



LEEDS
BECKETT
UNIVERSITY

Outbreak Control Plan



Overview

- Outbreak control plan required by universities' Minister
- Leeds Beckett plan approved and identified as good practice
- Addresses prevention, containment and management of covid-19 within the University
- Preparations for the start of the academic year have focussed on prevention
- Focus now on clarity of communication lines and sharing of information to support **containment** and **management** of cases – alongside continuity of delivery within safe parameters
- importance of university-wide, co-ordinated response through designated channels to avoid duplication, gaps and unnecessary sharing of special category personal data

1 Prevent



- Promotion of good hygiene across campus including rigorous cleaning regimes
- Social distancing maintained through academic delivery plans, zoning of schools, one-way systems, reduction and suspension of particular activities
- Use of face coverings in designated spaces
- Communications to students and staff; compulsory induction; digital screens
- **Measures should mean much more limited impact in terms of actions then required where positive cases confirmed**

2 Contain



- Swift reporting of confirmed cases through clear channels who then take necessary action
- Consistent advice to those with symptoms or who may have had contact with confirmed cases
- Swift provision of information to help understand risks
- Swift actions to 'warn and inform' and reduce risks where necessary

Reporting of individual cases

- Report student or staff cases as soon as possible through one of the two identified channels
- Case Management Lead for students: Student Advice Hub
- Case Management Lead for staff: HR Employee Relations Team
- Co-ordinated through the Outbreak Response Group
- Outbreak Response Group linked into PHE and local Health Protection Team (HPT)





Information provision and actions

- Case Management Leads (Student Services or HR) will identify if a case has been on campus and what initial further information and/or action may be required
- They will make contact with relevant Schools and Service Points of Contact (SPOCs) to take forward initial actions and gather information on a daily basis
- You should support CMLs by providing relevant information as soon as possible
- Covid-19 status constitutes **special category data** in relation to individuals. Care must therefore be taken to protect the identity of cases and information shared only through designated routes

3 Manage



- Oversight of emerging cases and actions required
- Review of local risk assessments
- Support and advice for those affected
- Responding to actions required by HPT/PHE, including participation in Outbreak Control Team



Information provision and actions (2)

- Outbreak Response Group will review cases daily and make reports to PHE/HPT
- Further information requests or required actions may be identified by ORG or the PHE/HPT
- This may include a requirement for review of local H&S risk assessments with appropriate input from the H&S team
- Please support ORG by providing relevant information as soon as possible
- Covid-19 status constitutes **special category data** in relation to individuals. Care must therefore be taken to protect the identity of cases and information shared through designated routes



Communication with those affected

- Communications directed by Outbreak Response Group and undertaken by Case Management Leads (Student Services or HR) to ensure consistency and management of responses
- Template communications awaited from PHE
- May need your help to identify/reach particular groups

Reporting: oversight reports for Schools and Services

- CMLs are responsible for providing regular reports on cases within Schools and Services to designated SPOCs
- **Intervals – weekly?**
- The ORG will provide weekly overview reports to UET, the SU and the Health and Safety Team





Key contacts

- Outbreak Response Group – outbreakcontrol@leedsbeckett.ac.uk 0113 8122500
- Student Advice Hub as Case Management Lead (students) – Student.Coronavirus@leedsbeckett.ac.uk 0113 8128507
- Employee Relations Team as Case Management Lead (staff) – employeerelementeam@leedsbeckett.ac.uk
- CARES Helpdesk: careshelpdesk@leedsbeckett.ac.uk 0113 8128585



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THANK YOU
Any questions?