

COVID-19 Alert Procedure

(Covering UoE Campuses and UoE managed accommodation areas)

Introduction:

The University of Essex has a responsibility to ensure that the health, safety and wellbeing of all staff and students is maintained. In this current pandemic the University is required to by law to undertake a risk assessment of the workplace and to implement control measures to reduce COVID-19 related risks for transmission. COVID-19 transmission can arise from contact with contaminated surfaces or spread of droplets. Therefore, it is essential that any area with suspected COVID-19 contamination is isolated until it can be disinfected.

Process:

- 1) If a member of staff exhibits COVID-19 symptoms they must:
 - a. Immediately leave the campus **whilst wearing a face covering and maintaining social distancing**.
 - b. Report this to, as soon as possible, to **Estates Helpdesk (by phone and email)** and the **COVID Inbox (by email)**, giving details of where they have been on that day.
 - c. If out of hours they must inform the **Security Supervisors** by phone and the **COVID Inbox (by email)**.

Contact details on Page 2.

(They must **NOT** go **in person** to report this to the **Security and Safety Centre** on Square 3).

- 2) If a student exhibits COVID-19 symptoms they must:
 - a. Immediately, self-isolate in their accommodation / home
 - b. Report this to, as soon as possible, to **Estates Helpdesk (by phone and email)** and the **COVID Inbox (by email)**, giving details of where they have been on that day.
 - c. If out of hours they must inform the **Security Supervisors**, by phone and the **COVID Inbox (by email)**.

Contact details on Page 2.

(They must **NOT** go **in person** to report this to the **Security and Safety Centre** on Square 3 and they must **NOT** go to anyone else **in person** to report this).

- 3) If a visitor or contractor worker exhibits COVID-19 symptoms they must:
 - a. Immediately leave the campus.
 - b. Report this to, as soon as possible, to **Estates Helpdesk (by phone and email)** and the **COVID Inbox (by email)**, giving details of where they have been on that day.
 - c. If out of hours they must inform the **Security Supervisors** by phone and the **COVID Inbox (by email)**.

Contact details on Page 2.

(They must **NOT** go **in person** to report this to the **Security and Safety Centre** on Square 3).

- 4) The Estates Helpdesk (in-hours) or Security Supervisors (out of hours) will ensure that the following departments are aware of possible contaminated areas (along with any other relevant teams). In all cases use **phone AND email** (Email Subject to be marked as "**URGENT**" and flagged as **high importance**).
 - i) Estates Maintenance
 - ii) Estates Capital
 - iii) Soft FM
 - iv) The Post Room
 - v) Central Stores
 - vi) IT Services
 - vii) Timetabling and room booking team

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- 5) **Where practical** areas used by the person with COVID-19 symptoms will be isolated by Estates, as soon as possible until they have been decontaminated. Alternatively, if these areas cannot be isolated, notices will be put up to prevent access until decontamination has been completed. (Areas to be decontaminated may include Offices, kitchenettes and toilet blocks etc.).
- 6) Soft FM will decontaminate the areas before allowing re-occupation.
- 7) Any Isolating accommodation will be added to the daily "Isolation List".
- 8) The person with COVID-19 symptoms must, obtain a COVID-19 test as soon as possible and follow the "**University of Essex**" **Contact Tracing and Testing process** if they receive a positive COVID-19 test. They must also follow Government Guidelines.

Contact list

Department	Phone number	Email
<i>Covid Inbox (Occupational Health)</i>	N/A	covid19@essex.ac.uk
<i>Estates Helpdesk</i>	01206 872959	ems-helpdesk@essex.ac.uk
<i>Security Supervisors</i>	01206 872125.	secspvrs@essex.ac.uk

Addendum for the Sports Areas only:

Current Controls in Sports Areas:

- A) The gym, sports hall, arena and reception areas are "fogged" with Zoono chemical on a 2 weekly schedule. The Zoono coating has a protection life of up to.
- B) High touch surfaces are disinfected every hour.
- C) Users of the gym are instructed to wipe down equipment before and after use with Virucidal wipes.
- D) A Zoono fogging machine will be held in one of the sports buildings and sports staff trained in its safe use.

Sports Process:

- i) Follow process actions 1 to 4 on page 1.
- ii) Local management will decide if the area needs to be emptied of people (Occupational Health will advise as necessary).
 - a. If in gym, sports hall, arena and reception areas the high touch surfaces will be disinfected as soon as possible.
 - b. If in one of the studio areas, the area will be vacated immediately and the fogging machine deployed. Once fogging has been completed the area can be reoccupied.

Procedure by: Workplace Health, Safety & Wellbeing team **Date:** 28/09/2020