

COVID-19 OUTBREAK MANAGEMENT PLAN (“OMP”) FAIRFIELD SCHOOL OF BUSINESS

Version 4.3 - September 2021

Approved by Executive Committee

Foreword

The Outbreak Management Plan (“OMP”) has been aligned to the Department for Education’s [Operational Guidance for Higher Education Providers](#) published in August 2021.

There are no longer restrictions on the approach to teaching and learning in higher education (HE) settings as a result of COVID-19. There is no requirement for social distancing or other measures within in-person teaching. However, the risk of transmission of COVID-19 within the community has not yet abated, due to the prevalence of the COVID-19 Delta variant. The School’s OMP will therefore remain in effect until further notice.

Higher Education Providers are permitted to take a discretionary approach toward mitigating the risk of COVID transmission in a manner appropriate to their specific circumstances, with due regard for the wellbeing and academic success of their students.

As the School returns to full time in-person teaching from September 2021, it will adopt a risk-averse approach that assumes that it is virtually inevitable that there will be cases of COVID within its academic community.

The School will comply with its legal responsibilities, including the Health and Safety at Work etc. Act 1974 and the Equality Act 2010.

FSB does not provide or manage student accommodation; this plan concerns specifically the School’s teaching, research and office facilities.

Responsibility

Campus Deans and those managing office facilities are responsible for the implementation of this plan and any other directive from the School’s Executive to prevent the spread of COVID-19, at their respective site locations.

The School’s Executive Committee will review and approve changes to this OMP as necessary to comply with government rules and emerging risks, whilst ensuring the resilience and continuity of teaching and learning activities.

This plan is set out in two parts:

SECTION A, which deals with the prevention of COVID-19 outbreaks occurring within its academic community, covering:

- the management of facilities [Page 3](#)
- face coverings policy [Page 3](#)
- COVID-19 testing [Page 4](#)
- contact tracing [Page 4](#)
- promoting vaccination [Page 4](#)
- social contact and events management [Page 5](#)

SECTION B, setting out how the school will respond to suspected or confirmed cases of COVID-19 where the School is notified of a risk of infection; predicating on the following scenarios:

- i. A student or staff member reports recent 'close contact'* with or shares a household with someone who has tested positive for COVID-19 or has returned from a country subject to travel restrictions in the past 14 days.*
[Page 5](#)
- ii. There is a localised outbreak involving a particular student or staff member, faculty or department (up to 4 people),*
[Page 6](#)
- iii. There is a large-scale outbreak that may impact on the activities of the School (i.e. If five or more people are diagnosed with COVID 19 or become symptomatic at the same teaching or office location, within 14 days of each other),*
[Page 7](#)
- iv. There is an increase in infections within the local areas where FSB operates, or nationally*
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The plan also covers

- Individuals returning to work or study after self-isolating [Page 8](#)
- Engagement and communications strategy [Page 8](#)
- Data Protection [Page 9](#)

APPENDIX A: Definitions [Page 10](#)

APPENDIX B: Flowchart for Reporting COVID-19 Cases [Page 11](#)

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SECTION A: Prevention of COVID-19 Transmission

Management of Facilities

The School will continue to manage its campuses and office facilities in such a way as to minimise the risk to individuals of COVID-19 contagion, so far as is reasonably practicable, whilst supporting full capacity operations; at this time the School will not make any alterations to students' attendance requirements or routinely blend in-person delivery with online delivery. The School may however use its online resources to support students who, for any reason need to self-isolate.

Individual risk assessments are maintained by the operational head of each facility, detailing arrangements for keeping people safe. The School will continue to provide intensified cleaning services and sanitise all teaching areas after each session. Hand sanitising stations will continue to be provided and signage around facilities will encourage 2 metre social-distancing where possible and the wearing of face coverings in designated areas.

Equipment, including IT equipment will be cleaned regularly but not between individual uses; students will be encouraged to observe good hand hygiene and sanitiser spray will be provided for use on computer equipment if students want to use it.

Safety screens will remain in place between students and staff members, and separating work areas where individuals are less than 2m apart until further notice.

In areas where people gather, particularly classrooms, means of natural ventilation will be used, except where this would not be appropriate for the buildings HVAC configuration; mechanical ventilation will be set to provide the maximum rate of air change.

The School will consider the needs of people in high clinical risk groups by consulting with them on an individual basis. Clinically extremely vulnerable (CEV) people are advised, as a minimum, to follow the same guidance as everyone else.

Staff concerns about a clinical vulnerability should be directed to hr@fairfield.ac; students should be directed to their local student support services or may discuss concerns with their Personal Academic Tutor, and support will be prescribed under the appropriate School policy.

Face coverings

Face coverings will not need to be worn in classrooms.

The wearing of face coverings in offices by staff and visitors is optional.

Face coverings will be encouraged to be worn by students and staff in all campus communal and circulation areas (i.e. stairs, corridors and in canteens when not seated), unless a person is exempt from wearing a mask for medical reasons.

Staff in teaching roles will not need to wear a face covering but may opt to wear a transparent covering if they wish. However, opaque coverings are not permissible for classroom delivery as these may impede learning.

The School's face covering policy will be clearly communicated around campuses and upon induction, and students will be reminded that wearing of face coverings is still a requirement in some public settings, such as on public transport and when attending medical facilities.

In the event of a localised outbreak that must be reported to the local authority, a director of public health might advise that face coverings should temporarily be worn in communal areas or teaching rooms (by students, staff and visitors, unless exempt); in this instance the School will issue instructions on the use face coverings.

COVID-19 testing

The School does not provide on-site asymptomatic testing services, but encourages its staff and students to independently test themselves for COVID using LFD testing kits, which are available free of charge from most pharmacies; testing should be done twice weekly as a minimum.

The School will provide advice and guidance on how to obtain LFD testing kits and what to do in the event of a positive result.

The School does not keep record of Individuals' LFD test results.

Where individuals are required to take a PCR test, the School will request to see the result of this test when deciding whether an individual should or should not have access to its premises.

Please refer to Section B; i. regarding the School's response where people are required to self-isolate.

Contact tracing

The School will provide information to staff and students on how contact tracing works and will promote the importance of sharing information promptly with NHS Test and Trace teams.

All visitors will be required to give contact details upon entry to School premises and will be advised that this is for the purposes of contact tracing; QR code check-in will be implemented at entrances to all student facilities.

Data from class lists, SMS and other relevant information sources, including individuals personal contact data, will be shared as necessary with the relevant authorities (PHE and HPT) for the purposes of facilitating Test and Trace activities where individuals are deemed to be at risk. All data sharing will be done in accordance with the School's data sharing policy and in a manner consistent with UK data protection law.

Vaccination

There is no requirement for students or staff to be vaccinated to work or study at FSB, however the School strongly encourages individuals to get vaccinated as soon as they can and will provide guidance to individuals on how to access vaccination.

The School may provide field trips and away days as part its courses. We will try to plan these so that persons who have not received both vaccine doses are not excluded, however some healthcare settings may require proof of vaccination or exemption before permitting entry, or evidence of negative PCR test result.

The School or the Student Union may, at their discretion, host social events at external venues. Whilst we will always seek to ensure our social events and activities are fully inclusive, some venues do by law, require evidence of vaccination from individuals in order to enter.

If any external event requires individuals to be vaccinated or demonstrate a recent negative PCR test result, they will be advised of this with sufficient notice to raise concerns.

Social contact and events

There are no restrictions on social gathering and events, however the School will adopt a cautionary approach to planning events whereby social distancing is considered, and will observe government rules where proof of vaccination against COVID-19, or a negative PCR test result is required to enter certain settings. In its planning, the School will consider the means by which individuals can travel to and from these events safely and may initially refrain from providing mass private mass transport (i.e. coaches and shared taxis).

The Student Union will be given the discretion to plan social and formal events in a way that minimises risks to individuals and complies with the law.

SECTION B: Responding to suspected or confirmed cases of COVID-19

Where the School is notified of a risk of COVID infection, it will take steps under this OMP to safeguard its academic community and prevent the spread of infection to the general public.

The below sets out the School's response in respect of the following likely scenarios:

- i. A student or staff member reports recent 'close contact'* with or shares a household with someone who has tested positive for COVID-19 or has returned from a country subject to travel restrictions in the past 14 days.**

**See definition of 'close contact' appended*

The individual will be instructed to self-isolate and get tested in line with government guidance. Under no circumstances will they be permitted to enter campus or office premises for the duration of any quarantine period, or if they remain symptomatic. The individual's ID details may be provided to front of house teams to prevent unauthorised entry.

The School will determine the most appropriate means of engagement through remote study or working, if this is possible, for the duration of the isolation period, as well as any support the individual may need.

Normal campus/office activities will continue in the interim and the individual's class/department will not be affected. However, the campus/office management will undertake a cursory risk assessment and be ready to effect provision *ii.* below, in case the individual should subsequently develop symptoms or test positive for COVID.

Where an individual tests positive for COVID-19, this must be reported using the procedure in Appendix B, using the *Positive COVID-19 Case Report Form* in Appendix C.

ii. There is a localised outbreak involving a particular student or staff member, faculty or department (up to 4 people);

The affected individual(s) will be instructed to self-isolate and follow any instruction given to them by NHS Test and Trace (if tested positive) or seek testing (if not tested). Under no circumstances will they be permitted to enter campus or office premises for the duration of any quarantine period, or if they are presenting with COVID symptoms.

The individuals' ID details may be provided to front of house teams to prevent unauthorised entry.

The School will immediately review any contact that affected individuals may have had with others in the 48 hours preceding the identification of the case (or from the reported onset of symptoms) and make an appraisal of the level of risk.

CCTV footage may be used to determine individuals' movements around the premises. Proportional interventions will be made, including but not limited to:

- Speaking to individuals about what contact they had with an affected person and advising them to work/study remotely if close contact (as per definition appended) was made**,
- Thorough cleaning and sterilisation of surfaces and contact points in areas where the affected person has been,
- Making any necessary arrangements for individuals with high clinical risk,
- If deemed appropriate, moving the affected individual's classmates or colleagues to online course delivery/ home working for a prescribed quarantine period as a precaution,
- Restricting movement of those in an affected campus or office settings from attending other School premises until the risk of infection has passed.

***this would not infer a need for that individual to self-isolate completely, as this can only be instructed by the relevant authorities (NHS Test and Trace).*

iii. There is a large-scale outbreak that may impact on the activities of the School;

i.e. If five or more people are diagnosed with COVID 19 or become symptomatic at the same teaching or office location, within 14 days of each other:

The School will immediately consult the Public Health England's Health Protection Team (PHE HPT) in the affected campus or office facility's local area. The School may take immediate steps whilst awaiting guidance to manage the risk of further infection, including those listed in ii. with the added possibility of effecting a temporary closure of all or part of an office or teaching facility, and establishing a precautionary period of remote working.

Furthermore, the School will consult the HPT if.

- the number of confirmed cases continues to increase, despite action being taken,
- the School anticipates needing to close a facility due to rising cases,
- an individual has been admitted to hospital, particularly if there is specific interest from the media.

The School will be ready to provide any information about the individuals involved to the PHE HPT. In the event that the School is advised to partially or wholly close a teaching facility or office and effect contingency remote delivery/working plans, the School will duly notify the Office for Students and Department for Education in accordance with published guidance.

The School and local PHT HPT will remain in close contact to jointly monitor and manage the situation until such time as the HPT is satisfied that the outbreak has ended.

iv. There is an increase in infections within the local areas where FSB operates, or nationally

The School's response to changes in social distancing policy and operating restrictions will be determined by an extraordinary meeting of its Executive Committee in response to government policy announcements immediately after they occur, or proactively in response to reports of developing risk.

The Executive Committee will continue to be guided by the principles stated in the School's [COVID-19 Exceptional Regulations](#), considering above all else, the need to keep individuals safe so far as is reasonably practicable.

Where surge testing is underway in local areas in response to an increased number of local transmissions, persons with management responsibility for premises in those areas will encourage engagement with local authority testing programmes and may consider additional preventative measures, such as an increased use of remote study/working. The movement of people from affected areas to and from different School premises may also be discouraged or restricted.

In the event of any future return to partial or full online programme delivery, the School will take a discretionary approach in determining safe and practical staffing levels required to maintain essential facilities and services.

Individuals returning to work or study after self-isolating

Any individual who has been instructed to self-isolate, or who has had a confirmed case of COVID, will not be permitted to return to the School's campus or office premises until:

- Their full isolation period has expired; AND
- They are no longer displaying [symptoms of COVID](#) (as updated by the Centre for Disease Control)

Individuals who have recovered from COVID do not need to provide evidence of a negative test as this is not a reliable indicator of whether they are no longer infectious.

Those seeking to return will be questioned about whether their symptoms have abated and may have their temperature taken with an IR thermometer prior to entry by a member of the School's operations team.

The School reserves the right to refuse entry to anyone where there is a suspected risk of contagion with COVID-19.

Engagement and Communications

The School will continue to adopt a communication strategy that:

- Is highly visible, clear and timely
- does not assume that everyone understands the official guidelines
- ensures the rationale for behaviours and protective measures is understood
- embeds COVID-secure behaviours as the norm
- maintains consistent messaging and guidance
- considers the range of cultural factors when developing communications and plans

Any changes the School makes to the delivery of its courses, or vital health and safety information will be made no later than **1 working day** from such changes being agreed or notified to the School.

Notifications to the Public Health Team as required under Section B, will be made without undue delay.

Data Protection

The School will keep a central log of all individuals who are absent owing to a requirement to self-isolate. The School may also ask individuals about their vaccination status for the purposes of preventing and managing outbreaks, and advising on current self-isolation policy. This information will be kept securely on file until it is no longer a requirement to retain it. Individuals are not required to disclose their vaccination status if they do not want to and the School will not routinely collect this information from individuals where it has no legitimate or vital interest in doing so.

The School ensures that secure data management systems are used to keep records of confirmed COVID cases in order to effect this OMP and facilitate contact tracing activities.

Data will be collected ethically and securely in line with the School's Data Protection Policy, with appropriate governance and regulatory and security measures in place.

Under no circumstances will individuals' personal medical information, including information about suspected or actual infection with COVID-19, or their vaccination status be shared with anyone who has no legitimate or vital interest in the information.

Review of this Plan

This Plan will be reviewed and amended as necessary by the School's Executive Committee, who will periodically assess whether it remains adequate, effective and compliant with prevailing Government guidelines.

Any concerns about this Plan should be reported to Campus Deans and the School's Principal, who will bring these to the attention of the Executive.

The School will maintain an OMP until such time as risk of COVID-19 has abated, after which the Plan will be withdrawn, and the School's normal risk management activities will resume.

Appendix A: Definitions

‘Close Contact’

A close contact is

- anyone who lives in the same household as another person who has COVID-19 symptoms or has tested positive for COVID-19
- anyone who has had any of the following types of contact with someone who has tested positive for COVID-19:
 - face-to-face contact including being coughed on or having a face-to-face conversation within one metre
 - been within one metre for one minute or longer without face-to-face contact
 - been within 2 metres of someone for more than 15 minutes (either as a one-off contact, or added up together over one day)
- a person may also be a close contact if they have travelled in the same vehicle or plane as a person who has tested positive for COVID-19.

‘Cluster’

Five or more test-confirmed cases of COVID-19 among individuals associated with a specific non-residential setting with illness onset dates within a 14-day period.

(In the absence of detailed information about the type of contact between the cases).

‘End of cluster’

No test-confirmed cases with illness onset dates in the last 14 days.

‘Outbreak’

Five or more test-confirmed cases of COVID-19 among individuals associated with a specific non-residential setting with illness onset dates within 14 days, and one of:

identified direct exposure between at least 2 of the test-confirmed cases in that setting (for example under one metre face to face, or spending more than 15 minutes within 2 metres) during the infectious period of one of the cases when there is no sustained local community transmission - absence of an alternative source of infection outside the setting for the initially identified cases

‘End of outbreak’

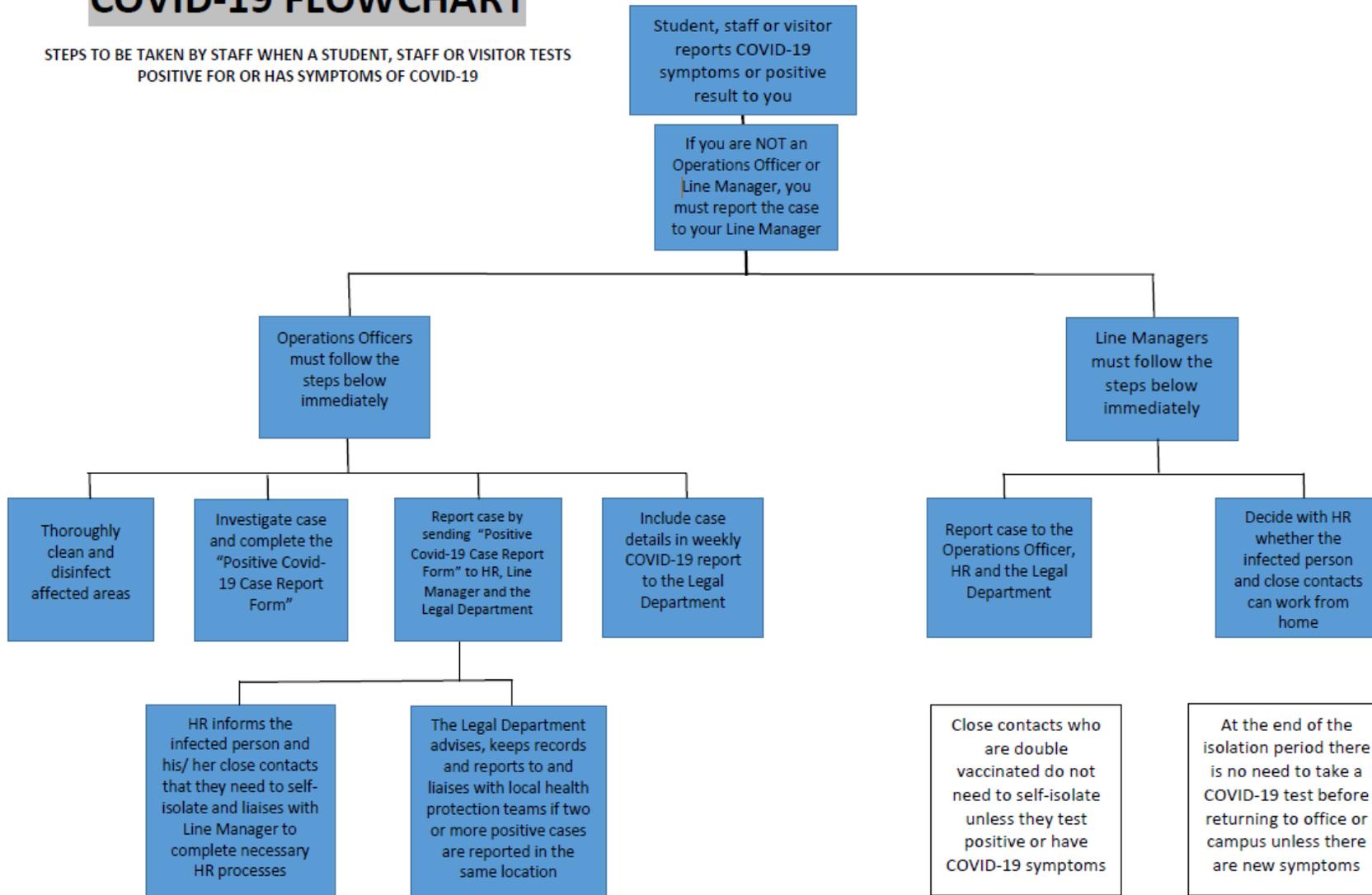
No test-confirmed cases with illness onset dates in the last 28 days in that setting.

Note: The threshold for the end of an outbreak is higher than the end of a cluster.

Appendix B: Flowchart for Reporting COVID-19 Cases

COVID-19 FLOWCHART

STEPS TO BE TAKEN BY STAFF WHEN A STUDENT, STAFF OR VISITOR TESTS POSITIVE FOR OR HAS SYMPTOMS OF COVID-19



Appendix C: Positive COVID-19 Case Report Form

**POSITIVE COVID-19 CASE
REPORT FORM**

To be completed by Operations Managers for all individuals who test positive for or have symptoms of COVID-19. The completed form must be emailed to the Legal Department at brikena.muharremi@lsst.ac or at legal@lsst.ac and to the HR department at hr@lsst.ac

1.	Name and surname of person infected with COVID-19	
2.	Is the infected person a member of staff, student or visitor? Give details of position, course taken or reason for visit.	
3.	Date symptoms started	
4.	Details of symptoms	
5.	Date COVID-19 test taken	
6.	Date COVID-19 test result received	
7.	Test result	
8.	Was the COVID-19 test a PCR or LFD test?	
9.	Where was the infected person when symptoms started? If he/she was in the office or campus please state location.	
10.	In which office or campus is the infected person normally based?	
11.	Last day in the office or campus	
12.	Date isolation started	
13.	When does isolation end?	
14.	Is infected person working from home?	
15.	Names and surnames of other staff, students and visitors who were in close contact* with the infected person in the last 48 hours before and in 10 days after symptoms started	
16.	Name and surname of person completing this form	
17.	Position	
18.	Date form completed	

**A Close Contact is*

- *anyone who lives in the same household as another person who has COVID-19 symptoms or has tested positive for COVID-19*
- *anyone who has had any of the following types of contact with someone who has tested positive for COVID-19:*
 - *face-to-face contact including being coughed on or having a face-to-face conversation within one metre*
 - *been within one metre for one minute or longer without face-to-face contact*
 - *been within 2 metres of someone for more than 15 minutes (either as a one-off contact, or added up together over one day)*
 - *a person may also be a close contact if they have travelled in the same vehicle or plane as a person who has tested positive for COVID-19.*