



OUTBREAK MANAGEMENT PLAN

Working safely during COVID-19

Version Number: 01/2020

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Introduction

Purpose

The sole purpose of this document is to give the organisation a guide on how to operate during the COVID-19 pandemic and whilst it is likely to be updated several times it will serve as a base document for the CEG Group.

Scope

This document applies to all properties, office spaces, teaching rooms and communal areas that are used or operated by CEG employees.

Responsibilities

The **CEG Executive Team** hold overall accountability for the effectiveness of our COVID-19 mitigating control measures and our overall response to the pandemic.

The **Group Health and Safety Lead (GHSL)** is responsible for providing advice, guidance and instruction to management teams on how to safely operate during the COVID-19 pandemic.

The GHSL is also responsible for sourcing the relevant procurement items required to put this document into practice and to providing detailed information on how our centres can order any subsequent requirements directly from our approved suppliers.

The **Centre Director/Head** is responsible for ensuring that the measures outlined in this document are being implemented in their areas and ensuring that we are collaborating with our partner universities.

All **Employees** are responsible for following this guidance and ensuring that it is implemented into their daily activities and is used to support colleagues, students, partners, visitors or anyone that may come onto a CEG site.

National Guidance

CEG operates in several countries and as such there are differences in the guidance that is produced. This document has been written with those differences in mind and whilst it attempts to follow the guidance in each of the locations it is generic in nature and may require some tailoring to fit countries outside of the U.K. upon implementation. Links to relevant guidance can be found in **Appendix 1** and employees are encouraged to check these resources regularly for the most up to date guidance.

Operating Safely

Introduction

This section of the document outlines measures that are required to ensure that our spaces working to actively minimise the risk of COVID-19.

Social Distancing and Room Layouts

As we slowly phase back into normal working patterns many elements of the staff and student experience are likely to be different but none more so than in-centre configuration i.e. classroom layouts, contents and general movement around the centre. In order to maintain social distancing, we need to evolve our workspace. This guide is to provide an insight into how we will set up centres in a “COVID secure” way.

Current Guidance for Further Education Settings:

- Only come into work if you are unable to work from home and have a work permit issued for the days in which you are scheduled to be in Centre
- All staff should maintain at least 2 metre distance from one another
- Everyone should maintain a 2 metre distance from each other wherever possible, or 1 metre distance with additional mitigations in place
- Everyone should avoid close, direct face-to-face contact and minimise time spent within 1 metre of anyone
- Students should also be supported to maintain distance and not touch staff and their peers where possible
- When staff or students cannot maintain distancing, the risk can be reduced by keeping students in the smaller, ‘class-sized’ groups
- Make small adaptations to rooms or workshops to support distancing where possible, including:
 - o seating students side by side and facing forwards
 - o moving unnecessary furniture out of rooms

We are mitigating the need for students to sit more than 2 metres in **some** spaces apart by:

- Keeping all classes to a maximum time of 2 hours
- Ensuring all rooms are ventilated for at least 30 minutes prior to and after a 1-hour class and at least 60 minutes prior to and after a 2-hour class
- Providing Face Shields to tutors who feel comfortable wearing them
- Setting up rooms to allow a maximum number of students, being clear we will not breach this

We will also try and keep groups apart, for instance enrolment or large meetings will be kept to one group (Pathway) and we will not combine pathways.

We will also introduce staggered start and break times to avoid large gatherings in communal spaces such as kitchens, staff rooms, corridors and toilet facilities.

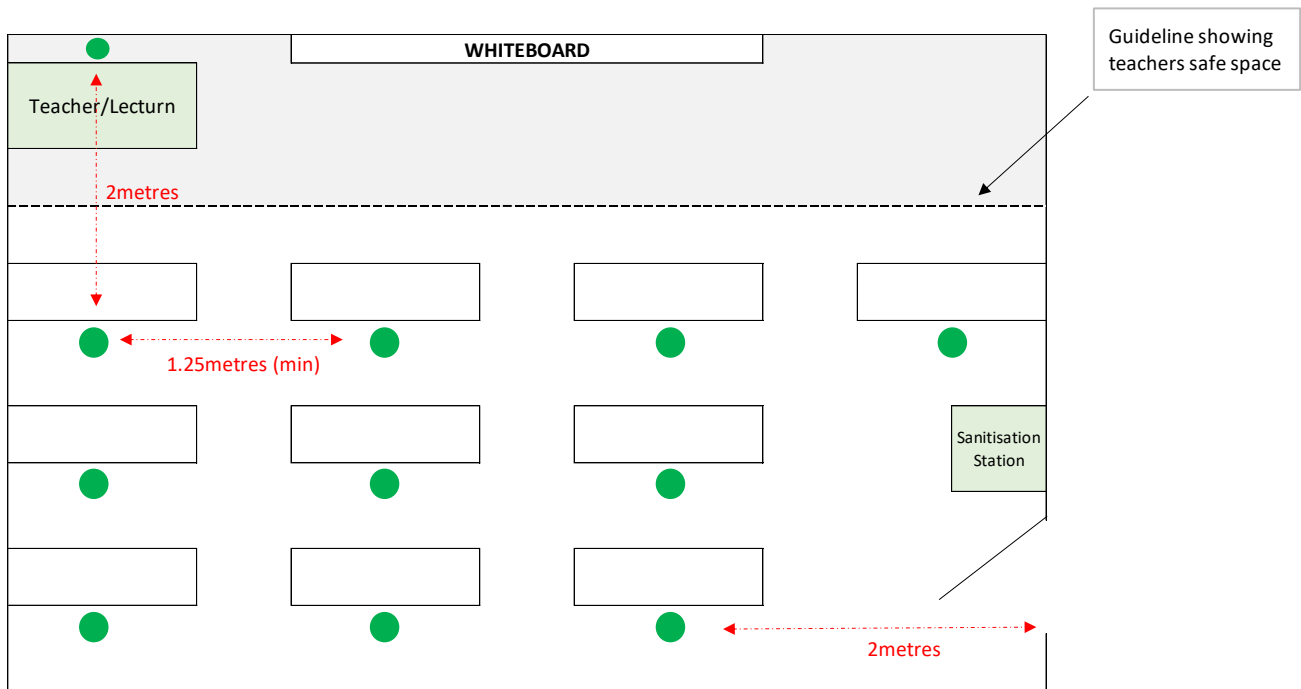
General Recommendations for Classroom Layout

Please see below general recommendations to support social distancing in classrooms.

- Space student desks a minimum of 1.25m apart and place markings on the desk to highlight where it is safe to sit

- Reduce occupancy of all rooms. The GHSL will need to be involved in the definition of occupancy limits to and will consider each room on size, furniture, ventilation and length of typical class (this should be ideally 8-15 and should never exceed 18)
- Create more space by removing contents such as bookshelves and non-essential equipment
- Provide a hand sanitisation station in each classroom
- Classrooms should be set out in the traditional approach placing students in rows with the teacher in front of the classroom as show in the image below

Below: Image 1. Social Distancing in Classroom (Typical/expected layout)



Social Distancing in an Office Environment

Current social distancing guidelines mean individuals returning to work should maintain social distancing guidelines (2 metres, or 1 metre with risk mitigations where 2 metres is not viable). This applies wherever possible including when arriving at and departing from work, while in work and when travelling between sites.

Where required we will use the following mitigating actions to ensure everyone is kept at least 1 metre apart:

- Encouraging increased frequency of hand washing and surface cleaning
- Keeping activities i.e. interactions and meetings as short as possible
- Using back-to-back or side-to-side working (rather than face-to-face) whenever possible
- reducing the number of people each person has contact with by using 'fixed teams or partnering' (so each person works with only a few others). This will be especially relevant for larger departments that rely on smaller teams
- Phasing back into the workplace (i.e. 2 days per week for each person) so we can all learn and adjust to the new protocols.

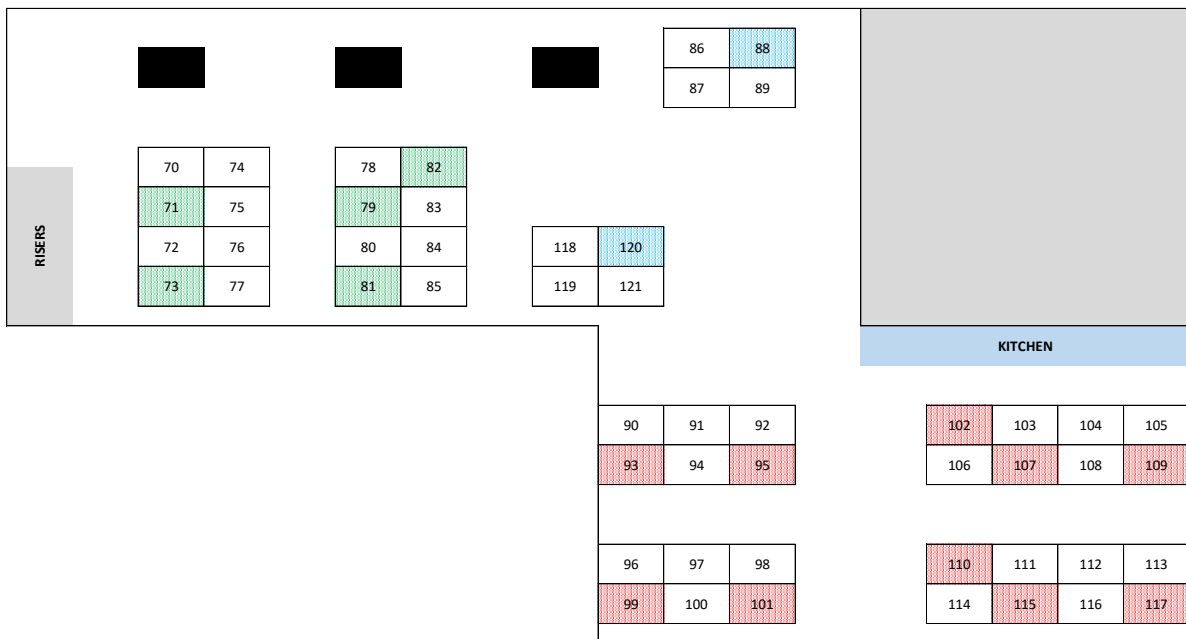
Social distancing applies to all parts of a location not just the place where people spend most of their time, but also entrances and exits, break rooms, canteens and similar settings. These are often the

most challenging areas to maintain social distancing and everyone should be especially vigilant. We will be scheduling start, finish and break times to reduce the number of people that may access shared facilities at any one time. We will also be introducing a maximum occupancy for all rooms including kitchens, tea points, toilets, meeting rooms and communal spaces.

To maintain social distancing on entering and leaving the place of work as well as moving around the workplace we will be ensuring that:

- Hand washing facilities are available
- Hand sanitisation points are available on each point of entry and exit
- There are markings to denote one-way systems where possible
- We maintain a maximum occupancy limit of all sites, which will not be breach
- We will make it mandatory to rota in teams and applying for a permit to work so that central teams can manage occupancy limits and ensure fairness
- We do not invite visitors on site for non-essential visits
- We maintain a maximum occupancy for toilets and lifts
- We manage use of high trafficked areas such as corridors and hallways
- We will continue to encourage the use of technology for meetings to reduce the number of people needing to move around the workplace

Below: Image 2. Social Distancing in an office environment (Typical/expected layout of desks)



One-way Systems

Buildings should try and operate one-way systems where possible. This may include having a separate entrances and exits to allow for individuals to move through the building easily. One-way systems may not be possible due to the make up of the building but where possible we should try to implement this, where there is more than one staircase in the building it becomes easier to implement.

Signage for one-way systems has been provided to all sites but further signage can be available by contacting the GHSL.

Management of Teams

Creating teams or using a rota system to minimise the number of employees in a property at any one time will be key for maintaining social distancing and reducing the risk of infection. Further measures that should be considered are:

- Shift Patterns – Teams can be scheduled to start throughout the day rather than relying on the daily normal of 9am – 5.30pm, teams can be spread with a start time between 7am and 10am and a Finish time of between 3pm and 6.30pm.
- Scheduled Timetabling – spreading timetabling will also be key, by staggering the timetable this will allow for management of high trafficked areas such as receptions, toilets, staff rooms, communal spaces particularly first thing in the morning and at lunch times. This should also allow centres to manage the number of students moving around the building at any one time
- Fixed Teams – by using departmental teams that already exists such as regional departments this can help us reduce the amount of people any one person can encounter

Lunch/Refreshment Provision

Lunch breaks should be staggered as per the shift patterns and scheduled timetabling above to minimise the amount of people taking lunch or breaks at any one time.

All provisions such as kettles and coffee machines can remain in use, but employees should be encouraged to practice good hygiene and sanitise them before and after use. Sanitising wipes will be available to assist in this.

All employees should be encouraged to prepare food at home rather than having food delivered or people leaving the place of work and bringing outside food back into the office.

All employees should be encouraged to bring their own travel mug/cup or drinks container which they can wash and take home with them.

Common Spaces

Common areas will need specific attention pointed towards cleaning, furniture and layout. Common areas should be frequently cleaned and disinfected to reduce the risk of transmission of COVID-19. For centres collaboration with University estates and cleaning teams is essential to ensure this cleaning is carried out but disinfectants and antibacterial wipes should be made available in addition to regular cleaning.

Particular attention will need to be made frequently touched areas such as offices (keyboards and mouse'), chairs, door handles, handrails, lift buttons, reception desks, push plates on doors and kitchen surfaces.

Within common areas, sofas, chairs, tables and any other soft furnishings should be arranged to enable social distancing. This may require removal of some of the furniture so that we aren't encouraging close contact or room occupation limits to be exceeded. All seating should be separated in line with current guidance on social distancing.

Local lockdowns may mean that we need to think about further controls regarding common areas such as closure of those areas, but this will be under constant review with the GHSL.

Meetings

Where possible meetings should continue to take place virtually over Teams. If a meeting is required in the place of work it should take place in a well-ventilated area, where social distancing can be practised, and it should be kept as short as possible. If the meeting is expected to be for an extended period of time, regular breaks should be encouraged and time should be allowed for the room to be ventilated, hygiene products will be provided to sanitise hands with and to wipe surfaces before and after use.

Posters and Signage

Posters and signage should be clearly displayed so that employees, students, partners and visitors are aware of processes and procedures implemented such as washing hands with soap and water for at least 20 seconds. Other Government marketing should be displayed and promoted such as “catch it, bin it, kill it” and “Hands, Face, space”. These posters should be displayed in high trafficked areas such as common rooms, receptions, toilets, kitchens and classrooms.

Posters reinforcing social distancing should also be displayed throughout our buildings and where one-way systems are implemented floor signings and boards should be used.

Signage denoting the occupancy limit for each room should be displayed on entry to each room reinforcing the number of people allowed in that room at any one time.

As we will be providing sanitisation stations in all offices, meeting rooms and classrooms signage reinforcing the use of hand sanitiser should be displayed.

All signage has been procured and further signage is available via the group health and safety lead if required. University partners may suggest that we use their signage so further collaboration should be sought on this issue.

Sanitisation

The very minimum requirement is for all offices, meeting rooms and classrooms to have a sanitisation station including 80% alcohol hand sanitiser and antibacterial wipes. There will also be as minimum a wall mounted hand sanitiser station provided at each entry and exit point to all buildings.

Personal Protective Equipment

Centres (employees and students)

Face coverings must be worn in all public areas including receptions, corridors, lifts, common rooms and study spaces.

The minimum requirement is a double play fabric disposable mask.

Employees and students are not required to wear PPE in classrooms or meeting rooms unless a 2-metre social distance cannot be maintained.

Face visors have been provided for teachers that wish to wear them in classrooms and additional items can be procured if needed.

Offices including Head Office

Face coverings are not required in the workplace as we will be maintaining social distance and maintain a maximum 40% occupancy limit initially. Face coverings will of course be encouraged if employees wish to wear them.

In all sites we encourage employees to have reusable masks that can be washed at the end of each working day.

Visitors and Contractors

All visitors and third party contractors must provide their own face covering in line with our minimum requirement and they must be worn in all areas including receptions, corridors, lifts, common rooms, offices, meeting rooms and staff rooms, without which they will be denied entry.

Waste Management

As we slowly phase back into normal working patterns many elements of the staff and student experience are likely to be different including the ways in which we manage increased waste which is going to accumulate due to enhanced cleaning and the use of Personal Protective Equipment (PPE) including face coverings.

Additional waste bins will be provided to cater for the increase in waste, however if you notice that bins are full and not being disposed of please ensure you raise this COVID-19 lead person on site. This will be the Centre Director/Head, Office Manager and Health and Safety Representative.

Face coverings and personal protective equipment (PPE)

- You should wash and reuse **cloth** face coverings to prevent and reduce waste
- Any time you remove your face covering you should wash your hands or use hand sanitizer

When discarding face coverings or other PPE items such as gloves:

- Ensure they are put into a black bag waste bin
- **DO NOT** put them in a recycling bin

You do not need to:

- **put them in an extra bag**
- **store them for a time before throwing them away**

Cleaning Waste

As we will be producing additional waste because of extra cleaning in the workplace during coronavirus, you should dispose of this waste as normal.

- Put used cloths and wipes in the 'black bag' waste bin.
- You do not need to put them in an extra bag or store them for a time before throwing them away.

If You're Self-Isolating

Firstly, if you or a member of your household is self-isolating at home, follow the government's stay at home guidance.

To dispose of any face coverings or PPE you or members of your household use when self-isolating, you should:

- double bag them
- store them for 72 hours before putting them in a 'black bag' waste bin

Do not put them in a recycling bin.

Remove PPE carefully, and avoid touching the inside of your face covering. After you remove your PPE or face covering, wash your hands or use hand sanitiser.

Interacting with Students

If staff need to interact with students or visitors, they should continue to practice healthy hygiene and encourage students and visitors to do the same, this includes hand sanitising before and after the activity. They should also stay at least 2 metres apart where possible.

If it isn't possible to stay 2 metres apart i.e. when giving a student feedback then face coverings should be worn, the activity should be kept as short as possible and they should sit side by side rather than face to face.

Staff who are customer facing such as reception desks should always wear a face shield or visor and these will be provided.

There may be times where students are observed failing to adhere to measures implemented and therefore are deemed not to be following local government guidance.. Students who repeatedly fail to adhere to the measures should be dealt with through the normal disciplinary process - however we must be firm on implementing guidance and failure to follow this should be deemed as serious misconduct.

Student Self-Isolation

Students should be encouraged to report self-isolation to centre staff if they are suffering symptoms of or having a positive test of COVID-19.

During the period of self-isolation, we should where possible encourage students to support each other, it is likely that if one person in a flat is self-isolating that the accommodation provider will insist the then whole flat then self-isolate. Centre staff should ensure they are checking in on students self-isolating at least daily to ensure they are coping well. Whilst it is not our responsibility to provide students with food or hygiene products we should be available to coordinate with fellow students, accommodation providers or family members to ensure that students have basic welfare support and access in some form to food, drink and hygiene products. This could take the form of local food delivery firms or takeaway restaurants.

In the event of one or more confirmed case of COVID-19 in a single centre/office location the GHSL and Group HR Director should be informed in line with the CEG 60 minute and 24-hour alerts.

It is the responsibility of the GHSL to ensure the Public Health England local protection team is informed. (See managing an outbreak for further information).

Student Quarantine

Students arriving from outside of the U.K. may be required to quarantine for a period of 14 days, following their arrival. As per the students self-isolating, students quarantining should also be encouraged to report this during enrolment although centre staff should know which students are due to arrive from certain countries ahead of enrolment.

Students that are quarantining are slightly different to those self-isolating, unless they are presenting symptoms of COVID-19 the rest of their household, apartment, flat do not also need to quarantine. Students that are quarantining will be allowed to use share facilities in halls of residence whereas students self-isolating may not be able to.

As with self-isolating students centre staff should ensure they are checking in on students self-isolating at least daily to ensure they are coping well. Whilst it is not our responsibility to provide students with food or hygiene products we should be available to coordinate with fellow students, accommodation providers or family members to ensure that students have basic welfare support and access in some form to food, drink and hygiene products. This could take the form of local delivery firms or takeaway restaurants.

Students who are quarantining are allowed outside of their household, apartment, flat in certain circumstances, which include to collect food or medicine if they cannot be delivered.

Appendix 2 sets out student quarantine requirements with and without symptoms

Engaging with Authorities

It is the responsibility of the GHSL to engage with Authorities. This responsibility may be delegated to Centre Directors when engaged on actions arising from more than one positive COVID-19 case in a single location.

Local Lockdowns

As we have seen over the few months leading to the commencement of the September and November intakes, local lockdown restrictions have been introduced by the government to help control the transmission of the virus. In a circumstance where a local lockdown is introduced in a CEG operated city central guidance will be communicated to the group and specifically the centre director.

Accidents, First Aid and Fire – “First Responders”

Summary for First Responders

- In an emergency, for example an accident, provision of first aid or fire, people do not have to comply with social distancing guidelines if it would be unsafe
- Where possible, you should try to maintain social distancing measures – a distance of at least 2 metres (6 feet)
- After contact with any staff member, student or member of the public, clean your hands thoroughly with soap and water or alcohol hand sanitiser at the earliest opportunity. This advice is applicable to all situations, regardless of whether there was close contact, or the minimum 2 metre social distancing was maintained
- In all events, CEG first aiders should wear disposable gloves and a face shield especially if close contact or contact of any kind is required to tend to the situation

Who may be suspected of having COVID-19?

As there is currently sustained community transmission of COVID-19 throughout the UK, there is an increased likelihood of any individual in the community having the infection.

This guidance is for all situations where close contact (defined as being within 2 metres of an individual) is required during first responder duties.

Hygiene measures

The best way to protect yourself and others is through rigorous cleaning, personal hygiene and regular hand hygiene. An increased frequency of cleaning and disinfection of all surfaces and equipment, using standard household cleaning and disinfection products, is recommended.

After contact with any staff member, student or member of the public, clean your hands thoroughly with soap and water or alcohol hand sanitiser at the earliest opportunity. This advice is applicable to all situations, regardless of whether there was close contact, or the minimum 2 metre social distancing was maintained.

Avoid touching your mouth, eyes and nose.

There are no additional precautions to be taken in relation to cleaning your clothing or uniform other than what is usual practice.

What to do if you are required to come into close contact with someone as part of your first responder duties

Personal protective equipment (PPE)

Where it is not possible to maintain a 2 metre or more distance away from an individual, disposable gloves and a face shield are mandatory. Disposable gloves should be worn if physical contact is likely to be made with potentially contaminated areas or items.

Clean your hands thoroughly with soap and water or alcohol sanitiser before putting on and after taking off PPE. In all circumstances where some form of PPE is used, the safe removal of the PPE is a critical consideration to avoid self-contamination. Guidance for the use of PPE can be found [HERE!](#)

Resuscitation

Resuscitation Council UK advises first responders conducting Cardiopulmonary resuscitation to:

- recognise cardiac arrest by looking for the absence of signs of life and the absence of normal breathing. Not to listen or feel for breathing by placing their ear and cheek close to the patient's mouth. If they are in any doubt about confirming the cardiac arrest, the default position is to start chest compressions until help arrives.
- make sure an ambulance is on its way. If COVID 19 is suspected, tell them when they call 999. If there is a perceived risk of infection, rescuers should place a cloth/towel over the victim's mouth and nose and attempt compression-only CPR and early defibrillation until the ambulance (or advanced care team) arrives.
- put hands together in the middle of the chest and push hard. Fast early use of a defibrillator significantly increases the person's chances of survival. It does not increase the risk of infection
- wear personal protective equipment (PPE) (disposable gloves, eye protection, plastic apron) if they are available.
- face covering should also be worn to help protect against transmission to other people in proximity.
- wash their hands thoroughly with soap and water or use alcohol-based hand gel as an alternative after performing compression-only CPR

Providing assistance to unwell individuals

If you need to provide assistance to an individual who is symptomatic and may have COVID-19, wherever possible, place the person in a place away from others. If there is no way to move into a physically separate room, ask others who are not involved in providing aid or assistance to stay at least 2 metres away from the individual. If barriers or screens are available, these may be used.

Cleaning the area where assistance was provided

Cleaning will depend on where assistance was provided. Public areas where a symptomatic individual has passed through and spent minimal time in (such as corridors) but which are not visibly

contaminated with body fluids can be cleaned in the usual way. However, all surfaces that a symptomatic individual has encountered must be cleaned and disinfected. When following the CEG alerts system we will notify the University estates team who can then deep clean the area.

If there has been a blood or body-fluid spill

Keep people away from the area. Use a spill-kit if available, using the PPE in the kit or PPE provided by your employer/organisation and following the instructions provided with the spill-kit. If no spill-kit is available, place paper towels/roll onto the spill, and seek further advice from emergency services when they arrive.

Contact of the person you have assisted

Advise anyone who had close contact with the individual that if they go on to develop symptoms of COVID-19 (a new continuous cough, fever or a loss of, or change in, normal sense of taste or smell), they should follow the advice on what to do on the NHS website or contact 111.

What to do if you become unwell

If you develop symptoms of COVID-19, however mild, you will need to stay at home for at least 10 days. Refer to the advice on the NHS website and the Stay at home guidance.

Fire Alarm

In the event of a fire alarm, all staff should follow the standard and existing fire protocol for each building. Social distancing is not expected to be followed whilst any evacuation may be in process. When arriving at the highlighted fire evacuation point, staff should try where possible to socially distance and leave at least 1m space between each other.

Associated legislation

Please note that this guidance is of a general nature. CEG will still consider the specific conditions of each individual place of work and comply with all applicable legislation, including the Health and Safety at Work etc. Act 1974.

Managing an Outbreak

As CEG will be working in full cooperation with local authorities and in particular the Public Health England Local Protection Teams (**see appendix 3**) we will be working on a 3-stage plan:

1. Identify
2. Report
3. Respond

The below outlines the key steps to quickly identify and assist with the containment of any potential COVID-19 outbreak in our centres and places of work. The below outlines the key steps to quickly identify and assist with the containment of any potential COVID-19 outbreak in our centres and places

Step

1

Identify

You may be informed of a confirmed case of COVID-19 by NHS Test & Trace, an employee, volunteer, visitor or your local Public Health England Health Protection Team (PHE HPT).

You may become aware that a member of staff or student has been confirmed with COVID-19 or is showing symptoms. In all scenarios please follow the CEG 60 minutes alerts.

Once we have 2 or more confirmed cases, we will proceed to step 2

Step

2

Report

If we have 2 or more confirmed cases in a single location, we will actively engage with the local PHE Health Protection Team.

Early engagement with the local PHE HPT is key to help minimise the outbreak on our staff and student communities.

of work.

Step

3

Respond

The local PHE HPT will then work with us to assess the risks and advise us on the actions that we must take.

Dependant on the outcome, the HPT and Local Authority may establish an outbreak control team to help support and manage the situation.

Please see page 2 for the types of action that could be implemented.

As we begin to open our places of work, we will be doing everything reasonable and practicable in order of ensuring that we are COVID secure and that the health, safety and welfare of our staff and students is prioritised. Whilst returning to normal ways of working is necessary, we need to ensure that we have taken the right steps in order of doing so.

We will be following the relevant guidance and guidelines provided to prevent the spread of COVID-19.

Information that the Local PHE HPT may request from us:

Details of our Organisation including but not limited to Name, Location (including postcode and local authority), Key contact details (Centre Head/Director and James Findley), contact methods including email and phone and details on the size of our organisation including staff numbers, student numbers, and any notable demographic factors.

Details of Cases

- Contact details of infected, where appropriate
- When Individual(s) became unwell
- When they were last present on the premises
- Nature of roles/Job undertaken or status of student
- Known links between the individual(s) with COVID 19 (in or out of premises)
- Number of people the individual(s) has been in contact with
- Nature of environment/building
- Details of control measures
- Details of contact with any other agencies (HSE for example)

COVID Symptoms, Tests and Actions

What to do if . . .	Action required
<p>If you are feeling unwell with Covid-19 symptoms of:</p> <ul style="list-style-type: none"> • a high temperature – this means you feel hot to touch on your chest or back • a new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours • a loss or change to your sense of smell or taste – this means you cannot smell or taste anything, or things smell or taste different to normal. 	<p>DO NOT ATTEND WORK</p> <p>You will need to isolate for 10 days from the start of symptoms; the rest of the household should isolate for 14 days.</p> <p>You should book a test using this link here, or by phoning 119.</p> <p>Please note - only the person with symptoms should be tested and there is no need for others in the household to have a test, unless they also have any of the symptoms mentioned.</p> <p><u>Make sure you tell your line manager immediately about the result of your test</u></p>
<p>You are feeling ill with other symptoms such as a sore throat, runny nose or a headache.</p>	<p>You should act in the <u>same way</u> as you would have done before the pandemic. This may involve going to school or staying at home, depending on the nature and severity of symptoms.</p> <p>Of course, you should seek medical advice via your GP or NHS direct on 111 <u>if you would normally do so.</u></p>
<p>Someone in your household has Covid-19 symptoms</p>	<p>DO NOT ATTEND WORK</p> <p>The whole household must self-isolate and the person with symptoms should book a test using this link here, or by phoning 119.</p>
<p>Someone in my household tests positive for Covid-19</p>	<p>DO NOT ATTEND WORK</p> <p>The whole household should isolate for 14 days. The person who has tested positive must isolate for 10 days from the start of symptoms, and until there is no fever for 48 hours.</p>
<p>Someone in my household tests negative for Covid-19</p>	<p>YOU CAN RETURN TO WORK, if they have been well for 48 hours and no one in the household or support bubble has any further Covid-19 symptoms.</p>
<p>You test positive for Covid-19</p>	<p>DO NOT ATTEND WORK</p> <p>You must isolate for 10 days from the start of symptoms, and until there is no fever for 48 hours. The rest of the household should isolate for 14 days.</p>

How to book a COVID-19 Test

In the U.K. you can book a test with the NHS online [here](#) or by calling 119. You will either be able to book a drive through test or a home testing kit.

Test results

Negative result

If the test comes back negative, the first symptomatic person can stop self-isolating (as long as they are well and have not had a high temperature for at least 48 hours), as can the remainder of the household.

Positive result

If the test is positive, you will be required to continue to self-isolate for a minimum of 10 days, or, if symptoms persist - until well and until you have not had a high temperature for at least 48 hours.

If the test is positive, you will be requested to share your close contacts with the NHS Test and trace service.

If any close contact of a positive case becomes symptomatic, they should isolate and order a test and either:

- Isolate for 10 days (following a positive test result)
- Isolate for 14 days (following a negative test result, because they are a close contact of a confirmed case)

Inconclusive test result: If the test is void, borderline or inconclusive, please book another test as soon as possible, within 5 days from the initial onset of symptoms.

If you have not been able to book a test in time, you must self-isolate for at least 10 days from when your symptoms started. Anyone you live with, and anyone in your support bubble, must self-isolate for 14 days.

If you had a test but have not had any symptoms, you do not need to self-isolate while you wait to get another test. People you live with, and anyone in your support bubble, do not need to self-isolate.

How to use “track & trace” QR codes

HOW TO USE QR CODES TO CHECK INTO A VENUE



User guide



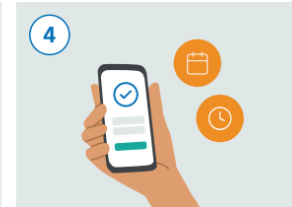
1 Download the NHS COVID-19 app from the App Store or Google Play Store.



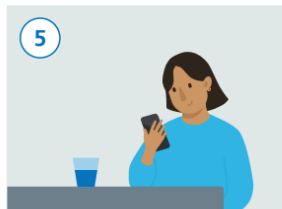
2 When you visit a venue, check to see if there is a NHS COVID-19 app QR poster on display.



3 Open your NHS COVID-19 app and tap “Venue Check In”. Now use your smartphone camera to scan the QR code on the poster.



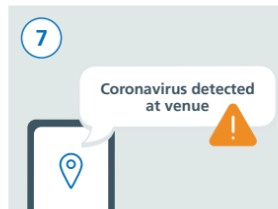
4 The time and date of your visit will be stored on the app. It will not be sent or shared with anyone else.



5 After scanning your QR code on the poster, you are now successfully checked in.



6 If you go to another venue, open your NHS COVID-19 app and tap “Venue Check In”. Now use your smartphone camera to scan their QR poster.



7 You may get an alert if NHS Test and Trace identifies that you have recently visited a venue where you may have come into contact with coronavirus (COVID-19). If you are under 18, you are advised to show this alert to a trusted adult.



8 If you develop coronavirus (COVID-19) symptoms, make sure to record them in the NHS COVID-19 app and follow Government guidelines/advice.

Travel

Introduction

This section of the guidance is to help employees stay safe whilst travelling during the COVID-19 pandemic.

General Travel Guidance

There is no expectation for people to currently travel other than their place of work if they have approval to do so. We acknowledge there may be a keenness to do so, where that is a usual part of your job, but we must make it clear our number one priority is employee safety, and this will continue to be the case. When we can, we will relax our stance and support employees to travel safely.

If travel is required, the safest option is to walk or cycle however this isn't always viable. The next best option is private car, or taxi (in which you must wear a face covering).

If you are need to travel via public transport, you should ensure that you follow the government [advice](#) on travelling on public transport but you should also:

- Plan your journey, make sure that you check and confirm that your journey is running as normal
- Try where possible to avoid peak travel times
- If you can, make your booking online or through our travel booking service. If you cannot do this try and consider contactless payment
- Think about the route you are taking, is there one with less stops or changes? Are you able to start or end your journey by getting on/off at a different stop or station and walking to reduce social contact?
- Social distancing may be difficult on public transport so you must wear a face covering
- Once you have completed your journey wash your hands for at least 20 seconds
- Carry hand sanitiser with you as you may not have facilities to wash your hands

Guidance for Sales Staff and Roaming Workers

Renting a Vehicle

Employees that are renting a vehicle that is not their own for business purposes should carry hygiene products with them such as hand sanitiser, wipes, rubbish bag and disposable gloves. Before entering the vehicle, you should wash your hands and sanitise.

Before starting your journey, you should ensure that frequently touched areas in the are cleaned including:

- Steering wheel
- Handbrake
- Door handles
- Indicators
- Gear stick
- Window controls
- Radio/satnav buttons

Public Area Workplace

Given that the two fundamental ways of contracting COVID-19 are breathing in droplets through your mouth or nose and/or by touching surfaces that have previously been touched by an infected

person and then touching your face it is key that employees that may work in public areas are aware of risk should regular cleaning of public areas not have taken place.

High touched areas are the biggest risk such as hand rails, lift buttons, door handles, light switches, desk surfaces or tables, computer keyboards or mice, arm of chair and any shared items that may be on the table which have not been removed.

When working in a public place you need to ensure you carry hygiene products with you such as hand sanitiser, wipes, rubbish bag and disposable gloves. This will allow you to clean any areas you may need to work with.

You should also ensure that you are maintaining a safe distance of at least 2-metres from anyone outside of your household.

Risk Assessment

For anyone travelling for business purposes to both within their country of origin or Internationally they must complete the CEG Travel Risk Assessment.

Please see appendix 5 for a copy of the CEG travel risk assessment

Employees

Employee Self Isolation

Employees should contact their line manager and discuss whether they are well enough and able to work from home.

Depending on other circumstances if a role requires an individual to be in centre, if employees are not able to work from home other types of leave may apply including sickness for example. This should be discussed with line managers and recorded appropriately.

Managing Vulnerable and Extremely Vulnerable Employees

The UK Government and the World Health Organisation define vulnerability in relation to COVID as below.

Extremely vulnerable – includes people that have received solid organ transplants, specific cancers, severe respiratory conditions, conditions that significantly increase the risk of infections, people that are on immunosuppression therapies, women who are pregnant with significant heart disease. In the UK these people were initially contacted to be told they are clinically extremely vulnerable and will be required to shield. This is no longer the case.

Vulnerable – includes people that are aged over 60 or people who have chronic respiratory, heart, kidney, liver diseases, chronic neurological conditions, diabetes, a weakened immune system, pregnant women.

In the UK even those that are classified as extremely vulnerable, and who previously had to shield, are no longer required to shield. This means individuals can return to physical workspaces providing they are COVID secure.

Depending on an individual's personal circumstances including the type of role they fulfil extra consideration may be given regarding a return to physical workspaces if they are classified as extremely vulnerable. The advice is to gather relevant medical information from medical professionals so that this may be shared with line managers and HR to be saved on an individual's HR file and reviewed as part of our risk assessment process.

Appendix 1 – Resources and Useful Links

<https://www.gov.uk/coronavirus>

<https://www.gov.uk/getting-tested-for-coronavirus>

<https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers>

<https://www.gov.uk/government/collections/local-restrictions-areas-with-an-outbreak-of-coronavirus-covid-19>

<https://www.gov.uk/guidance/coronavirus-covid-19-travel-corridors>

<https://www.gov.uk/government/publications/covid-19-guidance-for-the-public-on-mental-health-and-wellbeing/guidance-for-the-public-on-the-mental-health-and-wellbeing-aspects-of-coronavirus-covid-19>

<https://www.nhs.uk/conditions/coronavirus-covid-19/social-distancing/what-you-need-to-do/>

<https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/>

<https://www.nhs.uk/conditions/coronavirus-covid-19/people-at-higher-risk/whos-at-higher-risk-from-coronavirus/>

<https://www.ecdc.europa.eu/en/covid-19-pandemic>

<https://www.who.int/emergencies/diseases/novel-coronavirus-2019>

<https://www.cdc.gov/coronavirus/2019-ncov/index.html>

<https://www.krisinformation.se/en/hazards-and-risks/disasters-and-incidents/2020/official-information-on-the-new-coronavirus>

<https://www.government.nl/topics/coronavirus-covid-19>

Appendix 2 – Quarantine Requirements for Students

		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25
		DAY																								
Scenario/Person 1	Person	Arrives in UK without symptoms and required to self-isolate for 14 days																								
	Household	Household NOT required to Self-Isolate																								
Scenario/Person 2	Person	Arrives in UK with symptoms and required to self-isolate for 14 days																								
	Household	Household MUST also Self-Isolate																								
Scenario/Person 3	Person	Arrives in UK and begins self-isolation																								
	Household	Household NOT required to Self-Isolate	Arrives in UK with symptoms and required to self-isolate for 14 days																							
Scenario/Person 4	Person	Arrives in UK and begins self-isolation																								
	Household	Household NOT required to Self-Isolate	Arrives in UK with symptoms and required to self-isolate for 14 days																							

Appendix 3 – CEG Public Health Protection Teams

ONCAMPUS Coventry

West Midlands East HPT

This team covers:

- Birmingham
- Solihull
- Coventry
- Warwickshire

Contact

West Midlands East HPT

Public Health England
5 St Philip's Place
Birmingham
B3 2PW

Telephone: 0344 225 3560 (option 2)

Out of hours advice: 01384 679 031

ONCAMPUS Sunderland

North East HPT

This team covers:

- Northumberland
- Tyne and Wear
- County Durham
- Teesside

Contact

North East HPT

Public Health England
Floor 2
Citygate
Gallowgate
Newcastle upon Tyne
NE1 4WH

Telephone: 0300 303 8596 (option 1)

Out of hours advice: 0191 269 7714

ONCAMPUS Hull

North Yorkshire and the Humber HPT

This team covers the areas of:

- York
- North Yorkshire
- Hull
- East Riding of Yorkshire
- North Lincolnshire
- North East Lincolnshire

Contact

North Yorkshire and the Humber HPT

Public Health England

Block 2

The Food and Environment Research Agency (FERA)

Sand Hutton

York

YO41 1LZ

Telephone (including out of hours): 0114 304 9843

ONCAMPUS UK North

Cumbria and Lancashire HPT

This team covers:

- Barrow-in-Furness
- South Lakeland
- Copeland
- Allerdale
- Eden
- Carlisle
- West Lancashire
- Chorley
- South Riddle
- Fylde
- Preston
- Wyre
- Lancaster
- Ribble Valley
- Pendle
- Burnley
- Rossendale
- Hyndburn
- Blackpool

- Blackburn with Darwen

Contact

Cumbria and Lancashire HPT

PHE North West
Lancashire County Council
Pitt Street Reception
County Hall
Preston
PR1 8XB

Email: clhpt@phe.gov.uk; PHE.clhpt@nhs.net

Telephone: 0344 225 0562

Out of hours: 0151 434 4819

[ONCAMPUS London](#)

North West London HPT

This team covers the London boroughs of:

- Brent
- Ealing
- Hammersmith & Fulham
- Harrow
- Hillingdon
- Hounslow
- Kensington & Chelsea
- Westminster

Contact

North West London HPT

Public Health England
61 Colindale Avenue
London
NW9 5EQ

Email: phe.nwl@nhs.net

Telephone: 020 3326 1658

Fax: 020 3326 1654

Out of hours advice: 01895 238 282

ONCAMPUS LSBU

North East and North Central London HPT

This team covers London boroughs of:

- Barnet
- Barking & Dagenham
- Camden
- City
- Enfield
- Hackney
- Haringey
- Havering
- Islington
- Newham
- Redbridge
- Tower Hamlets
- Waltham Forest

Contact

North East and North Central London HPT

Public Health England
Ground Floor, South Wing
Fleetbank House
2-6 Salisbury Square
London
EC4Y 8AE

Email: necl.team@phe.gov.uk; phe.nenclhpt@nhs.net

Telephone: 020 3837 7084 (option 1)

Fax: 020 3837 7086

Out of hours advice: 020 7191 1860

ONCAMPUS Reading

Thames Valley HPT (South East)

This team covers:

- Berkshire
- Buckinghamshire
- Oxfordshire

Contact

Thames Valley HPT (South East)

Public Health England
Chilton
Oxon
OX11 0RQ

Telephone: 0344 225 3861 (option 1 to 4 depending on area)

Out of hours advice: 0844 967 0083

Fax: 0345 279 9881

UK Head Office – CAMBRIDGE

East of England HPT

This team covers:

- Hertfordshire
- Bedfordshire
- Luton
- Milton Keynes
- Basildon
- Braintree
- Brentwood
- Cambridge
- Castle Point
- Chelmsford
- Colchester
- Epping
- Harlow
- Maldon
- Norfolk
- Peterborough
- Rochford
- Southend-on-Sea
- Suffolk
- Tendring
- Thurrock
- Uttlesford

Contact

This team operates from 2 offices:

PHE East of England HPT

Public Health England
Second Floor
Goodman House
Station Approach

Harlow
Essex
CM20 2ET

Email: EastofEnglandHPT@phe.gov.uk; phe.EoEHPT@nhs.net

Telephone: 0300 303 8537

Appendix 4 – Guide to arriving and staying safe in ONCAMPUS partnered accommodation

We hope you are looking forward to arriving to your accommodation. ONCAMPUS have partnerships with university and private providers and we thank you for making a booking through our dedicated accommodation booking team.

ONCAMPUS understand this is a very uncertain and unsettling time to be travelling abroad to study. To help inform you better and to answer some questions you are likely to have, we have put together a simple to navigate guide for life in student accommodation.

This guide details the main things we feel you need to know. However, we have also included links to government and reputable sites that we recommend for further reading.

[Booking your arrival timeslot to the accommodation](#)

The ONCAMPUS pre arrival team will contact you via the email address given on your student application. Included in this email will be details on how to book an arrival time that suits you best. Please do this as soon as you can as there are limits for each slot in order to ensure social distancing can be maintained. If you have any difficulties with this, please respond to the email and we will help you. Alternatively you can contact livein@oncampus.global or call our team on +44 1223 447761.

[Travelling to your accommodation](#)

You must travel to your accommodation straight away after arriving to the UK. You can use public transport such as a train or bus. Please make sure you wear a face covering and maintain social distancing. If you can, please use hand sanitiser regularly. Our recommended method of travelling is via taxi, you can book your travel this way directly with ONCAMPUS. We partner with reputable providers and can ensure you get to your accommodation quickly, and stress free. Please contact livein@oncampus.global to make a taxi booking.

[Completing the Passenger Locator Form 48 hours before you travel](#)

All student will need to complete a passenger location form online, before they travel to the UK from any country. This includes if you're travelling from a country or territory where you do not have to self-isolate when you arrive in the UK. You must complete this form even if you've already completed a different form to enter another country.

If you do not complete the form before you arrive in the UK, it's likely to take you longer to enter the UK.

You cannot submit the form until 48 hours before you're due to arrive in the UK

After you submit the form, you'll receive a confirmation email with a document attached. Before you arrive at the border, you must either:

- print a copy of the document
- download the document on your phone

You'll need to show this document when you arrive in the UK. Border Force officers will scan the QR code at the top of this document to check you have completed the form successfully.

Self-Isolating on arrival

If you are travelling to the UK from certain countries, territories or regions you may not need to self-isolate on arrival. You can stay up-to-date with the latest information by visiting the [UK government website on exemptions and travel corridors](#). If you are not exempt, then you will need to travel as quickly and directly as possible to your accommodation and isolate in your room for 14 days.

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

If you've been in close contact with someone who has coronavirus and need to self-isolate, you may get an email, text or phone call from the NHS Test and Trace team. Text messages will come from "**NHStracing**" and calls will come from 0300 0135 000. Children under 18 will be contacted by phone wherever possible and asked for their parent or guardian's permission to continue the call. Please note the NHS Test and Trace will **not** ask you for any bank or payment details.

Coronavirus symptoms

The main symptoms of coronavirus are

- a high temperature – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)
- a new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)
- a loss or change to your sense of smell or taste – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal

You can check your symptoms online at [NHS](#)

How can I help do my part and minimise the risk of catching or spreading coronavirus?

To reduce the chance of catching or spreading the virus, please follow the advice below;

- Wash your hands with soap and water often, for at least 20 seconds
- Use hand sanitiser gel if soap and water are not available
- Try to stay at least 2 metres (3 steps) away from anyone you do not live with.
- Put used tissues in the bin immediately and wash your hands afterwards.

Should I wear a face covering in my accommodation?

Current [government guidelines](#) state that you should wear a face covering in indoor places where social distancing may be difficult and where you will come into contact with people you do not normally meet. This will apply to any communal facilities outside your flat

What is a household?

While it is legal for new households to be formed there is no definition by the UK Government as to what currently constitutes a household in terms of large-scale student accommodation. We believe where accommodation is provided in the form of flats with shared cooking and bathroom facilities each "flat" will normally be considered a household.

If someone in the household develops symptoms, do we all need to isolate?

Yes, following the initial person showing symptoms, the rest of the occupants of that flat/household will need to self-isolate for 14 days. The flat will be 'closed' off for any new arrivals whilst the full 14-day isolation is completed.

How can I get tested?

In the U.K. you can book a test with the NHS online [here](#) or by calling 119. You will either be able to book a drive through test or a home testing kit.

Test Results

Negative result

If the test comes back negative, the first symptomatic person can stop self-isolating (as long as they are well and have not had a high temperature for at least 48 hours), as can the remainder of the household.

Positive result

If the test is positive, you will be required to continue to self-isolate for a minimum of 10 days, or, if symptoms persist - until well and until you have not had a high temperature for at least 48 hours.

If the test is positive, you will be requested to share your close contacts with the NHS Test and trace service.

If any close contact of a positive case becomes symptomatic, they should isolate and order a test and either:

- Isolate for 10 days (following a positive test result)
- Isolate for 14 days (following a negative test result, because they are a close contact of a confirmed case)

Inconclusive test result: If the test is void, borderline or inconclusive, please book another test as soon as possible, within 5 days from the initial onset of symptoms.

If you have not been able to book a test in time, you must self-isolate for at least 10 days from when your symptoms started. Anyone you live with, and anyone in your support bubble, must self-isolate for 14 days.

If you had a test but have not had any symptoms, you do not need to self-isolate while you wait to get another test. People you live with, and anyone in your support bubble, do not need to self-isolate.

What additional health and safety measures have been put in place at my accommodation due to COVID-19?

Each accommodation provider we work with will have introduced slightly different measures depending on the size and layouts of the buildings. However, some general provisions implemented across all sites including:

- Increased cleaning and anti-viral disinfectant in all high traffic common areas
- A focus on cleaning and sanitising all high touch point areas like door handles, communal toilets, table tops etc
- Hand sanitisers at entrance/exits
- Clear signage detailing social distancing expectations and any one-way systems that have been introduced.
- Reduced occupancy limits in communal rooms depending on size and ventilation

Are there any changes to overnight or day guests?

We ask that there are no guests to the residence whilst we work through the initial arrival period and allow for student households to form. Each accommodation provider will review their own policy on this as the term progresses. Information will be shared with you when there are changes. You can also contact the accommodation reception if you would like to speak to a member of staff. We do understand the importance of social interaction with friends and how this benefits your student experience. However, we are committed to keeping all our students safe and to adhering to the Government guidance that is in place around social distancing. Therefore, changes to the guest policy will be brought in cautiously after a thorough review.

After reviewing government guidelines in place at the time of writing we currently advise:

- Restricting gatherings indoors or outdoors to no more than two households and a maximum of 6 people. Please consult all the students in your household as to what one person may be comfortable with before you invite students from other households into yours. Please respect that others may not share the same viewpoint as you with gatherings.
- If you have a gathering of six people, indoors or outdoors, and some of these people are from another household, please practice strict social distancing.
- You can meet up to 6 people outside from different households (whilst maintaining 2m social distance)
- Prioritise washing your hands before you meet others and as soon as you return

Cleaning

Whilst accommodation providers have increased the cleaning provisions in each building. It is very important that students do their part too. In order to help prevent the spread of the virus, you should help maintain a clean environment, particularly after using kitchens and bathrooms. Please speak to an accommodation or ONCAMPUS staff member if you need more advice on this.

Maintenance

Currently it is challenging for staff to keep to the normal timeframes they have previously with maintenance issues. Essential maintenance will always be prioritised but there may be some longer wait times for minor issues in order to reduce contact between staff and residents. The accommodation provider will make plans on a case by case basis and keep you up to date as much as possible.

Your responsibilities

The UK Government continue to provide updates to guidance and regulations as and when changes are necessary. We need you to adhere to the information in this guide and to try and promote positive behaviour amongst your friends and households. If accommodation rules and government guidelines are breached, then ONCAMPUS will work closely with accommodation providers to take the necessary action to keep all students as safe as possible.

What if the fire alarm goes off and I am self-isolating?

In the fire alarm sounds, you will need to vacate the building wearing a mask and stand apart from others gathered in the safe fire assemble zones. Please ensure you identify yourself to a member of staff as soon as you can.

Food delivery and online supermarket orders

Ordering meals and food deliveries can be a useful option to you, particularly during your first few weeks in the accommodation. There are a lot of good options available to you if you would like to do this.

Food Delivery

Just Eat - <https://www.just-eat.co.uk/>

Deliveroo - <https://deliveroo.co.uk/>

Uber Eats - <https://www.ubereats.com/>

Groceries

Sainsburys: <https://www.sainsburys.co.uk>

Asda: <https://groceries.asda.com/>

Tesco: <https://www.tesco.com/groceries/>

Medication

It is also possible to order some medical supplies online

Lloyds Pharmacy: <http://www.lloydspharmacy.com/>

Boots Pharmacy: <https://www.boots.com/health-pharmacy>

Appendix 5 – CEG Travel Risk Assessment

CEG Travel Risk Assessment

General

This travel risk assessment has been created to specifically look at the needs of our employees who are planning to travel both **Internationally and within the UK** for business purposes.

Generally speaking the current expectation is that a trip abroad or travel between two countries should only be authorised where the destination country has reasonable infection control precautions in place that are comparable to those in the person(s) departing country (in most cases the U.K.). All other general safety risks should still be addressed in this document.

All International travel should only be considered after consultation of the local government travel advice. In the U.K. this would be the Foreign and Commonwealth Office (FCO) website at: www.fco.gov.uk

Repeat visits

If you are planning to visit the same place on multiple occasions and there are no changes to guidance, information or circumstances of travel then you do not need to fill in further forms.

If there are any changes whatsoever in terms of risk, circumstance, personal or business then you must complete a new form. This is especially relevant during the COVID-19 pandemic.

Useful Links

Foreign and Commonwealth Office www.fco.gov.uk

World Health Organisations (WHO) “International Travel and Health”: <http://www.who.int/ith/en/>

U.S. Center for Disease Control: <http://wwwn.cdc.gov/travel/>

European Centre for Disease Prevention and Control: <https://www.ecdc.europa.eu/en>

Risk Assessment

Department:	
Date/s of travel:	
Name(s) of person(s) travelling	
1.	2.
3.	4.
5.	6.
List all countries and areas to be visited	
1.	2.
3.	4.
5.	6.
State latest FCO/Government advice for the respective countries/areas above and/or the relevant Government Covid-19 restrictions at location of activity	
1.	
2.	
3.	
4.	
5.	
6.	

COVID 19 Assessment for Travel within the U.K. and Internationally

	Yes	No	N/A	Comments (include suggested risk mitigation where possible)
Is there a risk of exposure to COVID-19 for you and any participants?				
Are you or any traveller in your group in any of the higher risk groups, due to age or any pre-existing health conditions? (If the answer is yes then CEG would not expect you to conduct travel at this time and would advise that you speak directly with your line manager and/or HR business partner) Further advice may need to be sought directly from your GP for any U.K. based travel.				
Have you mitigated the risk to exposure of COVID-19? (What controls have you put in place to reduce the risk of both contracting the infection and transmitting the infection further should you be asymptomatic) If you haven't already done so then please visit your local government website for further advice on travel				
How will social distancing be maintained both during travel and for the duration of your trip? (You may need to check in with your airlines, taxi booking company or any travel booking companies that you have used to find out what controls they have in place)				
Please confirm that you have read the CEG travel policy and you are aware of what you need to do in the event of emergency				

	Yes	No	N/A	Comments (include suggested risk mitigation where possible)
Are the measures described in the previous section in accordance with relevant guidance?				
Please confirm that you understand and will comply with all relevant guidance in your destination country				
Please confirm that you acknowledge that you need to continue to monitor all changes in advice and guidance during trip and that upon these changes you will re-assess the risk to yourself and those in your party				
Please confirm the local policy on PPE and how you will follow said policy				
Please confirm that workplace protocols expected to be in place during work/meetings been put into practice? This may include such matters as: <ul style="list-style-type: none"> · Social Distancing Arrangements · Hygiene and Sanitisation · Cleaning Procedures (particularly in communal and high trafficked areas) · PPE and Face Coverings 				
Have you considered quarantine policies post trip and how this will be managed? (i.e. if you need to quarantine for "X" days will you be able to continue to work)				

Other Hazards

	Yes	No	N/A	Comments
				(include suggested risk mitigation where possible)
<p>Are there other hazards such as civil unrest, local crime rates, kidnap, customs, culture, religion, dress, language, communication with emergency service, legal differences etc that need to be outlined?</p> <p>If so please state the hazard and any actions that have been implemented to mitigate such risk.</p>				

Emergencies

Please confirm that you will always have a mobile phone with you and International roaming is activated? **YES/NO**

Please confirm your Mobile Telephone Number _____

Please confirm that details of your travel including destination country has been discussed and approved by your line manager **YES/NO**

Insurance

CEG has a bespoke Injury and Travel Insurance Policy supplied by Chubb.

Chubb Ignite policy number: UKBBBO48223120

Insured: CAMBRIDGE EDUCATION GROUP LIMITED

Period of insurance: From: 22/07/2020 To: 21/07/2021

If Assistance is required at any time, please call +44 (0)20 7173 7796 and follow the instructions on the Assistance line.

Using Business Class Assistance

When Business Class Assistance is called the following information will be needed.

1. The caller's name and the name of their employer, company or organisation.
2. The contact number and address where the caller can be reached.
3. The nature of the assistance needed

Declaration

I can confirm that to my knowledge all persons travelling are physically and mentally fit to travel. I have also checked on both the departing country government website and the arriving country government website for travel guidance and I will not be placing any undue danger to myself or others.

Name:

Date:

Signature:

Appendix 6 – Employee Return to Work Assessment

Name	
Department	
Date	
Current U.K. guidance is to continue to work from home unless you are unable to do so effectively. Please provide your rationale for consideration of returning to some element of office working, including why continuing to work from home may have a detrimental effect on your wellbeing or work.	

Personal Assessment

Risk #	Risk Factor	1	2	3	4	5
1	Travel to and from work (mode of transport)	Walk/Cycle	Private Car	Bus	Train	Tube
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Personal living arrangements	Live alone	Live with partner/friend(s)	Live with children aged 4+	Live with vulnerable person	Live with extremely vulnerable person
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Since working from home how often have you experienced feelings of:	All the time	Often	Unsure	Sometimes	Never
	• Feeling isolated, lonely, or disconnected from other people – socially and professionally	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• Being unable to 'switch off from work'	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• Having difficulty staying motivated	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• Having difficulty prioritising your workload	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	• Feeling uncertain about your progress, and whether you're performing ok	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	Contact with symptomatic people	No contact		Contact but not in last 14 days		Contact in the last 14 days
		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>
5	Have you travelled outside of the U.K. in the last 14 days?	No				Yes
		<input type="checkbox"/>				<input type="checkbox"/>

6	Is the area you currently reside in under any localised restrictions?	No		Yes
		<input type="checkbox"/>		<input type="checkbox"/>

If your answer to 5 or 6 above changes at any time you must inform your line manager

Workplace

7	Please select which days you can make it into the office if your request is approved	Monday	Tuesday	Wednesday	Thursday	Friday
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please tick the box below to ensure confirm that you will follow the relevant guidance and information:

- I confirm that I am aware that social distancing has been implemented in my workplace and that I will always try to maintain a safe distance
- I confirm that my company has introduced a maximum occupancy limit for the workplace, and this must not be exceeded
- I confirm that I will always follow good hand hygiene in line with government guidance and advice
- I confirm that I will ensure that I keep up to date with all of the relevant information and guidance

Signature of Employee	
Line Manager Signature	

Review of Work Assessment

Is the application to return to the office approved? Yes No

Name of Reviewer
Reviewers Comments and Feedback

Appendix 7 – COVID-19 Student Code of Conduct

This document will outline the key information and guidance to keeping our centres and communities safe. This includes:

- COVID-19 symptoms
- What to do if...
- How to book a COVID-19 test
- What we expect from you as a student
- What you can expect from us

COVID-19 Symptoms

- a high temperature
- a new, continuous cough
- a loss of, or change to, your sense of smell or taste

What to do If...

What to do if . . .	Action required
<p>If you are feeling unwell with Covid-19 symptoms of:</p> <ul style="list-style-type: none"> • a high temperature – this means you feel hot to touch on your chest or back • a new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours • a loss or change to your sense of smell or taste – this means you cannot smell or taste anything, or things smell or taste different to normal. 	<p>DO NOT ATTEND CLASS</p> <p>You will need to isolate for 10 days from the start of symptoms; the rest of the household should isolate for 14 days.</p> <p>You should book a test using this link here, or by phoning 119.</p> <p>Please note - only the person with symptoms should be tested and there is no need for others in the household to have a test, unless they also have any of the symptoms mentioned.</p> <p><u>Make sure you tell inform your centre immediately about the result of your test</u></p>
<p>You are feeling ill with other symptoms such as a sore throat, runny nose or a headache.</p>	<p>You should act in the <u>same way</u> as you would have done before the pandemic. This may involve going to school or staying at home, depending on the nature and severity of symptoms.</p> <p>Of course, you should seek medical advice via your GP or NHS direct on 111 <u>if you would normally do so.</u></p>
<p>Someone in your household has Covid-19 symptoms</p>	<p>DO NOT ATTEND CLASS</p> <p>The whole household must self-isolate and the person with symptoms should book a test using this link here, or by phoning 119.</p>
<p>Someone in my household tests positive for Covid-19</p>	<p>DO NOT ATTEND CLASS</p> <p>The whole household should isolate for 14 days. The person who has tested positive must</p>

	isolate for 10 days from the start of symptoms, and until there is no fever for 48 hours.
Someone in my household tests negative for Covid-19	YOU CAN RETURN TO CLASS , if they have been well for 48 hours and no one in the household or support bubble has any further Covid-19 symptoms.
You test positive for Covid-19	DO NOT ATTEND CLASS You must isolate for 10 days from the start of symptoms, and until there is no fever for 48 hours. The rest of the household should isolate for 14 days.

How to book a COVID-19 test

In the U.K. you can book a test with the NHS online [here](#) or by calling 119. You will either be able to book a drive through test or a home testing kit

What we expect from you as a student

As a result of the COVID-19 outbreak, we require all students who return to centre in person to observe an additional set of guidelines to that which is written in the **ONCAMPUS** charter. These guidelines are designed to ensure that all of us, including our students and employees are kept at minimal risk from COVID-19.

Students must:

- Always wear your ID badge so that you can be identified as a student
- Follow good hygiene guidance to reduce the spread of the virus. This includes regular handwashing or sanitizing throughout the day
- Wear a face covering in line with local government guidance including on public transport, in shops and whilst you are moving around the university campus and in social spaces. You are not required to wear your mask in class unless requested by your tutor due to the measures used to ensure the space is kept safe
- Practise social distancing by maintain at least 2 metres where possible and **always** at least 1 metre
- Follow any signs and directions that are on the university campus, this is VITAL for your own safety
- You may be asked to use specific entrances and exits. You must do this for everyone's safety
- Consult and follow current government guidance about quarantine or testing requirements
- Report the COVID-19 illness of others if explicit permission is given
- Support others who are unwell with COVID-19 (in line with social distancing guidelines)
- Arrive on time to classes, these may be staggered to avoid overcrowding, so it is vital that you are prompt and follow your timetable
- Inform your tutor if your do not feel safe or you feel unwell
- We expect you to follow the normal student code of conduct outlined in your pre-arrival handbook

ONCAMPUS takes the Health, Safety and Wellbeing of all its employees and students incredibly seriously and the measures put in place are with that in mind, whilst we appreciate that instances of

non-confirm may be an oversight, serious or persistent failure to comply with COVID-19 Health and Safety requirements could lead to a suspension or withdrawal from your studies.

What you can expect from us

- An environment that has been adapted to ensure the Health, Safety and Wellbeing of all our Employees and Students in line with COVID-19 government guidance
- Constant monitoring of our Health and Safety measures
- Continued support throughout your time with ONCAMPUS including whilst you may be quarantining or self-isolating
- Support to study from your accommodation should the COVID-19 and government guidance change