the visit.

2. All visitors, including non-Member supervisees, to the College site will be issued with, and must wear, visible ID, to be disposed of after use.

3. All visitors to households (including members of College) must be recorded (name and crsid (or other contact details)) in the household visitors’ book. This information must be retained for 21 days.

4. All visitors to the coffee shop must record their name and crsid (or other contact details) via the QR code displayed.

5. All visitors must follow College policies on physical distancing and face coverings.

6. This policy applies equally to all members of the College.

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