The Royal Veterinary College Contact Tracing Arrangements for Staff and Students Reporting Suspected and Confirmed cases of COVID-19

SD 9092

Policy	Code of Practice	Guideline	Procedure

09.20	September 2020	New Guidance document

1. Aims and Objectives

This policy applies to all staff and students and aims to control the spread of COVID-19 within the learning spaces and workplace, protect staff and student health and maintain essential business at the Royal Veterinary College (RVC). The policy will define the RVC process and identify key contacts for early notification. The information gathered in the period between a suspected and confirmed case of COVID-19 at the RVC could be used to prevent an outbreak of COVID-19 at the RVC, where an outbreak is defined as the identification of two or more confirmed and connected cases of COVID-19. It will not replace the NHS Test and Trace process but may be a source of local knowledge that will expedite actions in the event of COVID-19 positive cases.

2. Accessing a COVID-19 Test

All staff and students must be aware of the symptoms

travelling in a car or other small vehicle with someone (even on a short journey) or close to them on a plane.

In order to assist NHS Track and Trace efforts QR codes have been created for both Hawkshead, Boltons Park Farm and Camden. Staff and students are requested to check in using the codes every day on campus. This is a mandatory requirement for contractors, clients and other visitors and if they have no access to the NHS App, these groups should leave their contact details as requested.

4. Triggers for RVC Notification of a Suspected COVID-19 case

Staff and students are required to notify the RVC when the following apply.

If you:

are experiencing COVID-19 symptoms

live in a household (or are a student in an IMR rotation bubble) with someone experiencing COVID-19 symptoms and are required to self-isolate

have been contacted by NHS test and trace as they have identified you as a high risk

case and are required to self-isolate.

5. COVID-19 Reporting and Contact Tracing Process for Employees

In the event of a trigger detailed in section 4, you must contact your departmental tracking administrator and your line manager as soon as possible. Details of the COVID Contact Tracers for each department can be found in section 7. Your COVID Contact Tracer wil000008871 0 59586

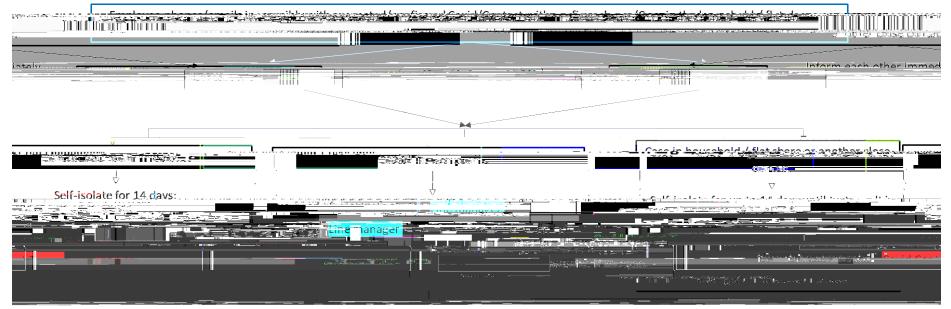## 6. COVID-19 Reporting and Contact Trace Process for Students

If you experience symptoms or have any of the trigger points detailed in Section 4, you must notify us immediately by completing the COVID notification form. If you are unable to complete the form please contact the Advice Centre as soon as possible (advice@rvc.ac.uk, 020 8051 3500). On receipt of the form the Advice Centre will contact you to advise further and support you through the process of self-isolation. Dependent on your responses to the questions on

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Head of Governance	Matthew Grigson	mgrigson@rvc.ac.uk	

Appendix 1: Summary of Staff processes

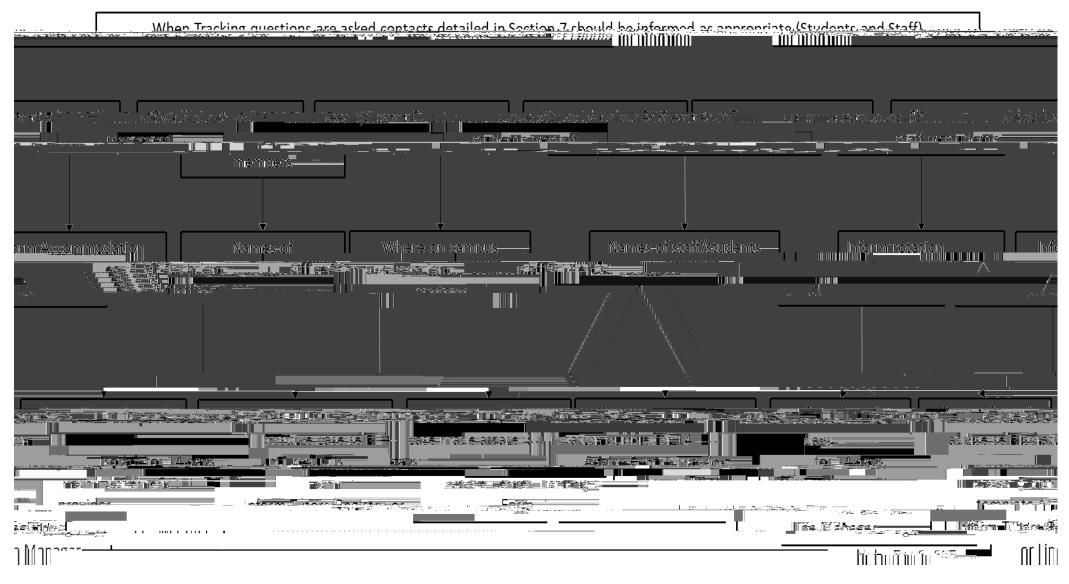## Appendix 2: Staff Tracking Form for Suspected Covid-19 Case

A You Details			
Name		Email	
Department		Phone	
Campus		Office	
Main Lab		Hospital	
Line Manager			

B - Why Are You Self Isolating? (Tick the one that applies)	
	I have COVID symptoms (NHS Symptom Checker)
	I have tested positive for COVID
	A member of my household / flat share/ another close contact has symptoms
	I have been advised by Public Health England, Track and Trace or the NHS to self-isolate
	I have been in contact with a confirmed positive case of COVID
	Other reason (Isolation after travel; Shielding)

C - Testing (delete/ update as appropriate)	
Yes/ No	Have you had a COVID 19 Test?
Yes/ No	If not have you booked a COVID 19 Test? Make sure you notify your Covid Contact Tracer as soon as you have the result
DD/ MM/ YY	Date of test
What type of test did you have? (Tick the one that applies)	
	NHS Walk-in centre
	NHS Drive in centre
	NHS Postal kit
	Private Test

Appendix 3: Covid Contact Tracer Follow-up action Guidance

When Tracking questions are asked contacts detailed in Section 7 should be informed as appropriate (Students and Staff)

Royal
Veterinary
College
University of London

Covid Contact Tracer Guide for notification of staff/students in close contact with a suspected/confirmed close...

		Suspected case of Covid-19					Sus

e contact

l trace

Unknown test result ← or informed of close
by NHS track and

Inform all class

Version