

SAFE OPERATING PROCEDURE (Part 1)

Reporting COVID Symptomatic Cases

1. Introduction

This document is part 1 of a three part Safe Operating Procedure which applies to all Swansea University staff, students, tenants, contractors and visitors.

- **Part 1 Reporting COVID Symptomatic Cases**
- Part 2 Reporting COVID Confirmed cases
- Part 3 Arrangements for Isolation

There is a range of guidance and information on the measures in place at the University to prevent symptomatic and asymptomatic COVID transmission on the [Health and Safety staff intranet](#) page, the [University Coronavirus information](#) and [MyUni Hub](#).

All staff, students, tenants, contractors and visitors who are feeling unwell are required to stay at home and not come in to campus. If you feel unwell whilst on campus you are required to go home immediately and follow the advice in this document and on the Welsh Government website.

The most common symptoms of COVID 19 include; a high temperature, new or continuous cough or loss of taste or smell, however, other symptoms can be identified on the [NHS website](#) and advice should be always sought before attending University. The coronavirus symptom checker can be accessed [here](#) or contact the NHS 111 telephone line.

All individuals are encouraged to follow Welsh Government guidelines for isolation and get a test by contacting the NHS 119 telephone line as part of the national test, trace and protect strategy if they have symptoms. For more information see the [Welsh Government website](#) and SOP Part 3 Arrangements for Isolation (HSA-10147-44).

2. Reporting of Symptomatic cases on campus – Roles and Responsibility

It is important that you report to the University that you are unwell on campus with COVID symptoms. The University will deploy a cleaning team to conduct a thorough clean of the areas that you have visited whilst being symptomatic.

2.1 Symptomatic individuals

Where an individual starts to feel unwell whilst on campus, they are required to comply with the following;

- Make arrangements to immediately leave campus and return home. Avoid public transport, maintain social distance of 2 metres at all times, wear a face covering and do not touch anything.
- Access the test, trace and protect service by contacting the NHS on 119 or check the [Welsh Government website](#).
- Immediately inform the University in accordance with the table below;

STAFF	STUDENT	TENANT	CONTRACTOR	VISITOR
Contact Security supervisor. Email securitysupervisor@swansea.ac.uk Telephone: 01792 604271	Staff member in the vicinity i.e. lecturer	Contact Security supervisor. Email securitysupervisor@swansea.ac.uk Telephone: 01792 604271	Contact Security supervisor. Email securitysupervisor@swansea.ac.uk Telephone: 01792 604271	University Staff Contact
Line Manager	Email MyUni Support	University E&FM Contact	University Staff Contact	
		Organisation Line Manager	Organisation Line Manager	

You are required to provide the following information;

Name	
Status (staff, Student, Tenant, Contractor, Visitor)	
Location on campus	
Other campus locations visited	
Are you leaving the site?	
Is additional assistance required?	

2.2 University Staff member

If someone reports to you by email, telephone or in person that they feel unwell with COVID Symptoms;

- Maintain 2 metre social distance from the symptomatic individual at all times and ensure face coverings are worn.
- Remind the individual and anyone who has been within close contact with them i.e. another household member to go straight to their accommodation, avoid public transport, maintain social distance of 2 metres at all times, wear a face covering and do not touch anything.
- Remind the symptomatic individual to access the test, trace and protect service by contacting the NHS on 119 or check the [Welsh Government website](#).
- Clear the room/ area of all other users. Make a note of the following and inform security at securitysupervisor@swansea.ac.uk or Telephone: 01792 604271

Date	
Time	
Name	
Status (staff, Student, Tenant, Contractor, Visitor)	
Location on campus	
Other campus locations visited	
Individual still on site?	
Is additional assistance required?	

- Ensure that the space that the individual has occupied remains un-touched and isolated until security arrive.

In the unlikely event that the individual is too unwell to leave the space and requires medical assistance, or the space is contaminated with bodily fluids, evacuate the area and contact security on 333 from a landline or use the SafeZone app for immediate support.

2.3 Security Team

On receiving an email reporting a symptomatic individual on site;

- Immediately report the information above to campus services via:
 - Automatic notification email generated via the agreed ISARR reporting system;
 - Radio the onsite cleaning team; or
 - Agreed telephone contact list.
- Immediately attend the location and secure the area, preventing access until campus services team arrive.
- Liaise with users and campus services team to determine whether the area requires an immediate clean or whether the area can be secured for 72 hours before cleaning.
- In the unlikely event that the cleaning team are unavailable, secure the area until the cleaning team are available.
- Reopen the area following thorough cleaning.
- Record actions and inform contacts on the agreed automatically generated email:
 - HR
 - Director of Student Services and University TTP lead
 - H&S team
 - University Cleaning team

2.4 Campus Services Cleaning Team (Contract Cleaning team)

On receiving a notification of a symptomatic individual on site;

- Comply with the procedure for conducting a clean of areas where symptomatic cases have been reported.
- Attend the location and liaise with the security team to establish the area that requires cleaning i.e. does the area require an immediate clean or can it be secured for hours before cleaning.
- Confirm to security when the area can be reopened.
- Report actions taken to campus services management team.