COVID-19

Special Precautions

Information for Fellows and Senior Members – 28 September 2020

During these extraordinary times we thought it might be helpful to have a little more information on how we are managing the pandemic on site, also in light of rising infection numbers and new government guidance. While all of us regret the curtailing of normal social interaction in College, the measures outlined here will help us to continue to operate effectively, while keeping safe. Please be mindful that the situation, along with the guidance, changes frequently, and this document will be updated accordingly. It should be read in conjunction with the detailed information on the College’s Coronavirus homepage (https://www.chu.cam.ac.uk/news/coronavirus-guidance-for-all/). As indicated before, Mike Gregory is working on more Zoom-based events for the coming term, and we hope that these will provide some welcome space for us to gather for enjoyable and productive interactions. Mike would be delighted to receive suggestions or hear from volunteers for presentations (mjg@eng.cam.ac.uk).

Access to the site

For the sake of maintaining safety, it is important that the number of people on site is kept in check, and we ask that Senior Members only enter the College buildings where strictly necessary for the purposes of work. Online platforms will be used for meetings of Governing Body and College committees. Non-resident Fellows and other Senior Members who need to access the site will have to log their visit, for test and trace purposes. This can be done either by scanning the QR code for the College’s registration system or – in particular for those without a smart phone – by accessing the online form for visitors via the Coronavirus homepage [direct link: https://bit.ly/3f6CAUT]. The QR code will be available at all of the College entrances, including the SCR entrance. The College is not currently using the QR code for the NHS app, though this will be displayed when the Buttery is reopened. Of course, standard guidance on self-isolation should be followed where a Senior Member is experiencing symptoms that may indicate the virus or has potentially come into contact with it.

Moving around the site

We are fortunate to have a large site and spacious buildings. However, we do also have a large community. In some areas of College there are limits on the number of people who may be present, and one-way systems are in place. We ask that everyone follows the signage on site, and that courtesy is demonstrated to others by leaving a 2 meter gap when moving around the corridors or queueing for facilities.
Cleaning

Our cleaning regimes have been adjusted to provide additional cleaning in key areas. You will see these areas marked up as CCPs (critical cleaning points) around site. A seven-day service is in operation to ensure that we have a COVID-secure environment. There are plentiful hand sanitizer dispensers around site and all members and staff are encouraged to make liberal use of these.

In order to reduce the risk to our staff we are not currently cleaning inside residences. Residents are provided with materials and information to ensure that they are able to maintain a clean and safe environment. Fellows’ offices will be cleaned less regularly than usual, and occupants are asked to follow specific hygiene measures (see ‘Fellows’ College offices’ below).

In all of our meeting rooms you will find sanitizing products, and users are expected to sanitize spaces before and after use, taking particular care of contact points (light switches, door handles etc.).

Face coverings

In line with the University, we require face coverings to be worn, for those who are able to do so, whenever social distancing (at 2 meters) cannot confidently be maintained. For the purposes of the College, the requirement to wear face coverings applies at all times to all communal spaces, including the Porters’ Lodge, main concourse, corridors, staircases, toilets and the Dining Hall (before and after eating). Face coverings should be worn correctly, covering the mouth and nose, and reusable coverings should be regularly washed with warm water and detergent.

Catering

At the current moment in time we are only able to provide catering facilities for our resident students. This is because our resources are all engaged in ensuring that our members in quarantine are receiving the delivered meals and other support that they require. College Council have decided that formal dining will be suspended for Michaelmas term, in order to both protect our staff and allow us to focus on supporting the student population. We hope to be able to offer a lunchtime meal service for Fellows and staff at some point after the start of term, but this service is suspended for the time being. The buttery will be open, with some provision of food and drink, for purchase using an account card. Further current information on the status of catering and other services can be found at: https://www.chu.cam.ac.uk/news/coronavirus-guidance-for-all/churchill-college-services-status-summary/

Visitors from outside College

Visits to the College from non-members have to be carefully regulated. Where there is good reason to invite somebody to the College (in particular, for in-person supervision of students from other Colleges), please ensure that the visit is registered
following the same methods as outlined for visits from Senior Members above. If hosting visitors, resident Fellows are required to follow standard government rules for personal households.

**SCR**

From 01 October, the SCR will be open for a maximum of 6 Senior Members at any one time for tea/coffee breaks. Please follow the specific hygiene instructions in place (use of sanitizer when entering and leaving, placing of used cups on a tray for collection etc.). The doors will remain open, for ease of access and ventilation. Newspapers and magazines will not be provided for the time being.

**Fellows’ College offices**

In line with current government guidance, it is expected that Fellows will work from home where it is possible to do so without significant detriment. However, if necessary, offices may be used for work, including – where the space is appropriate – for in-person teaching. Hygiene measures, in particular for use of the office for supervision or other meetings with students, are set out in full here: [https://www.chu.cam.ac.uk/news/coronavirus-guidance-for-all/guidance-small-group-teaching/](https://www.chu.cam.ac.uk/news/coronavirus-guidance-for-all/guidance-small-group-teaching/).

**Meeting rooms**

Although we anticipate that much supervision and other small group-teaching will be conducted online, meeting rooms can be booked for in-person teaching in small groups, through the conference office (conferences@chu.cam.ac.uk). The capacity of the rooms and other guidance can be found at: [https://www.chu.cam.ac.uk/news/coronavirus-guidance-for-all/guidance-small-group-teaching/](https://www.chu.cam.ac.uk/news/coronavirus-guidance-for-all/guidance-small-group-teaching/). Please note that we anticipate a very high demand for space this term due to the need for socially distanced supervisions. Teaching will be treated as a priority.

**Toilet facilities**

Please use the toilet facilities in the Fellows’ corridor or the main concourse and not those on residential staircases. Please follow the strict hygiene instructions in place.

**Porters’ Lodge**

The Porters’ Lodge remains operational, although in order to protect the team, the front of house is currently single-staffed, with a satellite office in place in Seminar Room 2 on the main concourse. Enquiries should be made by phone or email wherever possible. Only one person, in addition to the porter on duty, should be in the Porters’ Lodge at any one point in time, and there are markers on the floor and plastic screens to aid social distancing. We ask for your patience if you need to wait for service. Post may be collected from pigeon-holes, and outgoing mail for work purposes can be delivered to the Porters. The UMS is currently operating a reduced service.
Administrative Support

Tutorial and IT support will be provided as usual, but enquiries should be made by e-mail or phone, rather than in person. The Fellowship Administrator is currently working remotely, but can be contacted by email at fellowship.administrator@chu.cam.ac.uk. Printing and photocopying facilities are available, as usual, but for essential purposes only and not with a view to distribution to others. Strict hygiene rules must be observed when using the machines.

Library

The library remains open all day, every day. This is subject to review, depending on the levels of compliance with COVID precautions we experience. The seating has been set out to aid social distancing and there are plentiful supplies of cleaning products and hand sanitizer.

The Covid-19 safety procedures for the Library can be found on the website: https://www.chu.cam.ac.uk/student-hub/college-facilities/college-library. At present, due to restricted study space, it is not possible to make the College Library available to members of Fellows’ families. The Library is, however, offering a ‘Click & collect’ borrowing service. Further information can be found at: https://www.chu.cam.ac.uk/student-hub/college-facilities/college-library/borrowing.

Sports facilities and playground

At the current time the College gym is closed. We will review this once term starts, in the light of government guidance. The squash courts are also closed at this point. Tennis courts can be booked via the Porters’ Lodge. The playing fields and outdoor space can be used in the usual manner (subject to current guidance on gatherings). The children’s playground located at the Wolfson Flats is open, although there are special precautions in place, advertised at the playground.

Musical facilities

The Music Centre will be open for use from 1 October. Booking is via the usual method, although the availability of space will be limited by the need for ventilation between use. Additional guidance is provided on the Music Centre booking system. Users are required to sanitize areas of use before and after their session. Hand sanitizer should be applied and allowed to dry before using keyboards.

https://www.chu.cam.ac.uk/about/music-rehearsal- and-recording/.

The Chapel at Churchill

The Chapel at Churchill is open for quiet contemplation. Sanitizing products are located within and users are asked to clean the area they wish to use before and after use. Hand sanitizer must be used, and allowed to dry, before using either of the keyboards.