



UNIVERSITY OF
LINCOLN

UNIVERSITY OF LINCOLN
COVID-19
OUTBREAK MANAGEMENT PLAN

Version 7.0
Dated 20 Sep 21

Contents

PURPOSE OF THIS DOCUMENT	2
COMMAND AND CONTROL	2
COVID-19 MITIGATION	3
PROVISION OF FOOD AND MEDICINE	5
WORKING WITH LOCAL PARTNERS	5
CONTACT TRACING.....	5
TIERED RESPONSE LEVELS	5
COMMUNICATIONS	6
ANNEX A.....	1
TO UOL C-19 OBP	1
DATED 20 SEP 21	1
ANNEX B.....	1
TO UOL C-19 OBP	1
DATED 20 SEP 21	1
ANNEX C	1
TO UOL C-19 OBP	1
DATED 20 SEP 21	1
ANNEX D.....	1
TO UOL C-19 OBP	1
DATED 20 SEP 21	1
ANNEX E	1
TO UOL C-19 OBP	1
DATED 20 SEP 21	1

PURPOSE OF THIS DOCUMENT

1. This Outbreak Management Plan forms part of a suite of plans and documents, which aim to create a COVID secure campus and, together, set out how the University of Lincoln will seek to: sustain high quality teaching and research; provide a good student experience; reduce the risk of transmission of the virus; control an outbreak either on campus, or amongst staff and students, and reduce the impact of a local outbreak.
2. The purpose of this document is to set out how the University plans to manage the impact of a local outbreak and/or control an outbreak occurring either on campus, or amongst staff and students (in their accommodation/households). Whilst some scenarios are considered (at Annex E), it is important to bear in mind that an outbreak is unlikely to fit neatly into a pre-ordained scenario. The response to an outbreak will be dynamic, requiring rapid decision-making, extensive coordination with partners and carefully managed communication. The scenarios are designed to assist with the speed of response by providing a suggested range of responses, depending on the severity or pace of the outbreak.

COMMAND AND CONTROL

3. Whilst overall responsibility for the University's Outbreak Response Plan rests with the Senior Leadership Team, it is delegated on a day-to-day basis to the COVID-19 Incident Manager (IM), either Julian Free (Deputy Vice Chancellor (People Services & Operations) – DVC PSO), or Simon Parkes (Deputy Vice Chancellor (Finance & Infrastructure) – DVC F&I).
4. The Incident Manager (IM), supported by the Senior Leadership Team (SLT) and/or Incident Management Team (IMT) as appropriate, will determine the Tiered Response Level, following advice from the Local Director of Public Health.
5. Management of the response will be led by the University of Lincoln COVID-19 Test, Care & Trace (TCT) Team. The University TCT Team comprises:
 - COVID Incident Manager (DVC).
 - Central Team: Project Director (PD) COVID TCT, Senior Administrator TCT, ATS Manager & Staff.
 - College TCT: Ops Dirs, Senior Ops Manager, Ops Coordinator.
 - DDir HR.
 - Dir CDM.
 - Head Accommodation Services.
 - Head Student Support.
 - Chief Executive of Lincoln Students' Union.
6. DVC PSO and PD COVID TCT will ensure the TCT Team works effectively with the Local Public Health Team and NHS Test & Trace. They will also oversee data sharing arrangements and make recommendations to SLT (or IMT if stood up) about changes to the Tiered Response Level, having taken advice/direction from the Local Director of Public Health.

GENERAL PRINCIPLES

7. The following general principles will be followed:
 - a. The number of people on campus will be limited to ensure the University is able to deliver as much face-to-face education and research as possible in accordance with the Government's "[Higher education COVID-19 operational guidance - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/guidance/higher-education-covid-19-operational-guidance)" dated 17 Aug 21.

- b. No-one with [symptoms of coronavirus](#) (a high temperature, a new, continuous cough or a loss or change to your sense of smell or taste) or who feels unwell (the Delta variant can, in addition to the COVID symptoms listed above, also produce symptoms of sneezing, headache, sore throat, runny nose, fatigue and fever) should come onto campus or access university buildings or facilities.
- c. Wherever possible face-to-face teaching should be preserved.
- d. On campus social activity forms an essential part of the COVID-secure planning for the University as it enables students to socialise in a safe and managed environment – it should be preserved for as long as possible in the event of an outbreak.
- e. The University recognises staff and students have the same rights and are bound by the same constraints as any other citizen.
- f. The University has a data sharing agreement with the Director of Public Health and will work closely with him and other health professionals to control an outbreak.

COVID-19 MITIGATION

- 8. The best way to control and manage outbreaks is to avoid them in so far as it is possible. However, the University recognises it must balance the risks of catching COVID-19 against the risks of imposing such sweeping restrictions that staff and students suffer harm in other ways. The University has prepared carefully for the safe return of students to the campus. Measures taken include:
 - a. **Hands.** Sanitising stations have been installed near every entrance and exit to our buildings and in all teaching spaces.
 - b. **Face.** Face coverings are recommended in communal areas and teaching spaces inside all University buildings. Social distancing of at least 1m will be maintained in teaching spaces. Where it cannot, e.g. in clinical situations, enhanced PPE will be issued.
 - g. **Space.** We have taken steps to reduce the numbers of people on campus, converted office space into additional teaching rooms and removed excess furniture from teaching spaces to ensure social distancing. People with COVID, COVID symptoms or those feeling unwell should not access University facilities and/or buildings.
 - c. **Fresh Air.** Air handling systems will be operating at maximum capacity to support enhanced air circulation across the campus.
- 9. We have installed clear signage at every entrance point reminding staff and students to **sanitise their hands, put on their face covering and maintain social distancing**. There is clear signage in each teaching space, which sets out the requirement to **sanitise the desk, sanitise hands and maintain social distancing**. A comprehensive communications plan has been developed. This includes: emails to all staff and students setting out the University's revised approach; letters to all students setting out the behaviours expected from them; and posters and social media content explaining the safety measures in place on campus.
- 10. Where necessary ventilation systems on campus have been fitted with new filters. They are also operating at maximum capacity and for a longer duration to improve ventilation and air flow.

11. Wherever possible, one-way systems are in operation, with entrances and exits separated and clear signage installed.
12. The University has also invested in its outdoor spaces, extending the outdoor spaces for the Students' Union.

NOTIFICATION AND MONITORING

13. **Where a student or member of staff has symptoms of COVID-19, they must self-isolate straight away, book and take a PCR test as soon as possible.**
People should also self-isolate straight away if:
 - They have tested positive for COVID-19.
 - Someone they live with has symptoms or has tested positive (unless not required to self-isolate – see below).
 - They have been told to self-isolate by NHS Test & Trace.
14. People do not need to self-isolate if they live with someone who has symptoms of COVID-19 or has tested positive for COVID-19 if any of the following apply:
 - They are fully vaccinated – this means 14 days have passed since their final dose of a COVID-19 vaccine given by the NHS.
 - They are under 18 years, 6 months old.
 - They are taking part or have taken part in a COVID-19 vaccine trial.
 - They are not able to get vaccinated for medical reasons.

However, even close contacts who are not required to self-isolate should still:

- Take a [PCR test on GOV.UK](#) to check whether they have COVID-19.
- Follow Government advice on [how to avoid catching and spreading COVID-19](#).
- Limit contact with [people who are at higher risk from COVID-19](#).

When self-isolating no one should leave home, except to post a test kit or for a PCR test appointment.

15. All students and staff should notify the University if they have symptoms or have taken a COVID test (PCR or LFD) whatever the result by completing the University's online [COVID Incident Report Form](#). In addition, students should inform their personal tutor and/or school administrator that they have developed symptoms or tested positive. Staff should inform their line manager. Everyone with symptoms must contact NHS Test & Trace to book a test, even if the symptoms appear very mild. Detailed guidance can be found at:
 - Annex A for Students.
 - Annex B for Academics.
 - Annex C for Professional Services Staff.

PROVISION OF FOOD AND MEDICINE

16. Where a student, or student household is required to self-isolate, the University will, where requested, provide a suitable¹ food pack for each student to support them for up to 48 hours. This will enable them to set up an online delivery, or, if that is not available, to liaise with the University to access a click and collect grocery service. Support should be requested by email to isolatingstudent@lincoln.ac.uk.

WORKING WITH LOCAL PARTNERS

17. DVC PSO sits on the Local Resilience Forum's Strategic Coordination Group, which oversees Lincolnshire's response to the pandemic. He represents the two universities in the City. The University also works closely with the Lincolnshire Director of Public Health and our plans for test and trace have been developed with the Director and his team. The University hosts a Local Testing Site, situated near the Joseph Banks Laboratories enabling (staff and) students to access symptomatic testing without the need for a car. We also have an Asymptomatic Test Site located in the Village Hall, enabling staff and students to take lateral flow tests prior to the start of teaching and regularly thereafter and/or to collect LFD test kits.

CONTACT TRACING

18. The University has established a central test, care and trace (TCT) team. The TCT team is supported by COVID points of contact in each of the Colleges, who are, in turn, supported by school administrators and personal tutors. Professional services teams also have nominated COVID points of contact, and the University Accommodation Team, Student Support and Student Union are fully engaged with the University's TCT system. The University's TCT Policy is regularly reviewed and updated by SLT to ensure its alignment with Government COVID direction and guidance.

TIERED RESPONSE LEVELS

19. The Government has previously set out a tiered approach to the blend of online and face to face teaching. Whilst this guidance has been withdrawn, the tiered approach remains a sensible way to think about managing outbreaks; in terms of teaching face-to-face contact will be reduced in line with the severity of the outbreak and as required by Public Health (full details are contained within the COVID Teaching SOP). The tiers are as follows:
 - a. **Tier 1 (default position).** We will offer blended learning, maximising face-to-face tuition whilst taking some measures to limit transmission, e.g. increasing cleaning, ventilation and social distancing. If necessary, the amount of face-to-face teaching will be reduced with large scale teaching (principally lectures) going online first, with smaller group sessions remaining face-to-face for as long as is safe.
 - b. **Tier 2 (fallback position).** Online learning where possible with face-to-face provision based on risk assessments.
 - c. **Tier 3 (where stricter measures are needed).** Most courses will now be online with face-to-face provision for priority courses (for example, clinical and medical courses), and in as limited a number of situations as possible. There are likely to be additional restrictions applied locally, which might restrict travel, or require the closure of hospitality venues. The University will support students by keeping services for students, such as university libraries and catering facilities, open where permitted.

¹ Suitable, in this context, means reflecting the student's dietary requirements e.g. Vegan, Gluten-Free, etc.

- d. **Tier 4 (last resort).** Almost all provision will be online, with buildings open for essential workers only. This will include the continuation of essential research.
20. It is important to note the tiered response level is concerned with the balance of face-to-face and online learning. It does not necessarily equate to an assessment of the scale of any outbreak.
21. The University is required to work in partnership with the local Director of Public Health and its responses to any outbreak must be coordinated with them. It follows that decisions about changes to the tiered response level should be made in conjunction with the Lincolnshire Director of Public Health, who will be able to provide up to date information about the local context to inform decisions.

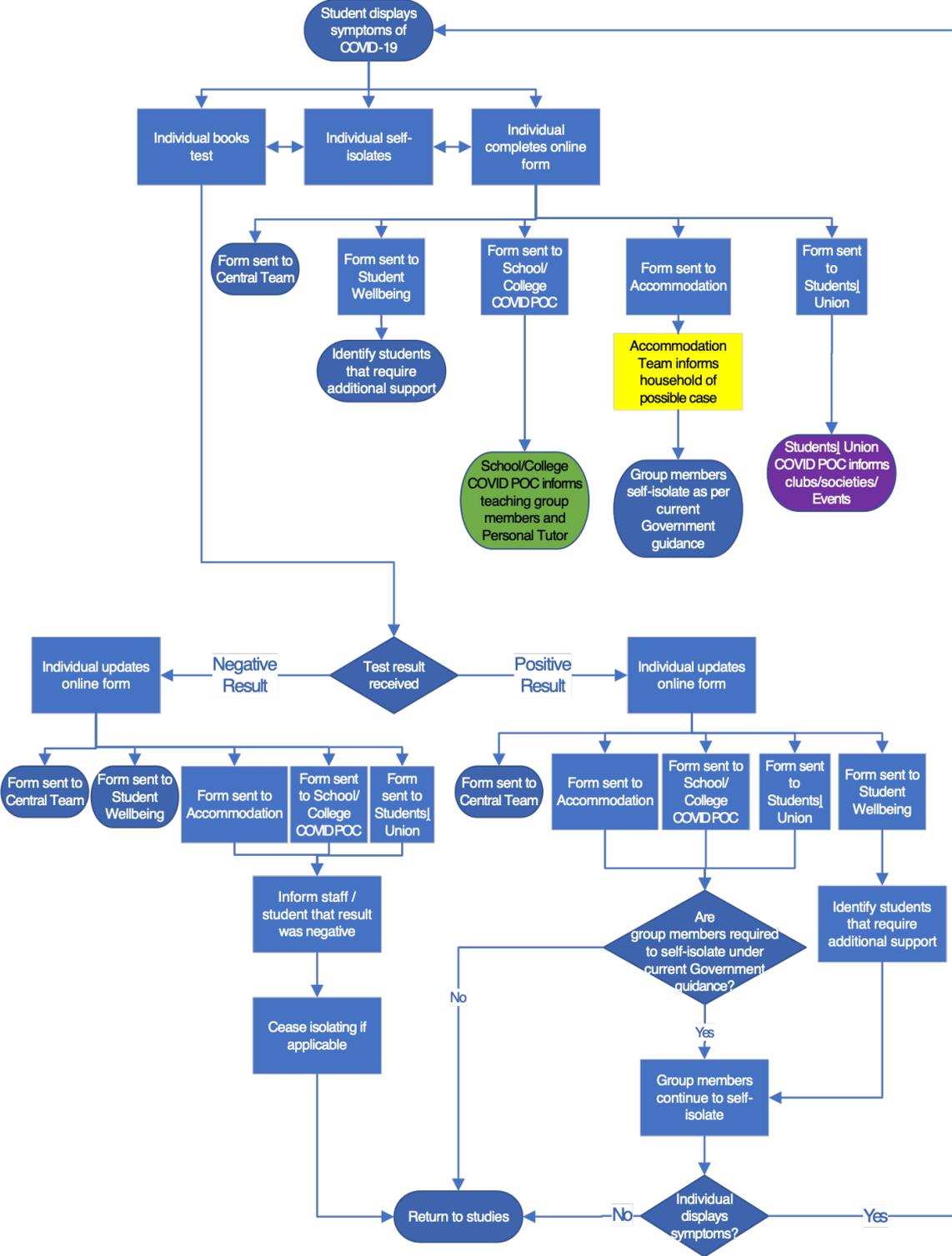
COMMUNICATIONS

22. Effective and timely communications are central to both preventing the spread of COVID-19 and managing outbreaks if they occur. Key elements of the University's COVID-19 mitigation communications strategy are set out [above](#). The University's Director of Communications, Development and Marketing will work closely with colleagues from the Local Authority and Bishop Grosseteste University to ensure, in the event of an outbreak, messages from all parties are consistent and timely.
23. Example communications to be sent to students (and their households), in the event of them reporting symptoms, are shown at Annex D.

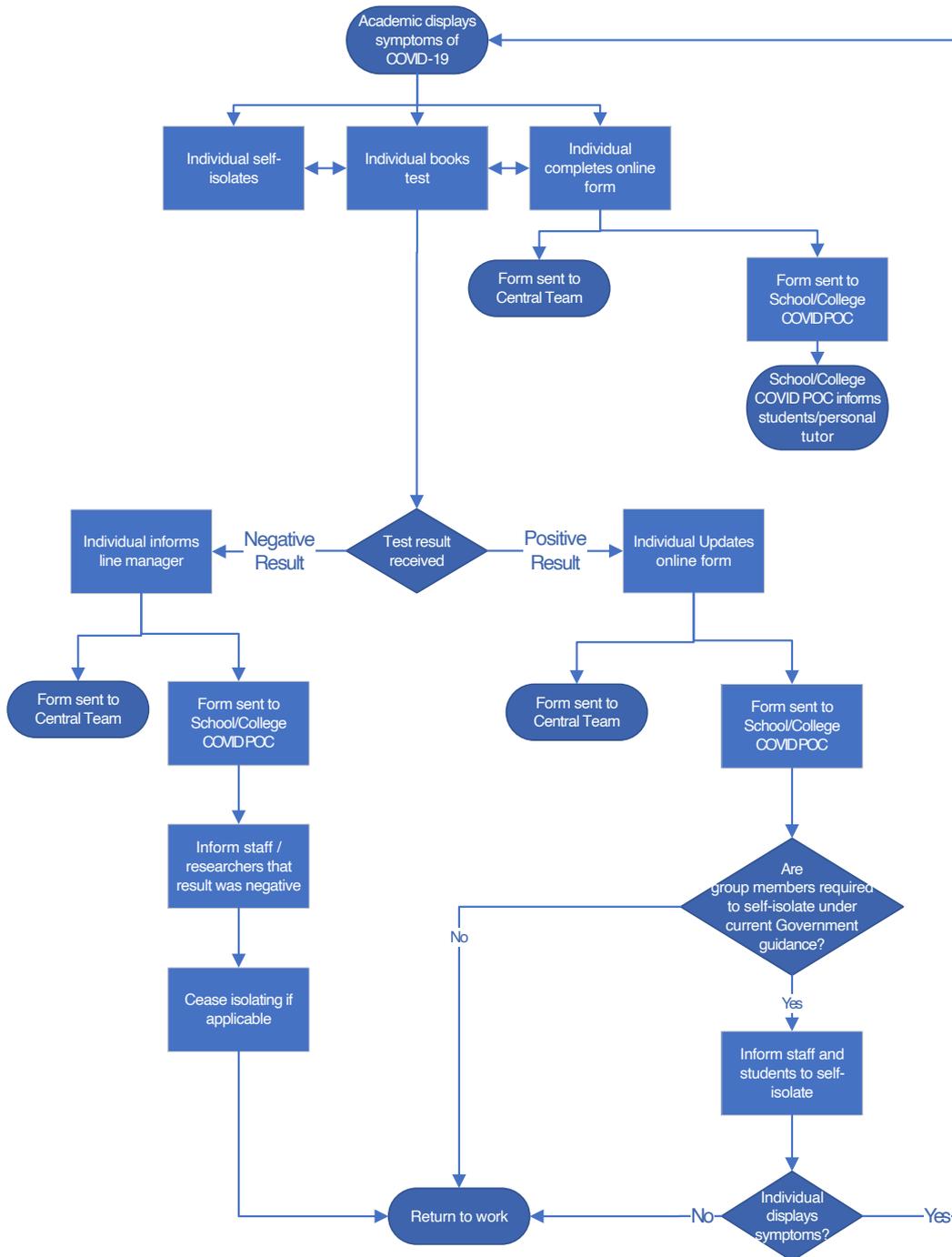
Annexes:

- A. Student Process.
- B. Academic Process.
- C. Professional Services Process.
- D. Student Communications.
- E. Outbreak Scenarios & Responses.

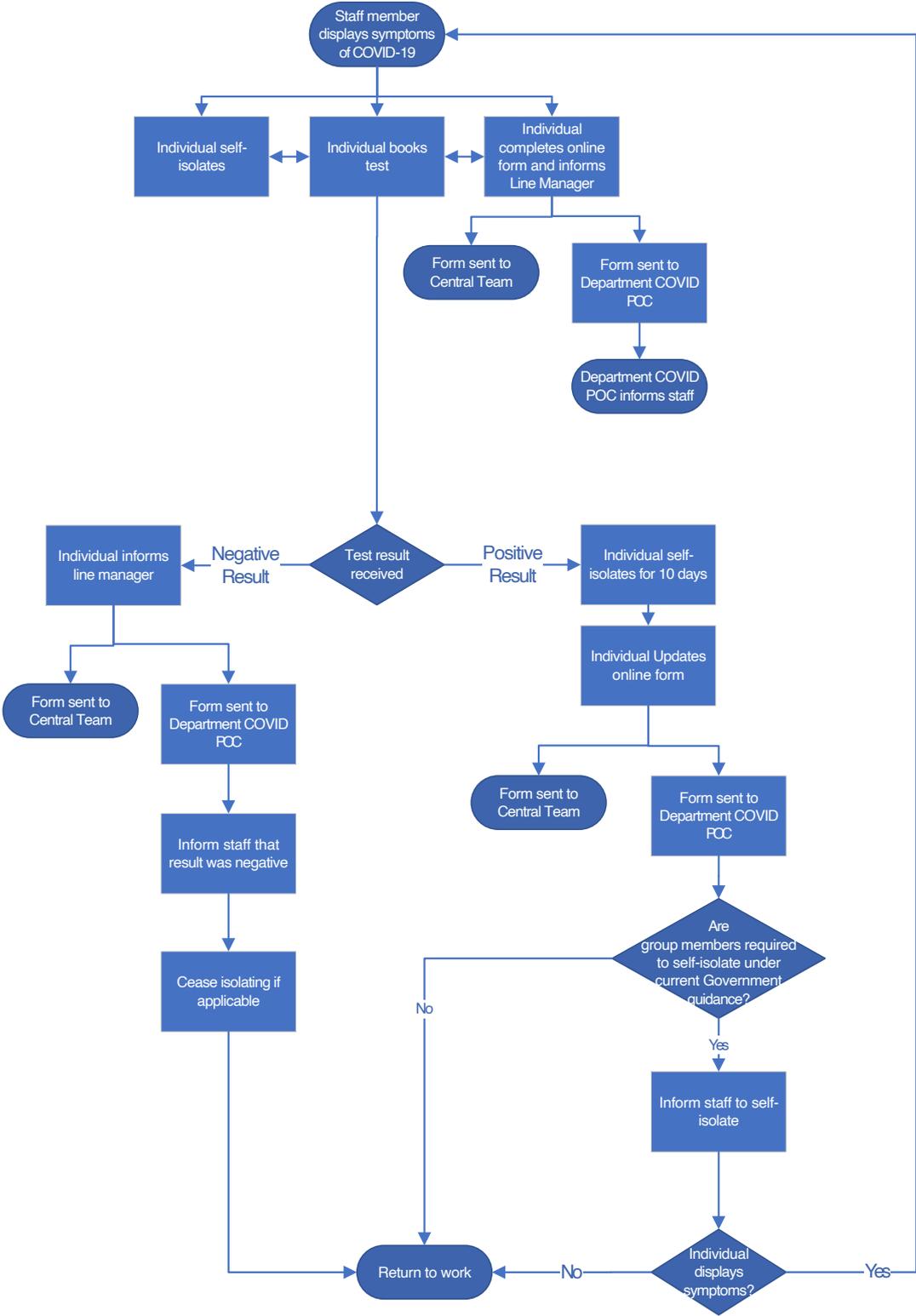
Student Process



Academic Process



Professional Services Process



STUDENT COMMUNICATIONS

In the event of a symptomatic case being notified to anyone other than via the standardised reporting forms, the symptomatic individual should be directed to self-report via the appropriate form available at: [COVID Incident Report Form](#).

DRAFT COMMUNICATIONS

Symptomatic Student

I understand you may have exhibited symptoms of COVID-19, and I am writing to offer guidance on the Government's requirements and the University's procedures and support.

If you have not already done so, you should immediately book a test via the NHS and formally notify the University using the University's online [COVID Report Form](#). You are required to self-isolate until you receive the results of your test – this will usually be within 24 hours.

To be clear, the Government has set out that self-isolating means **you must not come into contact with anyone else**, even if they are within your household. **You must not leave your accommodation for any reason other than to take or post your COVID-19 test.** You must not go outside to exercise, attend classes or buy food and medicine. You are not allowed to return home.

If you need additional advice or support, or would like to talk to someone in confidence, please do not hesitate to contact your personal tutor or the Student Support service. Once you have the results of your COVID-19 test, please return to the University notification page and let us know the outcome.

If you need food to support you until you can obtain an online food order, please email isolatingstudent@lincoln.ac.uk who will arrange for a food parcel to be delivered to you.

We will let those in your household know that they may need to self-isolate and, if your test result is positive, we will work with you and the NHS Test & Trace team to identify those you have been in close contact with, who may also need to take additional measures.

Household or Teaching Group of Symptomatic Student

I understand a member of your household and/or teaching group has exhibited symptoms of COVID-19, and I am writing to offer guidance on the Government's requirements and the University's procedures and support.

There is no need for you to self-isolate if any of the following apply to you:

- You are fully vaccinated – this means 14 days have passed since your final dose of a COVID-19 vaccine given by the NHS.
- You are under 18 years, 6 months old.
- You are taking part or have taken part in a COVID-19 vaccine trial.
- You are not able to get vaccinated for medical reasons.

However, even if you do not have symptoms, you should still:

- Take a [PCR test on GOV.UK](#) to check if you have COVID-19.
- Follow Government advice on [how to avoid catching and spreading COVID-19](#).
- Limit contact with [people who are at higher risk from COVID-19](#).

As the Government guidance above states close contacts of someone with a positive COVID-19 test result should take a PCR test to check whether they also have COVID-19. If your test result is negative, you should continue to take regular tests until your house / flatmate / teaching group member has completed their self-isolation. If your test result is positive you should self-isolate for 10 days and inform the University of your test result using the University's online [COVID Report Form](#). **You must not leave your accommodation for any reason other than to take or post your COVID-19 test.** You must not go outside to exercise, attend classes or buy food and medicine. You must not return home.

If you develop symptoms, you should immediately book a test via the NHS at the GOV.UK link above. Even if you feel perfectly well, the Government sets out that self-isolating means **you must not come into contact with anyone else**, even if they are within your household. **You must not leave your accommodation for any reason other than to take or post your COVID-19 test.** You must not go outside to exercise, attend classes or buy food and medicine. You must not return home.

If you need additional advice or support, or would like to talk to someone in confidence, please do not hesitate to contact your personal tutor or the Student Support service. Once you have the results of your COVID-19 test, please return to the University notification page and let us know the outcome.

If you need food to support you until you can obtain an online food order, please email isolatingstudent@lincoln.ac.uk who will arrange for a food parcel to be delivered to you.

OUTBREAK SCENARIOS & RESPONSES

Scenario (a)	Suggested Tiered Response Level (b)	Students			Staff (f)	Other Comments (g)
		Teaching (c)	Accommodation (d)	Social/Activities (e)		

Scenario (a)	Suggested Tiered Response Level (b)	Students			Staff (f)	Other Comments (g)
1. Minor local outbreak not affecting staff and students – limited impact on operations.	1	<ul style="list-style-type: none"> • Face-to-face teaching continues . • Consider impact on vulnerable or shielding students – do some students need to self-isolate? 	<ul style="list-style-type: none"> • Assume students remain in accommodation (i.e. do not travel home). • Prepare for potential outbreak in student accommodation. 	<ul style="list-style-type: none"> • Seek advice from Public Health officials through regular LRF forum attendance. • Consider strengthening social distancing and monitoring in SU and University venues. 	<ul style="list-style-type: none"> • Review risk assessments for vulnerable staff – consider asking some additional staff to work from home. 	<ul style="list-style-type: none"> • Increased COVID awareness communications. • Communications to emphasise the need to take asymptomatic tests, or book a PCR test if symptomatic, even if symptoms mild.

Scenario (a)	Suggested Tiered Response Level (b)	Students			Staff (f)	Other Comments (g)
2. Significant local outbreak – potentially a local lockdown not involving staff or students.	2	<ul style="list-style-type: none"> Face-to-face teaching continues if possible, but consider move to online teaching if outbreak prevents travel or significant numbers of staff and/or students need to self-isolate. 	<ul style="list-style-type: none"> Assume students remain in accommodation. High readiness for outbreak in student accommodation. 	<ul style="list-style-type: none"> Consider increasing social distancing measures (e.g. 1m @ 2m). Consider restricting off-campus meetings of SU clubs and societies. Advise students to minimise contact wherever possible. 	<ul style="list-style-type: none"> Ask vulnerable staff to remain at home. 	<ul style="list-style-type: none"> Increased COVID awareness communications. Communications to emphasise the need to take asymptomatic tests, or book a PCR test, even if symptoms mild. Increase availability of asymptomatic test appointments. Encourage more regular asymptomatic testing.

Scenario (a)	Suggested Tiered Response Level (b)	Students			Staff (f)	Other Comments (g)
3. Minor outbreak in student accommodation (2 cases confined to one self-contained flat/HMO).	1	<ul style="list-style-type: none"> Face-to-face tuition should continue for students not affected by the outbreak. If a teaching group is identified as “close contact” then: (a) Fully vaccinated members take a PCR test to check whether they have COVID-19. If positive they should self-isolate for 10 days from test result date. If negative they should take regular LFD tests until the infected member completes their self- 	<ul style="list-style-type: none"> Fully vaccinated students in the same self-contained flat/HMO take a PCR test to check whether they have COVID-19. If positive they should self-isolate for 10 days from the test result date. If negative they should take regular LFD tests until their infected house/flatmate completes their self-isolation. Unvaccinated students should self-isolate for 14 days from point first household 	<ul style="list-style-type: none"> No immediate impact on provision. Students in close contact with confirmed cases will need to self-isolate for 14 days from symptom onset, or start a regime of testing, if fully vaccinated. 	<ul style="list-style-type: none"> In the event of a confirmed case, staff in teaching groups who have not been vaccinated may need to self-isolate, vaccinated staff should commence daily lateral flow testing. 	<ul style="list-style-type: none"> Students to notify University using the online form. Students should also contact NHS Test & Trace and book a test. Letters issued to student (s) and households, advising them on next steps. University initiates on campus contact tracing through attendance logs, activity logs and accommodation

Scenario (a)	Suggested Tiered Response Level (b)	Students			Staff (f)	Other Comments (g)
4. Major outbreak in student accommodation (several cases across more than one self-contained flat/HMO).	2 (possibly moving to 3 in very serious cases)	<ul style="list-style-type: none"> Consider limiting face-to-face teaching to those programmes needing access to labs and specialist teaching spaces. If a teaching group is identified as “close contact” then: (a) Fully vaccinated members take a PCR test to check whether they have COVID-19. If positive they should self-isolate for 10 days from test result date. If negative they should take regular LFD tests until the infected member 	<ul style="list-style-type: none"> Fully vaccinated students in the same self-contained flat/HMO take a PCR test to check whether they have COVID-19. If positive they should self-isolate for 10 days from test result date. If negative they should take regular LFD tests until their infected house/flatmate completes their self-isolation. Unvaccinated students should self-isolate for 14 days from point first household 	<ul style="list-style-type: none"> Advise the SU to suspend off campus meetings of clubs and societies. Advise students to remain on campus, where possible. 	<ul style="list-style-type: none"> Larger numbers of staff likely to have to self-isolate. Vulnerable and shielding staff may need to remain at home (where possible), or arrangements made to ensure they have limited contact in the workplace – see individual risk assessments. 	<ul style="list-style-type: none"> Students to notify University using the online form. Students should also contact NHS Test & Trace and book a test. Consider restricting access to campuses to staff and students only. Maintain access to other support services on campus, e.g. libraries, catering and sports facilities

Scenario (a)	Suggested Tiered Response Level (b)	Students			Staff (f)	Other Comments (g)
5. Minor outbreak in a teaching group (2 cases in one teaching group).	1	<ul style="list-style-type: none"> Face-to-face teaching to continue for students not affected by the outbreak and those with a negative LFD test (where they are fully vaccinated). Fully vaccinated teaching group members take a PCR test to check whether they have COVID-19. If positive they should self-isolate for 10 days from test result date. If negative they should take regular LFD tests until the 	<ul style="list-style-type: none"> Fully vaccinated students in the same self-contained flat/HMO take a PCR test to check whether they have COVID-19. If positive they should self-isolate for 10 days from the test result date. If negative they should take regular LFD tests until their infected house/flatmate completes their self-isolation. Unvaccinated students should self-isolate for 14 days from point first household 	<ul style="list-style-type: none"> No immediate impact on provision. Students in close contact with confirmed cases will need to self-isolate for 14 days from symptom onset. 	<ul style="list-style-type: none"> Staff in teaching groups may need to self-isolate in the event of a confirmed case if they are not vaccinated. Vaccinated staff should start daily LFD test regime. 	<ul style="list-style-type: none"> Students to notify University using the online form. Students should also contact NHS Test and Trace and book a test even if symptoms are very mild. Letters issued to student(s) and households, advising them on next steps. University initiates on campus contact tracing through attendance logs,

Scenario (a)	Suggested Tiered Response Level (b)	Students			Staff (f)	Other Comments (g)
6. Major outbreak across several schools/colleges.	2 (possibly moving to 3 in very serious cases)	<ul style="list-style-type: none"> Limit face-to-face teaching in the affected school/college to those programmes needing access to labs and specialist teaching spaces. Consider limiting face-to-face teaching across the University depending on contact tracing pattern. Fully vaccinated close contact teaching group members take a PCR test to check whether they have COVID-19. If positive they should self-isolate for 	<ul style="list-style-type: none"> Students should remain in Lincoln. Fully vaccinated students in the same self-contained flat/HMO take a PCR test to check whether they have COVID-19. If positive they should self-isolate for 10 days from the test result date. If negative they should take regular LFD tests until their infected house/flatmate completes their self-isolation. Unvaccinated students should self-isolate for 14 days 	<ul style="list-style-type: none"> Advise the SU to suspend off campus meetings of clubs and societies. Advise students to remain on campus, where possible. Increase availability of online activities and entertainment for students (who are self-isolating). 	<ul style="list-style-type: none"> Larger numbers of staff may need to self-isolate. Vulnerable and shielding staff may need to remain at home (where possible), or arrangements made to ensure they have limited contact in the workplace. 	<ul style="list-style-type: none"> Students to notify University using the online form. Students should also contact NHS Test & Trace and book a test even if symptoms are very mild. Letters issued to student(s) and households, advising them on next steps. Restrict access to campuses to staff and students only. Maintain access to

Scenario (a)	Suggested Tiered Response Level (b)	Students			Staff (f)	Other Comments (g)
7. Major outbreak affecting both the community and the University with a local lockdown imposed.	4	<ul style="list-style-type: none"> All teaching to move online. 	<ul style="list-style-type: none"> Students to remain in Lincoln. Potentially significant numbers of students may require support with food and medicine if self-isolating. 	<ul style="list-style-type: none"> All physical meetings of clubs and societies to be suspended. Enhanced programme of online activities. Socially distanced exercise programmes to be introduced (walking/cycling) in line with guidance from the Director of Public Health. 	<ul style="list-style-type: none"> All non-essential staff should work from home, where possible. Essential staff required to support students should work in groups – attending only when necessary and maintaining rigorous social distancing. 	<ul style="list-style-type: none"> All campus buildings to be closed except those needed for student support and essential research. Access to campuses to be restricted. Strong focus on internal communications to support staff and students. Expect rise in welfare caseload, which may need support from NHS and other partner

