



STRANMILLIS UNIVERSITY COLLEGE
A College of Queen's University Belfast

Stranmillis University College			
	Document Title: Managing COVID-19 involving Staff, Visitors, Students and Residents		
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1.0 Purpose:

To outline the measures to be taken in the event a staff member, visitor, or student has suspected or confirmed COVID-19 or is identified as a close contact of someone who tests positive.

2.0 General Procedure

2.1 If a staff member, student or visitor is experiencing symptoms of Covid 19 they should arrange to take a PCR test as soon as possible. If you experience symptoms or test positive for COVID-19 **you must not attend** campus and should arrange to take a test as soon as possible

2.2 For those who are symptom free, Lateral Flow Devices can be ordered free online for home delivery [here](#). We also have a number of LFD tests available in College which can be provided at Reception areas on request.

2.3 All students and staff are encouraged to download both the **COVIDCare NI** and the **StopCOVID NI** app as part of the overall strategy to protect the University College community from COVID-19. They are also strongly encouraged to avail of vaccinations and to regularly undertake lateral flow tests as advised by the current government policy ([here](#)).

2.4 A Covid spreadsheet of positive cases will be maintained by HR.

3.0 Procedure for Positive Case

3.1 When a member of staff, visitor or student has tested positive for COVID-19, they should complete the self - report CV1 form available on the College intranet and email the **fully completed** form to covidcases@stran.ac.uk If the individual is on campus, section 5.0 of the procedure should be followed.

3.2 The staff member, visitor or student should then follow current Government Guidance <https://www.nidirect.gov.uk/articles/coronavirus-covid-19-self-isolating> and should update the information on their **StopCOVID NI** app. If you are a residential student living in halls you should isolate in your Hall until contacted by Head of HACS with further information.

3.3 The College will then notify those with whom the individual has been in close contact with, using the Template Letters in Appendix 3.

A close contact can be:

- *anyone who lives in the same household as someone with COVID-19 symptoms or who has tested positive for COVID-19*

OR

- *anyone who has had any of the following types of contact with someone who has tested positive for COVID-19 with a PCR test:*
 - *face-to-face contact including being coughed on or having a face-to-face conversation within one metre*
 - *skin-to-skin physical contact for any length of time*
 - *been within one metre for one minute or longer without face-to-face contact*
 - *sexual contacts*
 - *been within two metres of someone for more than 15 minutes (either as a one-off contact, or added up together over one day)*
 - *travelled in the same vehicle or a plane*

Section 4 gives more details for those identified as close contacts. These close contacts must follow current government advice:

<https://www.nidirect.gov.uk/articles/coronavirus-covid-19-self-isolating>

You must not come into College during any period of self-isolation unless you are a resident student already isolating in Halls.

3.5 The College will also notify those who have been *in proximity* to the affected person, using the Template Letter in Appendix 3, so that they can be alert to symptoms. There will be no need for these proximity people contacted to self-isolate unless they develop symptoms. Those in proximity are defined as:

- staff members who have been involved in face-to-face teaching of a student testing positive
- student members of class who have been in a teaching room with the person with a positive test
- staff members who share an office with or are in the same department as an infected staff member
- students resident in same flat for resident students
- other people as identified from Form CV1.

Individuals identified as being in proximity to a positive case but not a close contact should undertake lateral flow tests available in College or online for home delivery.

4.0 Procedure for Close Contact

4.1 When a student or member of staff has been identified as a close contact of a person with a positive test for COVID-19, they should follow government guidance at <https://www.nidirect.gov.uk/articles/coronavirus-covid-19-self-isolating>.

- If you are a member of staff and you are required to self-isolate you should contact your Line Manager (Staff).
- If you are a resident student on site, in Halls and are required to self-isolate you must remain in your room and contact Halls Office (9am to 5pm) or Security mobile 07850712556 (outside these hours).
- If a Halls student who is at home and who could stay at home, then you must not return to campus until the period of quarantine as advised by government guidelines is complete. If you need to return to Halls you must contact Halls Office (9am to 5pm) or Security mobile 07850712556 (outside these hours).

4.3 Should a close contact develop symptoms or test positive, additional actions would be required as per protocols 3 or 5.

5.0 Procedure for symptomatic or receiving positive test while on site.

5.01 As indicated above if a staff member, student or visitor is experiencing symptoms of COVID-19 or has tested positive **they must not attend** campus and should arrange to take a PCR test as soon as possible if they have not already done so. Halls resident students must remain in their rooms if symptomatic or positive and follow guidance given by HACS staff.

5.02 If an individual is already on site when they begin displaying symptoms of COVID-19 or when informed of a positive test they must contact a Responder via the Security Mobile 07850712556

5.03 If the symptomatic person is within a safe social distance of other campus users e.g. at their workstation, that person may remain in situ whilst the Responder takes details via the telephone and records those details on Form CV1.

5.04 If the symptomatic person does not have a specific workstation or are reporting from a communal area e.g. they are a student, visitor or their work does not involve operating from a specific workstation, they should be accompanied by the Responder, wearing appropriate PPE, to an isolation room where the CV1 paperwork can be completed. The Responder must **first** visit the isolation room alone to ensure it is available where they can then don the required PPE, which is available at each isolation area **before** returning to accompany the symptomatic person to the isolation room. The Responder should, whenever possible, keep at least 2 metres away from the symptomatic person and ensure other campus users also keep a distance of at least 2 metres away from the symptomatic person at all times.

5.05 If the symptomatic person cannot go home immediately, they must remain in the isolation room, or at their dedicated workstation, if safe to remain there, until they can arrange transport home.

5.06 A clearly marked isolation area has been identified within each of the key non-residential campus buildings. This means a room or area where a person who may become ill while on site or has COVID-19 symptoms can be safely isolated at least 2

metres away from other campus users. Campus users who can safely be isolated e.g. at their workstation of office must remain in situ there until it is safe for them to leave.

The isolation rooms are as follows:

- Main Building: Room 24 (Ground Floor)
- Central Building: Room M213 (Ground Floor, Left Corridor)
- Orchard Building: Room 104 (Ground Floor, Seminar room)
- Stran House: Basement Filing Room
- Refectory Building: Cavehill (2nd Floor, opposite lift)

The following resources will be provided in the isolation area:

- Tissues, hand sanitiser, disinfectant and / or wipes.
- PPE: gloves, masks and aprons.
- Clinical waste bags.
- Information poster Covid-19 guidelines.
- A supply of CV1 forms.
- Hazard signage for preventing access to rooms Appendix 5

5.07 If the symptomatic person is in an occupied communal area or classroom and is awaiting transport home, the Responder should ensure the person is accompanied to the nearest unoccupied designated isolation area, keeping at least 2 metres away from the person and ensuring that other campus users also keep a distance of at least 2 metres away from the symptomatic person at all times.

The symptomatic person must be provided with a mask which should be worn if in a common area with other people, e.g. *en route to designated isolation area*, or while exiting the premises/campus.

5.08 If the symptomatic person cannot go home immediately, they must remain in the isolation room, or at their dedicated workstation if safe to remain there. The Responder must remain immediately outside the isolation room / dedicated workspace until the individual can arrange transport home.

5.09 If the symptomatic person needs to use a bathroom, the Responder should ensure that the route to the bathroom is clear and that the bathroom is vacant, then escort the person to the bathroom.

5.10 After the bathroom has been used, the Responder should arrange for the bathroom used by the symptomatic person to be immediately taken out of use e.g. attach the hazard signage (Appendix 5) to the bathroom entrance to ensure no one else enters this area until it has been cleaned. The Responder should accompany the symptomatic person back to the isolation room or to their dedicated workspace after the bathroom visit.

5.11 Arrangements for the isolation area or dedicated workspace (and any additional area(s) the symptomatic person has been in) to be cleaned and disinfected and any used PPE replaced will be initiated by the Responder via the Estates Helpdesk on completion of the CV1 form. The isolation area / dedicated workspace must not be

used until it is confirmed that it has been cleaned and disinfected. Signage will be put in place so that the affected area(s) is not inadvertently used until cleaned.

5.14 The Estates department has responsibility for arranging cleaning and the following steps will be carried out:

- Where the affected area is within the Refectory Building HACS will arrange cleaning by HACS staff of the identified areas
- Estates staff and HACS staff (normal working hours) will provide disinfection using a ULV fogging machine for communal areas in Refectory and Halls as required.
- Once the area has been cleaned and disinfected and all surfaces are dry, the area can be put back into operational use. The room signage will be changed to indicate that the room is available for use. See **Appendix 3.**

5.15 The Table in **Appendix 6** summarises the PPE required for the management of suspected cases of COVID-19. Hand hygiene must always be performed following removal of PPE.

The procedures in Section 5 will also be followed if an individual receives a positive test result while on site.

6.0 Cluster of COVID Cases on Campus

The Protocol for the Management of Major Incidents involving Staff and/or the Protocol for the Management of Major Incidents involving Students will be invoked.

<ul style="list-style-type: none"> • Role 	Responsibilities/ Actions Positive Cases
<ul style="list-style-type: none"> • Staff member/Student/visitor • Member of staff receiving information about visitor/contractor 	<p>Upon receiving a positive COVID-19 test result, immediately complete the self-report form available on the College intranet and email to covidcases@stran.ac.uk</p> <p>If on site when symptoms begin or when notified of positive test please phone Security mobile 07850712556</p> <p>If currently in Halls contact phone Security mobile 07850712556 outside of hours or Hall Office Reception 028 9038 4251 9am to 5pm Monday to Friday. Please stay in your bedroom and do not leave your flat. Cleaning products, PPE and catering will be delivered to your flat for the duration of isolating period. If a standard bedroom flat only use shower and toilet facilities as identified by notices.</p> <p>DO NOT PROCEED to work/classes</p> <p>Isolate in your household in line with current Government Guidance.</p> <p>Update status on StopCOVID NI app</p>
<ul style="list-style-type: none"> • Security Control 	<p>Take call of positive test from the member of staff/student if on site.</p> <p>If caller is off site advise them to complete self-report form</p> <p>If they are on site, the responder completes Form CV1</p>
<ul style="list-style-type: none"> • Security Supervisor 	<p>For on site cases requiring immediate action, inform COVID-19 Cases Group via email with details of the positive test</p> <p>If during working hours, phone those with specific immediate actions:</p> <ul style="list-style-type: none"> • Director of Student and Learning Services • Head of HR • Head of Estates and Procurement Services • Head of HACS (if resident student) <p>If out of hours (outside Monday to Friday 8am to 3.30pm) and urgent action required, phone member of staff on duty (see monthly list) and Head of HACS (if resident student)</p>
<ul style="list-style-type: none"> • Student Support Admin (or cover) 	<p>During working hours monitor covidcases@stran.ac.uk and send routine emails to positive cases, close contacts and proximity contacts and HACS (if resident student). Contact member of staff on duty if non-routine case identified.</p>
<ul style="list-style-type: none"> • Director of Student and Learning Services (or member of staff on out of hours duty) 	<ul style="list-style-type: none"> • liaise with Director of Teaching and Learning to rearrange classes and arrange staff cover • offer welfare assistance if necessary and where required <p>Cover Covid rota</p>
<ul style="list-style-type: none"> • Director of Teaching and Learning 	<p>Liaise with Director of Student and Learning Services regarding timetabling changes</p> <p>Liaise with staff with respect to timetabling changes</p> <p>Arrange cover for academic staff</p>

	Cover Covid rota
<ul style="list-style-type: none"> Senior Leadership Team 	<p>Covid Rota</p> <p>For information and monitoring</p>
<ul style="list-style-type: none"> Head of Estates and Procurement Services 	<p>Oversight of Estates staff involved in response. Liaise with contractors who report positive, follow up with actions required on reviewing CV1 form.</p>
<ul style="list-style-type: none"> Director of Student Recruitment and Community Engagement Marketing and PR Manager (not rota) 	<p>Liaise with LLL and CPD tutors regarding course changes</p> <p>Communicate with learners regarding course changes</p> <p>Liaise with WP groups regarding programme changes</p> <p>Be prepared to respond to media enquiries.</p> <p>Be prepared to assist with internal communications to other students and staff.</p> <p>Cover Covid rota</p>
<ul style="list-style-type: none"> Head of Hospitality, Accommodation and Conferencing Services 	<p>For all resident students who test positive:</p> <p>If resident has symptoms of Covid-19 they must</p> <ul style="list-style-type: none"> -take a Lateral Flow Test available from Halls Office -resident students must book a PCR test. <p>If the PCR test result is positive the resident must self-isolate.</p> <p>Ensure self-isolation arrangements are in place for the student with positive test as follows:</p> <ul style="list-style-type: none"> Advise student to isolate in own room or at home in line with guidelines <p>If remaining in Halls,</p> <ul style="list-style-type: none"> Advise catering team to provide breakfast and dinner Halls Office staff to email student breakfast and evening meal menus Advise Security Supervisor, Housekeeper and Estates Team Organise dry goods box tea/coffee etc. If a standard bedroom put signage on toilet and shower door so that other residents will not use it. Signage must be removed at the end of isolation period. Advise isolating student to clean down toilet and shower after each use. Leave cleaning materials for student with instructions. Put frozen food in freezer (for weekends) Follow up emails to student from HACS CN & JG If no response from student – then further attempts to make contact If symptoms change to more severe the student follows information in rooms regarding who to call (needs protocol to ring) Student needs to contact Halls office and security out of hours if leaving to go to hospital

	<ul style="list-style-type: none"> • Issue email notification of positive test to all resident students in the flat • offer welfare assistance if necessary and where required <p>After self-isolating period has ended</p> <ul style="list-style-type: none"> • Advise Security, Catering, Housekeeping and Estate of change in status and access <p>Notify a confirmed case of COVID-19 to the COVID Case email covidcases@stran.ac.uk</p> <p>Notify staff in HACS if close contact or proximity when advised by HR</p> <p>Inform other residents in flat/bubble</p> <p>Inform Housekeeping and Catering Supervisors</p> <p>Liaise with external bookings with respect to risk assessments, current College protocols and report of positive cases within external group.</p>
<ul style="list-style-type: none"> • Head of HR (or member of staff on out of hours duty) 	<p>Retain CV1 forms for staff and students. Ensure HR staff update Covid spreadsheet daily with positive cases and inform Marketing and PR manager and covidcases@stran.ac.uk</p>
<ul style="list-style-type: none"> • COVID Cases email group: • Head of HR • Head of Hospitality, Accommodation and Conferencing Services • Head of Estates and Procurement Services • Senior Leadership Team • HR assistant (record keeping) 	<p>For review of actions and ensuring implementation.</p>
<ul style="list-style-type: none"> • Covid Rota Cover (SLT) 	<p>Monitor Covid email out of hours and respond to any non-routine reports that require immediate action</p>

Appendix 2

Subject line: Important update: Notification of a positive case of COVID-19 in your ???

(PLEASE NOTE: These messages are to be sent marked 'High importance'.)

Staff Email Positive test

We are sorry to hear you have tested positive for COVID-19. You will need to self-isolate in line with current government advice. This means you must not come on to College campus until the period of self-isolation is complete. Please check latest guidance at <https://www.nidirect.gov.uk/articles/coronavirus-covid-19-self-isolating>

We are aware that the current Covid restrictions place significant demands and pressures on everyone, staff and student alike. If you feel there is anything we can do to help and support you at this difficult and challenging time please do not hesitate to contact us.

Staff Email: Close Contact

As you are a close contact of a person who has tested positive for COVID-19 you may need to self-isolate in line with current government advice, depending on your vaccination status. If self-isolation is required this means you must not come on to College campus until the period of self-isolation is complete. If you develop symptoms of COVID-19 you must follow government advice in terms of getting tested and must also keep the College updated. Please check latest guidance at <https://www.nidirect.gov.uk/articles/coronavirus-covid-19-self-isolating>

We are aware that the current Covid restrictions place significant demands and pressures on everyone, staff and students alike. If you feel there is anything we can do to help and support you at this difficult and challenging time please do not hesitate to contact us.

Student Email: Positive Test

We are sorry to hear you have tested positive for COVID-19. You will need to self-isolate in line with current government advice. This means you must not come on to College campus or attend placement until the period of self-isolation is complete. Please check latest guidance at <https://www.nidirect.gov.uk/articles/coronavirus-covid-19-self-isolating>
We are aware that the current Covid restrictions place significant demands and pressures on everyone, staff and student alike. If you feel there is anything we can do to help and support you at this difficult and challenging time please do not hesitate to contact us. Some key contacts are:

College Student Support Email: studentsupport@stran.ac.uk Phone: 028 9038 4510

Students can contact Inspire Counselling Services directly or via Student Support.

Phone: 0800 389 5362

Email: stranmillisstudents@inspirewellbeing.org

Website: <https://www.inspirewellbeing.org/>

Facebook: <https://www.facebook.com/InspireWBGGroup/>

Twitter: <https://twitter.com/inspirewbgroup>

Student Email: Close Contact

You have been identified as a close contact of a person who has tested positive for COVID-19. **You may need to self-isolate in line with current government advice, depending on your vaccination status.** If self-isolation is required this means you must not come on to College campus until the period of self-isolation is complete but if you are well enough you but you should, if possible, continue your studies remotely.

If you develop symptoms of COVID-19 you must follow government advice in terms of getting tested and must also keep the College updated as advised in College protocols (<https://www.stran.ac.uk/covid-19-protocols/>) Please also check latest guidance at <https://www.nidirect.gov.uk/articles/coronavirus-covid-19-self-isolating>

We are aware that the current Covid restrictions place significant demands and pressures on everyone, staff and students alike. If you feel there is anything we can do to help and support you at this difficult and challenging time please do not hesitate to contact us Some key contacts are:

College Student Support Email: studentsupport@stran.ac.uk Phone: 028 9038 4510

Students can contact Inspire Counselling Services directly or via Student Support.

Phone: 0800 389 5362

Email: stranmillisstudents@inspirewellbeing.org

Website: <https://www.inspirewellbeing.org/>

Facebook: <https://www.facebook.com/InspireWBGroup/>

Twitter: <https://twitter.com/inspirewbgroup>

Email for Proximity

I am writing to notify you that we have been informed of a confirmed case of COVID-19 within xx. We are working to ensure that the individual receives the best support and are also taking all appropriate steps to contain any further spread of the virus and protect the welfare of all within the wider University College community.

At this stage you have not been identified as a close contact so do not need to self-isolate at this point. However, as a member of our College community has had a positive test, I would ask you to now monitor your own health closely for symptoms of COVID-19. For those who are symptom free Lateral Flow Devices can be ordered free online for home delivery [here](#). We also have a number of LFD tests available in College which can be provided at Reception areas on request.

If you do develop symptoms or test positive or are subsequently contact as a close contact please follow the relevant College protocols which can be accessed on our website.

Appendix 3: Isolation Room Signage



Appendix 4: PPE Requirements

<i>PPE Requirements – Managing suspected cases of COVID-19 in non-residential campus Buildings</i>	
	PPE Requirement
Member of staff escorting the symptomatic person (Responder)	<p>The following PPE must be worn by the Responder while escorting the symptomatic person to the designated isolation area:</p> <ul style="list-style-type: none"> · Mask · Face Shield · Gloves (<i>household or disposable single use nitrile gloves</i>) · Disposable plastic Apron
Isolation Area	<p>The following PPE should be provided in the designated isolation area:</p> <ul style="list-style-type: none"> · Disposable Gloves · Disposable Masks · Disposable Face Shields · Tissues · Hand sanitiser · Anti-bacterial wipes · Disposable plastic Apron <p>Additional Non PPE Items</p> <ul style="list-style-type: none"> · Information poster Covid 19 guidelines · CV1 forms <ul style="list-style-type: none"> Isolation room Signage Hazard signage for preventing access to e.g. bathrooms. Disposal Bags and Hazard tape
Persons who may become ill while on site or has symptoms	<p>The symptomatic person must be provided with a mask which must be worn</p>
Cleaning Isolation Area	<p>If College employees are to clean the area/s then the following PPE must be worn:</p> <ul style="list-style-type: none"> · Gloves (<i>household or disposable single use nitrile gloves</i>) · Disposable plastic apron · Disposable face shield and mask · Closed safety shoes or boots