

SAFE OPERATING PROCEDURE (Part 2)

Reporting COVID Confirmed Cases

1. Introduction

This document is part 2 of a three part Safe Operating Procedure (SOP) 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](#) page 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 Confirmed COVID cases – Roles and Responsibility

It is important that you report to the university that you have received a positive COVID test result. The University has arrangements in place to support the test, trace and protect strategy.

Reporting of positive COVID-19 cases is as follows;

STAFF	STUDENT	TENANT	CONTRACTOR	VISITOR
University Email address coronavirus-staff@swansea.ac.uk	Email; MyUni Support	University Email address coronavirus-staff@swansea.ac.uk	University Email address coronavirus-staff@swansea.ac.uk	University Email address coronavirus-staff@swansea.ac.uk
Line Manager	Faculty contact	University Contact	University contact	University contact
		Organisation Line Manager	Organisation Line Manager	

2.1. Staff member, Tenant, Contractor and Visitor with confirmed COVID

Email coronavirus-staff@swansea.ac.uk to notify the University of a positive test result, ensuring that their line manager (staff) or University Contact (tenant or contractor) is copied in. Once this is actioned, there is no need to inform any other department within the University.

The email information must include the following details:

Name	
Role	
Status (Staff, Tenant, Contractor)	
Faculty/ Directorate	
Date became symptomatic	
Date of positive test	
Date of last visit to either campus	
Campus and location last visited	

2.2. HR and Director of Student Services

HR will share this data with the Director of Student Services, who acts as Swansea University's Public Health Wales lead.

The Director of Student Services will liaise with TTP and be guided by them as to the next steps. Appropriate data, such as workplace risk assessments will be shared with TTP for them to advise on actions needed to be taken in order to ensure proper contact tracing within the University. Information that has been collected for this purpose will not be shared with anyone else.

HR will inform the H&S team who will determine whether the confirmed case is as a result of occupational exposure and reportable to the HSE via the Reporting of Injuries, Diseases, Dangerous Occurrences Regulations 2013.

If the individual has been on campus within the last 48 hours, report on the E&FM helpdesk, COVID-19 incident tab.

The information required by E&FM is;

Building and location requiring cleaning.	
Date became symptomatic	
Date of positive test	
Date of last visit to either campus	

2.3. Faculty/ PSU Line Manager or University Contact

If a staff member, tenant, contractor or visitor reports to you that they have been confirmed positive with COVID-19, inform them of the requirements to also report to the University email address coronavirus-staff@swansea.ac.uk and ensure that you have the following information;

Name	
Role	
Status (Staff, Tenant, Contractor)	
Faculty/ Directorate	
Date became symptomatic	
Date of positive test	
Date of last visit to either campus	
Campus and location last visited	

If the individual has been on campus within the last 48 hours, you must report on the E&FM helpdesk, COVID-19 incident tab.

The information required by E&FM is;

Building and location requiring cleaning.	
Date became symptomatic	
Date of positive test	
Date of last visit to either campus	

As necessary, work with the H&S team and Director of Student Services to establish the circumstances of infection and enable the test trace and protect process.

2.4. Student with confirmed COVID

Students are required to email MyUni hub myunisupport@swansea.ac.uk and inform their Faculty of a positive test result. The following information should be provided;

Name	
Student number	
Faculty	
Course/ cohort	
Date became symptomatic	
Date of positive test	
Date of last visit to either campus	
Campus and location last visited	

2.5. Faculty contact

If a student reports to you that they have been confirmed positive with COVID-19, inform them of the requirements to also report to the University myunisupport@swansea.ac.uk providing the following information.

If the student has been on campus within the last 48 hours, you must report on the E&FM helpdesk, COVID-19 incident tab.

The information required by E&FM is;

Building and location requiring cleaning.	
Date became symptomatic	
Date of positive test	
Date of last visit to either campus	

2.6. MyUni Hub and Director of Student Services

The MyUni Hub team and the Director of Student Services access a shared reporting resource with local TTP teams to report student positive COVID cases.

The Director of Student Services and/ or MyUni Hub will liaise with TTP and be guided by them as to the next steps. Appropriate data will be shared with TTP in order for them to advise on actions needed to be taken to ensure proper contact tracing within the University. Information that has been collected for this purpose will not be shared with anyone else.

MyUni Hub will inform the campus services team of the following, via the E&FM Helpdesk.

- COVID confirmed positive and isolating students in Halls of Residence so that the support package can be implemented.
- If the student has been on campus within the last 48 hours, MyUni Hub must report on the E&FM helpdesk, COVID-19 incident tab.

The information required by E&FM is;

Building and location requiring cleaning.	
Date became symptomatic	
Date of positive test	
Date of last visit to either campus	