

## What does a member of staff do if they become symptomatic of COVID-19 For Staff based at the Queens Drive Campus

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| Symptoms of COVID-19                               | <ul style="list-style-type: none"> <li>• High Temperature – this means you feel hot to touch on your chest or back</li> <li>• A new continuous cough – this means coughing for longer than an hour, or 3 or more coughing episodes in 24hrs</li> <li>• A loss or change to your sense of smell or taste: this means that you have noticed that you cannot smell or taste anything.</li> </ul>   |
| If a Member of Staff becomes Symptomatic on campus | <p>If you start experiencing symptoms whilst on campus, please make arrangements to leave campus and return home immediately without making physical contact with anyone else, ensuring you wear a facial covering until you leave campus. Inform your Manager and HR that you are unwell and are going home.</p> <p>When you arrive home, you should contact the NHS immediately and request a test, letting them know you work in an educational setting to get priority access to testing. You should self-isolate until the outcome of the test is known which is generally within 48 hours. You will be provided with isolation requirements by the NHS if you test positive and you may be contacted by the Test and Trace service to provide contact information. If you test negative, you may return to work as soon as you feel well.</p>   |
| If a Member of Staff has to wait to be collected   | <p>If you are not able to return home and have to wait to be collected you must go straight to the Isolation Room next to the nurse base. You should not be in close contact with anyone else while you go to the Isolation Room. You will need to wear a facial covering at all times until you leave campus.</p> <p>Access to the Isolation Room will be enabled by the nurses. You are asked to wait in the Isolation Room until you are collected. If you need to use a toilet you must only use the Accessible toilet opposite the First Aid Room. No other toilets can be used.</p> <p>PPE should be worn by anyone assisting you if a distance of 2 metres cannot be maintained. Anyone waiting with you must wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with you.</p> <p>Once you have left the isolation room and are returning home, the nurses will advise Facilities to arrange for the Isolation Room and toilets to be cleaned and sanitised thoroughly before anyone else uses it.</p> |
| If the Member of Staff is not able to return home  | If you are not able to be collected and have no other means of returning home, the College will decide what action is to be taken based on the individual circumstances and risk levels at the time.  |
| Contacting the NHS                                 | You should contact the NHS immediately you become symptomatic, either on-line or by calling 111. Tests can be arranged through the <a href="#">NHS</a>  |

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|  | <p><a href="#">website</a> or by calling 119. Let the NHS know that you work in a College as those working in an education setting have priority access to testing.</p> <p>The NHS will provide guidance on what to do next and isolation periods.</p> <p><a href="https://111.nhs.uk/">https://111.nhs.uk/</a></p>   |
| Members of staff are in contact with someone sent home because they were symptomatic | <p>Staff who have been in close contact with someone who has been sent home because they were symptomatic do not need to go home to self-isolate unless:</p> <ul style="list-style-type: none"> <li>• you develop symptoms yourself (in which case you will need to self-isolate and arrange a test)</li> <li>• the symptomatic person subsequently tests positive or</li> <li>• you are requested to do so by NHS Test and Trace</li> </ul>  |
| What is Close Contact  | <p>Close contact has been defined by the government as:</p> <ul style="list-style-type: none"> <li>• Direct close contact - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin to skin)</li> <li>• Proximity contact - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual</li> <li>• Travelling in a small vehicle, like a car, with an infected person.</li> </ul>  |
| Home Test Kits   | <p>The College has a small number of home test kits that can be offered to those over 18 in exceptional circumstance where it is believed they may have barriers to accessing testing elsewhere. The best and fastest way for anyone to access a test is to visit a testing site. Swindon has 2 testing sites:</p> <ul style="list-style-type: none"> <li>• Wroughton Park and Ride – at the bottom of Croft Hill in Old Town – close to the main Nationwide building</li> <li>• The Civic Offices – this is a mobile unit currently based in the Civic Offices in the Town Centre – the unit at County Ground is no longer in place</li> </ul> <p>The kits are available by contacting Meryl Hamilton. For under-18s, the kit can be provided to their parent or carer who will then be responsible for administering the test. Full instructions on how to use the kit and return it for testing are provided within the kit.</p> <p><b>THE TEST MUST NOT BE CARRIED OUT ON ANY COLLEGE PREMISE in accordance with current government guidance.</b></p> |
| The Member of staff Tests Positive for COVID-19                                      | <p>A member of staff who tests positive for COVID-19 may work from home providing your health is not compromised and you are able to do so.</p> <p>Guidance is to be taken from the NHS Test and Trace service. Generally you will be required to self-isolate at home for at least 10 days from the onset of symptoms, returning to campus only when there are no symptoms other than a cough or loss or change in their sense of smell or</p>   |

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|   | <p>taste. This is because a cough or change in smell or taste can last for several weeks once the infection has gone. The 10 day self-isolation period starts from the day you first became ill. If you still have a high temperature, you should keep self-isolating until your temperature returns to normal. Other members of your household should continue to self-isolate for the full 14 days.</p>  |
| <p>The Member of staff Tests Negative for COVID-19</p>                          | <p>If you begin to self-isolate because you have symptoms similar to COVID-19 and you take a test which returns a negative result and you feel well and no longer have COVID-19 symptoms you can stop self-isolating. You could still have another virus, such as a cold or flu, in which case it is still best to avoid contact with other people until you are better. Other members of your household can stop self-isolating.</p> <p>There is no legal requirement for anyone to provide the College with evidence of a negative test result before being allowed to return to work.</p>   |
| <p>Maintaining a Central Record of Incidents</p>                                | <p>HR will inform the Health and Safety Officer of any incidents involving staff in order that appropriate records are maintained of all incidents across campus.</p> <p>In the event that Health and Safety assistance is not available at the Queens Drive Campus, contact should be made with the Health and Safety Officer at the North Star campus, Meryl Hamilton. Caroline can be contacted by email at <a href="mailto:merylhamilton@swindon.ac.uk">merylhamilton@swindon.ac.uk</a></p>  |
| <p>Communication with the Member of Staff</p>                                   | <p>Please inform HR and your Manager of the outcome of any test. HR will advise the Health and Safety Officer of the outcome of the test. Test results are generally available within 48 hours of the test being carried out.</p> <p>Your Manager will maintain contact with you during your sickness absence in accordance with the HR Sickness Absence Policy.</p>   |
| <p>Responsibility to Report Incidents to Government Departments as required</p> | <p>The College must take swift action when we become aware that someone who has attended our premises has tested positive for COVID-19. The Health and Safety Officer will collate information and maintain a record of all staff who advise they are symptomatic and will record the outcome of any tests.</p> <p>The Health and Safety Officer will be responsible for liaising with the Health Protection Team (HPT) and will call on the assistance of management and others when required. It is critical that all reports of a positive test are provided to the Health and Safety Officer immediately they are known as there is a requirement for the College to inform the HPT in the event of more than 1 person testing positive within a 14 day period.</p> <p>The HPT may contact the College if they become aware that someone who has tested positive attends campus as identified by NHS Test and Trace.</p> |

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|  | <p>The HPT will carry out a rapid risk assessment to confirm who has been in close contact with the person who tested positive during the period they were infectious and ensure they are asked to self-isolate.</p> <p>The HPT will work with the College in this situation and will provide guidance on the actions to be taken. Based on the advice from the HPT we may need to send home people who have been in close contact with other members of staff, students or apprentices who have tested positive, advising them to self-isolate for 14 days since they were last in close contact with that person when they were infectious.</p> <p>The local HPT will provide definitive advice on who must be sent home and will look to College to provide information on students and apprentices in the same class as anyone who tested positive. The HPT will provide a template letter to send to staff, students, apprentices, and parents.</p> <p>Household members of those contacts who are sent home do not need to self-isolate unless the member of staff who is self-isolating subsequently develops symptoms themselves within their 14 day self-isolation period.</p> <p>In some cases, a larger number of staff, students or apprentices may be asked to self-isolate at home as a precautionary measure. It is not expected that closure of the whole College will be necessary where Colleges are following advice around the management of the spread of infection.</p> <p>Where the College is advised there is a suspected outbreak as defined by the HPT, the HPT will provide further guidance. The ESFA will need to be informed of this guidance by calling the DfE Helpline – 0800 046 8687.</p> <p>The College’s HPT is as follows:</p> <p>PHE South West Centre Health Protection Team,<br/>2 Rivergate, Temple Quay,<br/>Bristol,<br/>BS1 6EH<br/>Tel: 0300 303 8162 option 1 then option 2</p> |
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If you require further guidance, please contact Meryl Hamilton at the North Star campus.