

## COVID 19 Handbook: Quick reference guide for UOE employees in Cornwall

This guide is for use by staff to ensure they have a quick way to look up information when needed. This guide is hosted on the COVID webpages and will be kept up to date each week – we recommend you save the link rather than download the document to ensure this information is up to date.

Here is the link to this document on the COVID -19 webpages:

Key Area	Information Resources and links for more information
<b>Health information including isolation and vaccinations</b>	
People who are clinically extremely vulnerable and personal risk assessment	<p>The Government has suspended its shielding advice to individuals who are CEV and is now advising that CEV people should follow the same guidance as everyone else. However, colleagues who are CEV are at a higher risk of becoming seriously ill if they catch COVID-19 and additional support may be necessary. CEV staff should therefore complete the University personal risk assessment process with their managers, working together to agree appropriate support.</p> <p>Staff - <a href="https://www.exeter.ac.uk/staff/employment/coronavirus/personalriskassessment/">https://www.exeter.ac.uk/staff/employment/coronavirus/personalriskassessment/</a></p> <p>Students – Covid-19 health, wellbeing and safety <a href="https://www.exeter.ac.uk/coronavirus/students/#a2">https://www.exeter.ac.uk/coronavirus/students/#a2</a> (Question 3)</p>
Long COVID	<p><a href="https://www.nhs.uk/conditions/coronavirus-covid-19/long-term-effects-of-coronavirus-long-covid/">https://www.nhs.uk/conditions/coronavirus-covid-19/long-term-effects-of-coronavirus-long-covid/</a> Discuss with your manager. Contact Occupational Health for Advice if required</p>
Mental health support (students and staff)	<p>Self-care, support, resources and contacts for urgent help if needed - <a href="http://www.exeter.ac.uk/coronavirus/wellbeing/">www.exeter.ac.uk/coronavirus/wellbeing/</a></p>
Vaccination	<p>Drop in dates and locations in Exeter and Penryn plus key information - <a href="http://www.exeter.ac.uk/coronavirus/students/vaccinations/">www.exeter.ac.uk/coronavirus/students/vaccinations/</a></p>
Self-Isolation requirements	<p>Rules on self-isolation, plus wellbeing support, social, groceries, accommodation questions – guide for students available to download on website - <a href="http://www.exeter.ac.uk/coronavirus/self-isolating/">www.exeter.ac.uk/coronavirus/self-isolating/</a></p>
If unwell, stay at home	<p>Do not attend work with symptoms of COVID-19 or are awaiting the result of a symptomatic PCR test or have been advised by NHS Test and Trace to stay at home</p>
Get a flu jab - Protect yourself this winter	<p>More people are likely to get flu this winter as fewer people will have built up natural immunity to it during the COVID-19 pandemic. Being immunised will help to protect your health and the health of those around you so we're encouraging all those eligible, to get their flu vaccination, alongside the COVID-19 jab, as soon as you are able. This will provide the strongest possible protection over the colder months. If you are eligible for the free NHS flu vaccine (eligibility can be found on the <a href="#">NHS web pages</a>), your GP will contact you to arrange an appointment. You can also book a flu jab via your local chemist or supermarket and a quick online search will show your nearest provider. You can also find out more on the <a href="#">NHS website</a></p>

**Practical measures/controls**

Use of Our Spaces 2021-22 Approach	<a href="#">Using our spaces   Coronavirus (COVID-19) – information and advice   University of Exeter</a>
Teaching on Campus	<a href="#">Teaching on campus   Coronavirus (COVID-19) – information and advice   University of Exeter</a>
Ventilation	Windows should be kept open to let fresh air in and minimise the spread of COVID-19. All areas across campuses were audited to ensure they are appropriately ventilated (either naturally or mechanically) and we are continuing to review spaces to follow government guidance on ventilation. Windows in occupied areas should be kept open during the day and closed at the end of the day to ensure security and to retain warmth in the area overnight. As the weather gets colder we encourage you to come to campus prepared with extra layers of clothing. Heating will come on from Mon 4 October and will be scheduled to start early morning. Do not bring personal electric heaters to campus as it is a potential fire risk.
Face Covering Policy	<a href="#">What is the policy on face coverings?</a> The University <i>strongly expects</i> students and colleagues to continue to wear face-coverings in shared indoor spaces to lower the risk of COVID-19 transmission.
Where do I get a face covering?	Staff and students can use a reusable face covering (unless local risk assessment requires a particular face covering / mask). If you forget your own face covering, packs of reusable face covering are available from the ESI. Disposable face coverings are available in all entrances to UoE buildings. Students can collect a pack of reusable face coverings from the Compass and Glasney Lodge. Clear face coverings are available from the ESI.
Sunflower lanyards and Give me Space Badges	For those who want to display visually that they are not able to wear a face covering, lanyards and badges are available from the ESI Reception.
Suggestions to increase face covering uptake / COVID-safe behaviours	Link for <a href="#">teaching slide</a> Example slide that could be used in teaching sessions (CSSIS) or to send to students before you meet them. <div data-bbox="1079 1008 1713 1369" style="border: 1px solid black; padding: 10px; text-align: center;"> <p>Please wear a mask</p> <p>It protects you It protects me It protects our face-to-face teaching</p>  <p><b>THANK YOU!</b></p> </div>
Details of campus cleaning	<a href="#">See the cleaning FAQs for Cornwall</a>

Heating	Turns on across campuses on 4 October
How COVID controls are maintained	Inspections are carried out weekly on a rotational basis by the Safety team as part of normal campus audit operations.
Cleaning: preventing spread	Advice for students on cleaning at home <a href="https://issuu.com/universityofexeter/docs/2020cs035_cleaning_guide">https://issuu.com/universityofexeter/docs/2020cs035_cleaning_guide</a>
<b>Testing information</b>	
Twice weekly tests	Regular testing twice a week, every week – staff & students <a href="http://www.exeter.ac.uk/coronavirus/testing/">www.exeter.ac.uk/coronavirus/testing/</a> Test centre locations and opening times (LFD & LFD home test collect) <a href="http://www.exeter.ac.uk/coronavirus/times/">www.exeter.ac.uk/coronavirus/times/</a>
PCR tests	Symptomatic testing only – how to book a test and what to do if you are positive - <a href="http://www.exeter.ac.uk/coronavirus/rapid-response/">www.exeter.ac.uk/coronavirus/rapid-response/</a>
Testing before travel  (Test to Fly/Test to Release (Day 2 & 8 for international arrivals)	The University does not offer this service. Providers. Buy a test from a Government approved supplier - <a href="http://www.gov.uk/government/publications/list-of-private-providers-of-coronavirus-testing/list-of-private-providers-of-coronavirus-testing">www.gov.uk/government/publications/list-of-private-providers-of-coronavirus-testing/list-of-private-providers-of-coronavirus-testing</a>
<b>Other information</b>	
University COVID Statistics	<a href="#">COVID-19 statistics   Coronavirus (COVID-19) – information and advice   University of Exeter</a>
Report an issue relating to COVID 19	<a href="#">Tracker Access   Strategic Delivery Unit   University of Exeter</a>

### Cases, Clusters and Outbreak: Information on what steps will be taken

This information is intended to provide sufficient information to UOE colleagues. All staff should use the UOE webpages to keep up to date with the latest requirements.

Circumstance	Action to take	Where to get advice
<b>A:</b>  <b>Multiple infections in single household</b>	<ul style="list-style-type: none"> <li>Students with positive LFD: obtain a PCR test to confirm. Start self-isolation while awaiting PCR result.</li> <li>Those with positive University PCR (currently HALO) will be contacted automatically by RRT after the results, for support and tracing</li> <li>Those with an NHS PCR test will be contacted by RRT on receipt of information from Public Health;</li> <li>Individuals who test positive via NHS route are encouraged to let RRT know so that advice and information can be provided - <a href="#">COVID-19 Test Result Form (office.com)</a></li> </ul>	<ol style="list-style-type: none"> <li><a href="https://www.exeter.ac.uk/coronavirus/students/">https://www.exeter.ac.uk/coronavirus/students/</a></li> <li><a href="https://www.exeter.ac.uk/coronavirus/rapid-response/">https://www.exeter.ac.uk/coronavirus/rapid-response/</a></li> <li><a href="https://www.exeter.ac.uk/coronavirus/self-isolating/">https://www.exeter.ac.uk/coronavirus/self-isolating/</a></li> </ol>

	<ul style="list-style-type: none"> <li>• RRT will request that any close contacts (where not already provided to Test and Trace) review government guidance and identify if isolation is a requirement for their personal circumstances</li> <li>• Please note personal circumstances (vaccination status, age etc) will depend on a close contacts legal requirement to self-isolate</li> <li>• Close contacts needing to self-isolate are encouraged to let RRT know so that advice and information can be provided - <a href="#">COVID-19 Test Result Form (office.com)</a></li> <li>• NHS test and trace contact will be made. Close contacts will be risk assessed and individuals are legally required to self-isolate if they have been told to do so by NHS Test and Trace.</li> <li>• In the case of cases in UOMA RRT will offer PCR tests to the rest of the flat/close contacts to break the chain of transmission;</li> <li>• RRT Issue self-isolation guidance including wellbeing support, catering, deliveries, refuse, etc.</li> </ul>	
<b>B:</b>  <b>Multiple infections in more than one household same block</b>	<ul style="list-style-type: none"> <li>• As above in A and:</li> <li>• (Halls / PBSA) via RRT; in line with GDPR requirements, communication to whole block to inform of situation and advise to take up home testing (alert phase)</li> <li>• Home testing kit promotion</li> <li>• Check cleaning and ventilation arrangements are effective in shared / common areas</li> <li>• With RRT, engage with Public Health and implement Outbreak Management Plan (OMP) if required</li> </ul>	RRT team will link with Public Health Cornwall
<b>C:</b>  <b>Multiple infections in society/club</b>	<ul style="list-style-type: none"> <li>• As above in A and:</li> <li>• Ensure any necessary communication with other external teams who may need to remain vigilant, in line with GDPR requirements</li> <li>• As relevant, work with SU on ways to reduce risk of infection, requirement for regular testing etc.</li> <li>• As relevant, support the SU if required with any advice or links to public health</li> <li>• Review risk assessment and any lessons from tracing report</li> </ul>	RRT team will link with Public Health Cornwall

	<ul style="list-style-type: none"> <li>• With RRH, engage with Public Health, implement Outbreak Management Plan if required</li> </ul>	
<b>D: Member of staff infection confirmed</b>	<ul style="list-style-type: none"> <li>• Staff member to report result to RRT and line manager</li> <li>• RRT (Occupational Health) to carry out tracing call.</li> <li>• Close contacts to review government guidance and identify if isolation is a requirement for their personal circumstances</li> <li>• RRT to contact line manager if there are any relevant work-related areas that need to be addressed</li> <li>• NHS test and tracing contact will occur; contacts will be risk assessed and close contacts are legally required to self-isolate if they have been told to do so by NHS Test and Trace.</li> <li>• Offer PCR to any workplace close contacts to break the chain of transmission</li> <li>• Review workplace risk assessment (e.g. cleaning schedule, work patterns, vulnerable people)</li> </ul>	<a href="https://www.exeter.ac.uk/coronavirus/staff/">https://www.exeter.ac.uk/coronavirus/staff/</a> <a href="https://www.exeter.ac.uk/coronavirus/testing/">https://www.exeter.ac.uk/coronavirus/testing/</a> <a href="https://www.gov.uk/guidance/covid-19-coronavirus-restrictions-what-you-can-and-cannot-do">https://www.gov.uk/guidance/covid-19-coronavirus-restrictions-what-you-can-and-cannot-do</a> <a href="https://www.gov.uk/government/publications/guidance-for-contacts-of-people-with-possible-or-confirmed-coronavirus-covid-19-infection-who-do-not-live-with-the-person/guidance-for-contacts-of-people-with-possible-or-confirmed-coronavirus-covid-19-infection-who-do-not-live-with-the-person#main-messages">https://www.gov.uk/government/publications/guidance-for-contacts-of-people-with-possible-or-confirmed-coronavirus-covid-19-infection-who-do-not-live-with-the-person/guidance-for-contacts-of-people-with-possible-or-confirmed-coronavirus-covid-19-infection-who-do-not-live-with-the-person#main-messages</a>
<b>E: multiple members of staff in same service / department</b>	<ul style="list-style-type: none"> <li>• As above D and:</li> <li>• Communication plan, adhering to GDPR requirements</li> <li>• Implement business continuity plan as required</li> <li>• Engage with Public Health; implement Outbreak Management Plan</li> </ul>	RRT team will link with Public Health Cornwall