

## **Coronavirus (Covid-19): University of Bath Outbreak Management Plan (OMP)**

### **v1.10 15 September 2020**

The University of Bath takes its responsibilities to students, staff, visitors and the local community, extremely seriously. The wellbeing, health and safety of our community has been central to our planning. This Outbreak Management Plan sets out a framework for dealing with one or more cases of Covid-19 amongst the University community.

#### **Setting**

The University of Bath (UoB) has a population of c.13,500 undergraduate and c.5000 postgraduate students and c3,500 staff. The main campus is located on the outskirts of the City of Bath, and there are also smaller campus facilities and accommodation buildings in the City Centre. In previous years most students and some staff use buses to commute from the city to the main campus. 3,462 students live on campus in university managed rooms, 938 in city centre university managed rooms, 244 in rooms leased by UoB in the city under Nominations agreements and c.12,800 students live in private accommodation in the BA2 area. c.1,100 staff live in the BA2 area.

In response to the Covid-19 pandemic, the university reduced campus activities to all but essential work on March 23<sup>rd</sup>, 2020. All teaching, assessment and support migrated to online provision and most staff have been supported to work from home or furloughed. A small number of students (varying from 250-500) have continued to live on campus.

From September 2020, the university will offer a blended learning approach i.e. online digital and in-person face to face (including lab-based and small group) teaching and is expecting on-campus accommodation to be fully occupied. Students who are not able to attend on campus will be supported to study from home. Some UoB staff will be primarily working on campus, others primarily from home but the majority will be working in a flexible / hybrid way (working from home but also on campus on occasions where required) until at least Christmas 2020. Key operational measures are being implemented ahead of the new academic year in September 2020 to ensure the ongoing safety of students and staff.

#### **Principles**

This Plan is developed from the considerations laid out in [BANES Outbreak Management Plan](#) and is a living document, updated regularly. We will publish this plan on our website so that it is publicly available.

The University is actively working with key stakeholders, to regularly review this Plan and its implementation in response to the evolving public health situation. We will always be guided by national guidance, the Public Health England's (PHE) Health Protection Team (HPT) and the local authority's Public Health Team. The HPT will provide guidance to the University on how we should respond to positive cases amongst students and staff and their contacts, both within the University community and wider area.

The University is mindful that this is a stressful time for all members of the University and our local community. It is an important principle that all members of the University should be kind, sensitive and supportive of each other, recognising that the impact of the pandemic can be very different for individuals, their families and friends. Talking about its impact on us can also be difficult, and we will ensure that our conversations respect individuals' diverse personal circumstances. We will support each other and call upon professional advisers and services as appropriate to support the physical and mental health of all impacted by coronavirus.

The University is mindful of the legal responsibilities of providers in taking steps to reopen. The University has duties of care towards staff, students and visitors, including under the Health and Safety at Work etc. Act 1974 and the Equality Act 2010. The University will continue to comply with those obligations.

The Chief Operating Officer has responsibility for the updating, implementation and evaluation of this Plan.

### Aims

- To ensure that UoB continues to provide high quality services whilst providing a safe working, studying and living environment for staff and students
- To aid the prevention and mitigation of the spread of Covid-19 cases by through effective engagement with our community on Government, public health and University rules
- To support the health and wellbeing of students and staff who become infected, and their contacts, in line with current Government guidance.
- To prepare for any community or university outbreak in partnership with BaNES, NHS and PHE
- To support staff and students beyond immediate outbreak control (health and wellbeing, equality, diversity, and inclusion).
- To identify strategic ownership and leadership of the UoB OMP and clear escalation protocols

### The following themes provide the framework for UoB's Outbreak Management Plan

1	<b>Prevention</b>	<ul style="list-style-type: none"> <li>• Ensure student, staff and visitor safety by implementing and regularly reviewing measures that prevent the spread of Covid-19 among students and staff in line with Government guidelines</li> </ul>
2	<b>Identification and management</b>	<ul style="list-style-type: none"> <li>• Implement protocols to respond effectively to Covid-positive diagnoses among students and staff that enable rapid identification of individuals affected, mitigate the spread of Covid-19 and respond quickly to any emerging outbreaks.</li> </ul>
3	<b>High risk contexts and individuals</b>	<ul style="list-style-type: none"> <li>• Identify and manage high risk University locations, individuals and situations to minimise risks and impacts.</li> </ul>
4	<b>Quarantine and isolation</b>	<ul style="list-style-type: none"> <li>• Provide clear information and advice to students and staff living in the community and enable quarantine and self-isolation in halls of residence and the community, providing practical support (eg food and medicines) and wellbeing.</li> </ul>
4	<b>Testing</b>	<ul style="list-style-type: none"> <li>• Enable timely testing of affected individuals and any contacts in accordance with NHS and PHE protocols</li> </ul>
5	<b>Contact tracing</b>	<ul style="list-style-type: none"> <li>• Integrate UoB information sources, such as room booking information to facilitate data sharing with PHE and HPT to identify close contacts of someone with a positive Covid diagnosis. [Sharing such information about Covid overrides GDPR.]</li> </ul>
7	<b>Wellbeing and ED&amp;I</b>	<ul style="list-style-type: none"> <li>• Support vulnerable members of the University community by ensuring access to high quality mental health, emotional support and practical assistance as required</li> <li>• Use Equality Impact Assessments to determine and address any differential impacts across the University community.</li> </ul>
8	<b>Data Collection and management</b>	<ul style="list-style-type: none"> <li>• Data collection: Work with IT to consider implementing secure data management systems to keep a record of who is a confirmed case and information relevant to contact tracing (held as special category data for legitimate specified purposes).</li> </ul>

		Ensure that managers recognise the sensitive personal nature of this information and that it is collected ethically and securely, with the appropriate governance, regulatory and security measures in place.
9	<b>Communication and engagement</b>	<ul style="list-style-type: none"> <li>● Ensure students and staff are kept informed and up to date with Government guidance and University plans and rules</li> <li>● Ensure students and staff understand their responsibilities, including how these are vital to everyone's safety and wellbeing.</li> <li>● Encourage expected behaviours at all times and make clear the consequences of unsafe behaviours</li> <li>● Maintain effective working relationships and actively work with key stakeholders within PHE, B&amp;NES HPT, NHS, B&amp;NES Council and other universities in the South-West to prepare for and manage any community or university outbreak</li> </ul>

## Scenarios

This Plan outlines four scenarios, mapped to the 9 themes, but we will take into consideration variations within these such as in accommodation type, additional health care needs or vulnerabilities eg BAME. For each scenario, responsibility for actions will be assigned to an individual; clear action plans and procedures developed; communication plans drafted and post incident reviews arranged.

1. Student or staff member is unwell with Covid symptoms, but Covid-19 not confirmed.
2. Confirmed diagnosis of Covid-19 on UoB campus, either a single identified diagnosis of COVID-19 or a localised outbreak in student accommodation, faculty or department.
3. Multiple diagnoses of Covid-19 including a large-scale outbreak that may result in substantial restrictions implemented at a local level that impact on the activities of the university
4. Increased prevalence of infection locally that requires interventions on the whole BaNES community, including students and staff.

**Scenario 1: Student or staff member is unwell with Covid symptoms, but Covid-19 not confirmed.**

1 Prevention	2. Identification & management	3. High risk contexts/individuals	4. Quarantine and Isolation	5. Testing	6. Contact tracing	7. Wellbeing, E,D&I	8. Data collection	9. Communication and Engagement
<p>Follow national guidance and mitigation measures</p> <p>Complete risk assessments and implement mitigations</p> <p>Inform students and staff about expected behaviours and the consequence of not behaving in this way</p> <p>Provide frontline staff with information on how to protect themselves and residents from Covid spread</p> <p>Ensure clear signposting to NHS Test &amp; Trace and other services</p> <p>Any misconduct is will be dealt with through the discipline escalation protocol</p>	<p>Provide clear guidance to all staff on what to do if told by a student they are ill (stay home, self-isolate, get a test)</p> <p>Encourage student(s) and staff to report to Security that they are symptomatic / self-isolating and to confirm test outcome:</p> <p>Request individuals inform Test and Trace that they are a University student/staff member and communicate the results of Covid test to Security asap</p> <p>Encourage line managers to keep in touch with people who are isolating and confirm test results.</p> <p>Implement notification form and case management system</p>	<p>Provide advice on <a href="#">how to avoid spreading coronavirus to people you live with</a></p> <p>Review all risk assessments for high risk individuals and situations and ensure that any additional measures are implemented.</p> <p>Ensure that frontline staff are aware of all protocols and any particular risks are mitigated</p> <p>Students asked to identify any particular needs or vulnerabilities prior to academic year and subsequently.</p> <p>Risk assessments undertaken as required, mitigation measures implemented and support provided.</p> <p>Individual risk assessments completed for staff following discussion with their line manager.</p>	<p>Provide government guidance on <a href="#">what to do if symptomatic</a></p> <p>Ensure any students and staff required to self-isolate have <a href="#">access to guidance</a>. and support.</p> <p>Ensure household contacts of symptomatic person self-isolate as per guidance</p> <p>Provide clear information to students and staff about the UoB reporting line and the importance of reporting</p> <p>Provide alternative accommodation if required or recommended by PHE</p> <p>Ensure that all procedures align with <a href="#">Government Test and Trace guidance</a></p>	<p>Ensure all students and staff are aware of how they can access testing when symptomatic by providing Government advice on <a href="#">getting to a test centre or ordering a home kit</a> if needed</p> <p>Provide government guidance on what to do if test returns as positive (see below). Provide support to access testing</p> <p>Testing of contacts is not necessary unless the contacts develop symptoms of Covid-19</p>	<p>Contact tracing will only occur if Covid-19 status is confirmed</p> <p>See below</p>	<p>Direct students to Wellbeing if such support is needed and support with food and medicine provided if required</p>	<p>Use secure systems to safely manage and store records of potential cases – e.g. iTrent for staff</p> <p>Line managers will report for their staff by following guidance on our webpages – see <a href="#">Staff link</a> (see the section headed Experiencing symptoms of Covid or contacted by NHS Test &amp; Trace) and <a href="#">LM link</a> (see the section headed If your staff have symptoms or a diagnosis of Coronavirus)</p>	<p>Continue to promote our ‘Be Safe’ campaign. Reinforce messaging on prevention.</p> <p>Ensure timely comms to other students, particularly if a household is self-isolating.</p> <p>Consider the range of cultural backgrounds when developing communications plans</p>

**Scenario 2: Confirmed diagnosis of Covid-19 on UoB campus, either a single identified diagnosis of Covid-19 or a localised outbreak in student accommodation, faculty or department.**

1 Prevention	2. Identification & management	3. High risk contexts/individuals	4. Quarantine and isolation	5. Testing	6. Contact tracing	7. Wellbeing, E,D&I	8. Data collection	9. Communication and Engagement
<p>As above</p> <p>Regularly encourage students and staff to follow UoB guidance and information sources reinforced</p> <p>Clean rooms and other facilities following <a href="#">guidance on cleaning non-healthcare settings</a>.</p> <p>Accommodation that has been vacant for over 72 hours will need standard, but thorough, household cleaning</p> <p>Convene post incident reviews following incidents to collate learnings for continuous improvement</p>	<p>Follow notification pathway based on national/local guidance and encourage student(s) and staff to report to Security that they have a positive test result</p> <p>Notify HPT if a student or staff member has a positive diagnosis and inform the Council's public health team.</p> <p>Anyone with a Covid diagnosis, symptoms and/or are household contacts of possible, or confirmed cases are required to self-isolate for the required amount of time</p> <p>PHE HPT will inform the University and in agreement with the local authority's Public Health Team will agree when the number of cases warrants an Outbreak Control Meeting with the university which will provide guidance and manage outbreak response</p> <p>Case management team will coordinate information flow, support arrangements and contact key support functions – maintenance, cleaning, timetabling etc. as required.</p> <p>University Emergency Management Team will work with HPT to determine any additional measures.</p> <p>Students who experience any medical issues (alongside Covid symptoms) will be triaged &amp; referred by their registered Bath Medical Service, if appropriate for assessment &amp; treatment at a 'hot hub clinic'</p>	<p>Follow current guidance on protecting people who <a href="#">are clinically extremely vulnerable</a>:</p> <p>If an infected student, staff member or a contact, lives with someone at higher risk from coronavirus, signpost to Government advice on <a href="#">avoiding spreading coronavirus to cohabitees</a>.</p> <p>Ensure that any people who have <a href="#">caring responsibilities</a> are supported</p> <p>Review all risk assessments for high risk individuals and situations and ensure that any additional measures are implemented.</p>	<p>Inform individual on Government guidance for <a href="#">self-isolation and treatment</a></p> <p>Support welfare of those isolating &amp; any housemates. Advise that they monitor for worsening symptoms; provide details of support contacts.</p> <p>Any student who is a close contact to follow PHE instructions. Students / staff taking care of, sharing accommodation with a person with Covid-19, follow instructions from PHE on when to return to campus.</p> <p>Follow Government <a href="#">cleaning guidance</a> where students have Covid-19 in student accommodation.</p>	<p>As above</p>	<p>Encourage people who test positive to provide requested information to NHS Test and Trace</p> <p>Provide additional information as requested by NHS T&amp;T to augment conventional contact tracing with UoB information, e.g. timetables</p> <p>Support contacts who are students/staff to isolate for the required amount of time</p> <p>NHS Test &amp; Trace will assist with notifying affected people.</p>	<p>Wellbeing will check-in regularly with isolating students</p> <p>Support with access to food and medicine if required</p> <p>Provide guidance and wellbeing support for contacts to follow PHE guidance</p> <p>Managers will check-in with isolating staff regularly</p> <p>Consider access to education and support for isolating students particularly those with additional vulnerabilities</p> <p>Staff who are clinically vulnerable will complete occupational health assessment prior to returning to campus</p>	<p>Use secure systems to safely manage and store records of confirmed cases and information relevant to contact tracing (held as special category data for legitimate specified purposes).</p>	<p>Reinforce 'Be Safe' campaign messages, including advice on 'Isolate, Test, Tell'.</p> <p>Ensure timely updates &amp; guidance are distributed to all key stakeholders</p> <p>Ensure that all comms channels contain current information and guidance</p>

**Scenario 3: Multiple diagnoses of Covid-19 including a large-scale outbreak at the institution that may result in substantial restrictions implemented at a local level that impact on the activities of the university**

1 Prevention	2. Identification & management	3. High risk contexts/individuals	4. Isolation	5. Testing	6. Contact tracing	7. Wellbeing, E,D&I	8. Data collection	9. Communication and Engagement
<p>As above</p> <p>Monitor local transmission rates through <a href="#">data on Covid-19 indicators in different parts of the country</a></p> <p>Review the <a href="#">Covid-19 contain framework</a> which sets out how national and local partners will work together to prevent, contain and manage local outbreaks.</p> <p>Unless advised otherwise, in the event of additional restrictions being imposed locally during term, students will remain in their current accommodation and not return to the family home</p>	<p><a href="#">Definition of an outbreak</a></p> <p>PHE HPT will inform the University and in agreement with the local authority's Public Health Team will arrange an Outbreak Control Team meeting with the university which will provide guidance and manage outbreak response</p> <p>The HPT/CHPT will undertake a risk assessment and provide appropriate support and guidance.</p> <p>In such a situation, restrictions will be implemented in a phased manner - the key aim being to retain face-to-face provision where it is possible to do so safely.</p> <p>In the event of a possible outbreak on site, refer to the Joint Biosecurity Centre (JBC)'s <a href="#">action cards</a> that relate to managing possible outbreaks in education settings</p> <p>Implement business continuity plans to enable core operations to continue despite staff absences</p>	<p>As above</p> <p>Consider any additional information that may be needed to inform and reassure high risk individuals and those in high risk situations</p>	<p>As above</p>	<p>Public Health Team to request from Dept for Health and Social Care that a Mobile Testing Unit to be made available on campus</p>	<p>HPT will lead on notifying affected people.</p>	<p>As above plus: Student wellbeing comms around anxiety – encourage students to contact Wellbeing/Talk Now or <a href="#">Student Space</a> platform</p> <p>Brief contracted service providers to ensure consistency of support/messaging</p> <p>Complete an Equality Impact Assessment to equality of access to education for students who may be more likely to switch to distance learning.</p> <p>This is especially important given that Covid vulnerabilities can be linked to age, ethnicity and (potentially) disability</p>	<p>As above</p>	<p>PHE to lead on reactive comms in partnership with local authority and UoB and assist with UoB internal assets.</p> <p>Ensure timely updates &amp; guidance are distributed to all key stakeholders across our channels including our website.</p>

**Scenario 4: Increased prevalence of infection locally that requires interventions on the whole BaNES community, including students and staff.**

1 Prevention	2. Identification & management	3. High risk contexts/individuals	4. Isolation	5. Testing	6. Contact tracing	7. Wellbeing, E, D & I	8. Data collection	9. Communication and Engagement
<p>As above</p> <p>Monitor local transmission rates through <a href="#">data on Covid-19 indicators in different parts of the country</a></p> <p>Review the <a href="#">Covid-19 contain framework</a> which sets out how national and local partners will work together to prevent, contain and manage local outbreaks.</p> <p>Unless advised otherwise, in the event of additional restrictions being imposed locally during term, students will remain in their current accommodation and not return to the family home</p>	<p>As above plus:</p> <p>Mitigation strategies will extend across organizations (e.g., schools, business, community organizations) within the community.</p> <p>Consult UoB ‘alert’ score system which details varying levels of responses in the various University operations (education, research, accommodation, student services, campus services, professional services), and is updated with latest Gvt advice.</p> <p>Local authority public health team with HPT will provide guidance and lead with local outbreak mitigation measures.</p> <p>Initiate all emergency management and business continuity protocols.</p>	<p>As above</p> <p>If an infected student, staff member or a contact, lives with someone at higher risk from coronavirus, signpost to Government advice on <a href="#">avoiding spreading coronavirus to cohobitees</a>.</p>	<p>As above</p>	<p>As above</p>	<p>As above</p>	<p>As above plus:</p> <p>Consider wellbeing and mental health needs of broader student and staff populations affected</p>	<p>As above</p>	<p>Local authority and PHE to advise with reactive comms and any additional guidance</p> <p>Ensure timely updates &amp; guidance are distributed to all key stakeholders across our channels including our website</p>

*With credit and thanks to Professor Richard Martin, (Honorary Consultant in Public Health, University of Bristol) and the B&NES Council Public Health and Communications Teams.*

## **Appendix 1: Key partners**

- Public Health England/Health Protection Team: Tel 0300 303 8162 (24/7), E-mail [swhpt@phe.gov.uk](mailto:swhpt@phe.gov.uk)
- The BaNES Public Health Team: Tel 01225 394067 and out of hours through Council Connect 01225 477477, E-mail [COVID-19incidentcomms@bathnes.gov.uk](mailto:COVID-19incidentcomms@bathnes.gov.uk)
- University Medical Service: Tel 01225 789100
- NHS and RUH teams providing Covid related community based support eg transport
- Colleagues in other universities in the region
- The Students' Union and Academic and Professional Services Staff Trades Unions

## Appendix 2: National Guidance and Glossary **[Will be regularly updated]**

### Covid-19 diagnostic definition

See government guidance on [case definitions](#).

**Definition of contacts** See government guidance: [What do we mean by a contact](#).

### Government guidance

- [Higher education coronavirus \(COVID-19\) NHS Test and Trace handbook](#)
- Government guidance on re-opening campus, in particular what the Government expects that HE providers will consider: <https://www.gov.uk/government/publications/higher-education-reopening-buildings-and-campuses/higher-education-reopening-buildings-and-campuses> This advice refers to providers duties of care towards staff, students, and visitors, including under the Health and Safety at Work Act 1974 and the Equality Act 2010.
- Guidance for isolation in residential education settings: <https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-isolationfor-residential-educational-settings/coronavirus-covid-19-guidance-on-isolation-forresidential-educational-settings>.
- Guidance on the NHS test and trace service for employers, businesses and workers: <https://www.gov.uk/guidance/nhs-test-and-trace-workplace-guidance>.
- Insights into factors affecting the impact of coronavirus (Covid-19) on black, Asian and minority ethnic (BAME) communities: <https://www.gov.uk/government/publications/covid-19-understanding-the-impact-on-bame-communities>

### Other local and national guidance

- Guidance from Universities UK at: <https://www.universitiesuk.ac.uk/covid19>.
- NHS information and advice: <https://www.nhs.uk/conditions/coronavirus-covid-19/>
- Scottish Government, Safe return to college and university, guidance is for the university sector in Scotland: <https://www.gov.scot/publications/coronavirus-covid-19-guidance-foruniversities/> (but may not be applicable to English Universities).