

Outbreak Response Overview – Supporting notes

V2 21 September 2020

The Outbreak Response Overview flowchart and supporting notes should be read in conjunction with the following documents:

- [Covid-19 microsite](#)
- Outbreak Response Plan
- Residential Life local plans
- Student Services local plans
- HR local plans
- CARES local plans

Key contact details:

Outbreak Response Group: outbreakcontrol@leedsbeckett.ac.uk 0113 812 2500

Case Management Lead (students): Student.Coronavirus@leedsbeckett.ac.uk 0113 8128507

Case Management Lead (staff): employeeerelationsteam@leedsbeckett.ac.uk

CARES Helpdesk: careshelpdesk@leedsbeckett.ac.uk 0113 8128585

Have details of a confirmed student or staff case? Don't delay reporting. Anyone can report a confirmed case. For a student case, use [MyHub](#) or the contact details above. For a staff case, use iTrent or the contact details above.

ROLES

Public Health England (PHE) and Leeds Health Protection Team (HPT)

Leeds HPT and PHE lead on Covid-19 outbreak responses from a regional and national perspective. They liaise directly with the University's Outbreak Response Group and receive daily reports on cases (including nil returns). The University works with the HPT and PHE to ensure that any actions following a cluster or outbreak are addressed. The HPT may convene an Outbreak Control Team, of which the University would be a part, in response to an outbreak at the University.

LBU Outbreak Response Group (ORG)

The Outbreak Response Group, led by the University Secretary, is a sub-group of the Major Incident Team. Membership of the ORG comprises:

- University Secretary/DVC (Resources) - Chair
- Director/Associate Director Student Services
- Director/Deputy Director Human Resources
- Director Estates/Associate Director CARES
- Director/Associate Director External Relations

The Health and Safety Adviser may be invited to attend meetings as required.

Case Management Lead (CML)

Student Services, through the Student Advice Hub will provide Case Management Leadership for all student cases. The Single Point of Contact for the Student Advice Hub is:

0113 8128507

Student.Coronavirus@leedsbeckett.ac.uk

Human Resources, through the Employee Relations Team, will provide Case Management Leadership for all staff cases. The Single Point of Contact for the Employee Relations Team is:

EmployeeRelationsteam@leedsbeckett.ac.uk

Case Management Support (CMS)

All Schools and Services (for example, Sport and Active Lifestyles; Timetabling) will form part of the Case Management Support (CMS) network for the University's Covid-19 outbreak response.

Notes to flowchart

1. A '**case**' is defined as a laboratory positive case of COVID-19 with or without symptoms (new continuous cough, temperature or anosmia).
2. A '**household**' is defined as people you share a home with. For University accommodation, households have been defined as individual flats with some shared facilities (e.g., a kitchen). Households will only be notified of a case by the University where the case is in accommodation for which the University is the landlord or is involved in a formal partnership arrangement for the accommodation. For privately rented accommodation/commuting students/staff, the case of NHS Test and Trace will have lead responsibility for informing the household of the need to self-isolate.
3. Each **School and Service area** (or, where a service has multiple teams which are likely to be involved in responding to a case such as Estates and Cares, **each functional team**) will designate a Single Point of Contact (SPOC) for liaising with Case Management Leads on the provision of information and taking required actions. Identified SPOCs for each area are appended.

CLEANING AND ROOM MANAGEMENT

CARES will take lead responsibility for co-ordinating any required cleaning in response to Covid-19 cases. All areas are being **cleaned twice daily** under the CARES [Cleaning Charter](#). This means that by the time a case is notified, any areas visited by the case are already likely to have been cleaned several times.

Risk assessments are in place for all areas of the University, including specialist spaces managed by Schools and spaces managed by Sport and Active Lifestyles. In the event of additional cleaning being required in ANY space, this will be co-ordinated by CARES.

CARES Single Point of Contact for Case Management Leads is:

- Helpdesk via phone 0113 8128585
- email careshelpdesk@leedsbeckett.ac.uk

