

**Liverpool John Moores University**

**Procedure for the management of suspected and confirmed cases of Covid-19**

1. **Scope**

This procedure focuses on the means by which the university can continue to operate a safe environment for staff, students, visitors and contractors in the event that one of the aforementioned have Covid-19 symptoms or are confirmed to have Covid-19.

1. **Incident Management Team and nominated lead**

The university’s Incident Management Team has oversight of the Covid-19 Recovery Plan. The university’s nominated lead, for the purposes of the Liverpool City Council Covid-19 Outbreak Plan is Mark Power, Registrar and Chief Operating Officer. It is essential that the nominated lead is kept up to date with data relating to individual cases, clusters and potential outbreaks among staff, students, visitors and contractors. This is to ensure that the requisite notification of an outbreak can be made, where required (please see section 7, below).

1. **Staff**

All staff are required to follow the Government’s guidance in respect of self-isolating. The university encourages all staff to take twice-weekly lateral flow Covid tests per week and upload the results to the Government website, before entering any university building. Further detail is contained on the [Staff FAQs](https://www.ljmu.ac.uk/microsites/moving-forward/information-for-staff/faqs). If a member of staff is asked to self-isolate (either by the university as they have had contact with a member of staff, students or contractors or if they have been contacted by the test and trace service) then they must comply with that request.  The university takes the duty to self-isolate seriously and views it as an important way of protecting employees' and students’ health and safety.  The university will take appropriate action if it becomes aware that a member of staff has attended work when they have been advised to self-isolate. This could include disciplinary action in appropriate cases. Please note that staff will not be penalised for self-isolating and normal pay will apply.

Once an employee has notified the university that they are self-isolating, relevant support for the member of staff will be provided, including keeping in touch during their absence. Alternative duties may be allocated to a member of staff who was self-isolating but was unable to carry out their normal duties from home.

All staff are required to keep their Outlook calendars fully up to date (to assist with possible tracing) and to maintain records of attendees at tutorials etc. and to download the NHS app and use the QR codes located across the campus in teaching rooms and other areas where people dwell. Staff who do not use an electronic device should keep a contact journal of people they come into close contact with.

If staff have Covid-19 symptoms, they must not come into work and must inform their immediate line manager or nominated second, if not available (who may or may not be the sickness administrator for the team, who must log this on Staff Infobase). They must then request a PCR Covid test. Obtaining test results can take up to 72 hours. Staff should provide contact information for others within the university community who they may have had close contact with in the preceding 48 hours.

If the member of staff has had close contact with another member of staff within the previous 48 hours from when their symptoms began, the member of staff may be asked to self-isolate until the outcome of the test is known.

The line manager or nominated second, if not available, and member of staff will agree a means by which the line manager is informed of the outcome of the test.

If the test proves negative, no further action is required, although the member of staff should not come back to work until they are well again. Any other member(s) of staff who were asked to self-isolate may also return to work.

Any positive test outcomes should be reported, for staff, immediately through Infobase. Where there has been contact with colleagues and other members of the university community, it is advisable to contact the university Track and Trace team, without delay, on TrackandTrace@ljmu.ac.uk.

The university and NHS Test and Trace Service will begin the process of tracing close contacts.

In situations where a cluster or outbreak is detected, the Director of Student Advice and Wellbeing will liaise with local Public Health colleagues, and will advise accordingly.

The infected member of staff must not return to work until the end of the isolation period. Once the ten-day isolation period has passed and the individual has not had a high temperature for 48 hours, they can return to work/study.

The university may advise staff that a colleague, student, visitor or contractor has been asked to self-isolate and that it is possible that they have been exposed to a case of Covid-19 and may be contacted by the NHS Track and Trace Service.  This will allow those members of staff to be alert for symptoms and take other appropriate precautions, such as avoiding contact with friends or family who are particularly vulnerable, strictly observing hygiene recommendations and preparing for a period of self-isolation, should that prove necessary.

If a colleague, student, visitor or contractor tests positive for Covid-19, then staff members who had 'close contact' with them will be contacted by the university Track and Trace Service and will be asked to self-isolate at home and not to return to the workplace in line with the stay at home guidance.

N.B.   Normally, the individual who has tested positive will not be identified when notifying other members of staff. However, in some scenarios this will be unavoidable.

Individuals who test positive using a Lateral Flow Device (widely available through the community) are required to have a confirmatory PCR test carried out. This can be done via the Test centre that LJMU has in conjunction with the University of Liverpool.

**The importance of Staff Infobase**

Once someone is identified as self-isolating or has tested positive, and the information recorded on Staff Infobase, this will be reported in the university’s Covid track and trace dashboard. It is essential that all confirmed test results and externally informed self-isolation cases are reported to line managers, therefore.

1. **Students**

All students are required to follow the Government’s guidance in respect of self-isolating and the university’s expectation for students to have two lateral flow Covid tests per week, logged on the NHS website’ along with evidence of a negative lateral flow test result before entering any university building.

Students have been advised to download the NHS Test and Trace app and use the QR codes in areas where people dwell.

If students have Covid-19 symptoms they must [inform](https://myservices.ljmu.ac.uk/Forms/AbsenceReport.aspx) the university and must not come onto campus or report for a placement duty until the results of a test are known. Please view the [guidance](https://www.ljmu.ac.uk/~/media/files/ljmu/microsites/moving-forward/covid_info_sheet.pdf?la=en).

Staff working within the Track and Trace team receive daily reports from Academic Registry concerning those who are self-isolating because of reporting symptoms and positive tests.

Students living in halls accommodation should let their accommodation provider know and follow their procedures.

The student will self-declare the outcome of the test using the absence reporting system, as above.

If the test proves negative, no further action is required, although the student should not come back to the university or a placement until they are well again.

For individual cases, where there is no discernible link, no further action is required by the university or by Public Health locally.

The Track and Trace team will work to identify clusters and outbreaks, and this will require further management in conjunction with Public Health locally and regionally. Guidance on this is detailed in the ‘Covid Outbreak Management Plan’.

Where required as a result of an identified outbreak or cluster of cases, the Director of Student Advice and Wellbeing will contact the local Public Health team for discussion and action.

Simultaneously, the university and/or NHS Test and Trace Service will begin the process of tracing “close contacts”.

The infected student must not return to their studies/practise until the end of the isolation period or negative results have been obtained. Once the ten-day isolation period has passed and the individual has not had a high temperature for 48 hours, they can return to work/study.

Individuals who test positive using a Lateral Flow Device (widely available through the community) are required to have a confirmatory PCR test carried out. This can be done via the Test centre that LJMU has in conjunction with the University of Liverpool.

1. **Contractors and visitors**

The LJMU Contractors Charter for Covid-19 Controls, produced in June 2020 and revised in September 2020, requires contractors to:

* Follow the NHS and UK Government Guidance on self-isolating due to Covid-19
* Ensure personnel who become unwell or develop symptoms are sent home immediately and undertake the required Covid-19 test as soon as possible and follow current NHS Self-Isolation Guidance
* Inform LJMU immediately of any personnel testing positive with Covid-19 while working on a LJMU campus area

Upon being informed of personnel testing positive, the Estate and Facilities Management contact will immediately inform the Track and Trace team via TrackandTrace@ljmu.ac.uk .

Estate and Facilities Management will agree the next steps, liaising with the contractor concerned and taking advice from Merseyside and Cheshire Health Protection team, including on the means by which to provide assurance to those LJMU staff likely to be contacted by the NHS Track and Trace Service (some of whom may become symptomatic) and environmental cleaning of the area(s) in which the infected person had been working. Actions will then be reported through to Trackandtrace@ljmu.ac.uk.

Staff bringing visitors to the university must make them aware that they must not attend if they have any of the Covid-19 symptoms. If using the Visitor Reporting Form (notifying Reception staff of visitor arrangements), the person inviting the visitor must provide confirmation of the information provided to the visitors in the Notes section of the [Visitor Reporting Form](https://teams.ljmu.ac.uk/3/prs/sitevisitors/Lists/Site%20Visitors/Item/newifs.aspx?List=32d76b1e%2Dde45%2D4fd9%2Db776%2D1c9b6d429b82&Source=https%3A%2F%2Fteams%2Eljmu%2Eac%2Euk%2F3%2Fprs%2Fsitevisitors%2FLists%2FSite%2520Visitors%2FAllItems%2Easpx&RootFolder=&Web=74ab4758%2Ddb0d%2D429d%2D884b%2D25646ab43842).

Lateral Flow device testing kits are widely available through community sources.

1. **Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013**

 **(RIDDOR)**

The university will only make a report under RIDDOR when one of the following circumstances apply:

* an accident or incident at work has, or could have, led to the release or escape of coronavirus (SARS-CoV-2). This will be reported as a dangerous occurrence, by the Safety, Health and Environment Department
* a person at work (an employee) has been diagnosed as having Covid-19 attributed to an occupational exposure to coronavirus. This will be reported as a case of disease by the university’s Consultant Occupational Physician
* an employee dies as a result of occupational exposure to coronavirus. This will be reported as a work-related death, due to exposure to a biological agent, by the Safety, Health and Environment Department.
1. **Reporting of an outbreak**

An outbreak is defined as one or more cases that have tested positive for Covid-19 within the same 14-day period, in people who either work in or have visited a setting.

The nominated lead will contact the local Liverpool Health Protection team in such circumstances. They will undertake an initial risk assessment and the types of actions that may be put in place include:

* enhanced hygiene, hand washing and cleaning regimes, and use of personal protective equipment (PPE)
* increased staff and students’ awareness of and adherence to preventative measures
* temporary restriction to certain activities or closure of certain buildings on campus and the Liverpool City Council Covid-19 Outbreak Plan may be activated.

The outbreak will usually be declared over when there have been no new cases of confirmed or suspected Covid-19 within a continuous 14-day period.