



## LONDON SCHOOL OF SCIENCE AND TECHNOLOGY (“LSST” or “THE SCHOOL”) COVID-19 OUTBREAK MANAGEMENT PLAN (“OMP”)

Version 3.1 – July 2021

Approved by the School’s Board of Governors

**The Outbreak Management Plan has been aligned to the Department for Education’s Operational Guidance for higher education providers published in May 2021, in response to plans to gradually phase-out social distancing restrictions across the UK.**

*Whilst lockdown restrictions are being progressively eased across the UK as part of the Government’s Roadmap, HE providers are required to maintain outbreak plans to prevent the resurgence of community transmission of COVID, particularly in the event of new variants of concern emerging.*

**NB:** *From 21 June, there’s a 4-week pause at Step 3 of the roadmap. After 2 weeks, the government will review the data to see if the risks have reduced. It’s expected that England will move to Step 4 on 19 July.*

*From June 2021, LSST will be opening its teaching facilities for in-person teaching for a small group of students under COVID-secure conditions. Most students will remain studying via the School’s online platform for the coming semester. Students will be notified of their study mode accordingly.*

*Over the coming months, and in accordance with the lifting of lockdown restrictions, the School will be implementing a phased return to normal in-person teaching activities.*

### 1. Brief

In the event the School is notified of a risk of COVID infection, it will take steps under this Plan to safeguard its academic community and prevent the spread of infection to the general public. The plan outlines proportionate options to restrict in-person contact (including in-person teaching) where reasonable and necessary in the event of local outbreaks.

This Plan may be amended at short notice in response to an escalation of risk or a specific public health directive coming into force. Any such changes will be notified to the School’s academic community and other stakeholders no later than one working day after they are formally agreed or notified to the School.

Under this plan, the School will take a precautionary approach, whereby persons presenting with COVID symptoms but without a positive diagnosis will be treated in the same way as those who test positive.

### 2. Outbreak Scenarios

This Plan will be triggered by the development of 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 (See page 6);**
- ii. **There is a localised outbreak involving a particular student or staff member, faculty or department (See page 6);**



- iii. **There is a large-scale outbreak that may impact on the activities of the School (See page 7);**
- iv. **There is an increase in infections within the local areas where LSST operates, or nationally (See page 7).**

*The School does not provide accommodation for its students, who predominantly commute from the local areas in which LSST has facilities. Therefore this plan does not consider contingency plans for students in such settings.*

*\*Definitions of what may constitute 'close contact' are appended.*

**Rules applicable to individuals returning to work or study after self-isolating are given on [page 8](#)**

### **3. Aims**

The aims of this Plan are to:

- prevent the spread of COVID-19
- reduce the rate of infection and prevent a resurgence where cases are falling.
- ensure the School responds promptly and effectively to contain and mitigate any risk of COVID-19 transmission
- ensure the School does its part in the national effort to control COVID-19, and acts in accordance with regional and national public health guidance
- reassure staff, students, prospective students and applicants that LSST provides a safe and secure environment in which to work and study

We will achieve these aims by:

- establishing clear strategic ownership and escalation protocols
- increasing the frequency of Executive Committee meetings to monitor the situation and take appropriate action
- routinely gathering and analysing information, including regional information updates, to assess the risk of COVID-19 transmission
- ensuring communications to all individuals about actions the School will take in the interests of public safety are timely

Regardless of any actions taken in respect of this plan, the School will:

- continue to provide a high-quality academic experience, which supports all students to achieve successful academic and professional outcomes
- continue to comply with consumer protection laws and protect students' interests in the event of changes made to programme delivery
- support the health and wellbeing of students and staff who become infected with COVID-19, in line with government guidance
- support staff and students beyond any immediate outbreak control (health and wellbeing, equality, diversity and inclusion)



#### 4. Responsibility for implementation

Responses to the scenarios in this Plan will be coordinated at regional-level in response to prevailing risks or applicable restrictions in those areas. Campus Deans and Office Managers will be responsible for monitoring the risk of infection at their respective sites and triggering the appropriate contingency plan detailed herein. Contingency plans enacted at one campus may not be necessary at another unless the risk relates to any nationally applicable lockdown measures. Campus Deans / Office Managers will liaise directly with Senior Management and Local Authority Health Protection Teams (HPTs) in the management of a COVID-19 outbreak scenario.

#### 5. Authority

The School's Executive Committee will routinely monitor the implementation of this Plan; the Committee will meet on a regular basis and extraordinary meetings may be convened at short notice to address urgent risks. This will continue until such time as the national risk of COVID-19 infection is deemed to have abated.

Any changes to the Plan will be made by the Executive Committee, seeking advice and guidance from Public Health authorities and other stakeholders where necessary.

Approval of this Plan and changes to it will be upon the School's Board of Governors. However, where such changes are required at short notice to comply with public safety directives or protect the safety of individuals, the Chair of the Executive Committee will be empowered to act decisively.

#### 6. Strategic Summary

The School's Outbreak Management Plan will predicate on the following themes, which form a framework for our responses to the various scenarios in Section 7.

*NB: Whilst this Plan sets out a general framework for responding to potential or actual COVID-19 outbreaks, it should be treated as a guide rather than a set of drills; those responsible for taking action under it should use discretion when assessing and responding to the actual risks presented by the situation.*

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| <b>Prevention</b> | <p>The School ensures that all its facilities are operated in accordance with government social distancing guidelines and COVID-Secure standards published by the Health and Safety Executive, with bespoke risk assessments in place for each site of operation. Furthermore, the School has substantially reduced the movement of individuals between different campus and office facilities to mitigate any possibility of cross-contagion.</p> <p>Building occupancy restrictions, physical distancing, safety signage, and enhanced sanitation measures are strictly applied by campus Deans and overseen by the School's Executive Management. All staff, students and visitors will receive comprehensive COVID-19 safety induction upon returning to their campus or office. Where possible Personal Protective Equipment will be made available to students, staff members and visitors at the entrances to offices and teaching facilities. Routine monitoring and risk scanning is undertaken by the Executive.</p> |
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|   | <p>Social-distancing measures will be stringently enforced by campus/office management. Students (when attending the School in person) are generally timetabled to remain within the same class grouping throughout their studies, meaning that risk of infection may be confined to a particular class or activity. The School will factor this into its risk assessments to ensure any mitigating actions to protect individuals are not disruptive to unaffected groups.</p> <p>The School will not establish or permit close contact ‘bubbles’ as this is not deemed necessary for any study or work activities undertaken.</p>  |
| <p><b>Identification and management</b></p> | <p>Campus/Office Management maintain a weekly reporting protocol with the Executive, whereupon each site updates an appointed contact at the School’s Head Office, regarding individuals at risk or testing positive, PPE supply issues or other reported incidents or breaches of protocol.</p> <p>LSST will work with Local Authority Health Protection Teams and NHS Test and Trace to support the identification of individuals at risk and deal effectively with emerging outbreaks.</p> <p>The School implements protocols (set out in the next section) to respond effectively to confirmed cases of (or exposure to) COVID within its academic community to rapidly identify those who may be at risk and immediately notify them of what to do.</p> |
| <p><b>High risk contexts</b></p>            | <p>The School identifies high-risk activities, individuals and locations and takes these into special consideration in its risk assessment and planning.</p> <p>The School will consider in particular individuals at higher clinical risk, and how best to support them.</p> <p>The School will continue to support vulnerable individuals to study or work remotely if they require.</p>   |
| <p><b>Isolation</b></p>                     | <p>The School will signpost its members of its academic community to Government/ NHS guidance on how and when to quarantine or self-isolate.</p> <p>No person who has tested positive for COVID (either with an LFD or PCR test), or who is presenting with COVID symptoms (whether diagnosed or undiagnosed as COVID) will be admitted onto School premises; anyone already on the premises will be required to leave immediately and urged to self-isolate and <b>advised of sanctions they may face for non-compliance under government rules.</b></p> <p>An assessment of the risk to other individuals will then take place.</p>  |



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| <p><b>Testing</b></p>                       | <p>The School will encourage students and staff in student-contact roles to test twice weekly using Lateral Flow Devise (LFD) tests; where a positive test result is given, that individual and those within their household should initiate self-isolation in line with government guidance and seek a PCR test at the earliest opportunity. The School requires students and staff to test at home or at a community testing centre as it does not have the facilities to offer on-site testing. Guidance on how to obtain home testing kits will be provided where necessary.</p> <p>Where surge testing is in force, the School will inform the members of its academic community within the area(s) affected of the requirement to seek a test as soon as possible.</p>  |
| <p><b>Contact tracing</b></p>               | <p>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.</p> <p>Data from class lists, SMS and other relevant information sources, including individuals personal contact data, will be shared with the relevant authorities (PHE and HPT) for the purposes of facilitating Test and Trace activities where individuals are deemed to be at risk. Data sharing will be done securely and in accordance with the School’s data protection procedures. Sharing information about individuals with confirmed COVID (which is classed as ‘Special Category Data’) is acceptable under data protection law and the School is legally obliged to do so in the vital interests of individuals.</p> |
| <p><b>Data collection</b></p>               | <p>The School ensures that secure data management systems are used to keep records of confirmed cases to facilitate contact tracing activities.</p> <p>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.</p>   |
| <p><b>Engagement and Communications</b></p> | <p>The School will maintain timely communication with its academic community and with the relevant authorities. Any changes it makes to the delivery of learning opportunities, or vital health and safety information will be made <b>no later than 1 working day</b> from such changes being agreed or notified to the School. The School will establish a communication strategy that:</p> <ul style="list-style-type: none"> <li>- does not assume that everyone understands the official guidelines</li> <li>- ensures the rationale for behaviours and protective measures is understood</li> <li>- embeds COVID-secure behaviours as the norm</li> <li>- involves staff and students when creating communications</li> <li>- maintains consistent messaging and guidance</li> <li>- considers the range of cultural factors when developing communications and plans</li> </ul>  |



## 7. Scenario Planning

**i. If 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:**

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.

**ii. If there is a localised outbreak involving a particular student or staff member, faculty or department**

Affected individuals 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 on page 2) was made,
- Thorough cleaning and sterilisation of surfaces and contact points in areas where the affected person has been,
- Making any necessary arrangements for high-risk or vulnerable individuals,
- 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.



**iii. If 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:**

In the event of the above, 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 facility, and setting 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 due to the number cases,
- an individual has been admitted to hospital, particularly if there is specific interest from the media.

Contact tracing will be a key element, and 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. Where increases in infections occur within the local areas where LSST 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. The Executive committee will be guided by the framework in Section 7 of this Plan and will align its approach with published guidance from the Government and the Department for Education (DfE).

Where surge testing is underway in local areas in response to an increased number of local transmissions, the Dean / office manager of 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.

During periods of 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.



## 8. 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; AND**
- **(Where required) evidence of a negative COVID test result has been provided.**

Management will make a judgement about whether individuals must obtain a negative COVID test result before returning to work or study, based on the external risk level, their potential contact with other individuals and prevailing guidance.

The School will keep a central log of all individuals who are absent, owing to a requirement to self-isolate for the purposes of ensuring no person is present when they should not be.

Those seeking to return will be questioned about whether their symptoms have abated and may have their temperature taken 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.

## 9. As the risk of COVID transmission in the general population abates and social distancing restrictions are eased:

The School will progressively reintroduce in-person teaching activities as it is permitted to do so and, in a manner consistent with the prevailing risk level and DfE guidance.

Anyone who is, or lives with somebody in a high clinical risk group will have the option of working or studying remotely until the COVID situation has stabilised nationally; such arrangements will be made be made with Human Resources or Student Support on a one-to-one basis.

When the social distancing restrictions are stood down and social distancing restrictions are lifted nationwide, the School will implement a phased return to full time in-person course delivery. Exceptional Regulations put in place to respond to COVID will be rescinded and the School will return to its normal pre-COVID operating procedures.

The School, through its Personal Academic Tutoring and student support structures, will assess and monitor any ongoing support needs that students may face as a consequence of the COVID pandemic.

**The School understands that the total lifting of lockdown restrictions nationwide does not necessarily indicate the end of the risk of COVID infection.**

Continued vigilance must be maintained to prevent a resurgence of Coronavirus disease driven by new variants and the School may continue to take action under this plan were it deems necessary to control any future outbreaks.





## Appendix: Definitions

### **'Close Contact'**

\* In addition to being within a shared household, 'close' contact is considered in line with NHS Test and Trace guidance, to be where someone:

- is a sexual partner of someone who has tested positive
- has been within 2 metres of someone who has tested positive for more than 15 minutes, whether in a single period or cumulatively over the course of one day
- has been within 1 metre of someone who has tested positive for more than one minute
- has had face-to-face contact (within one metre) of someone who has tested positive, including being coughed on
- has had skin-to-skin physical contact with someone who has tested positive
- has travelled in a small vehicle with someone who has tested positive or sat near someone who has tested positive in a large vehicle or plane

### **'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.