

COVID-19 Incident and Outbreak¹ Protocol²

The University campus has been prepared as a COVID-19 secure environment, one that provides a safe place to work, study and visit.

In maintaining the campus and our Halls of Residence COVID-19 secure, our staff, students and visitors are our greatest strength but also our greatest vulnerability. Our success in keeping everyone safe will be dependent on everyone following public health guidance and adhering to the protocols that are in place for use of University buildings.

As lockdown is lifted and we move towards on-campus learning, the probability of someone infected with COVID-19 being on the campus will increase and we will need to be prepared to manage such situations, to ensure we take speedy action to keep everyone safe and deal with any potential contamination of University buildings.

Staff and students have been advised that they should not attend campus if they have developed any symptoms of COVID-19 but there is a risk that prior to the manifestations of the disease, people may be on campus and potentially infective to others.

Recognising that it would be impossible to set out a detailed protocol that will cover all eventualities, some may have quite unique features and require specific actions, this COVID-19 Incident Protocol is designed to ensure the appropriate support and services are activated speedily to protect staff and students, inform and seek advice from Public Health Authorities, return the campus to COVID-19 secure status and manage internal and external communications, as appropriate.

The protocol is not intended to replace any local or national public health guidance in place to address the COVID-19 pandemic. Detailed information and guidance for those who suspect they may be infected or exposed can be found at <https://www.nhsinform.scot/illnesses-and-conditions/infections-and-poisoning/coronavirus-covid-19>

Staff and students should telephone NHS 111 immediately if they develop symptoms and follow the guidance provided by NHS Inform, including that related to Test and Protect. Staff and students may not necessarily know the contact details of all the people they may have interacted with within the University. The University will provide all relevant contact information to the public health teams.

It is important all times that we protect the identity and privacy of any individuals who alert us to the possibility that they may be infected with COVID-19.

The list below, identifies those who must be informed and their respective roles should there be a suspected case or confirmed positive COVID-19 case in the University. The Executive Lead will be responsible for ensuring coordination of any COVID-19 incident response.

Executive: Paul Hagan

Coordination and oversight of incident. On basis of advice from the group below, provide recommendations to Executive on strategic decisions including those on opening and closing of areas, buildings and the campus, accepting that we may be instructed to take particular actions by the local Health Protection Team.

¹ An outbreak is defined as “2 or more linked cases within 14 days” or

“An increase in staff or student absence rates... due to suspected or confirmed cases of COVID-19”

² Last updated 23rd September 2020

Student Life: Filippo Antoniazzi

Student support and wellbeing. Where appropriate liaison with RGU:Union.

Human Resources: Scott Cameron

Staff support and wellbeing. Advice and support on return to work.

Health and Safety: Clinton Grant

RGU central contact point (OHES) 07966923668. Advice on all aspects of Health and Safety in relation to containment of incident, protection of staff, safety of facilities, closure and re-opening of rooms and after deep cleaning. Liaison with RGU Communications, Liaison with Health Protection Team, Grampian Office Hours 01224 558 520 Out of office Hours 0345 456 6000). Collation of information on potential contacts. Liaison with Executive.

Estates and Property Services: Bill Somerville

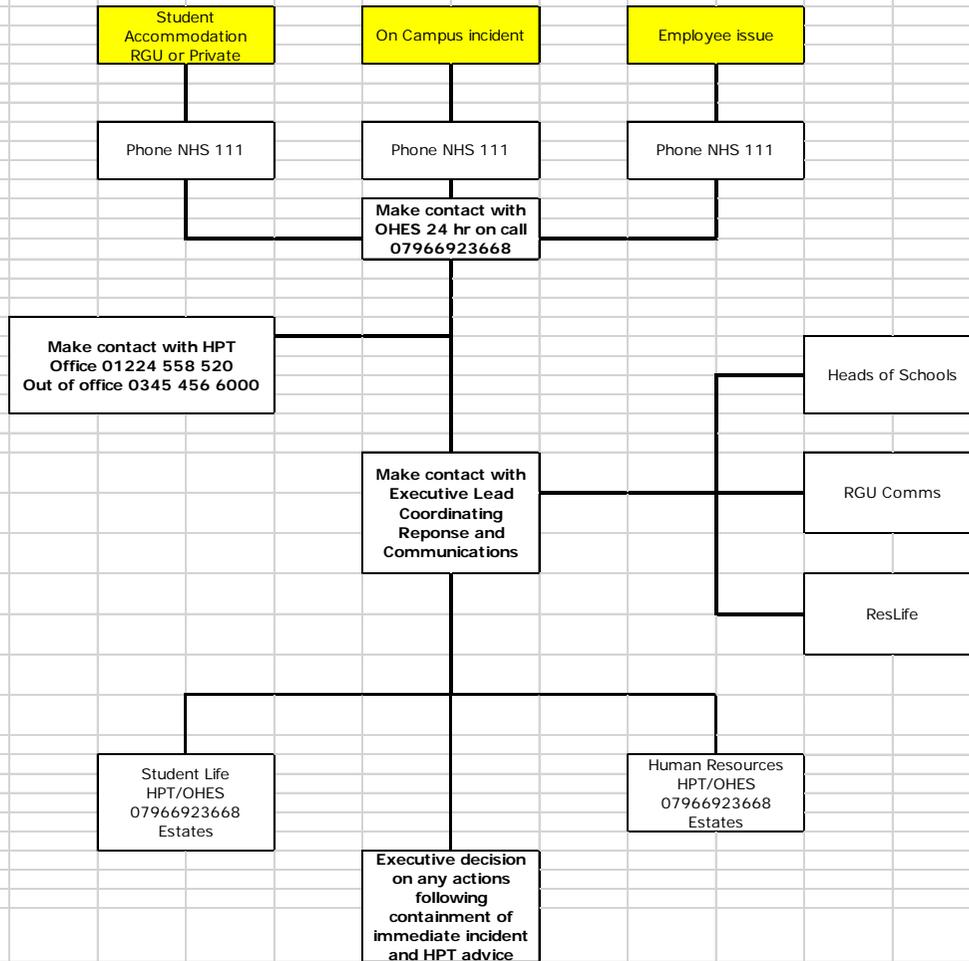
Janitorial, cleaning, access control and people flow support.

Communications: Anna Duthie

All internal and external communications.

COVID incident or outbreak response

High Level Action process flow



Data collection requirements

RGU Student or private accommodation

Site
Address
Flat/room No
Contact tel No

Employee Issue

Name

Contact tel No
Line Manager

On Campus Issue

Name

Location

Outbreak management

The local Health Protection Team will be key contacts in relation to any cases among our staff or students. Through engagement with Scottish Government health teams we have been advised that it is best to contact them and contact them early in relation to any incidents or multiple incidents if we suspect there may be an outbreak of COVID-19.

Alternatively, if they have identified cases in the community or elsewhere that may involve staff or students from RGU they may well contact us to advise on any appropriate action.

Once we advise the local HPT of our suspicions of an outbreak they will establish a Problem Assessment Group (PAG) advise on any need for escalation in our actions, or theirs, or an Incident Management Team (IMT) to manage what they have determined may be an outbreak. It is likely that one or more staff from RGU (OHES/Comms) may be asked to join the PAG or IMT, so that there is seamless engagement with the University. It is likely that a member of the Scottish Government's Outbreak Management Team will join the IMT so that they can

- Provide a written update for Ministers to ensure awareness and reassurance
- Provide SG support in for issues and actions as requested by the PAG/IMT Chair
- Engage SG colleagues for policy and guidance; strategic interests and regulations
- Help manage combined communications and media interests
- Provide alignment with national decision making and act as escalation for incidents

We need to provide the PAG/IMT with as much information as possible in relation to people and locations if they request it. Our own sign-in/out App and the Protect Scotland App will be of huge value in allowing us to supply information or for them to make contact with people who may be deemed to have been in contact with a case. It is vital to have up to date contact details for staff and visitors.

The PAG/IMT may request the

- Isolation of groups
- Increased testing, including testing of asymptomatic individuals
- Closure of buildings or departments
- Any other actions deemed necessary for control of outbreak.

We need to do all we can to comply.