


COVID 19 Handbook: Quick reference guide for UOE employees (Exeter)

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
Health information including isolation and vaccinations	
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 - https://www.exeter.ac.uk/staff/employment/coronavirus/personalriskassessment/</p> <p>Students – Covid-19 health, wellbeing and safety https://www.exeter.ac.uk/coronavirus/students/#a2 (Question 3)</p>
Self-Isolation requirements	Rules on self-isolation, plus wellbeing support, social, groceries, accommodation questions – guide for students available to download on website - www.exeter.ac.uk/coronavirus/self-isolating/
Vaccination	Drop in dates and locations in Exeter and Penryn plus key information - www.exeter.ac.uk/coronavirus/students/vaccinations/
Long COVID	https://www.nhs.uk/conditions/coronavirus-covid-19/long-term-effects-of-coronavirus-long-covid/ Discuss with your manager. Contact Occupational Health for Advice if required
If unwell, stay at home	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
Get a flu jab - Protect yourself this winter	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 NHS web pages), 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 NHS website

Mental health support (students and staff)	Self-care, support, resources and contacts for urgent help if needed - www.exeter.ac.uk/coronavirus/wellbeing/
Practical measures/controls	
Use of Our Spaces 2021-22 Approach	Using our spaces Coronavirus (COVID-19) – information and advice University of Exeter
Teaching on Campus	Teaching on campus Coronavirus (COVID-19) – information and advice University of Exeter
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	What is the policy on face coverings? The University <i>strongly encourages</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 cloth face covering (unless local risk assessment requires a particular face covering / mask). If you forget your own face covering there are 26 Face covering stations in place across our Exeter campuses. Clear face coverings are available from Hubs.
Sunflower lanyards and Give me Space Badges	For those who want to display visually they are not able to wear a face covering are available Receptions and Home Test Kit Collection Points.
Suggestions to increase face covering uptake / COVID-safe behaviours	Link for teaching slide Example slide you could use in teaching sessions (CSSIS) or to send to students before you meet them. <div style="text-align: center; border: 1px solid black; padding: 10px; margin: 10px auto; width: fit-content;"> <p>Please wear a mask</p> <p>It protects you It protects me It protects our face-to-face teaching</p>  <p>THANK YOU!</p> </div>

Details of campus cleaning	Routine daily cleaning of touch points is ongoing Cleaning Commercial, Residential and Campus Services (CRC) University of Exeter Advice for students on cleaning at home https://issuu.com/universityofexeter/docs/2020cs035_cleaning_guide
Heating	Turn on across campuses on 4 October. In the event of a fault report to Campus Services Helpdesk
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.
Information on returning to work on campus	https://www.exeter.ac.uk/coronavirus/comingtocampus/staff/
Testing information	
Twice weekly tests	Regular testing twice a week, every week – staff & students www.exeter.ac.uk/coronavirus/testing/ Test centre locations and opening times (LFD & LFD home test collect) www.exeter.ac.uk/coronavirus/times/
PCR tests	Symptomatic testing only – how to book a test and what to do if you are positive - www.exeter.ac.uk/coronavirus/rapid-response/
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 - www.gov.uk/government/publications/list-of-private-providers-of-coronavirus-testing/list-of-private-providers-of-coronavirus-testing
Other information	
University COVID Statistics	COVID-19 statistics Coronavirus (COVID-19) – information and advice University of Exeter
Report an issue relating to COVID 19	Tracker Access Strategic Delivery Unit University of Exeter
Information on business continuity planning,	https://www.exeter.ac.uk/cgr/insuranceauditandrisk/continuity/

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
<p>A:</p> <p>Multiple infections in single household</p>	<ul style="list-style-type: none"> • Students with positive LFD: obtain a PCR test to confirm. Start self-isolation while awaiting PCR result. • Those with positive University PCR (currently HALO) will be contacted automatically by RRH after the results, for support and tracing • Those with an NHS PCR test will be contacted by RRH on receipt of information from Public Health • RRH 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 • Please note personal circumstances (vaccination status, age etc) will depend on a close contacts legal requirement to self-isolate • NHS test and trace call will occur in addition to RRH call: 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. • RRH will offer PCR to any University household members / close contacts to break the chain of transmission As relevant for households; • CLOSS will deliver cleaning pack including face coverings (UOE halls only) • Issue self-isolation guidance • Support with wellbeing requirements (all students) 	<ol style="list-style-type: none"> 1. https://www.exeter.ac.uk/coronavirus/students/ 2. https://www.exeter.ac.uk/coronavirus/rapid-response/ 3. https://www.exeter.ac.uk/coronavirus/self-isolating/
<p>B:</p> <p>Multiple infections in more than one</p>	<ul style="list-style-type: none"> • As above in A and: • (Halls / PBSA) via RRH; in line with GDPR requirements, communication to whole block to inform of situation and advise to take up home testing (alert phase) 	<p>RRH team will link with Public Health Devon / Cornwall</p>

household same block	<ul style="list-style-type: none"> • Home testing kit promotion & local collection point in targeted Hall / PCR pop up • Implement higher numbers of staff / here to help in the area to promote alert stage • Check cleaning and ventilation arrangements are effective in shared / common areas • Alert catering managers if catered halls and review to ensure hygiene measures remain effective • With RRH, engage with Public Health and implement Outbreak Management Plan (OMP) if required 	
C: Multiple infections in sports club / group / team	<ul style="list-style-type: none"> • As above in A and: • Ensure any necessary communication with other external teams who may need to remain vigilant, in line with GDPR requirements • As relevant, brief team captains and staff on ways to reduce risk of infection, requirement for regular testing etc. • As relevant, support the Guild / SU if required with any advice or links to public health • Review risk assessment and any lessons from tracing report • With RRH, engage with Public Health, implement Outbreak Management Plan if required 	RRH team will link with Public Health Dev on / Cornwall
D: Member of staff infection confirmed	<ul style="list-style-type: none"> • Staff member to report result to RRH and line manager • RRH (Occupational Health) to carry out tracing call. • Close contacts to review government guidance and identify if isolation is a requirement for their personal circumstances • RRH to contact line manager if there are any relevant work-related areas that need to be addressed • NHS test and tracing call 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. • Offer PCR to any workplace close contacts to break the chain of transmission • Review workplace risk assessment (e.g. cleaning schedule, work patterns, vulnerable people) 	https://www.exeter.ac.uk/coronavirus/staff/ https://www.gov.uk/guidance/covid-19-coronavirus-restrictions-what-you-can-and-cannot-do 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

E: multiple members of staff in same service / department	<ul style="list-style-type: none">• As above D and:• Communication plan, adhering to GDPR requirements• Implement business continuity plan as required• Engage with Public Health; implement Outbreak Management Plan	RRH team will link with Public Health Devon / Cornwall
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