

## Covid-19 cases: What to do if you experience symptoms

The primary aim is to protect the health and wellbeing of staff and students by minimising the risk of transmission of Covid-19, thereby also minimising the impact on the local community and the NHS. All members of the St Hugh's community have a shared responsibility in this endeavour. As a secondary goal, it is aimed to minimise the level of unnecessary disruption to day-to-day activities especially teaching, research and the delivery of core services.

Key strategies for meeting both these objectives are;

- Keep your **distance**; observing 2m social distancing as far as possible
- **Wash your hands**
- Wear a **face covering**
- **Got symptoms? Isolate and Get a test**
- Contacted by track and trace? **Stay at home**

If an individual develops Coronavirus symptoms then it is vital that they know what to do and can follow clear guidelines set by this protocol. If these measures are followed rigorously, then we will reduce the risk of transmission in the event of a suspected/confirmed case and the number of people who need to self-isolate.

Where possible, we should all seek to minimise the number of interactions that would lead someone to be classed as a 'close contact' should we, ourselves, test positive for Covid-19. This is the basis for the extra measures that have been put in place around College and that have been communicated to all staff and students.

The College is also operating according to strict and enhanced cleaning protocols as its norm, in accordance with the relevant Government guidance. It is the expectation therefore, that provided we follow the guidance here and the measures the College has put in place on social distancing, face coverings and other guidance, then limited additional cleaning should be required in the event of a symptomatic case in College.

Where it is practicable for them to do so (i.e. they are well enough to attend one of the two testing pods and can do so without using public transport), **members of the collegiate University are encouraged to use the in-house testing service**, the [Early Alert Service \(EAS\)](#). This is the default expectation for all students 'in residence'. Staff living outside Oxford should contact the NHS Test and Trace Service [phone 119, or via the [website](#)]. The main symptoms of coronavirus are: **a high temperature; a new, continuous cough; or a loss of, or change to, your sense of smell or taste.**

### Who should seek a test?

An individual **should** seek a test if:

- They have any one of the three primary symptoms of coronavirus *or*
- They are advised to do so by Public Health England as part of its response to an outbreak

An individual should **not** seek a test if they are asymptomatic (except where directed to do so by PHE).

A negative test result does not release someone from the requirement to self-isolate for 14 days following close recent contact with a confirmed positive case, or on arrival in the UK from a country territory or region that is not on the UK travel corridor list.

The results of any 'precautionary' testing of asymptomatic individuals also need to be treated with caution. During the incubation period, particularly the first five days after exposure to the virus, there is a (decreasing) risk of a false negative result.

## Close contact

A contact is a person who has been **close** to someone who has tested positive for COVID-19 **during the period in which** they are **infectious** to others. This period typically lasts from 48 hrs *before* symptoms develop until up to 10 days after the onset of symptoms.

### [Close contact - Government guidance](#)

'Close' is defined as:

- Being **within 2m** of the index **for more than 15 mins**
- Being within 1m of the index for more than a minute *without* face-to-face contact
- Having a face-to-face conversation with the index within 1m
- Having skin-to-skin physical contact with the index
- Being coughed on by the index
- Being a sexual partner of the index
- Travelling in a small vehicle with the index; or in a large vehicle/plane near to the index

**As current guidelines do not require social distancing to be maintained within a household setting, all members of an index's household are automatically deemed to meet the definition of a close contact.**

For the purposes of contact tracing by Public Health England (PHE), the only mitigation step that would lead to a contact within 2m *not* being categorised as close is when individuals are separated by a screen (Perspex or similar).

## The College SPOC (single point of contact)

The Lodge will be the College **single point of contact (SPOC)**, available 24/7. It can be contacted by e-mail on [lodge@st-hughs.ox.ac.uk](mailto:lodge@st-hughs.ox.ac.uk); or by telephone on **01865 274 900**. The Lodge will be responsible for initiating the cascade of information to the relevant departments/individuals in line with this agreed protocol. The College has a **second back-up telephone number** should you be unable to contact the Lodge (07718 284499).

The University Security Services will have a record of all College and Department SPOCs and serve as the switchboard for calls from the Early Alert Service (EAS).

The Lodge will know on any day who is the nominated office hours welfare contact in the College and who is the out-of-hours Decanal team member on duty, and will refer all calls to them. If anything happens that this individual cannot deal with, or if urgent escalation is necessary, there is a named on-call College Officer available on the phone for advice. Therefore students, staff and external agencies all have just one number to contact any time of the day or night: 01865 274 900.

## Appendix 1: Process summary

**1** Individual (the 'Individual', or **I**) develops **symptoms** =  $T_0$  (time = zero)

**Students in College accommodation or staff able to access EAS**

**2** Individual logs on to Early Alert Service website and answers questions about their symptoms

**3** If they meet the clinical threshold, Individual **books a test** and receives email confirmation. Automatic e-mail notification also sent to the College (if individual is a student in College accommodation)

Emails will state that if the Individual has any primary symptoms of COVID-19, their household must self-isolate, pending the test results.

**Anyone unable to access EAS**

**4** Individual **requests test** via NHS Test and Trace service

**5** Individual and household (if advised) **self-isolate** (until result of the test is received)

If the individual is a **student**, they should:

- Forward the EAS notification email to the **Lodge** (the College SPOC). **Note:** for students in College accommodation the College will also be automatically notified of a test booking
- Notify their department SPOC and advise if they were in department buildings at any point from 48 hrs before  $T_0$  to the current time.
- Follow normal absence reporting procedures if they are due to attend face-to-face teaching in the period from now until they receive the test result (EAS results should be available within 24 hours of a test).
- Think about anyone they may have come into close contact with from 48 hrs before  $T_0$ . They may wish to notify those people and advise them to stay alert for possible symptoms.

An individual who is a **staff member** should:

- Notify the **Lodge** (the College SPOC) and advise if they were in College buildings at any point from 48 hrs before  $T_0$  to the current time.
- Notify their department SPOC, where applicable, and advise if they have been in department buildings during the same period.
- Follow normal absence reporting procedures (indicating if they can/are well enough to work remotely).
- Think about anyone they may have come into close contact with from 48 hrs before  $T_0$ . They may wish to notify those people and advise them to stay alert for possible symptoms.

**6** Individual **takes test** (if via EAS, agreement to share test results is obtained)

## 7 Test result = negative

- If *via* EAS, automatic email notification sent to the **Individual** (with self-care/safety net advice). The College SPOC and the department SPOC will also be notified by email.
- If *via* NHS Test and Trace, notification is received only by the **Individual**. The **Individual** should notify the Lodge and department SPOC if they had previously notified them under Step 5.
- If there are concerns the result may be a **false negative**, the **Individual** may be asked to repeat the test after 48 hrs. The **Individual** (and, if previously advised to do so, their household) should continue to self-isolate until the results of the repeat test are known.
- If the result is a **confirmed negative** (and no re-test is required), members of the household can stop self-isolation *in relation to this case* – but should continue to self-isolate if there are other suspected cases within the household.
- If the **Individual** or household member is self-isolating for another reason (e.g. on arrival from overseas, or as a close contact of a known case) the individual must complete their period of self-isolation.
- The **Individual** should only return to on-site activity once they are symptom free.

## 8 Test result = positive for COVID-19

- If *via* EAS, the liaison team will contact the **Individual**, the Lodge (College SPOC), and department SPOC **by phone**. This may be out of hours/at weekends but is unlikely to be in the middle of the night. Calls generally received 8am-10pm. Email confirmation will also follow to the **Individual** and SPOCs.
- If *via* NHS Test and Trace, notification is received only by the **Individual**. The **Individual** should notify their college and department SPOC; and follow normal processes for absence reporting.

### 9 Self-isolation

- The **Individual** continues to self-isolate for 10 days from  $T_0$  or until symptom free, whichever is later.
- Household continues to self-isolate for 14 days from  $T_0$

### 10 Contact tracing

- This is undertaken by PHE who will liaise with the **Individual** and the College SPOC.
- On notification of a positive test, the College should check its local records for any documented/likely close contacts, in anticipation of a call from PHE.
- The College should not inform the close contacts itself (beyond those who share a household)

### 11 Operational notifications

- **Individual** notifies the tutor/line-manager of their absence but does not have to disclose the reason for absence unless COVID-19 requires the tutor/manager (personally) to undertake a specific action in response.
- If the **Individual** works in a building shared with another unit, inform relevant SPOCs that there is a confirmed case (but not their identity)