

Policy for Reporting Suspected and Confirmed Cases of COVID-19

This Policy applies to all CAW employees and students with the aim to control the spread of COVID-19 within the college and whilst out on placement. It will not replace the NHS Test and Trace process but may be a source of local knowledge that will assist in the event of COVID-19 positive cases.

Main Symptoms of coronavirus (COVID-19)

- 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

Triggers for notifying us of a suspected COVID-19 case

- Employees and students are required to notify the College via the symptom line covidsymptoms@caw.ac.uk if any of the following apply:
- you are experiencing COVID-19 symptoms
- you live in a household with someone experiencing COVID-19 symptoms and are required to self-isolate
- you have been contacted by NHS Test and Trace as they have identified you as high risk due to your level of contact with a person who is a confirmed COVID-19 case and are required to self-isolate

In the event of a positive COVID-19 Test

Employees and students **must** report via the symptom line covidsymptoms@caw.ac.uk as soon as possible, this will allow us to identify others that should self-isolate.

Accessing a COVID-19 Test

Employees and students should 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. Where possible our preference would be for you to attend a test centre (drive in or walk in) rather than requesting a postal testing kit as the result will be received more quickly. If both of these options are not possible please contact a member of the safeguarding team for an emergency test kit held by the College.

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 high risk and will be required to self-isolate. There may be some exceptions to this requirement, for example certain circumstances if business continuity is affected. The current definition of a close contact means a person who has been in close contact with someone who has tested positive for Coronavirus and who may or may not live with them

The current definition 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
- Travelling in a car with someone (even if a short journey) or close to them on a plane

<https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works>

<https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/nhs-test-and-trace-if-youve-been-in-contact-with-a-person-who-has-coronavirus/>

Reporting and Contact Tracing Process for CAW employees

In the event of a trigger (see page 1) you must contact your line manager as soon as possible. You will be asked to complete COVID-19 Risk Review which will be emailed to you by the HR dept. This will cover a series of questions to trace your recent movements at the College. The questions will include details about when you were last in centre, what rooms you have worked in and who you have had close contact with. This will be required at a minimum for the 48 hours prior to the onset of symptoms (where applicable) and any details of close contacts at the College during the previous 7 days on site.

The College will be required to submit the Employee COVID-19 Absence Logging Form to HR and inform relevant points of contact. You will not be permitted to come into the centre until your self-isolation period is complete. If you have not been on site within the past 7 days or have not been in close contact with any staff or students, no contact details will be required by the College.

2. Students on Placement

Students on placement should follow the above guidance if they experience symptoms of COVID-19. They must access COVID-19 tests as soon as possible. They and all other students within shared accommodation, must inform the Programme Leader, and the college COVID-19 Helpline immediately covidsymptoms@caw.ac.uk. All within the shared accommodation bubble should self-isolate until the results are known. This is normally 24-48 hours after test submission. If the results are negative, they can return to their studies/placement as normal. If the COVID-19 test is positive they should inform all parties, avoid using public transport and face coverings must be worn at all times. If a student feels physically unwell, they should seek urgent medical attention. Students should self-isolate to reduce the spread of COVID-19 within the student and staff community.

Points of Contact for suspected or confirmed cases of COVID-19

Please email covidsymptoms@caw.ac.uk or one of the safeguarding team members:

Kim James	kjames@caw.ac.uk
Barbara Cooper	bcooper@caw.ac.uk
Mel Young	myoung@caw.ac.uk
Claire Greenwood	cgreenwood@caw.ac.uk
Claire Defries	cdefries@caw.ac.uk
Karen Hibell	khibell@caw.ac.uk

