



Selwyn College Cambridge

## SELWYN COLLEGE COVID-19 ISOLATION AND TESTING GUIDANCE

**REVISED 20 OCTOBER 2020**

This guidance covers six scenarios:

1. If you are quarantining on arrival from a country or part of a country not on England's 'exempt list'.
2. If you think you may have symptoms of Covid-19. The symptoms are defined by Public Health England currently as follows, but check <https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/> for any updates:
  - **A high temperature** – this means you feel hot to the touch on your chest or back (you do not need to measure your temperature).
  - **A new continuous cough** – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual).
  - **A loss or change to your sense of smell or taste** – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal.
3. If someone else in your household thinks they may have symptoms of Covid-19.
4. If you receive a Covid-19 positive test result.
5. If someone else in your household receives a positive test result.
6. If you are contacted by NHS Test & Trace to advise that you have been in contact with someone who has tested positive.

### **Note – Cambridge University Asymptomatic Testing programme:**

- If any test pool receives a positive test result, all members of that test pool must adopt scenario 4 until it is clarified which members of the test pool are positive. Anyone testing positive individually should then continue with scenario 4.
- All other members of the household of anyone testing positive should then adopt scenario 5.
- If the subsequent individual tests are all confirmed fully negative, the whole testing pool will be able to end isolation.

The guidance that follows tells you:

- What you should do immediately.
- What you should do during the period of self-isolation that is required.

**We cannot stress too much that the one thing you must not do is ignore this guidance.  
It is for your own safety and the whole of the College community around you.**

*This guidance will be updated on a regular basis as required. This version is dated 20<sup>th</sup> October 2020.*

1. If you are quarantining on arrival from a country or part of a country not on England's 'exempt list'.

**Immediate steps (in this order):**

- On arrival at the main gate of the College, put on a face covering before you enter.
- Go to the Porters' Lodge to collect your key, making sure you follow all the instructions on distancing and face coverings which are posted outside.
- In going to the Porters' Lodge and then to your room, avoid contact with anyone else as far as possible.
- You must self-isolate for **14 days**.

**During self-isolation:**

- You must not leave your **room** for any reason except:
  - To use bathroom facilities if your room is not en-suite. You must thoroughly clean and sanitise the facilities after each use in this instance.
  - To take refuse sacks to the bottom of your staircase or hostel for collection daily Monday to Friday.
  - To exercise once a day for a maximum of 90 minutes in the gardens, keeping a minimum of 2m distance from everyone else and wearing a face covering.
  - If you are in Cripps Court, 'gardens' means the Cripps Court gardens only; if you are in Old Court, Ann's Court or 38 or 40 Grange Road, 21 or 23 West Road, 'gardens' means the lower gardens of the main College site. If you are in another hostel, it means the gardens of your hostel.
- Food and provisions will be delivered to your room. You will be given instructions on how to order via email at [catering@sel.cam.ac.uk](mailto:catering@sel.cam.ac.uk).
- You should be contacted by a student buddy who will keep in touch with you throughout self-isolation and can help run errands. Please however try to minimise the number of errands in order to minimise footfall in your household. If you are not contacted by a student buddy, please contact your Tutor and the JCR/MCR Welfare Officer.
- You will need to clean your own room during self-isolation (materials will be provided).
- Personal waste (such as used tissues) and disposable cleaning cloths can be stored securely within disposable rubbish bags. These bags should be placed into another bag, tied securely and kept separate from other waste. These bags must then be kept for at least 72 hours in your room (to ensure any trace of the virus is no longer active) before being put out for collection.
- College staff will not come into your room during self-isolation except in a medical or maintenance emergency.

## 2. If you think you may have the symptoms of Covid-19

### Immediate steps (in this order):

- Go straight to your room, avoiding other people on the way as much as possible.
- Call or email the Porters to advise them of suspected Covid-19 ([porters@sel.cam.ac.uk](mailto:porters@sel.cam.ac.uk) or 01223 335846). Do not go in person to the Porters' Lodge.
- Call or email the Nurse to advise her of your situation ([nurse@sel.cam.ac.uk](mailto:nurse@sel.cam.ac.uk) or 01223 335898). Again, do not go in person.
- Call or email your Tutor and your Director of Studies.
- Book a test with the University testing service at <https://cuhstaffportal.co.uk/testrequest/>.
- Report that you have symptoms on the University monitoring form at <https://www.cam.ac.uk/coronavirus/stay-safe-cambridge-uni/report-symptoms-and-get-a-test/covid-monitoring-form>.
- You must self-isolate for **14 days**, unless you receive a **negative test result before then**.

### During self-isolation:

- You must not leave your **room** for any reason except:
  - To get tested. When getting tested, ideally walk or cycle to one of the test centres, avoid contact with others, and wear a face covering. The test centres are at the Engineering Department, Fen Causeway, and at Addenbrooke's Hospital.
  - To use bathroom facilities if your room is not en-suite. You must thoroughly clean and sanitise the facilities after each use in this instance.
- Please note that during self-isolation pending a test result, you may not leave your room for exercise.
- Food and provisions will be delivered to your room. You will be given instructions on how to order via email at [catering@sel.cam.ac.uk](mailto:catering@sel.cam.ac.uk). During your self-isolation, you may not use your gyp room. Other members of your household may continue to do so.
- You should be contacted by a student buddy who will keep in touch with you throughout self-isolation and can help run errands. Please however try to minimise the number of errands in order to minimise footfall in your household. If you are not contacted by a student buddy, please contact your Tutor and the JCR/MCR Welfare Officer.
- You will need to clean your own room during self-isolation (materials will be provided).
- Personal waste (such as used tissues) and disposable cleaning cloths can be stored securely within disposable rubbish bags. These bags should be placed into another bag, tied securely and kept separate from other waste. These bags must then be kept for at least 72 hours in your room (to ensure any trace of the virus is no longer active) before being put outside your room for collection by other members of your household.
- College staff will not come into your room during self-isolation except in a medical or maintenance emergency.
- If you receive a negative test result, please advise the Porters ([porters@sel.cam.ac.uk](mailto:porters@sel.cam.ac.uk) or 01223 335846) immediately. You and your household may not end self-isolation until you have advised the Porters.
- Update the University monitoring form (see above) with any change of status.
- If you receive a positive test result, follow the steps in scenario 4.

### 3. If someone else in your household thinks they may have symptoms of Covid-19

#### Immediate steps (in this order):

- You will be advised by the College by either email or SMS or both.
- Go straight to your room, avoiding other people on the way as much as possible.
- Call or email the Porters to confirm that you are in your room for self-isolation ([porters@sel.cam.ac.uk](mailto:porters@sel.cam.ac.uk) or 01223 335846). Do not go in person to the Porters' Lodge.
- Call or email your Tutor and your Director of Studies.
- Report that you have gone into household isolation on the University monitoring form at <https://www.cam.ac.uk/coronavirus/stay-safe-cambridge-uni/report-symptoms-and-get-a-test/covid-monitoring-form>.
- Do NOT get tested unless you develop symptoms.
- You must self-isolate for **14 days**, unless the person who thinks they may have Covid-19 receives a **negative test result before then**.

#### During self-isolation:

- You must not leave your **household area** (including shared bathrooms and gyms) for any reason except:
  - To take refuse sacks to the bottom of your staircase or hostel for collection daily Monday to Friday (ideally one person only should do this each day to minimise footfall). Please also take refuse from the symptomatic member of your household who is isolating in their room.
  - To exercise once a day for a maximum of 90 minutes in the gardens, keeping a minimum of 2m distance from everyone else and wearing a face covering.
  - If you are in Cripps Court, 'gardens' means the Cripps Court gardens only; if you are in Old Court, Ann's Court or 38 or 40 Grange Road, 21 or 23 West Road, 'gardens' means the lower gardens of the main College site. If you are in another hostel, it means the gardens of your hostel.
- Food and provisions will be delivered to your room. You will be given instructions on how to order via email at [catering@sel.cam.ac.uk](mailto:catering@sel.cam.ac.uk). During your self-isolation, you and members of your household may continue to use their gym room (apart from the student with symptoms of Covid-19). Do not enter the room of the person who has the symptoms.
- You should be contacted by a student buddy who will keep in touch with you throughout self-isolation and can help run errands. Please however try to minimise the number of errands in order to minimise footfall in your household. If you are not contacted by a student buddy, please contact your Tutor and the JCR/MCR Welfare Officer.
- You will need to clean your own room during self-isolation (materials will be provided).
- Personal waste (such as used tissues) and disposable cleaning cloths can be stored securely within disposable rubbish bags. These bags should be placed into another bag, tied securely and kept separate from other waste. These bags must then be kept for at least 72 hours in your room (to ensure any trace of the virus is no longer active) before being put in your usual external household waste bin.
- College staff will not come into your room during self-isolation except in a medical or maintenance emergency.

- If the person in your household with potential Covid-19 symptoms receives a negative test result, you will be advised by the College and you may then end self-isolation immediately. You must wait for the official College advice to end self-isolation.
- If you develop symptoms during self-isolation, follow the steps in scenario 2.
- If the person in your household with potential Covid-19 symptoms receives a positive test result, follow the steps in scenario 5.
- Update the University monitoring form (see above) with any change of status.

#### 4. If you receive a positive Covid-19 test result

##### Immediate steps (in this order):

- Call or email the Porters to advise them of your positive test result ([porters@sel.cam.ac.uk](mailto:porters@sel.cam.ac.uk) or 01223 335846). Do not go in person to the Porters' Lodge.
- Call or email the Nurse to advise her of your situation ([nurse@sel.cam.ac.uk](mailto:nurse@sel.cam.ac.uk) or 01223 335898). Again, do not go in person.
- Call or email your Tutor and your Director of Studies.
- Update your status on the University monitoring form at <https://www.cam.ac.uk/coronavirus/stay-safe-cambridge-uni/report-symptoms-and-get-a-test/covid-monitoring-form>.
- If you receive a positive test result, you will already be in self-isolation. You must self-isolate for a further **10 days** from the date that you first experienced symptoms, regardless of how long you have already self-isolated.

##### During self-isolation:

- You must not leave your **room** for any reason except:
  - To use bathroom facilities if your room is not en-suite. You must thoroughly clean and sanitise the facilities after use. You must not use the gyp room.
  - To be moved to an en-suite room if that is considered necessary. You will be advised of the precautions to be taken in such a move.
  - To be taken to hospital, if your symptoms were to worsen significantly.
- Please note that in the event of a positive test result, you may not leave your room for exercise during the self-isolation period.
- Food and provisions will be delivered to your room. You will be given instructions on how to order via email at [catering@sel.cam.ac.uk](mailto:catering@sel.cam.ac.uk). During your self-isolation, you may not use your gyp room. Other members of your household may continue to do so. They must not enter your room.
- You should already have been contacted by a student buddy when you started self-isolation. They will keep in touch with you throughout self-isolation and can help run errands. Please however try to minimise the number of errands in order to minimise footfall in your household. If you are not contacted by a student buddy, please contact your Tutor and the JCR/MCR Welfare Officer.
- You will need to clean your own room during self-isolation (materials will be provided).
- Personal waste (such as used tissues) and disposable cleaning cloths can be stored securely within disposable rubbish bags. These bags should be placed into another bag, tied securely and kept separate from other waste. These bags must then be kept for at least 72 hours in your room (to ensure any trace of the virus is no longer active) before being placed outside your room in accordance with instructions you will receive from Housekeeping.
- College staff will not come into your room during self-isolation except in a medical or maintenance emergency.
- If symptoms worsen, contact the Porters by email or phone as above, or dial the NHS on 111.
- When the 10 days further self-isolation (since the date symptoms started) has been completed, you will be advised by the College that self-isolation may end, provided you

no longer have symptoms. If you still have symptoms, you will be advised as to the next steps. You may not end self-isolation until you have received this confirmation.

- Update the University monitoring form (see above) with any change of status.

## 5. If someone else in your household receives a positive test result

### Immediate steps (in this order):

- You will be advised by the College by either email or SMS or both.
- Call or email the Porters to advise them that you have received the notification ([porters@sel.cam.ac.uk](mailto:porters@sel.cam.ac.uk) or 01223 335846). Do not go in person to the Porters' Lodge.
- Call or email your Tutor and your Director of Studies.
- Update your status on the University monitoring form at <https://www.cam.ac.uk/coronavirus/stay-safe-cambridge-uni/report-symptoms-and-get-a-test/covid-monitoring-form>.
- Do **NOT** get tested unless you develop symptoms.
- You must self-isolate for **14 days** from the date that the member of your household who tested positive first had symptoms. This will typically be the date you started self-isolation under scenario 3. As a minimum however, you must self-isolate for at least as long as the member of your household who tested positive needs to self-isolate.

### During self-isolation:

- You must not leave your **household area**, for any reason. You must thoroughly clean and sanitise any shared bathroom facilities after use.
- Please note that in the event of a positive test result in your household, no members of the household may leave their room for exercise during the self-isolation period.
- Food and provisions will be delivered to your room. You will be given instructions on how to order via email at [catering@sel.cam.ac.uk](mailto:catering@sel.cam.ac.uk). During your self-isolation, you and members of your household may continue to use their gyp room, other than the student who has received a positive test result. However, in the event that you yourself receive notification of a positive test, you may no longer use the gyp room (see scenario 4). Do not enter the room of the person who has tested positive.
- You should already have been contacted by a student buddy when you started self-isolation. They will keep in touch with you throughout self-isolation and can help run errands. Please however try to minimise the number of errands in order to minimise footfall in your household. If you are not contacted by a student buddy, please contact your Tutor and the JCR/MCR Welfare Officer.
- You will need to clean your own room during self-isolation (materials will be provided).
- Personal waste (such as used tissues) and disposable cleaning cloths can be stored securely within disposable rubbish bags. These bags must be placed into another bag, tied securely and kept separate from other waste. These bags should then be kept for at least 72 hours in your room (to ensure any trace of the virus is no longer active) before being placed outside your room in accordance with instructions you will receive from Housekeeping.
- College staff will not come into your room during self-isolation except in a medical or maintenance emergency.
- If you develop symptoms during self-isolation, follow the steps in scenario 2.
- When the 14 days self-isolation has been completed, you will be advised by the College that self-isolation may end, provided you do not have symptoms. You may not end self-isolation until you have received this confirmation.
- Update the University monitoring form (see above) with any change of status.



6. **If you are contacted by NHS Test & Trace to advise that you have been in contact with someone who has tested positive.**

**Immediate steps (in this order):**

- Call or email the Porters to advise them that you have received the notification ([porters@sel.cam.ac.uk](mailto:porters@sel.cam.ac.uk) or 01223 335846). Do not go in person to the Porters' Lodge.
- Call or email your Tutor and your Director of Studies.
- Update your status on the University monitoring form at <https://www.cam.ac.uk/coronavirus/stay-safe-cambridge-uni/report-symptoms-and-get-a-test/covid-monitoring-form>.
- Do NOT get tested unless you develop symptoms.
- You must self-isolate for **14 days** from the date of the contact with the person who tested positive. This will be advised as part of the message from NHS Test & Trace.

**During self-isolation:**

- You must not leave your **room** for any reason except:
  - To use bathroom facilities if your room is not en-suite. You must thoroughly clean and sanitise the facilities after use. You must not use the gyp room.
  - To exercise once a day for a maximum of 90 minutes in the gardens, keeping a minimum of 2m distance from everyone else and wearing a face covering.
  - If you are in Cripps Court, 'gardens' means the Cripps Court gardens only; if you are in Old Court, Ann's Court or 38 or 40 Grange Road, 21 or 23 West Road, 'gardens' means the lower gardens of the main College site. If you are in another hostel, it means the gardens of your hostel.
- **Note that other members of your household DO NOT need to isolate in this scenario.**
- Food and provisions will be delivered to your room. You will be given instructions on how to order via email at [catering@sel.cam.ac.uk](mailto:catering@sel.cam.ac.uk).
- You should be contacted by a student buddy who will keep in touch with you throughout self-isolation and can help run errands. Please however try to minimise the number of errands in order to minimise footfall in your household. If you are not contacted by a student buddy, please contact your Tutor and the JCR/MCR Welfare Officer.
- You will need to clean your own room during self-isolation (materials will be provided).
- Personal waste (such as used tissues) and disposable cleaning cloths can be stored securely within disposable rubbish bags. These bags must be placed into another bag, tied securely and kept separate from other waste. These bags must then be kept for at least 72 hours in your room (to ensure any trace of the virus is no longer active) before being put outside your room for collection by other members of your household.
- College staff will not come into your room during self-isolation except in a medical or maintenance emergency.
- If you develop symptoms during self-isolation, follow the steps in scenario 2.
- When the 14 days self-isolation has been completed, you will be advised by the College that self-isolation may end, provided you do not have symptoms. You may not end self-isolation until you have received this confirmation.
- Update the University monitoring form (see above) with any change of status.

## **A list of useful items to have in your room in advance, in case you are required to self-isolate**

- A first aid kit for minor cuts and abrasions (and anything you would normally source from the Porters' Lodge or Nurse).
- Basic PPE for personal use: mask, gloves, hand sanitiser or soap.
- Phone, laptop and/or tablet.
- Clothing and bedding and towels, ideally sufficient for a two week cycle between washes (though some laundry during the period may be possible).
- Some individual cooking and dining utensils, crockery and cutlery.
- Chargers in good working order for all of your devices.
- Access to a credit card or enough cash to cover your average two week expenditure.
- 2-6 week supply of essential items, e.g. prescription medicines, contact lenses, contact lens solution, batteries, sanitary products etc.
- A list of emergency contact telephone numbers (on paper and stored in phones or on devices) – College, local, family.
- Knowledge of the fire exit plan for your residence (when you get here).
- Particular snacks that you like and other non-perishable foods, e.g. breakfast cereals, long-life milk.
- Leisure activities, including books, magazines, video games etc.
- Any other items that support your unique needs.