

DGHE Covid Protocols for staff and students

Topics include: Protocols for wearing a mask; who is the key point of contact: what to do if you are sick or self-isolating; NHS Test and Trace; vulnerable groups; social distancing on the building; safety measures on the building; face coverings; student health; raising concerns.

Questions

Contents

Do staff and students need to wear a mask?	2
Who do I contact if I have questions or need to direct a student's enquiries?.....	2
What if I'm displaying symptoms or need to self-isolate?.....	2
What should I do if I get a positive COVID-19 test result?.....	3
What if I am contacted by the NHS Test and Trace?	4
Where and how can I get a rapid lateral flow COVID-19 test?	4
I think I have come into contact with someone who has tested positive for COVID-19, but I have not been notified and advised to self-isolate. What should I do?	5
What if I am in a high-risk group?.....	5
What social distancing measures are in place on the building?	5
Do I have to wear a face covering?	6
What happens if there is an outbreak on the building?	7
What do I do if a student becomes unwell on the building?.....	7
What should students do if they have a positive test result for COVID-19?	8
What should I do if a student says they are struggling to manage with their self-isolation?	8
What should I do if a student reports that they are worried about the behaviour of another group of students who are breaching the COVID-19 guidelines?	8
What should I do if a student mentions they are in a clinically vulnerable group and have concerns about their health?	9
Are there extra cleaning and hygiene measures in place?	9
Is Personal Protective Equipment (PPE) be provided?	9
What measures are in place to provide ventilation in indoor spaces on the building?	9
Are there extra behavioural considerations to be aware of?	10
Are there extra considerations for those with disabilities or increased vulnerability?.....	10
What if there is an emergency on the building, such as a fire?.....	10
How do I raise any questions I have about working on the building?	10

Do staff and students need to wear a mask?

All staff and students are required to wear masks in shared/ common areas in the HE areas. This includes DGC staff/ students from other areas of the building entering or passing through the HE Centre.

Staff are not required to wear masks in shared offices unless in close proximity to one another such as visiting/ working with someone at their desk.

Staff are not required to wear masks while delivering lessons due to safe distancing however, students will be as desks are arranged closer to one another.

In situations where staff are in close proximity to students they are required to wear a mask.

Who do I contact if I have questions or need to direct a student's enquiries?

The Head of Centre will be acting as lead for all Covid enquiries and actions in the HE Centre while continuously liaising with the College Management Team.

All staff and students must contact covid@dghe.ac.uk when ill; self-isolating; displaying symptoms; or have general enquiries. This will be monitored throughout the day by the Head of Centre and key staff.

What if I'm displaying symptoms or need to self-isolate?

Staff, students and visitors must not enter the building if showing any symptoms of the virus.

You can request a test for yourself or a member of your household from this [NHS link](#). Those testing positive will need to follow instructions to self-isolate – please see the government's [advice on self-isolation](#) for full details.

Please visit the [government](#) and [NHS](#) websites for the latest medical advice and immediate next steps to take if you or anyone in your household becomes unwell.

Guidelines on self-isolation for DGHE Students:

If a student identifies to a staff member that they have tested positive or are showing symptoms they will:

- be directed to go home immediately, take a PCR test and notify the College of the results at covid@dghe.ac.uk.
- the Head of Centre must be contacted immediately thereafter so that information can be gathered to correctly inform any actions going forward.

Guidelines on self-isolation for DGHE Administration staff:

- If a staff member is suffering from symptoms they must self-isolate and take a PCR test.

- If you are required to self-isolate due to close contact or if you have tested positive for Covid you will need to inform your line manager **AND** inform the College by email covid@dghe.ac.uk Please state whether you are well enough to work or not. Also, please tell us the expected length of your isolation.
- The working from home routine will continue to be allowed in circumstances where you are required to self-isolate, whether it be due to a positive covid test result or close contact.
- In cases where you are unwell and not able to come to the college, please note you should inform your line manager you are taking a sick day, rather than attempting to work from home.

Guidelines on self-isolation for DGHE Academic Staff:

- If you are required to self-isolate due to close contact or if you have tested positive for Covid you will need to inform your line manager **AND** inform the College by email covid@dghe.ac.uk Please state whether you are well enough to teach online or not. Also, please tell us the expected length of your isolation.
- If you are unwell and cannot teach, then we follow the usual process for absence (i.e. classes will either be covered by another lecturer or have to be made up at a later date)
- If you are well enough to teach online then our Academic Admin team will set up zoom links, post these on Moodle, and inform the affected students.
- Please be prepared to adapt your teaching materials at short notice to accommodate the change of delivery mode.
- Please be aware that any staff (isolating or not) could be notified that their students are learning online and you may need to move to online delivery at short notice.
- This is because another lecturer who teaches the same students on the same day is required to isolate and the plan has been actioned.
- Rather than travel to the College for a half day, the students would learn online for the whole of that day.
- In this scenario, you could deliver the class from home or from the same classroom which was originally booked for you. Spare webcams and headphones are available at reception.

[Back to top](#)

What should I do if I get a positive COVID-19 test result?

It is important that you advise the College as soon as possible if you received a positive COVID-19 test result. This will enable us to take swift action where appropriate to minimise the risk to others. It also enables us to liaise with external bodies such as Public Health England and Local Authorities, to ensure that actions are effective and proportionate.

When reporting a positive test result, you should provide as much information as you can about:

- When you became symptomatic
- When you had a test and when you received the results of the test
- Whether and when you've been to the building within the last few days before you became symptomatic and where on the building you have been working
- Anyone on the building whom you think may be close contact. Find the definition of close contact on the [NHS website](#).

Any information provided will be shared with the Head of Centre and with a small number of colleagues who are responsible for managing the College's response to any outbreaks, or potential outbreaks, of COVID-19 in our community.

The information will be held securely by the College and shared on a strictly need to know basis. Where necessary, this information may be shared with NHS England, Public Health England and other bodies involved in the protection of public health.

[Back to top](#)

What if I am contacted by the NHS Test and Trace?

If you are contacted as part of the [NHS Test and Trace programme](#) please follow any instructions you are given to self-isolate or to take a PCR test.

The guidance on self-isolating in England changed on 17 August 2021 for those who are fully vaccinated with a UK-approved COVID-19 vaccine.

If you are contacted by NHS Test and Trace or the NHS COVID-19 app as having been identified as a close contact of someone who has tested positive for COVID-19, you are no longer legally required to self-isolate if:

- You are not displaying any symptoms.
- You have received two doses of a COVID-19 vaccine which has been approved in the UK. It is therefore advised that you get vaccinated as a safety precaution to yourself and others.

However, you are advised to take a PCR test as soon as possible to confirm whether you are carrying the virus or not, regardless of your vaccination status.

If you do not have any symptoms, you are not required to self-isolate while you are awaiting the test result.

If you are displaying COVID-19 symptoms, you must self-isolate immediately, regardless of your vaccination status, and order a PCR test as soon as possible, and remain in self-isolation until you receive your test result.

We may have to keep records so please provide your contact details and whether or not you have been vaccinated if you are asked.

[Back to top](#)

Where and how can I get a rapid lateral flow COVID-19 test?

Staff and students who are not displaying symptoms of COVID-19 can pick up a home test kit from our collection point at the 1st floor reception or order home testing kits from nhs.uk/coronavirus.

Anyone with coronavirus symptoms should request a PCR test for yourself or a member of your household from the [NHS](#) or by calling 119. A test should be booked as soon as symptoms begin.

[Back to top](#)

I think I have come into contact with someone who has tested positive for COVID-19, but I have not been notified and advised to self-isolate. What should I do?

Contacts who need to self-isolate will usually be notified and advised to do so by NHS Test and Trace, including by the NHS COVID-19 app. The Head of Centre will also notify students and/or colleagues to self-isolate where this is appropriate for those who have been on-the building. If you believe that you are a contact of someone with COVID-19 but have not yet been notified by Test and Trace, you should carefully follow the guidance on social distancing, hand washing and respiratory hygiene.

If you are not displaying symptoms of COVID-19, you can also pick up a home lateral flow test kit from the 1st floor reception or order home lateral flow testing kits from nhs.uk/coronavirus.

If you are concerned that you may have symptoms of coronavirus, or you live with someone who has symptoms of coronavirus, follow the [Stay at Home: guidance for households with possible or confirmed COVID-19](#), liaise with your line manager and follow the guidance [What if I'm displaying symptoms or need to self-isolate](#).

[Back to top](#)

What if I am in a high-risk group?

If you are clinically extremely vulnerable, you should follow the [government guidance](#) which is updated regularly. If you have any concerns about your working arrangements, please speak to your line manager.

[Back to top](#)

What social distancing measures are in place on the building?

All students and staff coming to the building should familiarise themselves with the guidance outlined. Those in the building must ensure they continue to follow the latest [government advice on social distancing](#).

Although the government has lifted the legal restrictions on social distancing as of 19/07/21, the College has carefully reviewed our current control measures in the context of our local risks. Therefore, we have decided to keep many control measures in place for the time being, including social distancing in shared spaces and, though not mandatory, supporting the idea of wearing masks throughout the building.

As such, social distancing in all indoor areas of the building, including shared offices, will remain at 2 metres. In some areas, the nature of the work might require working at less than 2m, and here the Head of Centre will work with the relevant managers, and with support from local Health and Safety Coordinators, to put in place appropriate additional control measures where it is necessary to do so. Teaching will continue to be undertaken on the current social distancing approach, with all existing control measures remaining in place (such as wearing a face covering).

It is your personal responsibility to maintain social distancing. We recognise that it can be difficult at times but everyone is expected to contribute to appropriate social distancing in the building. For the safety of our whole community, action can be taken if students or colleagues wilfully disregard this

guidance. However, it is also human to make mistakes! So please be patient with yourself and others.

If you have any concerns over social distancing, please speak to your line manager.

[Back to top](#)

Do I have to wear a face covering?

While the legal requirement to wear face coverings in certain settings has been lifted, we believe this remains an effective and appropriate control measure in many indoor spaces. So the wearing of face coverings will still be encouraged in all shared indoor spaces, although they can be removed when seated at a desk 2 metres away from others.

Face coverings in teaching environments

Face coverings are expected to be worn in classrooms and lecture theatres at all times.

If wearing a face covering interferes with teaching and learning (for example any practical disciplines), the member of staff responsible for the session may advise that face coverings are not required, provided that a 2-metre distance is always maintained, and that this measure is addressed as part of the risk assessment for that teaching session. However, if a student wishes to continue to wear a face covering, they will be permitted to do so unless the risk assessment for the practical indicates otherwise.

The Library and other study spaces

In the Library, students will no longer need to wear a face covering when sitting at desks (which are spaced 2 metres apart) although they should be worn when entering/ leaving the library itself as well as moving around inside the building.

Offices

Face coverings are encouraged to be worn in all shared indoor spaces ('common areas'), including kitchens and staff rooms. In offices, where the number of people using the space at any one time is limited, colleagues may choose to remove their face covering when sat at their desk, as long as they are working at least two metres away from others. However, we ask that colleagues respect one another's personal choices if members of a team wish to maintain wearing face masks at all times.

We will continue to encourage colleagues to wear a mask back to move around inside the building, including when you move away from your desk for any reason.

Provision of face coverings for colleagues

Members of staff working in reception areas, catering outlets and support areas, where a high degree of interaction is likely, are supplied with appropriate face coverings/ protective shielding if a risk assessment indicates that this is necessary. Staff delivering face-to-face teaching can request a face visor, which provides reassurance for both staff and students as well as allowing easier communication.

Exemptions

It is important to note that some people are [exempt from wearing face coverings](#). This can be for a wide range of reasons, including hidden disabilities. For example, if you see someone wearing a sunflower lanyard, this indicates that they have a hidden disability. However, wearing one is a

personal choice and not everyone affected by a hidden disability will choose to do so. There is no requirement for someone to carry an exemption card or badge if they do not wish to do so.

We are a diverse community, and we wish to take a position that is consistent with government advice and that is as safe and reassuring as possible for everyone. Please be courteous, respectful and patient towards all members of our community. You can read more about face coverings on the [government's website](#).

[Back to top](#)

What happens if there is an outbreak on the building?

An outbreak arises when Public Health England (PHE), together with the local authority's Health Protection Team, agree that the number of cases, and/or related context, warrant an Outbreak Control Meeting with the College, in accordance with the Outbreak Control Plan. In general, an outbreak occurs when it appears that a cluster of cases may have a common source, but the cases are not linked by individuals living in the same household.

In the event of an outbreak, the College's response will be led by PHE and the local Health Protection Team, which may establish an Incident Management Team, depending on circumstances. The College Management Team will respond to and manage the outbreak internally, assisting and responding to any requests from the Health Protection Team where possible. In all cases, confidentiality of the person(s) involved will be maintained and only shared where necessary in accordance with the Outbreak Control Plan or other agreed processes.

The College Management Team will facilitate any investigation required, consider and take necessary action to cease activities, close buildings/areas, cancel events, identify additional support for cleaning, welfare, and support enhanced testing capacity if required.

Information about an outbreak will be communicated to those directly involved by the College Management Team and/or the relevant managers. Any further communications will be dependent on the nature and circumstances of the outbreak.

The role of the College Management Team is to manage any subsequent disruption to College activities and work towards resumption of service, including by making use of business continuity plans as appropriate.

[Back to top](#)

What do I do if a student becomes unwell on the building?

If a student reports that they have any of the [symptoms of coronavirus](#) they must go home and:

1. [Get a test](#) as soon as possible
2. [Stay at home](#) until they have their test result
3. Tell all members of their household that they should self-isolate pending the results of the test
4. Please remind the student that further information and advice can be made available to them should they wish. They must inform the college of their results at covid@dghe.ac.uk

There is no need to do anything further until the student receives their test result (see below).

[Back to top](#)

What should students do if they have a positive test result for COVID-19?

If a student receives a positive test result for COVID-19 they must:

- Notify the College using our email address covid@dghe.ac.uk
- Follow all [government advice](#) to self-isolate (stay at home)
- Follow all instructions from the NHS and engage with the Test [and Trace system](#) (including advising Test and Trace that they are connected to the College)
- Let all members of their household know, as they will need to [self-isolate](#) in line with government advice
- Report their absence to the College in the usual way (or contact their tutor or reception if they're not sure how to do this)

We will liaise with our local health partners for further advice on any further action required. We will also appoint a staff member to liaise with the student affected during the self-isolation period.

Colleagues must not share information with other students or staff -- this information is personal to the student and should be treated confidentially by you. It is the role of the Head of Centre and NHS Test and Trace to notify students and/or colleagues to self-isolate where this is appropriate. Taking action yourself risks giving advice that may be contrary to that of Public Health England, as their advice will depend on the broader context within the College and community.

The College has in place procedures to manage the liaison with Public Health England and the Local Authority, to share information appropriately and lawfully, to provide support to students and to communicate with relevant groups of staff and students in an effective and timely way.

[Back to top](#)

What should I do if a student says they are struggling to manage with their self-isolation?

Please ask the student to contact the College directly via email at covid@dghe.ac.uk or reception. They will either provide advice for the student directly or liaise with the Head of Centre to deploy additional support where and when necessary.

[Back to top](#)

What should I do if a student reports that they are worried about the behaviour of another group of students who are breaching the COVID-19 guidelines?

Please ask the student to contact the Head of Centre to report their concern who will provide further advice and action where necessary.

[Back to top](#)

What should I do if a student mentions they are in a clinically vulnerable group and have concerns about their health?

Please ask the student to seek medical advice from their GP to understand the risks in relation to their condition, or contact the Head of Student Experience and Wellbeing for further advice.

[Back to top](#)

Are there extra cleaning and hygiene measures in place?

Changes have been made to cleaning regimes and protocols. The College will be cleaning the rooms at the start of each day and between teaching sessions. They will be using specialist cleaning products to do this, and will be ensuring all touchpoints are cleaned at regular intervals.

All colleagues are expected to continue washing their hands regularly with soap and water for 20 seconds.

Hand sanitising stations are provided in throughout the College, where risk assessment has identified this is appropriate.

[Back to top](#)

Is Personal Protective Equipment (PPE) be provided?

All colleagues and students will need to have their own face covering in order to comply with College guidance.

If a risk assessment identifies that individual colleagues are at increased risk of infection directly from their work activity, the College will supply appropriate PPE.

Colleagues delivering face-to-face teaching can request a face visor, which can provide reassurance for both staff and students as well as allowing easier communication.

You are welcome and encouraged to use personal face coverings and hand sanitiser, particularly inside buildings, as long as these do not compromise other control measures provided for health & safety. If using a single-use mask, it is your personal responsibility to ensure it is appropriately disposed of.

[Back to top](#)

What measures are in place to provide ventilation in indoor spaces on the building?

Guidance on ventilation in a COVID-19 context, specifically for universities, was published in the [Department for Education guidance](#). We have carried out technical ventilation assessments of all central teaching spaces to comply with this, and other relevant guidance. The maximum occupancy for central teaching rooms continues to be guided by the capacity based on ventilation requirements.

For other spaces on the building, the government scientific advice is that the risk of transmission should remain low in spaces which already conform to conventional ventilation standards for usual office activities. Ventilation is likely to be adequate in a space if it is served by either forced (mechanical) ventilation or openable windows.

If you are working in the building, we recommend that you make the most of available opportunities for ensuring good ventilation, such as opening windows or doors (except fire doors). If you feel a space has particularly poor ventilation (for example, a musty smell or high humidity) please seek further advice from the Head of Centre.

[Back to top](#)

Are there extra behavioural considerations to be aware of?

As a community we must be constantly mindful of others' concerns and personal preferences. Please be kind and courteous of those around you and remember that we are all working through this together.

Please observe social distancing guidance and, in particular, do not gather in groups for casual conversations or make mobile phone calls in corridors and common areas, especially where this would require others to pass close to you.

If you have any concerns over social distancing, please speak to your line manager.

[Back to top](#)

Are there extra considerations for those with disabilities or increased vulnerability?

The College will support you in the transition back to the building as and when this takes place, so please keep in regular contact with them as arrangements are made.

Hand sanitiser will be available for any disabled colleagues using lifts and others who cannot easily access handwashing facilities.

Lifts should be reserved for those with a genuine need arising from disability (including invisible disabilities), injury, illness, pregnancy or a manual handling task. Only one person should use a lift at a time, and ample space should be given for those entering/exiting the lift.

[Back to top](#)

What if there is an emergency on the building, such as a fire?

In the unlikely event of an emergency, such as a fire or major incident, your safety is our primary concern - please follow our usual evacuation procedure. We would not expect you to follow strict one-way systems in the event of an emergency, and so may have to compromise social distancing measures if we need to evacuate safely.

[Back to top](#)

How do I raise any questions I have about working on the building?

Staff and students can discuss any issues they may have in returning to the building. As Head of Centre I will always make myself available to any colleague who may wish to have a private conversation and raise any question or concerns.

Paul Talan
Head of Centre and Quality