

**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
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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 of COVID-19](#). If any symptoms are experienced they should [request a COVID-19 test through the Government portal](#) as soon as possible and, wherever possible attend a test centre (drive in or walk through) for testing in preference to requesting a postal testing kit as the results will be received more quickly.

In the event that students living on campus at Hawkshead or Camden cannot access a COVID test centre quickly and require a test kit, a small number of commercial testing kits will be kept securely within the Corporate Health and Safety Office and at Camden Security. Access to one of these kits will be facilitated only for students with no means of independent transport available or if NHS test kits are not available. If required contact either Julie Forster Corporate Safety Manager (julieforster@rvc.ac.uk; 07525234530) or Tina Lowes (clowes@rvc.ac.uk; 07702910949). Out of hours access to kits may be facilitated by Security, but only after authorisation by a member of the Corporate Health and Safety Team. In the event that a commercial kit is used and a positive result is obtained, students will be required to follow up with a PHE test as soon as possible.

3. NHS Test and Trace

The NHS [Test and Trace service](#) contacts people who have tested positive for COVID-19 and those who may have been in close contact with anyone who has tested positive. It provides information to help protect people and aims to slow the spread of the pandemic.

If contacted by NHS Test and Trace, employees and students will be required to provide information about people outside their own household with whom they may have had contact. Many contacts will be low risk and may not be required to self-isolate. However close contacts are considered high risk and will be required to self-isolate. There may be exceptions to this requirement for [veterinary professionals](#) under certain circumstances if business continuity is affected. The current definition of a [close contact](#) is found in the Government guidance and includes:

- having any face-to-face contact with someone (less than 1 metre away)
- spending more than 15 minutes within 2 metres of someone, even if a face covering is worn the whole time

- 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 'close contact' due to your level of contact with a person who is a confirmed COVID19 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 will ask you to complete the **Staff Tracking Form for Suspected Covid-19 Case** (Appendix 2). The questions will include details about when you were last on campus, what buildings you worked in and who you had close contact with. This will be required at a minimum for the period of 48 hours prior to the onset of symptoms (where applicable) and any details of close contacts at the RVC during the previous 7 days on campus (if applicable). The Line Manager will be required to submit the [Employee Absence Logging Form](#) and inform relevant points of contact for subsequent actions as set out in Appendix 3. **Both forms must be submitted to the email staffabsenceCOVID19@rvc.ac.uk**. You will not be permitted to come onto campus until your self-isolation period is completed. If you have not been on campus within the past 7 days or have not been in close contact with any RVC employees or students, no contact details will be required by the RVC. Should your circumstances change (e.g. on receipt of your COVID-19 test result), you will be asked to update your line manager and the COVID Contact Tracer as soon as possible. Dependent on the responses to the questions in Appendix 2, other points of contact and the Principle's Advisory Group (PAG) will be notified as appropriate. A [Covid-19/Coronavirus- Self Declaration Form](#) will only need to be completed if you have any COVID-19 symptoms or have tested positive for COVID-19.

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 the form, other points of contact (Appendix 1) and PAG will be notified as appropriate. A summary of the student notification process is detailed in Appendix 4.

Students on rotation off campus IMR

This section applies to students who are studying off campus on rotation and have formed 'rotation bubbles' where they live off site in shared accommodation and study in small groups with RVC collaborative partners including Synergy, Endell, Kingston Maurward, Torch, Bell, BEV and Coach House Vets.

If students experience symptoms of COVID-19 when on rotation, they must access a COVID-19 test as soon possible (see section 5). They, and all other students within their shared accommodation, must inform their RVC rotation lead, the Advice Centre, Rotations Office and the practice manager immediately. All within that shared accommodation 'bubble' should self-isolate until the results are known, which is normally 24 to 36 hours after test submission. If the results are negative, they should update all contacts and return to their studies as normal.

If the COVID-19 test result is positive, they should inform all parties and return to our Hawkshead campus as soon as possible using their personal transport, not public transport. Transport may be shared, if required, but when in shared vehicles, face coverings must be worn at all times. If students feel physically very unwell, they must seek urgent medical attention. They should only travel back to campus if they feel physically well enough to complete the journey. On arrival at the RVC, specified accommodation reserved for this purpose will be made available to them (at no additional charge) allowing them to self-isolate without risk to the health of other staff or students. Students should go directly to the specific accommodation allocated to them and should not enter other RVC buildings or accommodation areas. Students must NOT return to their usual term address nor their family home nor any shared student accommodation during the period they are self-isolating, as this could increase the risk of spread within the student community.

Students on AHEMS, Study Placement or EMS

If individual students attending placements, including EMS and AHEMS, experience symptoms of COVID-19 they must book a test and inform their RVC placement supervisor, EMS office (where appropriate) and the Advice Centre immediately. If the results are negative, they should update all contacts and return to their studies.

If the COVID-19 test result is positive and they do not live in RVC accommodation on campus, they must not return to campus until their period of self-isolation is completed.

If they are studying outside the United Kingdom, they must complete their self-isolation prior to returning to the UK.

If the COVID-19 test result is positive and they live in RVC accommodation on campus, on return to the RVC, isolated accommodation will be made available to them (at no additional charge) that will allow them to self-isolate without risk to the health of other staff or students. Students should go directly to that isolation accommodation and should not enter other RVC buildings or accommodation areas.

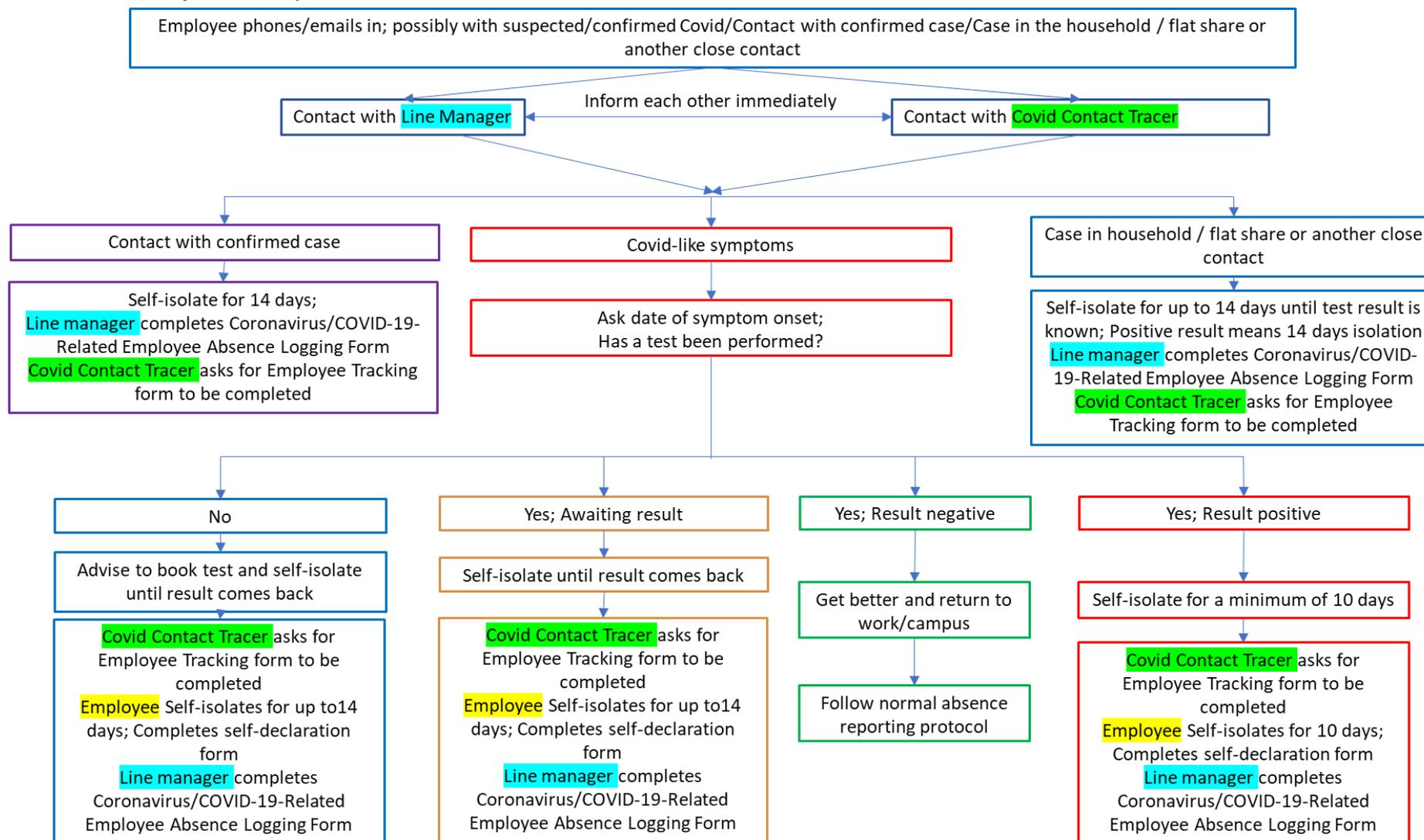
7. Points of Contact for Suspect or Confirmed Cases of COVID-19

COVID Contact Tracer: Points of Contact for Employee Suspect or Confirmed cases			
Department / Role	Name	Email	Telephone
CBS			
	Amanda Taylor	ataylor@rvc.ac.uk	020 7468 5106
	Karen Creeke	kcreeke@rvc.ac.uk	020 7468 5304
CSS			
BSAH	Sheila White	sewhite@rvc.ac.uk	
	Bri Smith	brsmith@rvc.ac.uk	
CSS Administration (including LIVE, CSC, CVN, CPD)	Sharan Kane	skane@rvc.ac.uk	
	Vanessa Charlesworth	vacharlesworth@rvc.ac.uk	
ERH/EQP	David Dixon	ddixon@rvc.ac.uk	
	Sharan Kane	skane@rvc.ac.uk	
QMHA	Lisa Lines	llines@rvc.ac.uk	
	Katie Robinson	krobinson@rvc.ac.uk	

Finance	Carol Brendish	cbrendish@rvc.ac.uk	
	Julie Waterfield	jwaterfield@rvc.ac.uk	
PPS (including Boltons Park farm)	Helen Liddle	hliddle@rvc.ac.uk	01707 666953
	Lucy Kingham	lkingham@rvc.ac.uk	01707 666572
PSD	Debbie Avenell	davenell@rvc.ac.uk	01707 666322
	Pauline Ashley-Spike	pspike@rvc.ac.uk	
Research Office	Liz Wilkinson	lwilkinson@rvc.ac.uk	
	Carol Lawson	clawson@rvc.ac.uk	
RVC Business			
CIC	Mel Wood	mwood@rvc.ac.uk	
	Anna Riddle	ariddle@rvc.ac.uk	
BSU (Hawkshead and Camden)	Kelly Jones	kljones@rvc.ac.uk	
	Caris Turner	caturner@rvc.ac.uk	
LBIC	Janette Richardson	jarichardson@rvc.ac.uk	
	Lucy Garnsworthy	lgarnsworthy@rvc.ac.uk	
Points of Contact for Student Suspected or Confirmed Cases			
	Student Advice Centre	advice@rvc.ac.uk	020 8051 3500
	EMS	ems@rvc.ac.uk	
	Rotations	rotationsoffice@rvc.ac.uk	
Head of Advice Centre	Steve Short	sshort@rvc.ac.uk	
Corporate Health and Safety Team Contacts			

Health and Safety Manager	Julie Forster	julieforster@rvc.ac.uk	01707666087; 07525234530
Head of Governance	Matthew Grigson	mgrigson@rvc.ac.uk	01707 666802 07429 218027
Health and Safety Adviser	Tina Lowes	clowes@rvc.ac.uk	07702910949
PHE	PHE PHT (Herts area)	EastofenglandPHT@phe.gov.uk	03003038537
Herts County Council, Director of Public health	Prof Jim McManus	Jim.mcmanus@hertfordshire.gov.uk	01992556884
Herts County Council PH, PH consultant	Miranda Sutters	Miranda.sutters@hertfordshire.gov.uk	01992555042
PHE	PHE PHT (Camden area)	necl@phe.gov.uk	02038377084
Camden Council Public	Julie Billet	Julie.billet@camden.gov.uk	02075271221
Health, Director of PH			
Estates and Campus Services Contacts			
Head of Camus Services	John Hunt	jhunt@rvc.ac.uk	
Campus Services manager (HH)	Hilary Davies	hidavies@rvc.ac.uk	
Campus Services Manager (Camden)	Winston Edwards	wedwards@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)	
<input type="checkbox"/>	I have COVID symptoms (NHS Symptom Checker)
<input type="checkbox"/>	I have tested positive for COVID
<input type="checkbox"/>	A member of my household / flat share/ another close contact has symptoms
<input type="checkbox"/>	I have been advised by Public Health England, Track and Trace or the NHS to self-isolate
<input type="checkbox"/>	I have been in contact with a confirmed positive case of COVID
<input type="checkbox"/>	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)	
<input type="checkbox"/>	NHS Walk-in centre
<input type="checkbox"/>	NHS Drive in centre
<input type="checkbox"/>	NHS Postal kit
<input type="checkbox"/>	Private Test

What was the result? (Tick the one that applies)		
	Negative	You do not need to complete the rest of this form Submit this form and a completed Sickness Self Certificate Form and forward to your Covid Contact Tracer
	Positive	Complete section D of this form and submit this form and a completed Covid-19/Coronavirus - Self Declaration Form to your Covid Contact Tracer
	Still awaiting results	Complete section D of this form and submit this form and a completed Covid-19/Coronavirus - Self Declaration Form to your Covid Contact Tracer

D - Movement around the RVC	
Yes/No	In the 7 days before self-isolation have you been to an RVC campus?

If the answer is Yes, please answer the questions below and complete the table on the next page detailing your movements around campus.

Which campuses did you visit (Tick the one that applies)	
	Camden
	Hawkshead
	Bolton's Park Farm
	Other

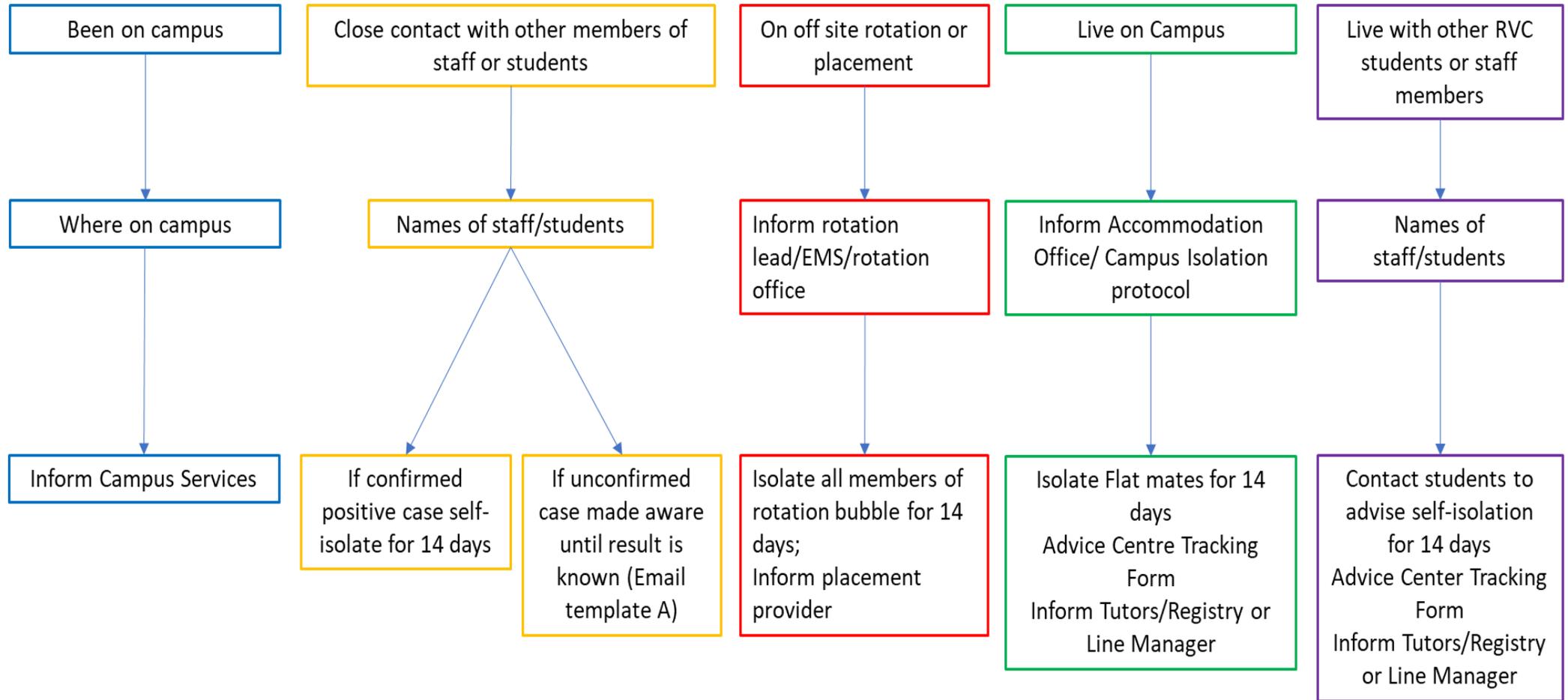
Your Movement Around the RVC in the last 7 Days

Date	Building (eg Hobday, Eclipse, Equine, QMH, Mill Reef , Clinial Block etc)	Location/Room No. (eg S24 Cardio Lab, Hawkshead Restaurant, S2 Office)	Shared Space?	Did you wear a mask in this area?	How long where you in this area?	Confirm if students or staff were present in the same area	Were you in close contact with any staff or students? (under 2 metres)	Who were you in contact with? (list names if known)	Did you use any shared facilities (eg printers, computers, toliets etc)
Day 1 DD/MM/YY			Y/N	Y/N	HH:MM				
Day 2 DD/MM/YY			Y/N	Y/N	HH:MM				
Day 3 DD/MM/YY			Y/N	Y/N	HH:MM				
Day 4 DD/MM/YY			Y/N	Y/N	HH:MM				
Day 5 DD/MM/YY			Y/N	Y/N	HH:MM				
Day 6 DD/MM/YY			Y/N	Y/N	HH:MM				
Day 7 DD/MM/YY			Y/N	Y/N	HH:MM				

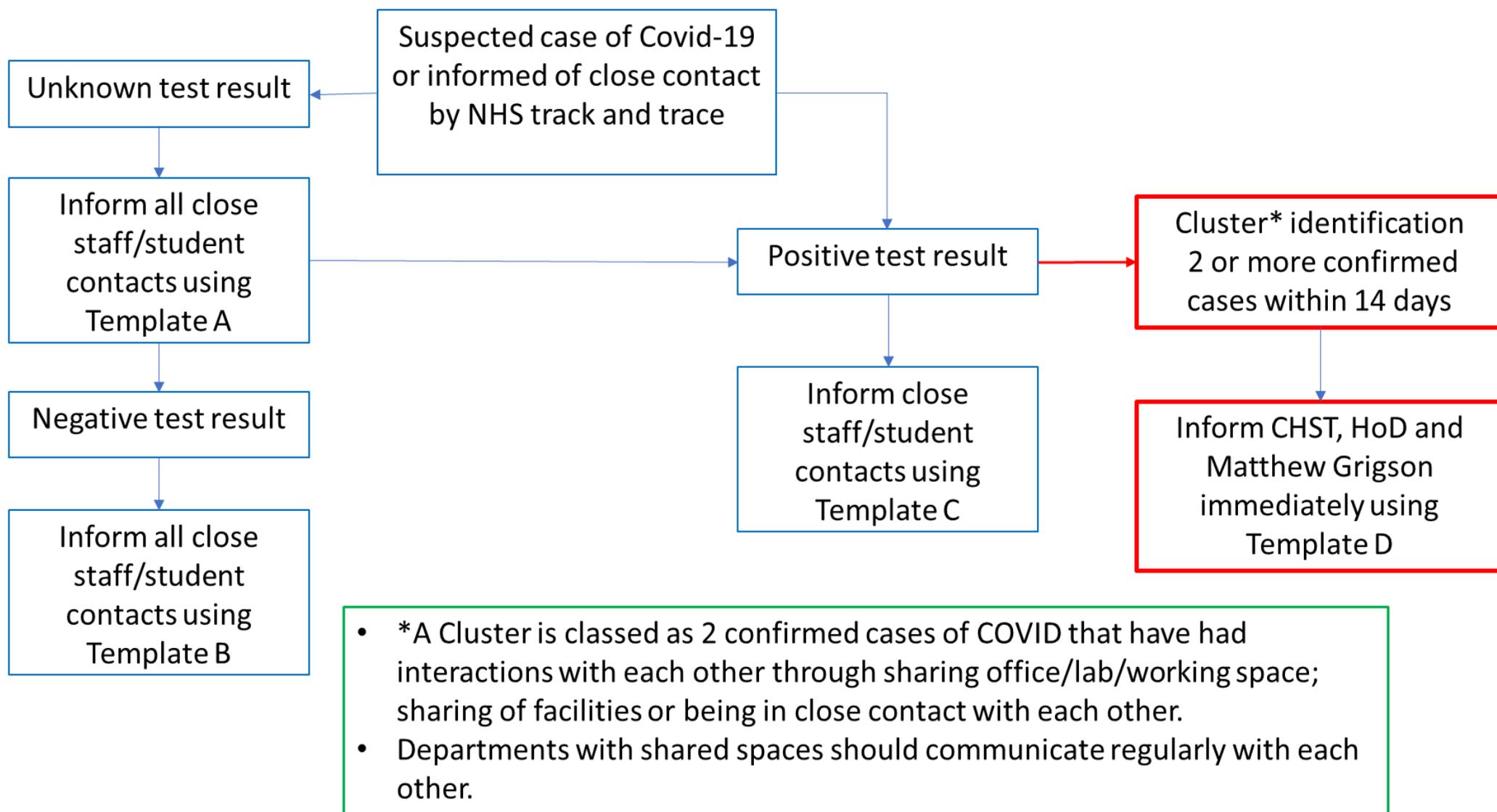
Add additional lines if you accessed multiple locations on the same day

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)



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



Track and Trace Template communications

Template A - Notification of contact with a suspected case

Dear (Name of Employee/Student),

You are receiving this email as a precautionary measure because you have been in close contact with someone in your workplace that has recently started to display symptoms or has been in close contact with a confirmed Covid-19 positive individual.

This message is **advisory** at this stage, as we cannot yet confirm whether the individual, you have been exposed to, will test positive. However, in order to minimise the risk of more extensive exposure, the College has taken the following measures:

The exposed person has requested a test and is currently self-isolating in accordance with government guidelines. A trace questionnaire has been completed and all named members of staff and students are being made aware of the contact (this is why you are being contacted).

All potentially exposed work and common areas have been thoroughly cleaned.

At this stage, you are **not** required to self-isolate and will be kept informed of any further development with regards to this contact. Please remain vigilant to any symptoms of Covid-19 and adhere to government guidelines [Coronavirus-covid-19-information-for-the-public](#) as well as RVC policies at all times [RVC Staying Covid safe](#).

If you have any concerns, please feel free to contact me, your line manager or the advice centre.

We thank you for your assistance in this matter.

Kind regards,

Template B - Notification of negative COVID-19 test result after close contact

Dear All,

This is to notify that the suspect COVID-19 individual you were in recent close contact with, has tested **NEGATIVE**. Although no further action is required on your part, we ask you to remain vigilant and follow government and RVC guidelines in respect to self-isolation and seeking testing should you experience COVID-19 symptoms [RVC-Notification-process-contact-tracing-for-staff-and-students](#).

Thank you for your patience and cooperation.

Kind Regards,

Template C - Notification of positive test result after close contact

Dear (Name here),

You are receiving this email because you have been in close contact with someone that has tested **POSITIVE** for Covid-19.

In order to minimise the risk of more extensive exposure, you are now required to **self-isolate** in accordance with government guidelines for a period of **14 days** [Coronavirus-covid-19 self-isolation-and-treatment](#).

Please inform your [line manager/tutor/rotation lead \(delete as appropriate\)](#) and the [departmental administrator \(see \[track & trace policy\]\(#\) for details\) /advice centre \(\[advice@rvc.ac.uk\]\(mailto:advice@rvc.ac.uk\)\)](#) of your need to self-isolate and complete all relevant paperwork to the best of your ability.

Advice and support for your wellbeing can be found here: [MIND Coronavirus and your wellbeing](#). **If you are a student the Advice Centre will assist with help and support during your period of isolation.** Information and

Your family or the people in your support bubble will not need to isolate unless you start showing symptoms of Covid-19.

Please remain vigilant to symptoms of Covid-19 during your isolation period and request an NHS test immediately if you begin to experience such symptoms [Get-coronavirus-test](#).

In the event that you develop symptoms, inform your [line manager/departmental administrator/advice centre \(delete as appropriate\)](#), including the test result once known.
It is important that you adhere to NHS isolation guidelines as well as RVC policies at all times.

We thank you for your assistance in this matter.

Kind regards,

Template D – Notification of Cluster identification (Email to be send with high importance)

Dear [CHST, HoD and Matthew \(insert names as appropriate\)](#),

I am emailing you to inform you that we had 2 or more confirmed positive cases of Coronavirus in the (Name of Department; including subsection) in the last 14 days.

I have attached the relevant Notification Questionnaires for your information.

Kind regards,