University for the Creative Arts

Procedure in the event of a suspected or confirmed case of Covid-19

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Purpose of this document

This procedure has been produced by the Health, Safety & Wellbeing team at UCA to provide a protocol defining the action in the event of a suspected or confirmed case of coronavirus. Supporting practical guidance is included in the suite of appendices. This document will be regularly reviewed and updated following changes to external guidance and internal circumstances.

The purpose of the procedure is to:

- Enable an effective response to any suspected or confirmed case relating to the University;
- Monitor the University-wide Covid-19 case profile and take swift action to prevent further transmission; and
- Set out the arrangements in place to work with key partners, public health and communities to manage any potential outbreak on Campus.

1. Definitions

Key definitions are outlined as follows:

Suspected Case	An indication of a potential Covid-19 case through reported symptoms, absence or contact with an infected person.
Confirmed Case	An individual confirmed as Covid-19 positive either through testing (test-confirmed) or other clinical diagnosis. With or without symptoms.
Affected Person linked to the University	Staff, student, contractor, service provider, member of public, guest lecturer or visitor.
Cluster	Two or more test-confirmed cases amongst individuals associated with the University setting within a 14-day period.
Outbreak	Two or more test-confirmed cases of Covid-19 associated with the University setting and direct exposure (e.g. same cohort or in same accommodation) within a 14-day period.
Close c**ontacts** (UK Government Definition)	▪ **Household contacts** – living in the same household. ▪ Those who have spent a significant amount of time in the household. ▪ **Sexual contacts.** ▪ **Direct close contacts:** Less than 1 metre face to face. ▪ **Proximity contacts:** Within 2 metres for more than 15 minutes with a case. ▪ All of the above are regardless of face covering.
Case Management	The process of monitoring all University related suspected or confirmed cases and providing advice, guidance and support and reporting any confirmed cases to the

	Department for Education / Health Protection Team. This is led by the Health, Safety & Wellbeing Team.
Case Management Notification Form	Online form for reporting of suspected or confirmed Covid-19 cases to be monitored and supported centrally. Updates can also be emailed through to covid19@uca.ac.uk
Covid-19 Symptoms	A new continuous cough; A fever; or A loss of or a change in your normal sense of smell. It can also affect your sense of taste as the two are closely linked.
Infectious Period	The "infectious period" means the time you're able to spread the virus to someone else. For COVID-19, there is evidence to suggest the infectious period may start 1 to 3 days before you develop symptoms, and in the first 7 days after symptoms begin.
Self-Isolation	In practical terms, this means that once you reach your residence you must: stay at home. Not go to work, shops or public areas. Not use public transport like buses, trains, tubes or taxis. Avoid visitors to your home.
Specific Setting	i.e. UCA campus e.g. Rochester, Farnham, Epsom, Canterbury, Accommodation blocks/flats, UCA event.

2. Recognising suspected or confirmed cases

Suspected or confirmed cases may arise through the following scenarios:

- An individual reports feeling unwell on campus and Covid-19 is suspected
- An individual reports absence and Covid-19 is suspected
- An individual has been in contact with a test confirmed infected person
- An individual reports a positive Covid-19 test result

3. Reporting a suspected or confirmed case

In order for all suspected or confirmed cases to be logged centrally and responded to consistently, a report should be made as follows:

Affected Person	**Who should submit the Covid Notification?**	**Via which process?**
For Students	Campus Registry (e.g. Course Administrator)	Record on SITS
For Staff	Line Manager	Covid Management Case Form
For Visitors/Public	Event organiser, Craft Study Centre staff, Gallery/Exhibition staff.	Covid Management Case Form

For Contractors	The contractor's UCA point of contact	Covid Management Case Form

In some cases, individual's may not recognise symptoms themselves or may be reluctant to self-declare any symptoms, therefore those who are concerned should politely raise it with the individual.

4. What to do if a person feels unwell on Campus

If a person becomes unwell at any UCA location (either with a high temperature, continuous cough or a loss or change to sense of smell or taste), the following action should take place:

Please note: Some individuals will want to and be able to safely leave Campus immediately, however, where the individual needs to contact the health service, make arrangements to get home safely or wait for transport home. The following actions should be considered:

- Take them to a vacant room (or outside) and ask them to sit down, open the window(s) if possible. Keep a safe distance (2m) and wear a face covering. (Ensure that they also put a face covering on, if they are able to wear one).
- Assess the situation, and get further help if needed, such as a First Aider if you are increasingly concerned about an imminent risk to an individual's health. (Contact via Campus First Aid number or reception).
- Help them to make contact with their GP/Health Service, a family member or friend.
- Help the individual to make arrangements to get home safely, contact a family member to pick them up, public transport should be avoided. There is a list of local Taxi firms in place for each campus if required.
- The individual should arrange for an NHS test immediately at www.nhs.uk/coronavirus
- Notify the person's Line Manager or appropriate Course Administrator or Programme Director.
- If you can, secure the room or arrange for Estates & Facilities to do this. Estates & Facilities will seek authorisation to clean from the Health, Safety & Wellbeing Team or the Head of Campus. The cleaning protocol is outlined in Appendix 7.
- Any shared equipment in these areas will also need to be cleaned – e.g. hand tools, computers, desk etc. (using normal household disinfectant).
- Any cleaning waste must be kept secure until a test result is confirmed, if the result is negative then the waste can be disposed of through normal waste streams.
- If the result is positive, then the waste should be kept secure for 72 hours before disposal.
- Everyone must wash their hands thoroughly for 20 seconds or use hand sanitiser after any contact with someone who is unwell.

Any members of staff or students who have helped someone with symptoms, do not need to go home to self-isolate unless they develop symptoms themselves (in which case, they should arrange a test) or if the symptomatic person subsequently tests positive.

5. Accessing Covid-19 testing

Anyone who displays symptoms of coronavirus (COVID-19) must get a test. Tests can be booked online through the NHS website, or ordered by telephone via NHS 119 for those

without access to the internet. Essential workers, which includes anyone involved in education or childcare, have priority access to testing.

In the event that demand for testing exceeds national or local capacity, and testing is delayed, the University will implement the current self-isolation protocols in line with public health guidance.

The NHS operate a Test and Trace service and the University may be asked to help support that process by providing information around close contacts. The Health, Safety & Wellbeing Team will notify the Department for Education / local Health Protection Team when someone who has attended campus has tested positive for Covid-19. See Appendix 11 for a list of local test sites.

There is a Test and Trace NHS Handbook for Higher Education.

6. Test results

Staff and students will need to inform their Line Manager (staff) or Programme Director and Campus Registry (student) once they receive the results of the test, irrespective of the outcome:

- **Negative Test Result:** If they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating. They could still have another virus, such as a cold or flu – in which case it is still best to avoid contact with other people until they are better. Other members of their household can stop self-isolating. **However, if the person has been in contact with a confirmed case, then they should continue to self-isolate as symptoms can take 14 days.**

- **Positive Test Result:** They should follow the guidance for households with possible or confirmed coronavirus (COVID-19) infection and must continue to self-isolate for at least 10 days from the onset of their symptoms and then return onsite only if they do not have symptoms other than cough or loss of sense of smell/taste. This is because a cough or anosmia can last for several weeks once the infection has gone. The 10-day period starts from the day when they first became ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal. Other members of their household should continue self-isolating for the full 14 days.

- **Unclear, void, borderline or inconclusive:**
  An unclear, void, borderline or inconclusive test result means it's not possible to say whether they had coronavirus when the test was done.

  They need to get another coronavirus test as soon as possible if this happens.
  If they had a test because they had symptoms, they must keep self-isolating and have another test within 5 days of their symptoms starting. If they are not able to have another test in time they must self-isolate for at least 10 days from when their symptoms started. Anyone they live with and anyone in their support bubble must self-isolate for 14 days.

7. Identifying close contacts

The NHS Test and Trace service should ask affected individuals for a list of close contacts, we strongly encourage all staff and students to cooperate with the NHS service and share their contacts, so that in the event of a positive case, close contacts can be notified. The Department of Education/ Health Protection Team or local authority public health team may ask the University to conduct its own notifications to prevent any further transmission – this will be via the Health, Safety & Wellbeing Team. The Health, Safety and Wellbeing Team will advise the relevant Campus Registries who will call upon some or all of the following records to identify close contacts:

Student Timetables	Contractor Sign in Records
Room Bookings	Reception Sign in Records
Electronic Room Access Records	Equipment/Resource Booking Records
Event/Training Delegate Lists	Accommodation Records
Student Union Events and Clubs lists	Craft Study Centre Visitor Records
IT records would show which computers the person has been working at	Class registers and attendance lists (for tech demonstrations)

The above information should be kept for at least 21 days.

In the absence of contact from NHS Test and Trace (within 48 hours of a confirmed case) the University may make its own contact with close contacts. The draft communication for close contacts is held by the Campus Registry teams and Human Resources.

9. Case Management: Clusters & Outbreaks

The University will immediately take action when we become aware that someone who has attended the campus has tested positive for Covid-19. ***The Health, Safety & Wellbeing Team will monitor all suspected or confirmed cases so that any emerging issues or outbreaks can be effectively managed.*** Whilst there are links with the Communicable Disease Policy, due to the current prevalence of Covid-19 all instances will be managed under this procedure.

The Health, Safety & Wellbeing team will inform and liaise with the local health protection team. This team will also contact the University directly (via the Health, Safety & Wellbeing Team) if they become aware that someone who has tested positive for Covid-19 has attended campus, as identified by NHS Test and Trace.

Based on the advice from the Department for Education / Health Protection Team, we must send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 14 days since they were last in close contact with that person when they were infectious.

The Department for Education / Health Protection Team will provide the University with advice on who must self-isolate. The Health, Safety & Wellbeing Team will manage contact with the Department for Education / Health Protection Team. In the absence of or where there is a delay [e.g 24 hours] in gaining Department for Education / Health Protection Team

advice and guidance, the University will respond under the UERIMP incident management protocols and make decisions about who should self-isolate based on the latest public health guidance, including definitions of close contacts. These decisions will be led by the Head of Campus or Chair of the UERIMP Gold Team (dependent on potential scale and severity) in conjunction with the Health, Safety & Wellbeing Team.

Household members of those contacts who are sent home to self-isolate will not need to self-isolate themselves unless the student or staff member who is self-isolating subsequently develops symptoms. If someone in a group that has been asked to self-isolate develops symptoms they should get a test.

Managing Outbreaks

Where the University is experiencing a rise in infection rates, or there is an increase in infection rates in the local community, the University will work with local Health Protection Teams and the Director of Public Health to determine the most effective measures that will help reduce transmission and consider establishing an Outbreak Control Team (OCT). The OCT will include staff from the UCA (i.e. any operational teams, IPC, and communication), and HPT, the local Director of Public Health and communication teams if:

- there has been a death at the university/ halls of residence
- there are large numbers of vulnerable residents/staff
- there are a high number of cases
- the outbreak has been ongoing despite usual control measures
- there are identified challenges in ensuring adherence to control measures
- there are concerns on the safe running of the university/hall of residence
- there are other factors that require multi-agency coordination and decision making

Where there is evidence of community transmission the Outbreak Control Team may transfer into an Incident Control Team, which is directed by PHE.

The University may adapt its delivery methods on advice or instruction from the Director of Public Health or the Local Authority.

10. Campus closure

If multiple cases of coronavirus emerge in the University, an outbreak control team from the local Department for Education / Health Protection Team will, if necessary, be assigned to help manage the outbreak. The University will seek advice from the local authority in the first instance. In some cases, the Department for Education / Health Protection Team may recommend that a larger number of other students or staff self-isolate at home as a precautionary measure – perhaps the whole site or a specific group. Whole site closure based on cases within the University will not generally be necessary and will not be considered except on the advice of the Department for Education / Health Protection Teams.

The Covid-19 Steering Group will form if an outbreak is confirmed and will make any decision linked to a partial or full campus closure. Outside of the work of the Return to Campus Steering Group, the University's Emergency Response and Incident Management (UERIMP)

team(s) will be formed and lead the incident response and management. Appendix 10 of the UERIMP outlines the Covid Response Matrix.

Communication protocols in the case of an outbreak and any requirement to close or partially close the Campus will be communicated to staff as students as per the incident communication outlined in UERIMP.

11. Out of hours response to a suspected or confirmed case

A suspected or confirmed case occurring outside of core hours can be notified via covid19@uca.ac.uk and followed up with a formal Case Management Notification Form (staff/contractors/visitors) during core hours or recorded on SITS (students). If the suspected or confirmed case occurs in UCA accommodation, then this can be initially managed by the Accommodation Duty Manager (refer to Appendix 6). The likely action will be around self-isolation, any notification of a confirmed case to the Department for Education / Local Health Protection Team will need to take place during core hours Monday – Friday (09:00 – 17:00), out of hours access is currently for health professionals only.

Appendix 1: What to do if you feel unwell with Covid-19 symptoms

If you become unwell whilst on campus with a new, continuous cough or a high temperature, or have a loss of, or change in, your normal sense of taste or smell - **you should leave the campus immediately and go home, avoiding public transport.**

If you need support to make arrangements, please contact a member of staff or colleague to help you.

If you are already at home, you should contact by telephone or email:

Staff: You will need to inform your line manager.

Students: You will need to inform Campus Registry e.g. your Course Administrator and your Programme Director at the earliest opportunity. Ph.D students should contact the Research Office and their Supervisors).

You should then:

- Book a test if you are displaying symptoms - staff and students must not come onto campus if you have symptoms, and must go home to self-isolate for at least 10 days
- Anyone in your household must self-isolate for 14 days
- Provide details of anyone you have been in close contact with if you were to test positive for coronavirus; and
- Self-isolate if you have been in close contact with someone who develops coronavirus symptoms or someone who tests positive for coronavirus. (Please see Appendix 3: Self-Isolation protocols)

Anyone who displays symptoms of coronavirus can and should get a test. Tests can be booked online through the NHS website, or ordered by telephone via NHS 119 for those without access to the internet. Essential workers, which includes anyone involved in education or childcare, have priority access to testing.

Appendix 2: Interpreting test results

Staff and students will need to inform their line manager (staff) or Programme Director and Campus Registry (student) immediately of the results of the test:

- If someone tests **negative**: if they feel well and no longer have symptoms similar to coronavirus, they can stop self-isolating. They may have another virus, such as a cold or flu – in which case it is still best to avoid contact with other people until they are better. Other members of their household can stop self-isolating. If, however they have been in contact with a confirmed case, then they need to continue to self-isolate for 14 days from when they were last in contact.

- If someone tests **positive**: they should follow the guidance for households with possible or confirmed coronavirus (COVID-19) infection and must continue to self-isolate for at least 10 days from the onset of their symptoms and then return onsite only if they do not have symptoms other than cough or loss of sense of smell/taste. This is because a cough or anosmia can last for several weeks once the infection has gone. The 10-day period starts from the day when they first became ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal. Other members of their household should continue self-isolating for the full 14 days.

- If someone's test is **Unclear, void, borderline or inconclusive:** it means it's not possible to say whether they had coronavirus when the test was done.

  They need to get another coronavirus test as soon as possible if this happens.

  If they had a test because they had symptoms, they must keep self-isolating and have another test within 5 days of their symptoms starting. If they are not able to have another test in time they must self-isolate for at least 10 days from when their symptoms started. Anyone they live with and anyone in their support bubble must self-isolate for 14 days.

Appendix 3: Self-isolation protocols

You can verify any self-isolation protocols with the Human Resources and the Health, Safety & Wellbeing Team. Here is an overview based on current UK Government advice:

If you've been in close contact with a person who has coronavirus: (Definitions of close contacts on page 3)

Stay at home (self-isolate) for 14 days from the day you were last in contact with the person, it can take up to 14 days for symptoms to appear.
People you live with **do not need to self-isolate if you do not have symptoms**.

If you get symptoms of Covid-19

Get a test – self isolate for at least 10 days.
Anyone who you **live with must self-isolate for 14 days**.

If your test is positive

Self-isolate for at least 10 days from when your symptoms started – even if it means you're self-isolating for longer than 14 days.
Anyone that you live with must **self-isolate for 14 days from when your symptoms** started

If your test is negative

If you have **not** been in contact with a confirmed case and you feel well, no longer have symptoms similar to coronavirus, and everyone you live with tests negative then you can stop self-isolating. Anyone that you live with can stop self-isolating**.**
If you **have** been in contact with a confirmed case and even if you feel well, **you must keep self-isolating for 14 days from when you were last in contact with the person who has coronavirus – as you could get symptoms after being tested.**

Appendix 4: Immediate Action for line managers (Staff)

Line Managers must take the following steps immediately:

If on Campus, ensure that the staff member leaves Campus safely, avoiding public transport and commences self-isolation.

↓

Confirm with the individual that they will need to contact the NHS to arrange a test and provide UCA with the outcome of the test result.

↓

Secure the area where the person has been working and contact Estates & Facilities to arrange a clean of the area.

↓

In the event of a positive test result, ask the individual to provide:

- Name of any close contacts at University 2 days hours prior to symptoms.
- Locations on Campus within the last 2 days.

↓

Complete and submit the Covid-19 Case Management Form – this will go to Health, Safety & Wellbeing Team who can be contacted for advice and guidance.

↓

Record sickness absence myHR - under the 'Coronavirus Symptoms'.

↓

You will need to update the sickness absence field based on the test result.

↓

Complete another Case Management Form with any new information (such as a test result) or email covid19@uca.ac.uk in order for the case notes to be updated.

Advice & guidance

- Each Covid-19 situation will have different aspects to it which will require interpretation of guidance and will be subject to advice from either the Department for Education and/or the Health Protection Team. The Health, Safety & Wellbeing team are available to help interpret this guidance and help manage the case to reduce the risk of further transmission.

Cleaning

- If the staff member has been working on site, the location of work (in offices, teaching rooms, kitchens etc.) should be ventilated by opening the windows where possible, the door(s) should be locked and labelled as 'no entry'.

- Estates and Facilities should be notified in relation to additional cleaning (space and any shared equipment). Technical Services should also be notified if specialist spaces or equipment have been used.

Close contacts

- The Health, Safety & Wellbeing team and the Department for Education/Health Protection Team will determine whether staff or students are close contacts (described earlier in this document). Where this is the case, self-isolation for 14 days will be required for close contacts even if they have had no symptoms.

Work impact

- Line Managers will need to consider how the work of staff affected by the situation can be covered and/or whether they can work from home while recovering or self-isolating.

Appendix 5: Immediate Actions for Programme Directors & Campus Registry (students)

Programme Directors and Campus Registry (or, for Ph.D students, the Research Office and Supervisors) must take the following steps immediately:

If on Campus, ensure that the student leaves Campus safely, avoiding public transport and commences self-isolation.

↓

Confirm with the student that they will need to contact the NHS to arrange a test and they should inform you of the outcome as soon as possible.

↓

If the student is in University accommodation, then the Accommodation Office should be contacted and advised of the suspected or confirmed case.

↓

Secure the area where the person has been working and contact Estates & Facilities to arrange a clean of the area.

↓

In the event of a positive test result, ask the individual to provide:

- Name of any close contacts at University 2 days prior to symptoms.
- Locations on Campus within the last 2 days.

↓

Complete and submit the Covid-19 section on SITS, the Health, Safety & Wellbeing Team who can be contacted for advice and guidance.

↓

Record student absence as 'Coronavirus Symptoms'

↓

Email covid19@uca.ac.uk with any case notes to be updated.

Advice & guidance

- Each Covid-19 situation will have different aspects to it which will require interpretation of guidance and will be subject to advice from the Department for Education/Health Protection Team. The Health, Safety & Wellbeing team are available to help interpret this guidance and help manage the case to reduce the risk of further transmission.

Cleaning

- If the student has been studying on Campus, the location of where they have been studying should be ventilated by opening the windows where possible, the door(s) should be locked and labelled as 'no entry'.
- Estates and Facilities should be notified in relation to additional cleaning (space and any shared equipment). Technical Services should also be notified if specialist spaces or equipment have been used.

Close Contacts

- Health, Safety & Wellbeing and the Department for Education/Health Protection Team will determine whether staff or students are close contacts (described earlier in this document). Where this is the case, self-isolation for 14 days will be required for close contacts even if the person has no symptoms.

Study Impact

- Programme Directors will need to consider the impact of coronavirus and self-isolation on their study programme and ensure they are not negatively affected.

Appendix 6: In the event of a positive case in student accommodation

If a resident in halls of residence develops symptoms of Covid-19:

- If anyone in the flat develops symptoms the entire household will be instructed to self-isolate for 14 days where they can have food and other necessities delivered.

- The resident displaying symptoms will be advised to self-isolate for 10 days as per government guidelines and avoid contact with their household as much as possible, in order to reduce the risk of transmitting coronavirus.

- Any resident who develops symptoms will be asked to apply for a test. They can register for a test on the NHS website. If they have no internet access, they will be advised to call NHS 119 to arrange for a test.

- If their test for coronavirus is positive they will be asked to share their contacts with the NHS test and trace service, and their contact detail declaration may be used to alert people who they have come into contact with.

- All residents will be advised to continue to wash their hands regularly and clean any shared facilities after every use (kitchens and shared bathrooms). It will be suggested that a strict cleaning rota is drawn up.

- If during the self-isolation period anyone else in the household starts displaying symptoms, they must stay at home for at least 10 days from when their symptoms appear, regardless of what day. For example, if they display symptoms on day 13 of their self-isolation then they must self-isolate for a further 10 days.

- No cleaners will enter the flat/house during the self-isolation period to avoid cross contamination with other flats.

- Maintenance will only attend in emergency situations.

- Residents must still evacuate if there is a fire alarm activation. They will be asked to muster at a separate point to the rest of the building and to take care on exiting not to touch banisters.

Appendix 7: Cleaning standards

Cleaning is a critical action in responding to a suspected or confirmed case, and should be organised as soon as possible by Estates & Facilities in line with the cleaning specification outlined below and any additional cleaning requirements outlined from the Department for Education / local Health Protection Team.

On receipt of confirmation from the Head of Campus or Health, Safety & Wellbeing Team, cleaning will be organised and implemented by either:

- Interim Director of Estates
- Assistant Director of Estates
- Campus Facilities Manager

The spaces used by a symptomatic person should be safely secured until the clean has taken place.

Frequency	• In the case of a suspected or confirmed case, cleaning will be required asap.
Guide specification	• All surfaces that the symptomatic person has come into contact with must be cleaned and disinfected, including: ➢ objects which are visibly contaminated with body fluids ➢ all potentially contaminated high-contact areas such as bathrooms, door handles, telephones, computer equipment, grab-rails in corridors and stairwells • Using a disposable cloth, first clean hard surfaces with warm soapy water. • Then disinfect these surfaces with the cleaning products you normally use. • Use disposable cloths or paper roll and disposable mop heads, to clean all hard surfaces, floors, chairs, door handles and sanitary fittings, following one of the options below:
Methods & products	• Normal detergents and bleaches. Use either a combined detergent disinfectant solution at a dilution of 1,000 parts per million available chlorine or • A household detergent followed by disinfection (1000 ppm av.cl.). • Follow manufacturer's instructions for dilution, application and contact times for all detergents and disinfectants. • Avoid creating splashes and spray when cleaning. • Any cloths and mop heads used must be disposed of and should be put into waste bags as outlined below. • When items cannot be cleaned using detergents or laundered, for example, upholstered furniture and mattresses, steam cleaning should be used. • Any items that are heavily contaminated with body fluids and cannot be cleaned by washing should be disposed of.

Cleaning staff & PPE	• Disposable or washing-up gloves • Aprons • These should be double-bagged, then stored securely for 72 hours then thrown away in the regular rubbish after cleaning is finished. • If an area has been **heavily contaminated, such as with visible bodily fluids**, from a person with coronavirus (COVID-19), use: ➢ Eye protection ➢ Face mask ➢ as well as wearing gloves and an apron ➢ Hands should be washed with soap and water for 20 seconds after all PPE has been removed.
Waste	• Waste from possible cases and cleaning of areas where possible cases have been (including disposable cloths and tissues): ➢ Should be put in a plastic rubbish bag and tied when full. ➢ The plastic bag should then be placed in a second bin bag and tied. ➢ It should be put in a suitable and secure place and marked for storage until the individual's test results are known. ➢ Waste should be stored safely and kept away from children. You should not put your waste in communal waste areas until negative test results are known or the waste has been stored for at least 72 hours. • If the individual tests negative, this can be put in with the normal waste. • If the individual tests positive, then store it for at least 72 hours and put in with the normal waste. • If storage for at least 72 hours is not appropriate, arrange for collection as a Category B infectious waste either by your local waste collection authority if they currently collect your waste or otherwise by a specialist clinical waste contractor. They will supply you with orange clinical waste bags for you to place your bags into so the waste can be sent for appropriate treatment.

Appendix 8: Advice for Students

COVID-19 SYMPTOMS

- A high temperature
- A new, continuous cough
- A loss of, or change to, your sense of smell or taste

If you feel unwell on campus with Covid-19 symptoms, please leave immediately and ask for assistance if required, to ensure you can get home safely. NHS 111 can help and advice if you are unsure what to do.

Please inform your Programme Director and also Campus Registry as soon as possible, so the University can track and manage your suspected or confirmed case. If you are a Ph.D student, inform the Research Office and your Supervisors.

- You must go home and self-isolate for at least 10 days and anyone you live with must also self-isolate for 14 days. You must arrange for an NHS test immediately at www.nhs.uk/coronavirus or you can call NHS 119
- Do not use public transport
- Do not go to work, University or anywhere outside of your home
- Wait for NHS to inform of your test results

TEST POSITIVE - Inform Campus Registry

You must share information promptly through the NHS test and trace service. The University may also ask you to share contact and location information so that we can support the process.

Please ENSURE you inform Campus Registry of your test results so the University can manage confirmed cases. You may need to provide information about which course you are on, when you have been on campus and who your close contacts have been.

You must self- isolate for at least 10 days from when your symptoms started, even if it means isolating for longer than 14 days.

TEST NEGATIVE – Inform Campus Registry

If you have been in contact with a confirmed case, then you need to continue to self isolate for 14 days from when you were last in contact.

Anyone you live with can STOP self isolating.

You do not need to continue to self-isolate if:

- Everyone you live with who has symptoms, tests negative.
- Everyone in your support bubble who has symptoms tests negative.
- NHS Test and Trace - did not tell you to self-isolate for 14 days.

Useful Links:

https://www.gov.uk/coronavirus
https://www.nhs.uk/conditions/coronavirus-covid-19/
https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/
https://www.studentminds.org.uk/coronavirus.html

Campus Registry contacts:

campusregistrycanterbury@uca.ac.uk
campusregistryepsom@uca.ac.uk
campusregistryfarnham@uca.ac.uk
campusregistryrochester@uca.ac.uk

Appendix 9: Advice for Staff

COVID-19 SYMPTOMS

A high temperature

A new, continuous cough

A loss of, or change to, your sense of smell or taste

If you feel unwell on campus with Covid-19 symptoms, please leave immediately and ask for assistance if required, to ensure you can get home safely.

Please inform your line manager as soon as possible, so the University can track and manage your suspected or confirmed case.

- You must go home and self-isolate for at least 10 days and anyone you live with must also self-isolate for 14 days. You must arrange for an NHS test immediately at www.nhs.uk/coronavirus
- Do not use public transport
- Do not go to work or anywhere outside of your home
- Wait for NHS to inform of your test results

TEST POSITIVE - Inform Line Manager

You must share information promptly through the NHS test and trace service. The University may also ask you to share contact and location information so that we can support the process.

Please ENSURE you inform your line manager of your test results so the University can manage confirmed cases. You may need to provide information about when you have been on campus and who your close contacts have been.

You must self- isolate for at least 10 days from when your symptoms started, even if it means isolating for longer than 14 days.

TEST NEGATIVE – Inform Line Manager

If you have been in contact with a confirmed case, then you need to continue to self isolate for 14 days from when you were last in contact.

Anyone you live with can STOP self isolating.

You do not need to continue to self-isolate if:

- Everyone you live with who has symptoms, tests negative.
- If you feel well and no longer have symptoms similar to coronavirus (COVID-19),
- NHS Test and Trace - did not tell you to self-isolate for 14 days.

Useful Links:

https://www.gov.uk/coronavirus
https://www.nhs.uk/conditions/coronavirus-covid-19/
https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/
https://www.studentminds.org.uk/coronavirus.html

Appendix 10: Case Management Process

Case Management Notification is made and submitted by Campus Registry (students) through SITS and Line Managers (staff) through a Covid-19 Case Management form

↓

Case Management Notification is received by Health, Safety & Wellbeing Team

↓

Added to the Case Management Spreadsheet

↓

Review the case for any immediate action, areas of clarification and **categorise** as either:

Suspected (Stage 1)	Confirmed (Stage 1)
▪ Monitor for further information or case developments such as a positive test result. ↓ ▪ Update case management spreadsheet on receipt of any further information.	▪ Report to the Department for Education (single case) or Local Health Protection Team (more than 1 case). ↓ ▪ Notify Head of Campus. ↓ ▪ Outline required actions: - Ensure individual is in self-isolation. - Determine any close contact notifications to be made - Determine any restrictions to rooms/areas and deep cleaning requirements. - Impact on accommodation. ↓ ▪ Set case review date (usually the end of the self-isolation date).

↓ ↓

Suspected (Stage 2)	Confirmed (Stage 2)
▪ Test is received as **negative.** ▪ **Close case** on spreadsheet. ▪ Test is received as **positive** – then treat as Confirmed Stage 1.	▪ Confirm close contact notifications have been made. ▪ Confirm areas have been cleaned. ▪ Check for any new cases linked to individual or location. ▪ Check that individual is well and returned to work or study. ▪ **Close case**, or indication of linked case(s) move to Stage 3.

↓

Confirmed (Stage 3)
▪ Report to the Health Protection Team in terms of a potential cluster or outbreak. HPT will risk assess and support the response alongside the University. ↓ ▪ Notify Head of Campus and establish Steering Group to oversee response in conjunction with HPT. Implement any Campus partial or full lockdown.

Appendix 11 – Local Covid-19 test sites

The current nearest Campus test sites are located below.

These are subject to change and all require an appointment in advance.

You can book a self-referral test here: https://self-referral.test-for-coronavirus.service.gov.uk/antigen/name or dial 119 if you do not have internet access.

- **Farnham**

  Onslow Park and Ride, Richard Meyjes Rd, Guildford GU2 7XZ

- **Epsom**

  World of Adventures, Leatherhead Rd, Chessington KT9 2NE

- **Canterbury**

  Car Park, Victoria Rd, Ashford TN23 7HE
  Manston Airport, Manston Rd, Ramsgate CT12 5BQ

- **Rochester**

  Car Park, Victoria Rd, Ashford TN23 7HE
  International Way, Northfleet, Gravesend DA10 1EB

Appendix 12: Overview of responsibilities

UEG / Steering Group

- Monitor the Covid Case Management themes and trends reported by the Health, Safety & Wellbeing Team.
- Reconvene the Steering Group/or the UERIMP Incident response team in the case of a potential cluster or outbreak; providing leadership and decision making based on advice from the Department for Education/Health Protection Team.
- Contribute to decisions relating to partial or full Campus lockdown in conjunction with advice from the Department for Education/local Health Protection Team and Health, Safety & Wellbeing Team.
- Activate plans for online delivery where a partial or full lockdown is instructed via Heads of School / Heads of Campus.

Head of School / Head of Campus

- Will be informed of suspected or confirmed cases for students and staff on their respective Campus by the Health, Safety & Wellbeing Team as part of the Covid-19 case management process.
- May also be informed of a suspected or confirmed case by anyone who is helping someone unwell with symptoms on campus.
- Promote reporting of confirmed or suspected cases within their area of responsibility.
- Contribute to decisions relating to partial or full Campus lockdown in conjunction with advice from the local Department for Education/Health Protection Team and Health, Safety & Wellbeing Team.
- Implement plans for online delivery where a partial or full lockdown is instructed.

Line Managers - Staff

- Will be informed of suspected or confirmed cases relating to their staff members.
- Will complete the Covid-19 Case Management form for any member of staff in their team.
- Will record Covid-19 related absence on the HR system.
- Will update the Covid Case Management form if a case develops or on receipt of a positive/negative test result.
- May liaise with Estates & Facilities on cleaning – in conjunction with Health, Safety & Wellbeing Team.
- Will inform Technical services if specialist equipment /spaces have been used.
- Promote reporting of confirmed or suspected cases within their area of responsibility.

Campus Registry - Students

- Will be informed of suspected or confirmed cases for students.
- Will complete the Covid Case Management section on SITS for that student.
- Will notify the Programme Director.
- Will update the Covid Case Management section on SITS if a case develops or on receipt of a positive/negative test result.

- Will inform Accommodation of a potential suspected or confirmed case (if student is living in halls).
- Will send out 'close contact' letter on instruction from Health, Safety & Wellbeing Team.

Programme Director

- Ensure that where students are self-isolating, they are not disadvantaged and have access to online learning.
- Promote reporting of suspected or confirmed cases within their area of responsibility.

HR

- Will send out 'close contact' letter on instruction from Health, Safety & Wellbeing Team.
- Will monitor staff related covid-19 absence.

Estates and Facilities

- Will be notified by either the person helping the symptomatic unwell individual, or by Health, Safety & Wellbeing team when they look at covid case management spreadsheet on a daily basis. This is so that enhanced cleaning can be carried out and areas secured.

Health, Safety & Wellbeing team

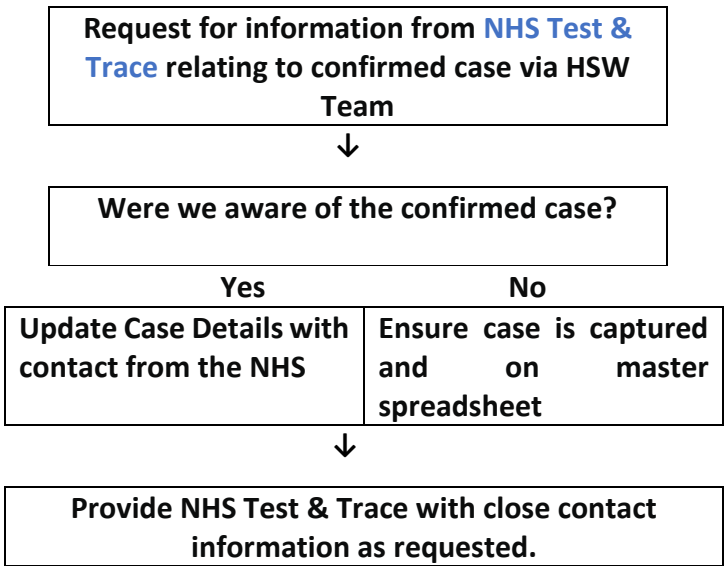
- Daily oversight of Covid-19 Case Management profile, by uploading data from forms and collating onto a Master Covid-19 Case Management spreadsheet.
- Follow up any additional information that is required in order to trace close contact i.e records we hold such as - timetables, student bookings, training events
- Centrally track contacts and update master Covid-19 Case management spreadsheet
- Tracking cases until 'case closed'.
- Liaise with Department for Education / PHE / Local Health Protection team as one point of contact at the University, and report all confirmed cases.
- Inform Head of School if there are confirmed cases in a particular school.
- Inform Head of Campus if there are confirmed cases on campus.
- Inform Estates if there is a suspected or confirmed case around additional cleaning.
- Supporting the contact tracing process by advising HR and Campus Registry on any close contact notifications. .
- Weekly report on University Covid profile to UEG.
- Covid Case Management Master spreadsheet to be on a central 'Teams' group for managed access for the HOC/UEG & Health, Safety & Wellbeing to view for a real time update at any time.
- Manage covid19@uca.ac.uk inbox and transfer any information relating to a case on the master spreadsheet.

Appendix 13: Key Contacts (Surrey) – This is available for the Health, Safety & Wellbeing team

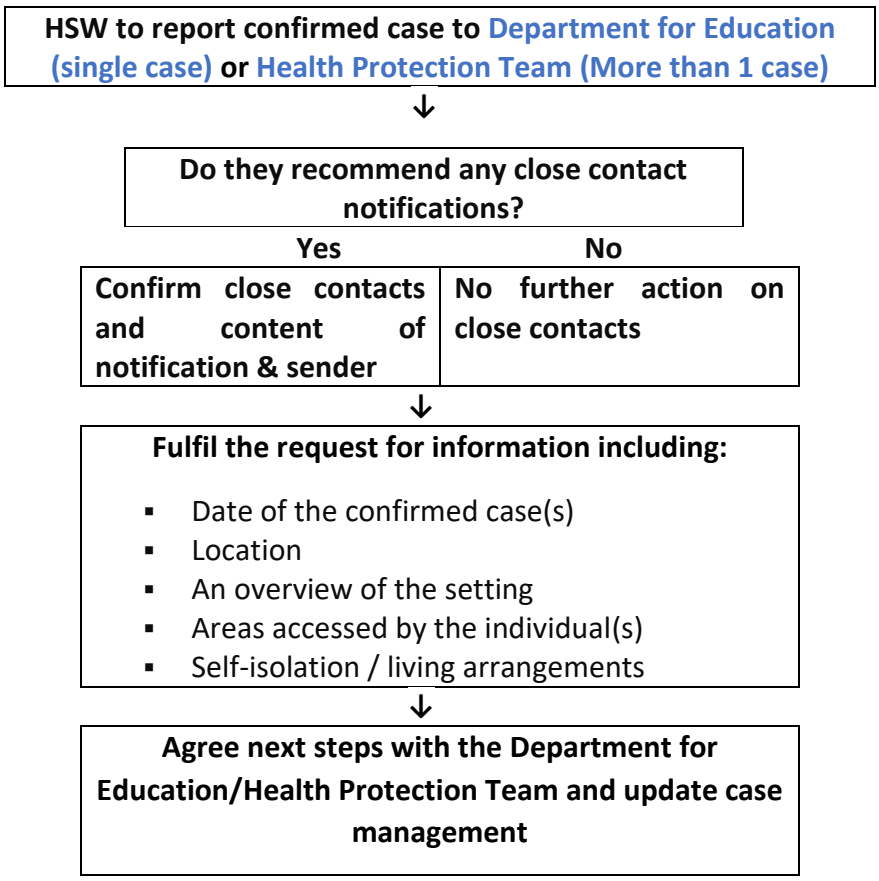
Appendix 14: Key Contacts (Kent) - This is available for the Health, Safety & Wellbeing team

Appendix 15: Flow of information

NHS Test & Trace Requests



Department for Education & Health Protection Team



Appendix 16: COVID19 Case Notification Form Staff (for line managers to complete)

1. Your Name

2. Name of the person you are completing a Covid-19 Case Management Form on behalf of?

3. Is the person you are reporting for a staff member?

4. What is their job title?

5. What department do they work in and what is their room location?

6. Is the person you are talking about a Contractor?

7. Is the person you are talking about a member of public / visitor?

8. Which campus have they been working on over the last 48 hours?

9. Please state which other locations?

10. Date of onset of symptoms *(if applicable)*

11. Notification Reason (Covid 19 Symptoms, Self isolating (*due to being a 'close' or 'household' contact, Positive test, Negative test, Test is now booking/awaiting results)*

12. Date of Covid-19 test *(if applicable)*

13. Please provide the names of any 'close contacts' at the University in the last 48 hours. *This information may be required at a later stage if it becomes a positive case. (These could be household contacts, close contacts (less than 1 metre face to face) or proximity contacts (within 2 metres for more than 15 minutes) at the University).*

14. Please provide their location/s on campus within the last 48 hours

15. Please provide any relevant/ additional information below.

Appendix 17: Information from Students regarding Suspected/Confirmed Covid19 cases (Via a form on SITS - Student Records)

1. Student Name:

2. Student number:

3. Course:

4. Year Group:

5. Telephone number:

6. Reason for Notification: *you have tested Positive / Tested Negative / you have symptoms / you are self-isolating due to being a close* ***contact*** *of somebody else who has symptoms or confirmed case*

7. If you are experiencing symptoms, on what date did they begin? (onset of symptoms)

***8*. If you've had a test, what was the date? If you have ordered a home test kit or have booked in for a test, what date will this be?**

9. Are you in UCA Accommodation?

10. Location on Campus (in last 48hrs) – *please tell us which teaching rooms or studios you were in and if you were in the Refectory or other spaces*

11. Close contacts (in last 48 hours) – *have you spent time with classmates and household contacts?*

12. Any further /additional information