

Covid-19: Person Experiencing symptoms of COVID19 whilst on campus – Action for all Staff, Students and Visitors

Tell. Staff, students and visitors should know who to inform immediately they develop symptoms on campus so they can be supported to get home safely and actions can be taken to protect others they may have had contact with. Line manager in the first instance for staff. Academic supervisor, lecturer, village office or other person in charge of the area for students. Visitors should inform the person they are visiting.

Report the fact you have experienced Covid symptoms on campus using the [Covid-19 Notifications Webform](#). This information can assist the University to identify any clusters of cases on campus at an early stage.

Go home directly. Go home as soon as possible once aware of symptoms and minimise contact with others. Donning a face –covering can help reduce spread of the virus. Self –isolate and request a test for coronavirus by the NHS Test and Protect Service right away: <https://www.nhsinform.scot/campaigns/test-and-protect> or call 0800 028 2816

Safe transport If well enough and where possible, a private vehicle is the recommended option to go home directly. The department should consider providing a taxi or collection by a household member if it is not possible to use private transport or concerned about severity of symptoms. If using public transport, keep away from other people and catch coughs and sneezes in a tissue. If very unwell contact Security Services on 2222 or a First Aider for First Aid Assistance.

Protect: If you can't go home directly and are waiting for transport/ ambulance to arrive, try to find somewhere isolated or safe to sit which is socially distant from other people. If possible and it is safe to do so, find a nearby room or area behind a closed door, such as a staff office or meeting room. If it is possible to open a window, do so for ventilation. Avoid touching people, surfaces and objects and cover the mouth and nose with a disposable tissue when coughing or sneezing, and then put the tissue in the bin or bag or pocket for disposing in a bin later. If no tissues are available, cough and sneeze into the crook of elbow. If required, where possible, a separate bathroom should be designated. Once the individual has left the area to go home, arrangements will be made for cleaning and disinfection of the relevant work or study area.

Update. Once you have had the results of the test, it would be helpful if you could provide an update using the [Covid-19 Notifications Webform](#) and let your line manager, academic supervisor or village office know as soon as possible.

Guidance for Managing a Suspected Covid-19 Case on Campus

Person thinks they may have Covid as they are displaying the symptoms. Person informs their line manager, (academic supervisor or person on charge of the area) as soon as possible.



Line manager to instruct person to go home and book a test. Use the **checklist below** as a guide to what action to take.



Line manager sends initial information to the Covid Notification mailbox as soon as possible.



Covid -19 Notification team check details against any other reports from the same department, building or location on campus. Review undertaken by Incident Response Team to identify any potential links.



Where there appears to be a link between reported cases, escalate to University Secretary and Compliance Officer and report a possible outbreak to Public Health.



Await contact from Public Health and Environmental Health.

Incident Management Team primed and HoDs of affected depts. and Dean notified.

Checklist: For line managers and others who are dealing with a person who is experiencing symptoms of COVID19 whilst on campus

Ensure you keep 2 metres away from the person who is ill and wear your face covering while engaging with them.

Please collect and forward the information in this box to the Covid notification mailbox covidnotifications@strath.ac.uk as soon as possible.

Ill Person's name:

Department/company:

Staff/student/visitor/contractor:

In which building/room did the person become unwell:

Contact details (telephone number or email address):

ACTIONS	
1.	<p>Asked the ill person to go home immediately.</p> <p>Establish if they are well enough to do so on their own.</p>
2.	<p>Determine how they are making their way home (for students this could be their student accommodation on or off campus)</p> <p>If they can't go home in their own car or be collected by a member of their household, offer to order a taxi.</p>
3.	<p>If they can't leave immediately, identify a nearby room or office away from others where they can wait.</p> <p>Check on them regularly from a distance.</p>
4.	<p>Before the ill person leaves the premises remind them to:</p> <p>a) arrange a Covid test as soon as they get home.</p> <p>b) complete the Covid-19 Notifications Webform as soon as possible and also to provide an update of their test result once known.</p>
5.	<p>Arrange for the desk/table/bench of the person who is ill to be cleaned. This can be arranged through contacting Security Service on x3333 and requesting the Estates Services cleaning team. Two metres distancing should already be in place between desks and study space but it would be helpful to ensure a 3m distance is maintained to allow cleaning staff space to conduct the clean and</p>

ACTIONS	
	disinfection. This may mean asking people to temporarily move away the area until the clean is completed. If there is potential for the desk/table/bench to be used by somebody else before the clean is undertaken, make arrangements to cordon the area off. This could be by positioning a member of staff near the desk/table/bench or putting a barrier in place.
6.	Ensure your HoD and DSC are informed of the incident.
7.	If the ill person is not from your department, please inform their Head of Department or for a student staying on campus inform the Village Office.
8.	If the ill person is from your department, determine if they need further advice or support with self-isolating.