The Government Roadmap for recovery indicates that there will be changes to legislation and guidance from 17 May, the information below is revised in light of these changes.

**Access to site**

Only essential workers are currently working on site in providing support to resident students. All other staff are either working from home or furloughed. Fellows are encouraged not to visit College where it can be avoided, but it is appreciated that it may be necessary for the purpose of visiting an office or meeting with a student outside. A number of tented areas have been provided and members are welcome to make use of these for such purposes. When attending site, Fellows should use the QR codes displayed at all entrances to register their presence for the purpose of track and Trace.

**Moving around the site**

A ‘keep to the left’ protocol has been adopted in all high traffic areas. In some areas where there is insufficient space for two people to pass safely it will be necessary to check that the route is clear before proceeding. Several automated sanitizer dispensers have been installed around the site and liberal use of these is recommended.

**Cleaning**

Communal areas and high traffic areas are receiving additional cleaning and sanitization with key contact points being given additional attention. We are starting to resume cleaning within residences in line with our risk assessment and after consideration of local factors. Please contact the housekeeping department should you wish to discuss cleaning of your areas.

**Face Coverings**

All members of the community are expected to wear a face covering in all communal internal areas of site except for those who are unable to do so on medical grounds. Face coverings may be removed when eating or taking exercise, providing that social distancing is observed. We are awaiting further guidance on this from the University and will seek to align our own rules with those implemented by the University following their consultation.

**Catering**

A small catering provision is provided for our resident students and there is a daily lunch service for support staff on duty on site. This includes a take-away service, seated meals in hall with household groups and a delivery service for those students who are isolating or in quarantine. The Buttery is now open daily. For Senior Members a High Table will be provided daily, Monday to Friday, inclusive. Social distancing is still in place and therefore numbers for High Table are restricted to 9. Bookings can be made by emailing High.Table@chu.cam.ac.uk, please include any dietary requirements and indicate if you will wish to take wine with dinner.

We are currently providing support staff, on duty and working on site, a lunchtime meal. Unfortunately, it isn’t possible to make this provision available to the Fellowship at this time, however, this will be reviewed as we implement the planned changes.

**Visitors from outside College**

Visitors to College should record their presence using the QR code displayed at the front of College. If you are arranging to meet a visitor in College, please endeavour to do this independently of the Porters’ Lodge in order to minimise the amount of foot traffic within.
SCR
The SCR is open for those senior members working on site to take breaks within. There is a strict one-way system in operation and users are asked to clear their cups to the clearly marked receptacles to assist with staff safety.

Fellows’ College Offices
In line with Government guidance it is expected that Fellows will work from home where it is possible to do so. If Fellows need to work from a College office, they should make the Domestic Bursar aware of their intentions so that oversight of the numbers of people on site can be maintained. The QR code displayed on all entrances should be used to record presence for the purposes of Track and Trace.

Meeting Rooms
If it is necessary to book a meeting room for a meeting which can’t be conducted online, please contact the Conference Team (Churchill.Conferences@chu.cam.ac.uk) and inform the Domestic Bursar. There are cleaning products provided in all rooms and users are asked to sanitize before and after use.

Toilet Facilities
Please use the main facilities on the Fellows corridor and main concourse. There are additional hygiene measures in place.

Porters’ Lodge
The Porters’ Lodge remains operational and maintains a constant service. Users are asked to avoid visiting the Lodge whenever possible and utilize telephone and email methods of contact as an alternative. Additional precautions are in place in the Porters’ Lodge to assist in maintaining staff safety. These include division of on duty personnel and a strict one-person protocol in the front of the Lodge.

Administrative Support
Staff who can do so are working remotely and contact with them should be via email where possible.

Library
The library remains open as usual, with strict hygiene and space protocols. Because of the need to maintain social distancing, and accommodate those students resident on site, it is not possible to have the library available to Fellows’ families. There is, however a ‘Click and Collect’ borrowing service in operation. https://www.chu.cam.ac.uk/student-hub/college-facilities/college-library/borrowing

Sports facilities and playground
Following the change in rules we have now been able to open the Gym for use by household groups. There is a pre-booking system in place and all users must have undertaken an induction. Further information is available on the website: College gym – Churchill College (cam.ac.uk) Members may use the tennis courts, a booking is required: Tennis courts – Churchill College (cam.ac.uk) The fields may be used for the purposes of exercise. The perimeter path is now open and can be used for exercise. The children’s playground is currently open although there are some special precautions in place and parents are reminded about the importance of social distancing. Some external gym equipment has been installed at the top of the playing field for the use of all members of the community.

Music facilities
Music facilities are now available for use again, please see the website for more information. Music rehearsal & recording – Churchill College (cam.ac.uk)

The Chapel at Churchill
The Chapel at Churchill may only be used by individuals or households who are resident for the purposes of quiet contemplation. Sanitizing products are provided, and users are asked to sanitize before and after use.