



University of  
**Nottingham**

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# University of Nottingham **Outbreak response plan**

**Version 1.1**

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## Summary

This document contains the proposed response in the event of suspected or confirmed COVID-19 cases impacting University of Nottingham operations. The plan includes an initial response process and suggested trigger points, followed by several potential scenarios that the University of Nottingham may be faced with. Actions in this plan are not exhaustive and provide high-level guidance only.

All actions associated with the scenarios have previously been presented as individual action plans from specialist areas, such as Estates, HR, Student Services, Campus Life, IT, Security, Health and Safety, Governance, etc. This plan has also been developed in conjunction with Public Health England, Nottingham City and Nottinghamshire local authorities and is aligned with their outbreak response plans. Note that this plan is currently limited to the response to a COVID-19 related outbreak and is not intended to replace the University of Nottingham's communicable disease response plan.

All actions herein are subject to change due to advice and guidance being received from the UK Government and Public Health England. (NB Public Health England will be changing to The National Institute for Health Protection – NIHP, from 1st April 2021)

## Notification and monitoring

In the event of a suspected COVID19 case, **where the staff or student displays mild symptoms and does not require immediate medical attention**, initial notification should be made in the following way.

- Staff or Student completes an on-line form which records their details and activates the internal incident notification process. Further details on the process to follow are on the following pages.

If the staff or student is **concerned about their symptoms**, then they should:

- contact NHS 111 or use the online NHS 111 service here: [111.nhs.uk/covid-19/](https://111.nhs.uk/covid-19/)

If the staff or student requires **immediate medical attention**:

- call 999

Additional assistance or guidance out of normal office hours should be sought from:

- Security Helpdesk

## Incident management team

Should the situation require a response from the Incident Management Team (IMT), they will be invoked at the discretion of Head of Incident Management or Director of Governance and Assurance.

The Incident Management Team (IMT) are a group of senior leaders within the University of Nottingham that will be called together to provide strategic guidance at the time of an outbreak of reported COVID19 cases. This team is not limited to responding to COVID19 incidents and will be the same IMT for all significant incidents which impact the University. Incident Management Teams will be identified as GOLD – Strategic Team, SILVER – Tactical Team, BRONZE – Operational Team.

At the outset of the incident (eg reported positive cases), an initial notification will be made to the GOLD Incident Management Team for information only. Once the details of the incident are confirmed by the SILVER Incident Management Team, a more comprehensive report will be issued.

## Action to be taken when a suspected COVID19 case is reported – student

If a **student** reports symptoms of COVID19, the following actions should be taken.

Action	✓
Advise the student to take an NHS approved COVID19 test. A test can be obtained by following the guidance here: <a href="https://nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/get-a-test-to-check-if-you-have-coronavirus/">nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/get-a-test-to-check-if-you-have-coronavirus/</a>	
Instruct the student to self-isolate until the test result is received. This is usually within 24 -48 hours.	
Instruct the student to complete the on-line form which records their contact details and will activate the internal notification process.	
If not already done so, instruct the student to advise their school(s), that they will not be attending classes in person until their self-isolation has ended.	
In the event of additional guidance being required out of office hours, contact the Security Helpdesk in the first instance.	
<p>The following should also be advised:</p> <p>Anyone in the <b>household</b> should also self-isolate until the test result is known.</p> <ul style="list-style-type: none"> <li>■ If self-isolating, students should not attend in person classes, instead, they should work from their accommodation where possible</li> <li>■ Anyone self-isolating should not travel on public transport</li> <li>■ Anyone self-isolating should not have visitors to their accommodation unless they are dropping off food or providing essential care</li> </ul> <p>If there is a close contact of the person displaying symptoms, they <b>do not need to self-isolate</b> unless contacted by NHS Test and Trace service and advised to do so. A close contact is described as:</p> <ul style="list-style-type: none"> <li>■ you have had face to face contact with someone under 1 metre (regardless of the length of time)</li> <li>■ you have been within 1-2 metres of someone for more than 15 minutes</li> <li>■ you spend a lot of time in the person's home (eg cleaner)</li> </ul> <p>Current NHS guidance is to only instruct those in the household of anyone displaying COVID19 symptoms to self-isolate.</p>	

## If the student tests positive

Action	✓
Self-isolation will continue for the student and the household bubble. Current NHS advice is for: <ul style="list-style-type: none"> <li>■ student with positive test to self-isolate for 10 days</li> <li>■ household to self-isolate for 14 days</li> </ul>	
Instruct the student to provide further details with their test result which records their contact details and will activate the internal notification process.	
In the event of additional guidance being required out of office hours, contact the Security Helpdesk in the first instance.	
For students living on campus, the student and their household will be contacted following update of the on-line form to ensure they have/are provided with food and essential items. Any issues can be directed to Hall Managers initially.	
For students living off campus, a food and essential items support pack will be made available via the Campus Life Team.	
Confirmation of the positive case will be made to Health and Safety, HR, Campus Life, Student Services, Cripps Health Centre, Head of School(s) and the Incident Management Team by the Head of Incident Management or the Director of Governance and Assurance.	
Notification will be made to Public Health England by the Head of Incident Management or the Director of Governance and Assurance.	
Notification will be made to the Local Health Protection Team by the Head of Incident Management or the Director of Governance and Assurance.	

## Incident management team

Action	✓
<p>In the event of a <b>single positive case or individual unconnected positive cases</b>, the <b>SILVER Incident Management Team</b> will be activated. This team will monitor the situation and arrange the support necessary to any affected students, as well as providing the tactical support required by the University of Nottingham. In addition, all positive cases will be reported to Public Health England via this team.</p> <p>The team will be activated by the Head of Incident Management or Director of Governance and Assurance.</p>	
<p>At the outset of the incident (eg reported positive cases), an initial notification will be made to the GOLD Incident Management Team for information only. Once the details of the incident are confirmed by the SILVER Incident Management Team, a more comprehensive report will be issued.</p>	
<p>In the event of <b>multiple positive cases or individual connected positive cases (outbreak)</b>, the <b>GOLD Incident Management Team</b> will be activated. This team will provide the strategic direction for the University of Nottingham and be the liaison point with Public Health England/Local Outbreak Control Team.</p> <p>The team will be activated by the Head of Incident Management or Director of Governance and Assurance.</p>	

## Action to be taken when a suspected COVID19 case is reported – staff

If a **staff member** reports symptoms of COVID19, the following actions should be taken.

Action	✓
Advise the staff member to take an NHS approved COVID19 test. A test can be obtained by following the guidance here: <a href="https://nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/get-a-test-to-check-if-you-have-coronavirus/">nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/get-a-test-to-check-if-you-have-coronavirus/</a>	
Instruct the staff member to self-isolate until the test result is received. This is usually within 24 -48 hours.	
Instruct the staff member to complete the on-line form which records their contact details and will activate the internal notification process.	
In the event of additional guidance being required out of office hours, contact the Security Helpdesk in the first instance.	
<p>The following should also be advised:</p> <p>Anyone in the <b>household</b> should also self-isolate until the test result is known.</p> <ul style="list-style-type: none"> <li>■ If self-isolating, staff members should not attend the university, instead, they should work from home where possible</li> <li>■ Anyone self-isolating should not travel on public transport</li> <li>■ Anyone self-isolating should not have visitors to their accommodation unless they are dropping off food or providing essential care</li> </ul> <p>If there is a close contact of the person displaying symptoms, they <b>do not need to self-isolate</b> unless contacted by NHS Test and Trace service and advised to do so. A close contact is described as:</p> <ul style="list-style-type: none"> <li>■ you have had face to face contact with someone under 1 metre (regardless of the length of time)</li> <li>■ you have been within 1-2 metres of someone for more than 15 minutes</li> <li>■ you spend a lot of time in the person's home (eg cleaner)</li> </ul> <p>Current NHS guidance is to only instruct those in the household of anyone displaying COVID19 symptoms to self-isolate.</p>	

## If the staff member tests positive

Action	✓
Self-isolation will continue for the staff member and the household bubble. Current NHS advice is for: <ul style="list-style-type: none"> <li>■ staff with positive test to self-isolate for 10 days</li> <li>■ household to self-isolate for 14 days</li> </ul>	
Instruct the staff member to <b>update</b> the on-line form/provide further details with their test result which records their contact details and will activate the internal notification process.	
In the event of additional guidance being required out of office hours, contact the Security Helpdesk in the first instance.	
Additional guidance for staff members can be found here: <a href="https://nottingham.ac.uk/coronavirus/staff/staff.aspx">nottingham.ac.uk/coronavirus/staff/staff.aspx</a>	
Confirmation of the positive case will be made to Health and Safety, HR, Campus Life, Student Services, Cripps Health Centre, Head of School(s) and the Incident Management Team by the Head of Incident Management or the Director of Governance and Assurance.	
Notification will be made to Public Health England by the Head of Incident Management or the Director of Governance and Assurance.	
Notification will be made to the Local Health Protection Team by the Head of Incident Management or the Director of Governance and Assurance.	

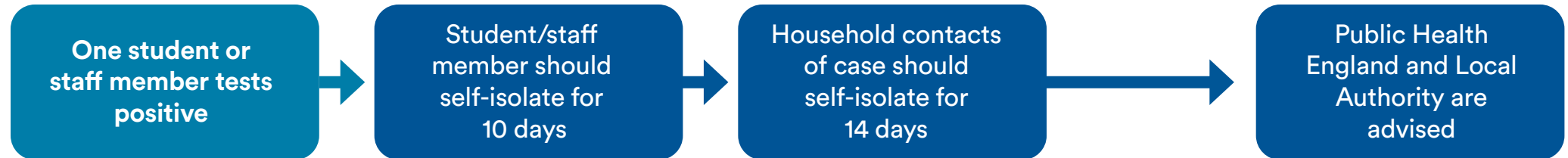


# Incident management team

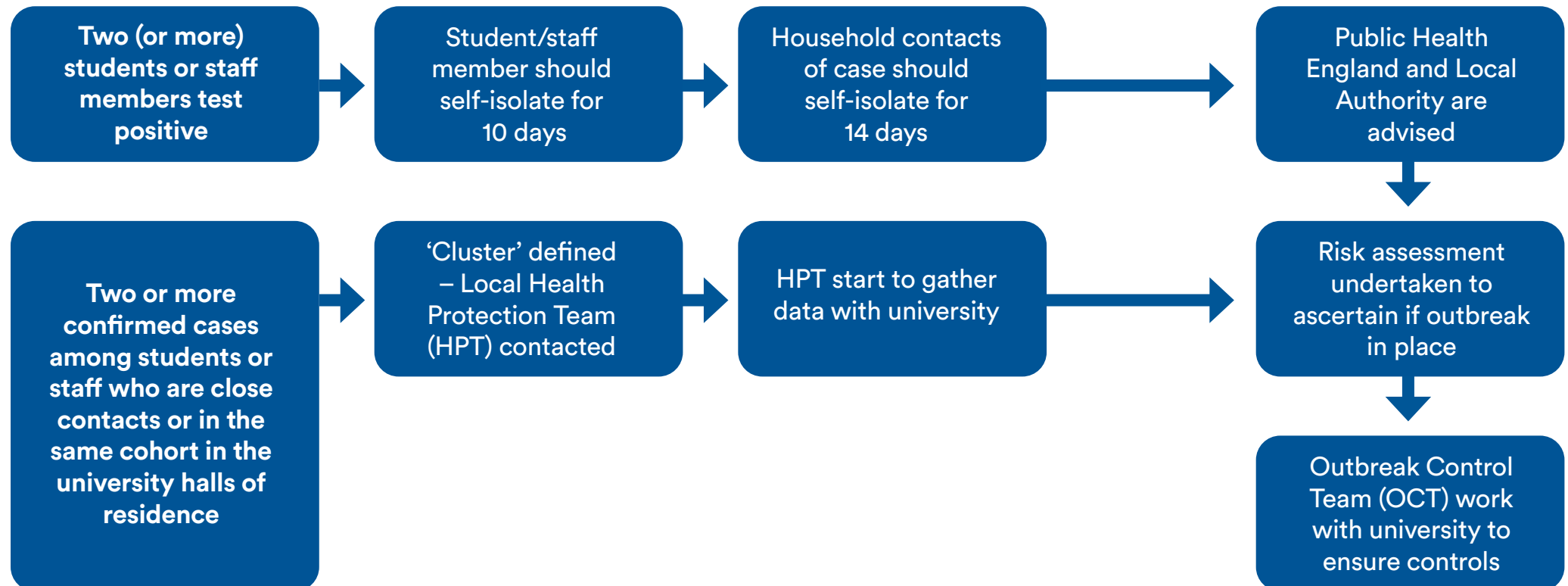
Action	✓
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## Positive COVID19 case confirmed – example process

### Limited transmission – single or isolated cases



### Multiple cases – possible cluster or outbreak



## Scenario section

### Scenario 1

A student notifies their Hall Manager that they have COVID19 symptoms. The student has been socialising with a number of other students outside of their household bubble across the university campus and at their accommodation. The student has also visited three of the local pubs in the last 48 hours.

### Actions

Providing the student does not require immediate medical attention, they should be instructed to complete the on-line form to advise they are displaying symptoms and be requested to take a NHS COVID19 test. The student should self-isolate and members of the students household should also be told to isolate. Any close contacts (eg other households or anyone at the pub), do not need to self-isolate unless they are displaying symptoms as well.

Once the result of the test is known, the student and their household bubble can be released from self-isolation if the test is negative or have to continue to isolate if the test is positive. The online form should be updated with the result and if positive, the SILVER Incident Management Team will be activated to ensure support (food/essential items) is provided to the student and the household during isolation. Identification of the student movements on campus will be made and areas cordoned off for cleaning if necessary. The schools the student is due to attend should also be advised via the SILVER Incident Team. Internal notifications of a positive case will be made to the GOLD Incident Management Team as well as external notification to Public Health England and the Local Health Protection Team for assessment of risk and confirmation of outbreak measures in force. NHS Test and Trace will contact the student and confirm the names/contact information of any close contacts who may need to be advised to self-isolate as well. NHS will also contact any third parties, such as the pubs visited, to advise them to self-isolate or if they have anyone who is symptomatic, to be tested.

## Scenario 2

Three students, all living in separate accommodation notify, via the on-line form, that they have tested positive for COVID19. All of the students have attended the same lecture within the last 48 hours. Students have not previously been isolating as they had not shown any symptoms.

### Actions

In this instance, the positive cases may be linked due to the connection with the same building on campus. Where there are two or more confirmed cases this may be a cluster or outbreak. As well as ensuring the students and their household bubbles are self-isolating and as well as activating the SILVER Incident Management Team, the evidence of multiple, possible linked cases will be escalated to the GOLD Incident Management Team. NHS test and trace will contact the affected students and confirm the names/contact information of any close contacts, including staff members, who may need to be advised to self-isolate or be tested. The GOLD Incident Management Team should ensure Public Health England and Local Health Protection Teams have been advised and the appropriate assessment is made regarding outbreak control. Public Health England may request that a Mobile Testing Unit is set up on the University of Nottingham grounds and more students are tested, to minimise the potential outbreak. Locations that have been visited on campus by the students, should be identified and cordoned off for deep cleaning. The GOLD Incident Management Team may also initiate communication across the University of Nottingham advising of the actions being taken.

## Scenario 3

Due to an outbreak in Nottingham, the city and surrounding areas have been put into lockdown. Non-essential shops and services have been told to close and travel into/out of the affected areas has been restricted. Gatherings indoors have been banned and gatherings outside are restricted to a maximum of 30 people.

### Actions

Based on previous lockdown events, University of Nottingham will be allowed to continue operations, subject to proving suitable outbreak control measures being in place, eg ensure staff and students follow social distancing guidelines, maintain personal hygiene measures and appropriate risk assessments have been completed across the university locations. We may have to agree with Public Health England, which activities across the university are classed as critical (eg key research). Students may, if living outside of the areas in lockdown, have to attend classes remotely, unless they are allowed to travel into the affected area for education purposes only.