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 and aerosols.

This document outlines the steps that should be taken by someone who develops symptoms or tests positive while they are on campus; and the cascade of information needed to ensure campus facilities remain safe.

Process:

1) Any person who receives a positive Covid-19 test result, or develops symptoms while on campus, must immediately leave campus whilst wearing a face covering and maintaining social distancing. Please follow the instructions below:
   - Students: [https://www.essex.ac.uk/student/covid-19/test-and-report](https://www.essex.ac.uk/student/covid-19/test-and-report)
   - Staff: [https://www.essex.ac.uk/staff/covid-19/test-and-report-for-staff](https://www.essex.ac.uk/staff/covid-19/test-and-report-for-staff)
   - Visitors or contractors: [https://www.essex.ac.uk/information/visiting-our-campus](https://www.essex.ac.uk/information/visiting-our-campus) (see section titled: “What to do if you experience COVID-19 symptoms on campus”)

2) Any person experiencing symptoms or who has received a positive test result must inform covid-19@essex.ac.uk (contractors and visitors should do this via their university contact).
   - Do NOT go in person to report this to the Security and Safety Centre on Square 3 or anyone else on campus.
   - If you have personal belongings on campus, please phone your line manager to arrange safe collection of these items.

3) The Covid-19 team will contact the individual to provide support, coordinate tracing contacts (as outlined in the ‘UoE contact tracing and testing’ procedure), and to decide what further actions are needed.

4) If the individual is a resident within university accommodation:
   - The Covid-19 team will send an urgent update to i-flatupdates@essex.ac.uk, this update should only include the flat and if the case is “positive test” or “symptomatic – awaiting test”.
   - These details, along with isolation end dates if known, will be added to the spreadsheet for circulation to i-flatupdates@essex.ac.uk with the daily update.

5) If the individual has spent time on campus within 48 hours of testing positive or developing symptoms, the Covid-19 team will work with them to identify any indoor areas where there is a potential increased covid-19 risk.

6) Where an area is identified, The Covid-19 team will:
   - Advise if additional disinfection is required and email details of the locations and type of disinfection needed (E.G. “additional surface disinfection”, “Zoono fogging”, “deep cleaning”) to both ems-helpdesk@essex.ac.uk (who will raise an “Priority 1” ticket for the works) AND softfmcos@essex.ac.uk (who will arrange the disinfection). They will also phone this through to the helpdesk (0120687 2959) to ensure this is actioned immediately.
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b. **Advise if an area should be closed** and send details of location and duration of closure to secspvrs@essex.ac.uk (who will ensure the area is locked) AND ems-helpdesk@essex.ac.uk (who will arrange any necessary signage) AND relevant department/section managers for the area (if known).

7) The Covid-19 team will, where necessary, inform relevant managers, as soon as practical, to enable them to contact staff who have been in an area where there may have been an increased covid-19 risk.

**Addendum for the Sports Areas only:**

**Current Controls in Sports Areas:**

A. High touch surfaces are disinfected every hour.
B. Users of the gym are instructed to wipe down equipment before and after use with Virucidal wipes.

If it is deemed by the Covid-19 team that additional fogging or disinfection is needed, this can be done by sports centre staff. A Zoono fogging machine is held in one of the sports buildings and sports staff trained in its safe use.

**Procedure by:** Workplace Health, Safety & Wellbeing team  
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