

SAFE OPERATING PROCEDURE (Part 3)

Arrangements for Isolation and Close Contacts

1. Introduction

This document is part 3 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 and Close Contacts**

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 the [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](#).

2. Test, Trace and Protect

The University has arrangements in place for test, trace and protect in line with Public Health Wales and Local Health Board guidance. See the [Welsh Government website](#) for more information on how the NHS test trace and protect strategy works.

The University supports the Government UK wide digital app with QR code posters displayed. The location of the QR codes can be identified on the University intranet page.

In addition to the Government app, and to assist with test and trace, all staff and students are required to use the Salto system in all campus spaces and to sign in to learning and teaching (L&T) spaces via the existing TDS points. You are also strongly encouraged to check in to the SafeZone app when attending campus.

The Director of Student Services is the University point of contact for TTP.

3. What does Isolation mean?

[Self-isolation](#) means that you **do not leave the house**. Stay home and limit all unnecessary contact with others outside of your household. This includes not going to work outside your home. This is to ensure people who have tested positive for COVID-19 prevent passing it on to their friends, family and wider community, including their work colleagues.

4. When should I Isolate?

You are required to isolate in accordance with the Welsh Government guidance for [Self-isolation](#).

All symptomatic and confirmed cases are required to isolate and get a test as part of the national test, trace and protect strategy. You must remain in isolation until you receive your test result.

If your test result is positive, regardless of age or vaccination status, you will be required to isolate for 10 days.

If your test is negative, you can end your self-isolation period immediately, unless you are a close contact of someone who is symptomatic and awaiting a test or you are identified as a close contact of someone who has tested positive.

You are also required to isolate, if you are over the age of 18, and have not received a full course of COVID-19 vaccination in the UK, you should self-isolate for 10 days if:

- you develop COVID-19 symptoms, no matter how mild (and you should book a test);
- you live with someone who has developed COVID-19 symptoms and they are awaiting the outcome of a PCR test;
- you live with someone who has tested positive for COVID-19;
- you have been contacted by the TTP service and told to self-isolate because someone you have had close contact with has tested positive for COVID-19.

The self-isolation period is 10 days from either:

- the day immediately following the date of the start of your symptoms;
- the day immediately following the date of your positive test, or
- the date confirmed to you by the TTP service if they identify you as a close contact of someone who has tested positive for COVID-19.

You may be identified as a close contact by TTP and depending on your individual circumstances, you may be advised that;

You are exempt from isolation. As of 7 August 2021, adults who have been fully vaccinated and received the vaccine in the UK and those under the age of 18 will no longer have to self-isolate. You will be asked to take PCR tests on Day 2 from your last contact with the positive case (or as soon as possible) and on Day 8. It is important that you take these tests even if you feel well, you may have COVID-19 even if you do not have symptoms. You are considered to be fully vaccinated, if it is at least 14 full days since you had the full course of an approved vaccine, and it was administered in the UK.

Please Note: If you have been identified as a close contact and are exempt from isolation, (in accordance with Welsh Government and TTP) it is a University requirement that you do not attend campus or University organised activity.

- **Staff must make arrangements to work from home.**
- **Staff who are unable to work from home for operational reasons must not attend work.**
- **Students must not attend University activity on or off campus, including learning and teaching, research, social activity and events.**

Staff are required to inform their line manager and HR at coronavirus-staff@swansea.ac.uk when identified as a close contact.

Students are required to inform the University MyUni Support myunisupport@swansea.ac.uk when identified as a close contact.

Those who are no longer required to self-isolate will receive advice and guidance from TTP contact tracers about how to protect themselves as identified in the table below.

The University may also contact you to ask for information about your exemption;

TTP advice for close contacts <u>Self-isolation GOV.WALES</u>	University Requirements	
	Staff	Students
Try to minimise contact with others and avoid crowded settings, particularly indoor settings.	<p>Do not attend University events, activities or learning, teaching and research environments, on or off campus.</p> <p>If you have been identified as a close contact and are exempt from isolation, (in accordance with Welsh Government and TTP) it is a university requirement that you do not attend work and make arrangements to work from home.</p> <p>Staff are required to inform their line manager and HR at coronavirus-staff@swansea.ac.uk when identified as a close contact.</p>	<p>Do not attend events, activities or learning, teaching and research environments, on or off campus.</p> <p>Limit contact with others. Do not visit other flats or households.</p> <p>If you live on campus, make use of the university click and collect system to order groceries.</p> <p>Students are required to inform MyUni Support myunisupport@swansea.ac.uk when identified as a close contact.</p>
Consider using lateral flow tests on a daily/ more regular basis for the time you would otherwise have been self-isolating.	The University encourages the use of lateral flow tests twice weekly in accordance with Welsh Government guidance. Please do not to attend campus to collect lateral flow tests, if	The University provides a collection service for lateral flow tests and these can be delivered to students living on campus when isolating or identified as a close contact.

	<p>you are isolating or identified as a close contact.</p> <p>In Wales, anyone who does not have symptoms can get regular rapid lateral flow tests (LFTs) to check for COVID-19.</p> <p>The tests are available free of charge.</p> <p>Order rapid lateral flow home test kits on GOV.UK. You can order 1 home testing kit (7 tests) at a time. Delivery takes 1 to 2 days.</p> <p>You can also collect testing kits in person. Find your nearest collection point and opening times (on nhs.uk).</p> <p>You can collect rapid COVID-19 tests from most pharmacies. Find out if a pharmacy near you is offering this service.</p>	
<p>DO NOT visit vulnerable people such as those in care homes or hospitals.</p>		<p>A number of individuals at University will be considered at increased risk of COVID.</p> <p>Please do not visit other flats or households.</p>
<p>Work from home if you are not already doing so.</p>	<p>If you have been identified as a close contact and are exempt from isolation, (in accordance with Welsh Government and TTP) it is a university requirement that you do not attend</p>	<p>If you have a job, inform your employer and follow their instructions/ requirements.</p>

	work and make arrangements to work from home.	
<p>Inform your employer that you are a contact of case of COVID-19.</p> <p>If you work in the Health and Social Care sector your employer may ask you to take additional tests as a precaution or temporarily ask you to undertake an alternative role as outlined in the COVID-19 contacts: guidance for health and social care staff</p>	<p>Staff are required to inform their line manager and HR at coronavirus-staff@swansea.ac.uk when identified as a close contact.</p>	<p>Inform MyUni Support myunisupport@swansea.ac.uk that you have been identified as a close contact.</p> <p>If you have a job, your employer will advise you of the action they require you to take.</p>
<p>Pay extra attention to thorough and regular hand washing and wearing a face covering.</p>		<p>Hand sanitiser is provided at the entrance to all buildings. Face coverings are required to be worn if you are identified as a close contact.</p>
<p>If you develop COVID-19 symptoms at any point, no matter how mild, regardless of your age or vaccine status, you should immediately self-isolate, arrange a COVID-19 PCR test.</p>	<p>Inform HR coronavirus-staff@swansea.ac.uk</p> <p>See SOP for Reporting Symptomatic Cases</p> <p>See SOP for Reporting Confirmed Cases</p>	<p>Inform myunisupport@swansea.ac.uk.</p> <p>See SOP for Reporting Symptomatic Cases</p> <p>See SOP for Reporting Confirmed Cases</p>

Isolating when travelling to Wales. Depending on where you are travelling from, you may be required to isolate on arrival in Wales. Please see University International travel information and Welsh Government guidance. [Rules for foreign travel to and from Wales: coronavirus \(COVID-19\) \[HTML\] | GOV.WALES](#) and [Travel to Wales: COVID-19 testing and isolation | GOV.WALES](#)

Isolating when notified by NHS Test, Trace and Protect is a legal requirement and failure to isolate can lead to you being issued a fixed penalty notice or criminal prosecution, plus potential disciplinary action by the University.