

## GUIDANCE NOTES:

### For research students with permission to return to College accommodation, and for those using College facilities.

#### College accommodation

If you have received written permission from the Head of your Department or Faculty to return to Cambridge, please bear in mind the following:

- **International students:** [PHE guidance](#) requires that you self-isolate for 14 days after arriving in the UK. The College will provide you with en suite accommodation and your previously-appointed self-isolation supporters (with assistance from the College) will help to make sure you have the things you need (such as food) during your self-isolation period. You must not exercise outdoors or go to work during this time.
- **Home students:** Although you will be allowed to go to work and to move around freely within current PHE social distancing guidelines, you cannot currently integrate immediately into another shared household. As such, you will be accommodated in a College property on your own (either on or off site) with facilities that you don't have to share with anyone else. You must stay in this accommodation for at least 14 days after your arrival back in Cambridge.

If you have questions about College accommodation on returning to Cambridge, please email [accommodation.enquiries@murrayedwards.cam.ac.uk](mailto:accommodation.enquiries@murrayedwards.cam.ac.uk).

#### Provision of key College services

Only those staff who have an essential role in providing core College services can come into work at the present time; all others are required to stay away or work from home. The College is maintaining a core provision as follows:

- **Porters' Lodge:** The Porters' Lodge remains open, although with reduced staffing levels. The Porters' Lodge can be contacted on 01223 762100 or by email [porters@murrayedwards.cam.ac.uk](mailto:porters@murrayedwards.cam.ac.uk)
- **Tutorial services and Accounts Office:** Currently staff from these offices are working at home. You can contact the Tutorial Office at [tutorial@murrayedwards.cam.ac.uk](mailto:tutorial@murrayedwards.cam.ac.uk) or phone 01223 762203; or student accounts at [student.accounts@murrayedwards.cam.ac.uk](mailto:student.accounts@murrayedwards.cam.ac.uk)
- **Catering:** Catering are currently operating a pop-up shop in the Dome, which offers basic supplies (milk, milk substitutes, bread etc.), fresh sandwiches and fruit along with a small range of frozen microwaveable meals.
- **Housekeeping:** Students are expected to clean their own en-suite bedrooms, household corridors and kitchens. Housekeeping will clean high use hand contact areas and public toilets. They will also provide top ups of cleaning equipment and supplies. They can be contacted at [accommodation.enquires@murrayedwards.cam.ac.uk](mailto:accommodation.enquires@murrayedwards.cam.ac.uk).
- **Maintenance:** Maintenance requests should be made to the Porters' Lodge on 01223 762100 or [porters@murrayedwards.cam.ac.uk](mailto:porters@murrayedwards.cam.ac.uk)
- **IT support:** IT Support can be accessed through [support@murrayedwards.cam.ac.uk](mailto:support@murrayedwards.cam.ac.uk)

## Community, study and social spaces around the College

Most social and community spaces in the College have been temporarily closed to bring us in line with current government guidance, and to minimise transmission of infection.

Arrangements are reviewed and updated as government advice emerges, but it is likely that changes to normal patterns of operation and occupancy will remain in place for some months.

The following areas of the College are currently affected:

- **The Dome** is currently closed. Details of the pop-up shop can be found above.
- **The Library and IT suite are currently closed.** The Librarian has written to students separately about library arrangements. There are also [FAQs on the College website](#).
- **Mail** should be collected from the Porters' Lodge. Please follow any instructions given to you on collection.
- **The MCR, JCR and all communal areas are currently closed.**
- **Printing facilities** - Students can access temporary printing facilities in the Council Room. Please email the Librarian, [Kirstie Preest](#), for directions on how to access the printer/scanner.
- **All sports facilities** remain closed.
- **The Gardens** are open to college members currently resident in college accommodation and we encourage you to use them. Please respect social distancing, especially when using benches (other than for members of the same 'household') and remember that the Gardens are closed to non-members of College.

## Visitors in College

Only current/resident College members (that is, currently resident in college accommodation) are permitted in College at this time – visitors are not currently permitted to enter College site or buildings – but don't be discouraged from meeting with friends, up to 6 maximum at any one time, outside of the College. This arrangement is under frequent review.

## Pastoral and wellbeing matters

Undoubtedly, COVID-19 has brought personal hardship to many if not most of us in different ways. However, the University and Colleges are committed to offering as much help as possible, and are working closely together to this end. The University's core support services, [UCS](#) and [DRC](#), are maintaining an on line service. Do make use of them if you need to, wherever you might be – with your Tutor's help if needed. A vast array of online support and information can be accessed through the [University's wellbeing website](#).

The College is committed to maintaining its rich resource of peer-group and pastoral support; MCR welfare officers, Tutors, the College Nurse and [College counselling](#) continue to provide advice on hardship support by remote access (also see the [College webpages](#)), as do University Counselling Service and the DRC. We encourage you to keep in close contact with friends and family by phone and social media. If you need help you can call the Porters' Lodge at any time of day or night– 01223 762100.