

# Writtle University College

## COVID-19 Track and Trace Procedure

**If you display symptoms of coronavirus (COVID-19) you must take the following steps. These instructions apply to all WUC students and staff.**

- A. Immediately self-isolate at home (or in your room in a hall of residence).
- B. Notify WUC by contacting [trackandtrace@writtle.ac.uk](mailto:trackandtrace@writtle.ac.uk) or by phoning 01245 424241 (direct dial) or ext. 25567 (internal).
- C. Arrange to be tested by following these instructions:  
<https://www.gov.uk/get-coronavirus-test>
- D. Notify WUC of your test outcome as soon as you have received it by contacting [trackandtrace@writtle.ac.uk](mailto:trackandtrace@writtle.ac.uk) or by phoning 01245 424241 (direct dial) or ext. 25567 (internal).
- E. Follow all contact-tracing instructions from the University College and from the NHS.

If you are seriously unwell, seek medical help by contacting 111. Do not attend your GP surgery. Dial 999 in the event of an emergency.

**If you are recorded as having interacted with an individual who has tested positive for coronavirus (COVID-19), you will be sent one of the following two messages:**



You may have interacted with someone who has tested positive for COVID-19. You should be vigilant and immediately self-isolate if you start to display symptoms.



You have been in contact with someone who has tested positive for COVID-19. You must immediately self-isolate for a period of 14 days. Work/study from home if you are able to. Get tested ASAP if you start to display symptoms.

## 1. Purpose and scope

- 1.1 This procedure outlines the process for reacting to confirmed cases of coronavirus (COVID-19) amongst Writtle University College (WUC) students, staff contractors and visitors, and on WUC premises or vehicles. It is designed to protect the health and safety of WUC members, as well as the wider community, by limiting the spread of COVID-19.
- 1.2 This procedure focuses on the tracing of individuals who have been in close contact with, but do not live with, a person who has tested positive for COVID-19. If you live with a person who has symptoms of COVID-19 or has had a positive test result you must follow the [Stay at Home: guidance for households with possible or confirmed COVID-19](#).
- 1.3 This procedure applies at all times and covers:
  - all buildings on any of the University College campuses or on any part of the estate owned by Writtle University College;
  - halls of residence;
  - WUC social and sporting activities;
  - activities in the Bar and Recreation Centre;
  - WUC shuttle and route buses;
  - activities both on and off campus (including University College trips and activities) where WUC students and/or staff are involved
- 1.4 This procedure applies to:
  - all further and higher education students enrolled at the University College;
  - individuals participating in WUC short courses and on-site training events;
  - contractors and other visitors to the WUC campus.
- 1.5 This procedure does not cover contact tracing for members of the public who may have been exposed to COVID-19 by a member of the WUC community *where this occurs outside of WUC premises or vehicles*; such cases will be managed through the NHS test and trace service. It is expected that all students and staff cooperate with the NHS test and trace service as directed; as part of this procedure, WUC will check that this has occurred.
- 1.6 All WUC students and staff are expected to commit to the actions laid out in this document to minimise the impact and further spread of COVID-19. Failing to adhere to the WUC test and trace procedure, without reasonable cause, will be treated as a disciplinary offence under the relevant disciplinary procedure.
- 1.7 This procedure has been written in line with current government and NHS guidance. It will be updated as necessary to reflect changing public health guidelines.

## 2. Definitions

2.1 '**Coronavirus**' or '**COVID-19**' is a respiratory disease which can lead to serious illness and death for a minority of people who are infected. The main symptoms of coronavirus (COVID-19) are:

- a high temperature – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)
- a new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)
- a loss or change to your sense of smell or taste – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal

2.2 A '**contact**' is a person who has been close to someone who has tested positive for COVID-19 anytime from 2 days before the person was symptomatic up to 10 days from onset of symptoms (this is when they are infectious to others). For example, a contact can be:

- people who spend significant time in the same household as a person who has tested positive for COVID-19;
- sexual partners;
- a person who has had face-to-face contact (within one metre), with someone who has tested positive for COVID-19, including:
  - being coughed on;
  - having a face-to-face conversation within one metre;
  - having skin-to-skin physical contact, or;
  - contact within one metre for one minute or longer without face-to-face contact;
- a person who has been within 2 metres of someone who has tested positive for COVID-19 for more than 15 minutes;
- a person who has travelled in a small vehicle with someone who has tested positive for COVID-19 or in a large vehicle or plane near someone who has tested positive for COVID-19.

2.3 Where an interaction between two people has taken place through a Perspex (or equivalent) screen, this would not be considered sufficient contact, provided that there has been no other contact such as any of those indicated above.

2.4 An instruction to '**self-isolate**' means that you **MUST** stay at home. Do not, under any circumstances, attend the University College and do not go to any other places of work or education. Do not go to public areas and do not use public transport or taxis. You must not go outside even to buy food or other essentials, and any exercise must be taken within your home.

### 3. Principles

- 3.1 Whilst the majority of people infected with COVID-19 will experience only mild symptoms, or may even be asymptomatic, controlling the spread of the disease relies upon EVERYONE following COVID-19 health and safety guidance and instructions to self-isolate. By following this procedure and NHS 'test and trace' instructions, you are protecting the health of your fellow WUC students or colleagues, as well as the wider community and the NHS.
- 3.2 The effective operation of this procedure relies upon you doing the following:
- A. **Immediately self-isolating if you start to display symptoms of COVID-19**, even if you feel generally well, even if you suspect that you do not have COVID-19, and even if you have previously tested positive for COVID-19. If you start to display symptoms, you should not wait until the end of your class/meeting, or wait until you reach home at the end of the day, before taking action; you should immediately leave WUC premises and return home (or to your room in WUC halls of residence).
  - B. **Notifying the University College as soon as possible after you start to display symptoms of COVID-19**. Do not wait until you have been tested. Whilst we will not activate the track and trace procedure until a positive test has been confirmed, we need to know that you are in self-isolation and absent from classes/work so that we can support you and your fellow students/colleagues.
  - C. **Getting tested as soon as possible after you start to display symptoms of COVID-19**. To get tested, you should follow the process here: <https://www.gov.uk/get-coronavirus-test>. Notify the University College if you have any concerns about your ability to obtain a test. If there are delays in obtaining a test, you must continue to self-isolate, even if you start to feel better.
  - D. **Notifying the University College as soon as you have received your test result**. Remain self-isolated whilst you are awaiting the result, even if you feel well.
  - E. **Immediately self-isolating if you are notified that you are a contact of someone who has tested positive for COVID-19**. This applies whether you are notified through the WUC track and trace procedure, or through the NHS test and trace service. You must self-isolate for 14 days even if you do not have any symptoms and even if you have previously tested positive for COVID-19.
- 3.3 If a student, staff member or visitor displays symptoms of COVID-19 whilst on campus, but is unable to immediately return home for any reason, they should be directed to an appropriate room on the relevant site. Five rooms have been made available for this purposes, as follows:

- 3.3.1 Main campus: First aid room opposite the Students' Union
  - 3.3.2 Lordship campus: Staff rest room
  - 3.3.3 Turner building: Student rest room
  - 3.3.4 Titchmarsh Centre: Room TC1
  - 3.3.5 Cow Watering campus: Room 98 (Portacabin classroom)
- 3.4 You must self-isolate at home for 14 days from the date of your last contact with a person who has tested positive for COVID-19, even if you do not have any symptoms. If you do not develop symptoms of COVID-19, you should not arrange for testing.
- 3.5 Your household does not need to self-isolate with you if you do not have symptoms of COVID-19, but they should take extra care to follow the guidance on social distancing, handwashing and respiratory hygiene. If you require help with buying groceries, other shopping or picking up medication, or walking a dog, you should ask friends or relatives.
- 3.6 If you live in a WUC hall of residence, the Accommodation Office and Residential Student Support Officers will be notified of your situation and will contact you to provide support and assistance, including a meal delivery service and collection of any essential items.
- 3.7 We appreciate that a sudden instruction to self-isolate can cause distress and considerable inconvenience. If you are a student, you may feel concerned about missing on-site teaching sessions and other events; if you are a staff member, you may feel upset about the problems this may cause for WUC students and for your colleagues. However, it is imperative that you follow all instructions to self-isolate, regardless of the problems it may cause for yourself or others.
- 3.8 No student will be penalised, academically or otherwise, for missing classes as a result of following instructions to self-isolate and/or due to illness caused by COVID-19. In addition to notifying WUC using the contact details provided on the first page of this procedure, students should also notify their tutor if they are unable to attend classes and/or if they are unwell, so that arrangements can be put in place to catch-up on missed work or assessments. Failing to follow this procedure, including returning to campus before the end of a self-isolation period, will be treated as a disciplinary offence. Confidential support is available from the WUC Wellbeing team ([wellbeing@writtle.ac.uk](mailto:wellbeing@writtle.ac.uk)).
- 3.9 No staff member will be penalised for missing work as a result of following instructions to self-isolate and/or due to illness caused by COVID-19. Staff should notify their line manager if they are unable to attend campus as planned and/or if they are unwell and unable to work from home. Failing to follow this procedure, including returning to campus before the end of a self-isolation period, will be treated as a disciplinary offence. Confidential support is available from the WUC HR Team and through the Employee Assistance Programme [insert link].

## 4. Track and trace procedure for WUC students

4.1 The WUC track and trace procedure for students has three key stages:

- Tracing of contacts on campus in timetabled classes.
- Tracing of contacts on campus outside of timetabled classes, including on WUC shuttle and route buses.
- Tracing of contacts off campus with WUC students or staff.

4.2 The steps involved in each of these stages are described below and summarised in **Flow Chart A** at the back of this document. In addition to the above, an infected student may have had contact with other individuals off campus. The tracing of these contacts falls outside of the scope of this procedure and will be handled through the NHS test and trace service.

### 4.3 Tracing of contacts on campus in timetabled classes

4.3.1 Once a student has notified the University College that they have tested positive for COVID-19, potential contacts through timetabled classes will be traced through an automated process based on timetabling data. The student does not need to provide a list of these contacts, but may be asked to verify certain information as necessary.

4.3.2 **Students or staff who have been in the same class between -2 days and +10 days from the onset of symptoms will be logged as ‘contacts’** of the infected student through timetabling and attendance monitoring data. This is on the basis that these individuals may have been within 2 metres of someone who has tested positive for COVID-19 for more than 15 minutes.

4.3.3 The identified contacts will be sent an email (and text message where possible) to inform them that they have been in contact with someone who has tested positive for COVID-19 and must immediately self-isolate. The name of the infected individual will be kept confidential.

### 4.4 Tracing of contacts on campus outside of timetabled classes

4.4.1 Once a student has notified the University College that they have tested positive for COVID-19, they will be asked to provide a list of individuals they have been in contact with on campus outside of timetabled classes. This includes contacts in study spaces as well as through social or recreational activity. The student will also be asked to confirm whether they have used WUC shuttle / route buses during the period they have been infected.

4.4.2 The list of contacts will be logged by the University College and the University College will take responsibility for communicating with the affected individuals and instructing them on the steps they are required to take.

- 4.4.3 **Students or staff who are identified by the infected individual as having been in contact with them between -2 days and +10 days from the onset of symptoms will be logged as ‘contacts’.** For an individual to be logged as a contact, the interaction must meet one or more of the criteria listed in section 2.2 above.
- 4.4.4 In addition to the above, **students or staff who have travelled on a WUC shuttle or route bus with the infected individual between -2 days and +10 days from the onset of symptoms will be logged as ‘contacts’.**
- 4.4.5 The identified contacts will be sent an email (and text message where possible) to inform them that they have been in contact with someone who has tested positive for COVID-19 and must immediately self-isolate. The name of the infected individual will be kept confidential.
- 4.4.6 Other interactions or potential interactions with the infected individual, i.e. those that do not meet the definition of ‘contact’ as per section 2.2, will also be logged. These interactions may be recorded through ID card swipe data or track and trace records, through records of non-timetabled meetings between staff and students, or through the infected individual’s account of who they interacted with. **These individuals will be sent a text message and email to notify them that they may have interacted with someone who has tested positive for COVID-19.** There is no requirement for these individuals to self-isolate, but they should remain vigilant and self-isolate if they start to display symptoms.
- 4.5 Tracing of contacts off campus with WUC students or staff
- 4.5.1 Once a student has notified the University College that they have tested positive for COVID-19, they will be asked to provide a list of WUC students or staff they have been in contact with off campus, excluding those in their household.
- 4.5.2 The list of contacts will be logged by the University College and the University College will take responsibility for communicating with the affected individuals and instructing them on the steps they are required to take.
- 4.5.3 **Students or staff who are identified by the infected individual as having been in contact with them between -2 days and +10 days from the onset of symptoms will be logged as ‘contacts’.** For an individual to be logged as a contact, the interaction must meet one or more of the criteria listed in section 2.2 above.
- 4.5.4 The identified contacts will be sent an email (and text message where possible) to inform them that they have been in contact with someone who has tested positive for COVID-19 and must immediately self-isolate. The name of the infected individual will be kept confidential.

4.4.5 Other interactions or potential interactions with the infected individual, i.e. those that do not meet the definition of 'contact' as per section 2.2, will also be logged. **These individuals will be sent a text message and email to notify them that they may have interacted with someone who has tested positive for COVID-19.** There is no requirement for these individuals to self-isolate, but they should remain vigilant and self-isolate if they start to display symptoms.

## 5. Track and trace procedure for WUC staff

5.1 The WUC track and trace procedure for staff follows the same three stages as that for students, namely:

- Tracing of contacts on campus in timetabled classes (for teaching staff).
- Tracing of contacts on campus outside of timetabled classes, including all office and social spaces.
- Tracing of contacts off campus with WUC students or staff.

5.2 The steps involved in each of these stages are described below and summarised in **Flow Chart B** at the back of this document. In addition to the above, an infected staff member may have had contact with other individuals off campus. The tracing of these contacts falls outside of the scope of this procedure and will be handled through the NHS test and trace service.

5.3 **Effective tracing of staff contacts relies upon all staff members keeping an accurate and up-to-date record of their visits to campus and their activities whilst on campus.** All staff should maintain a log of their on-campus activities, including all non-timetabled interactions with staff or students, using their Outlook calendar. Staff without regular access to a PC should keep a manual log of their activities and interactions whilst on campus.

5.4 In addition to the information maintained in Outlook calendars, staff may log an ad-hoc (i.e. non-timetabled) contact with a student through the online system available via the staff portal. This system is intended to capture contacts between staff and students that meet the definition of 'contact' as defined in section 2.2 above. Further information about this online form will be provided directly to WUC staff.

5.5 As with students, a staff member should immediately self-isolate if they start to display symptoms of COVID-19 and notify the University College by emailing [trackandtrace@writtle.ac.uk](mailto:trackandtrace@writtle.ac.uk) and informing their line manager. Students should be informed as soon as possible if it is necessary to cancel and rearrange classes or other activities/appointments as a result of staff self-isolation.

5.6 Information about staff members who have tested positive for COVID-19, or who have been instructed to self-isolate as a result of being in contact with an infected person, will be shared with the WUC HR team on a confidential basis. All staff required to self-isolate should notify their line manager and follow the WUC Absence Reporting Procedure.

5.7 Tracing of contacts on campus in timetabled classes (for teaching staff)

5.7.1 Once a member of teaching staff has notified the University College that they have tested positive for COVID-19, potential contacts through timetabled classes will be traced through an automated process based on timetabling data. The staff member may be asked to verify the data obtained through the timetable.

5.7.2 **Students or staff who have been in the same class between -2 days and +10 days from the onset of symptoms will be logged as 'contacts'** of the infected staff member through timetabling and attendance monitoring data. This is on the basis that these individuals may have been within 2 metres of the infected staff member for more than 15 minutes.

5.7.3 The identified contacts will be sent an email (and text message where possible) to inform them that they have been in contact with someone who has tested positive for COVID-19 and must immediately self-isolate.

5.8 Tracing of contacts on campus outside of timetabled classes

5.8.1 Once a staff member has notified the University College that they have tested positive for COVID-19, they will be asked to provide a list of individuals they have been in contact with on campus outside of timetabled classes. This includes contacts in office spaces, meetings and through social or recreational activity. The staff member will also be asked to confirm whether they have used WUC shuttle / route buses during the period they have been infected.

5.8.2 The list of contacts will be logged by the University College and the University College will take responsibility for communicating with the affected individuals and instructing them on the steps they are required to take.

5.8.3 **Students or staff who are identified by the infected individual as having been in contact with them between -2 days and +10 days from the onset of symptoms will be logged as 'contacts'**. For an individual to be logged as a contact, the interaction must meet one or more of the criteria listed in section 2.2 above.

5.8.4 In addition to the above, **students or staff who have travelled on a WUC shuttle or route bus with the infected individual between -2 days and +10 days from the onset of symptoms will be logged as 'contacts'**.

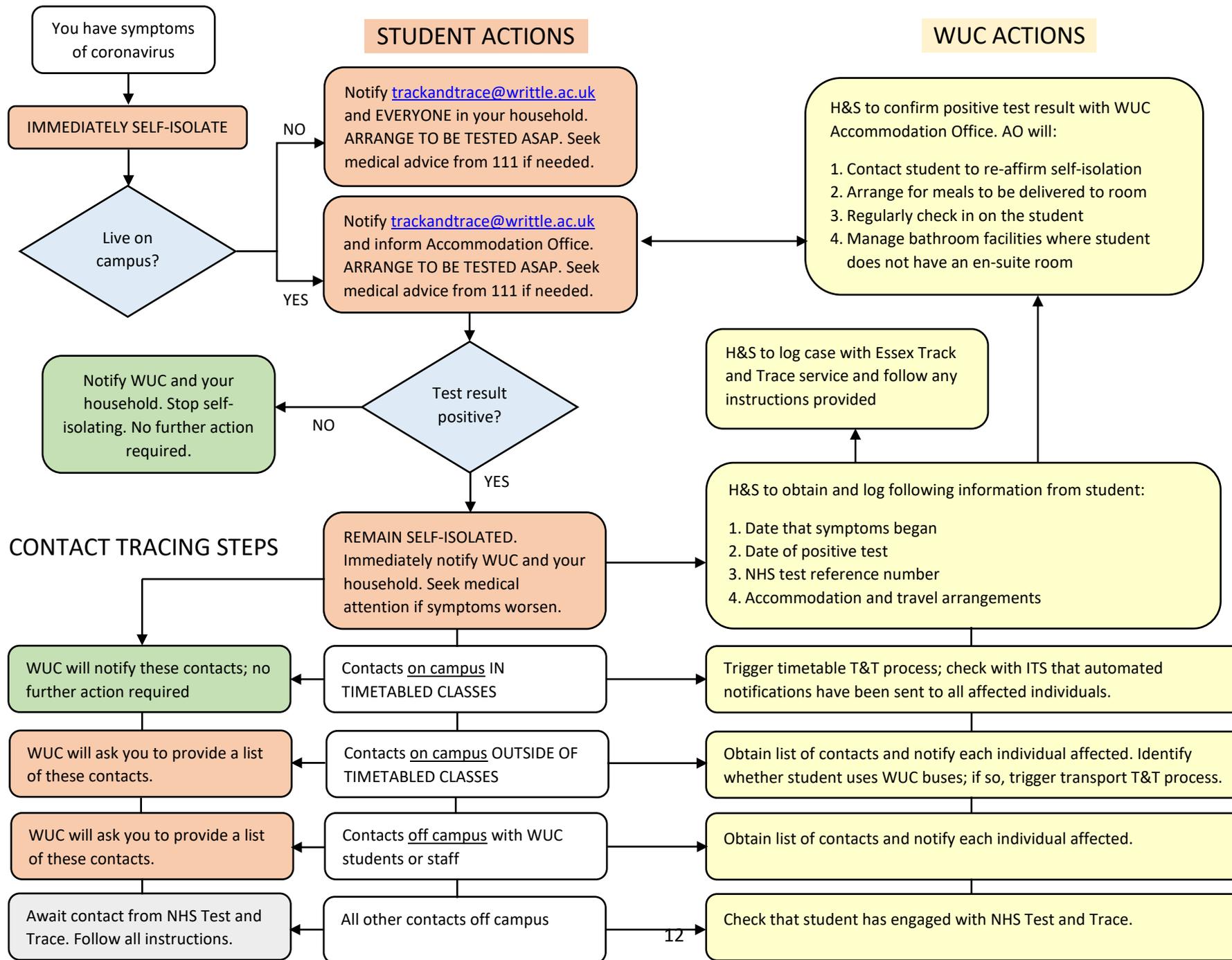
- 5.8.5 The identified contacts will be sent an email (and text message where possible) to inform them that they have been in contact with someone who has tested positive for COVID-19 and must immediately self-isolate. The name of the infected individual will be kept confidential.
- 5.8.6 Other interactions or potential interactions with the infected individual, i.e. those that do not meet the definition of 'contact' as per section 2.2, will also be logged. These interactions may be recorded through Outlook calendar entries and through the infected individual's account of who they interacted with. **These individuals will be sent a text message and email to notify them that they may have interacted with someone who has tested positive for COVID-19.** There is no requirement for these individuals to self-isolate, but they should remain vigilant and self-isolate if they start to display symptoms.

#### 5.9 Tracing of contacts off campus with WUC students or staff

- 5.9.1 Once a staff member has notified the University College that they have tested positive for COVID-19, they will be asked to provide a list of any WUC students or staff they have been in contact with off campus, excluding those in their household.
- 5.9.2 The list of contacts will be logged by the University College and the University College will take responsibility for communicating with the affected individuals and instructing them on the steps they are required to take.
- 5.9.3 **Students or staff who are identified by the infected individual as having been in contact with them between -2 days and +10 days from the onset of symptoms will be logged as 'contacts'.** For an individual to be logged as a contact, the interaction must meet one or more of the criteria listed in section 2.2 above.
- 5.9.4 The identified contacts will be sent an email (and text message where possible) to inform them that they have been in contact with someone who has tested positive for COVID-19 and must immediately self-isolate. The name of the infected individual will be kept confidential.
- 5.9.5 Other interactions or potential interactions with the infected individual, i.e. those that do not meet the definition of 'contact' as per section 2.2, will also be logged. **These individuals will be sent a text message and email to notify them that they may have interacted with someone who has tested positive for COVID-19.** There is no requirement for these individuals to self-isolate, but they should remain vigilant and self-isolate if they start to display symptoms.

## 6. Track and trace procedure for visitors and contractors

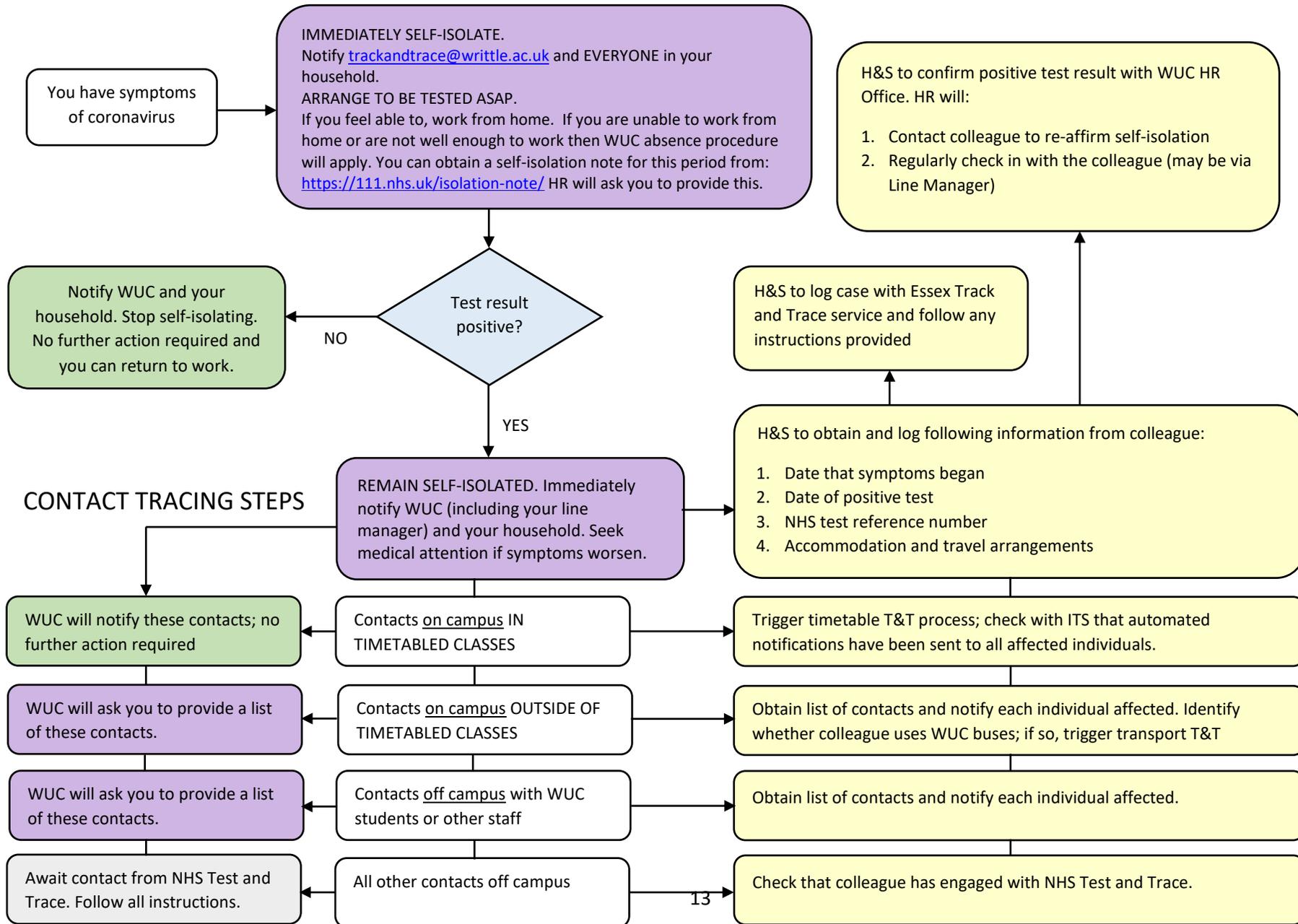
- 6.1 A contractor is defined as anyone who is not directly employed by Writtle University College and who is engaged to provide a service, such as maintenance services, IT installations, building work and farriers. Most contractors will be on site for a short period of time to complete a certain task; however, the University College also engages with certain contractors to provide catering and cleaning services on an ongoing basis.
- 6.2 Track and trace protocols will be built into the standard risk assessment template for contractors, which must be completed for **all campus visits by contractors**, regardless of how often the University College has engaged their services. The individual or team responsible for engaging the contractor must take responsibility for completing the risk assessment and ensuring that the contractor has agreed to the protocols contained therein, including the requirement to notify WUC of an individual testing positive for COVID-19 within a defined period after visiting WUC premises.
- 6.3 Separate risk assessment and track-and-trace procedures are in place with respect to the outsourced services provided by catering and cleaning companies.
- 6.4 A visitor is defined as an individual who is not in the employment of WUC and does not belong in the contractor group, and who has been invited onto campus by a WUC host, such as guest speakers, external examiners, professional body representatives and parents. A visitor may also be someone attending WUC premises and using WUC facilities as a conference delegate.
- 6.5 Parents, carers, friends or other visitors driving onto campus for the purposes of dropping off or collecting students and staff are not classed as visitors, as long as they do not leave their vehicles and enter WUC buildings.
- 6.5 As with contractors, it is essential that a risk assessment is completed for all visitors attending campus. It is the responsibility of the WUC host to ensure that the risk assessment has been completed and that the visitor has agreed to the protocols contained therein, including the requirement to notify WUC of an individual testing positive for COVID-19 within a defined period after visiting WUC premises.
- 6.6 Risk assessment templates for contractors and visitors can be obtained from Health & Safety, along with advice and guidance on how to complete them. No contractor or visitor is permitted on campus without a risk assessment template having first been completed and submitted to Health & Safety.



**FLOW CHART A: STUDENT TRACK AND TRACE PROCESS**

## STAFF ACTIONS

## WUC ACTIONS



# FLOW CHART B: STAFF TRACK AND TRACE PROCESS

Based on electronic records provided by ITS;  
infected individual may be asked to verify data

Based on records or other information provided  
directly by the infected individual

