



Selwyn College Cambridge

## **Covid-19 Key Information for Residents in Self-Isolation**

**REVISED 20 OCTOBER 2020**

You are self-isolating because you are in one of the six scenarios set out in the College's Isolation and Test guidelines, which can be found at <https://www.sel.cam.ac.uk/about/finances-and-governance/covid-19-information> i.e. because you or one of your household has symptoms of Covid-19 or has tested positive for Covid-19, or because you are quarantining following arrival from a country not on the exempt list for England, or because you have been contacted by NHS Track & Trace.

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.

This leaflet tells you how the College will support you during your period of isolation and should be read in conjunction with the Isolation and Test guidelines.

### **What should I do?**

You need to follow the rules set out in the College's Isolation and Test guidelines. What you need to do will be different according to your scenario.

### **Medical support**

Use the NHS111 online Coronavirus Service: <https://111.nhs.uk/covid-19/> if:

- You feel you cannot cope with your symptoms without support;
- Your condition gets worse;
- Your symptoms do not improve after 7 days.

Share any advice you are given with **both** the College Nurse **and** the Porters via email.

**Only telephone the NHS 111 Helpline if you cannot get the help you need online.**

In the event of a medical emergency telephone 999.

Contact the College Nurse or Porters' Lodge if you need any medical supplies. If it is necessary for someone to enter your room they will wear appropriate protective equipment.

### **Your Wellbeing**

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 minimise the number of errands in order to keep the footfall in your household as low as possible. If you are not contacted by a Student Buddy, please contact your Tutor and the JCR/MCR Welfare Officer.

Keep in touch with family and friends. The College Tutors continue to be available, as well as the Chaplain. Keep up with the University COVID-19 pages on wellbeing: [https://www.hr.admin.cam.ac.uk/coronavirus\\_wellbeing\\_mentalhealth](https://www.hr.admin.cam.ac.uk/coronavirus_wellbeing_mentalhealth). Do let someone know if you feel down or anxious. The Porters' Lodge is open 24/7.

### **Keeping up with academic work**

Attendance in person at College-provided teaching sessions will not be possible for the period of self-isolation. Please contact your Director of Studies/Supervisor or Graduate Tutor/Graduate Supervisor as soon as possible so that they are aware and can contact you to discuss these matters. Follow the University website for updates on preparations for on-line learning and teaching.

### **Food and drink**

Food and drink will be delivered to you during your time in isolation. A breakfast pack will be delivered free of charge each morning.

Lunch and dinner and any additional food and soft drink items will be delivered to you at 50% of the normal cost. (Meals will be charged to your College bill, and the 50% discount applied to the same bill).

Daily menus are published on the College website: <https://www.sel.cam.ac.uk/life-selwyn/hall-menu/>. Email your meal choice for both lunch and dinner to the College Kitchen at [catering@sel.cam.ac.uk](mailto:catering@sel.cam.ac.uk) between 9.00am and 10.30am Monday to Friday. Meals for Saturday and Sunday should be ordered on Fridays. Please provide your room number when placing orders. If you have any food intolerances or allergies please bring those to our attention.

If you go into isolation after 10.30am, on the first day, you should please still email [catering@sel.cam.ac.uk](mailto:catering@sel.cam.ac.uk) as soon as you can. The email account is monitored full time during working hours and should also be picked up out of hours. Your first food order via email will be acknowledged to confirm your order has been received. Thereafter daily orders will be processed but not acknowledged unless you have any specific questions. If, exceptionally, you receive no response to your email, please contact the Porters.

Catering staff can also provide milk, canned drinks, fruit, crisps, yoghurts, mixed green salad, soup of

the day and bread rolls. Non-food shop items such as deodorants, washing powder, sanitary products, hand sanitiser and notebooks are also available (at normal price) in addition to the listed menu items.

All meals will be delivered in disposable containers and left outside your room during service times. Do not order takeaway food from outside the College.

### **Library books**

Any library books you have must remain in your room and should be returned no earlier than 72 hours after the end of your isolation period.

For information on library materials and support available during your time in isolation, please refer to the support guide for isolating students at <https://libguides.cam.ac.uk/SelwynCollegeLibrary/IsolatingStudents>

### **Emergency Maintenance**

If you have made any requests for routine maintenance repairs in your room they will be postponed. In case of a maintenance emergency such as a flood of water, contact the Porters' Lodge. Alternative accommodation may be arranged for you. If it is necessary for a maintenance operative to enter the room, they will wear appropriate PPE (personal protective equipment), and maintain a distance of over 2m from you. Please wear a face covering and open all windows to provide an airflow.

### **Mail**

Please arrange for your Student Buddy to collect any letters and parcels from the Porters' Lodge and leave them outside your room. Please minimise the number of separate errands in order to minimise footfall in your household.

### **Personal Emergency Evacuation Plan (PEEP)**

If the fire alarm sounds:

- Put on a face covering and apply hand sanitiser.
- Leave the building immediately, taking steps to avoid direct hand contact with shared door handles and bannisters outside of your isolation area wherever possible.
- Go straight to your designated emergency assembly point.
- Remain a distance of at least 2m distance from all non-isolating people during any evacuation.

When you return to your room, remove the face covering. If it is a disposable covering, place it in the black bag and leave it in your room in line with the instructions in the Isolation and Testing Guidance.

You are not required to respond to weekly Thursday tests of the fire alarm system.

## Help & Advice

Coronavirus online Service  
Porters' Lodge  
Emergency Services  
College Nurse  
NHS Helpline

<https://111.nhs.uk/covid-19>

☎ (01223) 335846

☎ 999

☎ (01223) 335898

☎ 111

Remember to email the Porters [porters@sel.cam.ac.uk](mailto:porters@sel.cam.ac.uk) to keep the College informed of any changes during your period of self-isolation (e.g. if you start to experience symptoms, or receive a test result), as well as completing the University's Monitoring Form. This will ensure that the College has up-to-date records so that you continue to receive the support you need.

## Other Useful Contacts

Role	Name	Telephone	Email
Senior Tutor	Dr Mike Sewell	01223 335883	senior.tutor@sel.cam.ac.uk
Tutorial Office Manager	Gina Vivian-Neal	01223 335842	grv21@cam.ac.uk
Chaplain	Revd Canon Hugh Shilson-Thomas	01223 335875	chaplain@sel.cam.ac.uk
Bursar	Martin Pierce	01223 335831	mdp55@cam.ac.uk
Operations Manager	Chris Hurcomb	01223 336241	cph43@cam.ac.uk
Porters' Lodge	Duty Porter	01223 335846	porters@sel.cam.ac.uk
College Nurse	Carolyn Taylor	01223 335898	nurse@sel.cam.ac.uk
Catering			catering@sel.cam.ac.uk
Catering	Head Chef Butler	01223 335480* 01223 335862*	<i>*Please note these phones will only be answered during working hours.</i>
Librarian	Sonya Adams	01223 335880	library@sel.cam.ac.uk

Please telephone or email the Porters' Lodge if you have any concerns or need support. The Porters' Lodge is open 24 hours a day, 7 days a week.

Updated 20/10/2020