

CAFRE COVID 19 (Coronavirus) Student Protocol

Issue	Document Title	Date of 1st Issue	Last Reviewed	Responsibility of
03	COVID 19 (Coronavirus) Student Protocol	September 2020	22 nd Oct 2020	George Moffett

This document can also be produced in alternative formats upon request.

CAFRE COVID 19 (Coronavirus) Student Protocol

1. Introduction

CAFRE has a duty of care to staff and students prioritising the health and wellbeing of all. This protocol provides guidance to staff and students in relation to Covid 19.

Everyone has a personal responsibility to comply with this protocol.

This protocol may change subject to PHA guidance and local management of risks associated with Covid-19. Staff should not therefore save this document to desktops but access the live document on HRPM at all times. Students and parents should also not save this document and refer to the current version on the College website.

2. COVID 19 (Coronavirus) Symptom Definition

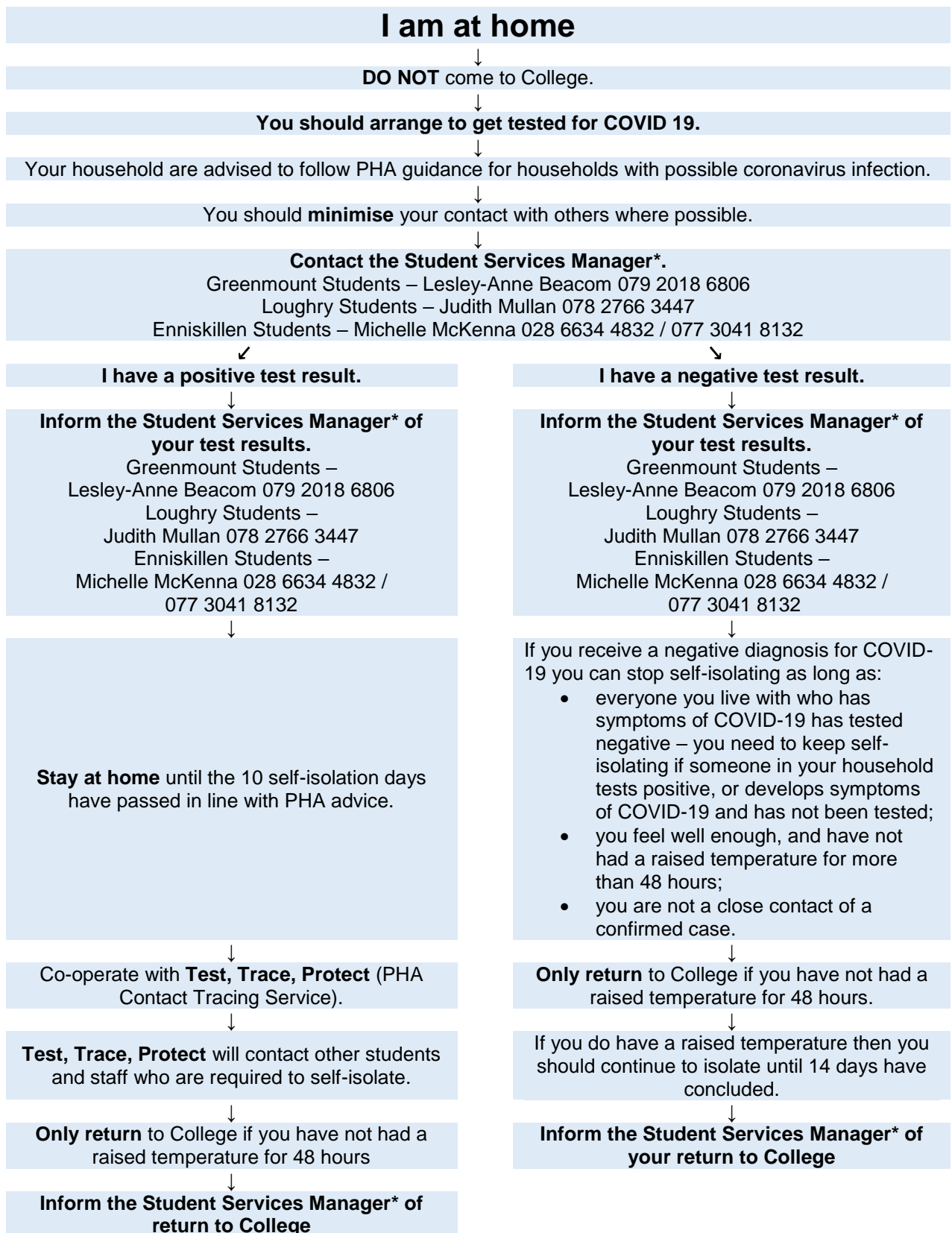
COVID 19 symptoms are defined by the Public Health Agency (PHA) as;

- a high temperature – this means you feel hot to touch on your chest or back (you do not need to measure your temperature); OR
- a new, continuous cough – this means coughing a lot for more than an hour, or three or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual); OR
- a loss of / or change in the sense of smell or taste;

The PHA symptom checker can be accessed [here](#).

3. Summary for Students

Please use the diagram below to identify what you must do if you develop COVID 19 symptoms, i.e. either a high temperature, OR a new, continuous cough, OR a loss of or change in sense of smell or taste.



****In instances where the Student Services Manager is not available the campus Facilities Manager should be contacted see Appendix 1***

I am in the classroom, lab or at a practical

Tell your lecturer/instructor straight away.

Your lecturer will contact the **Student Services Manager***.
Greenmount Students – Lesley-Anne Beacom 079 2018 6806
Loughry Students – Judith Mullan 078 2766 3447
Enniskillen Students – Michelle McKenna 028 6634 4832 / 077 3041 8132

You will be taken to an **Isolation room**.
The staff member who takes you there will have PPE on and you will be asked to wear a mask.

You will return home to self-isolate, if you are under 18 a parent/guardian will be contacted.

You should arrange to get tested for COVID 19.

Your household are advised to follow PHA guidance for households with possible coronavirus infection.

You should minimise your contact with others where possible.

I have a positive test result

Inform the Student Services Manager* of your test results.

Greenmount Students –
Lesley-Anne Beacom 079 2018 6806
Loughry Students –
Judith Mullan 078 2766 3447
Enniskillen Students –
Michelle McKenna 028 6634 4832 / 077 3041 8132

Stay at home until the 10 self-isolation days have passed.

Co-operate with **Test, Trace, Protect** (PHA Contact Tracing Service).

Test, Trace, Protect will contact other students and staff who are required to self-isolate.

Only return to College if you have not had a raised temperature for 48 hours.

Inform the Student Services Manager* of return to College

I have a negative test result

Inform the Student Services Manager* of your test results.

Greenmount Students –
Lesley-Anne Beacom 079 2018 6806
Loughry Students –
Judith Mullan 078 2766 3447
Enniskillen Students –
Michelle McKenna 028 6634 4832 /
077 3041 8132

If you receive a negative diagnosis for COVID-19 you can stop self-isolating as long as:

- everyone you live with who has symptoms of COVID-19 has tested negative – you need to keep self-isolating if someone in your household tests positive, or develops symptoms of COVID-19 and has not been tested;
- you feel well enough, and have not had a raised temperature for more than 48 hours;
- you are not a close contact of a confirmed case.

Only return to College if you have not had a raised temperature for 48 hours.

If you do have a raised temperature then you should continue to isolate until 14 days have concluded.

Inform the Student Services Manager* of your return to College

****In instances where the Student Services Manager is not available the campus Facilities Manager should be contacted see Appendix 1***

I am in my bedroom on campus AND have NOT been on site for 14 consecutive days

DO NOT leave your bedroom

It is during the day

It is at night (between 5pm and 9am)

Contact the Student Services Manager*

Greenmount Students –
Lesley-Anne Beacom 079 2018 6806
Loughry Students –
Judith Mullan 078 2766 3447
Enniskillen Students –
Michelle McKenna 028 6634 4832 /
077 3041 8132

Contact the Residential Support Team

Greenmount Students – 079 1779 1351
Loughry Students – 028 867 68134
Enniskillen Students - 077 3041 8132

You will return home to self-isolate, if you are under 18 a parent/guardian will be contacted.

You should arrange to get tested for COVID 19.

Your household are advised to follow PHA guidance for households with possible coronavirus infection.

You should minimise your contact with others where possible.

I have a positive test result.

I have a negative test result.

Inform the Student Services Manager* of your test results.

Greenmount Students –
Lesley-Anne Beacom 079 2018 6806
Loughry Students –
Judith Mullan 078 2766 3447
Enniskillen Students –
Michelle McKenna 028 6634 4832 /
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Greenmount Students –
Lesley-Anne Beacom 079 2018 6806
Loughry Students –
Judith Mullan 078 2766 3447
Enniskillen Students –
Michelle McKenna 028 6634 4832

Stay at home until the 10 self-isolation days have passed in line with PHA advice.

If you receive a negative diagnosis for COVID-19 you can stop self-isolating as long as:

- everyone you live with who has symptoms of COVID-19 has tested negative – you need to keep self-isolating if someone in your household tests positive, or develops symptoms of COVID-19 and has not been tested;
- you feel well enough, and have not had a raised temperature for more than 48 hours;
- you are not a close contact of a confirmed case.

Co-operate with **Test, Trace, Protect** (PHA Contact Tracing Service).

Only return to College if you have not had a raised temperature for 48 hours.

Test, Trace, Protect will contact other students and staff who are required to self-isolate.

If you do have a raised temperature then you should continue to isolate until 14 days have concluded.

Only return to College if you have not had a raised temperature for 48 hours

Inform the Student Services Manager* of your return to College

Inform the Student Services Manager* of return to College

**In instances where the Student Services Manager is not available the campus Facilities Manager should be contacted see Appendix 1*

I am in my bedroom on campus AND HAVE been on site for 14 consecutive days

DO NOT leave your bungalow/lodge

It is during the day.

Contact the Student Services Manager*
 Greenmount Students –
 Lesley-Anne Beacom 079 2018 6806
 Loughry Students –
 Judith Mullan 078 2766 3447
 Enniskillen Students –
 Michelle McKenna 028 6634 4832 /
 077 3041 8132

It is at night (between 5pm and 9am).

Contact the Residential Support Team.
 Greenmount Students –
 Loughry Students –
 Enniskillen Students - 077 3041 8132

Everyone who lives in your bungalow or lodge will be asked to isolate in your bungalow/lodge (No one can return home).

You should arrange to get tested for COVID 19.

Everyone in your bungalow/lodge are advised to follow PHA guidance for households with possible coronavirus infection.

You should minimise your contact with others where possible.

I have a positive test result.

Inform the Student Services Manager* of your test results.
 Greenmount Students –
 Lesley-Anne Beacom 079 2018 6806
 Loughry Students –
 Judith Mullan 078 2766 3447
 Enniskillen Students –
 Michelle McKenna 028 6634 4832 /
 077 3041 8132

Everyone who lives in your bungalow/lodge should stay in your bungalow/lodge until the 10 self-isolation days have passed.

Co-operate with Test, Trace, Protect (PHA Contact Tracing Service).

Test, Trace, Protect will contact other students and staff who are required to self-isolate.

Only return to College if you have not had a raised temperature for 48 hours.

Inform the Student Services Manager* of return to College

I have a negative test result.

Inform the Student Services Manager* of your test results.
 Greenmount Students –
 Lesley-Anne Beacom 079 2018 6806
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- you feel well enough, and have not had a raised temperature for more than 48 hours;
- you are not a close contact of a confirmed case.

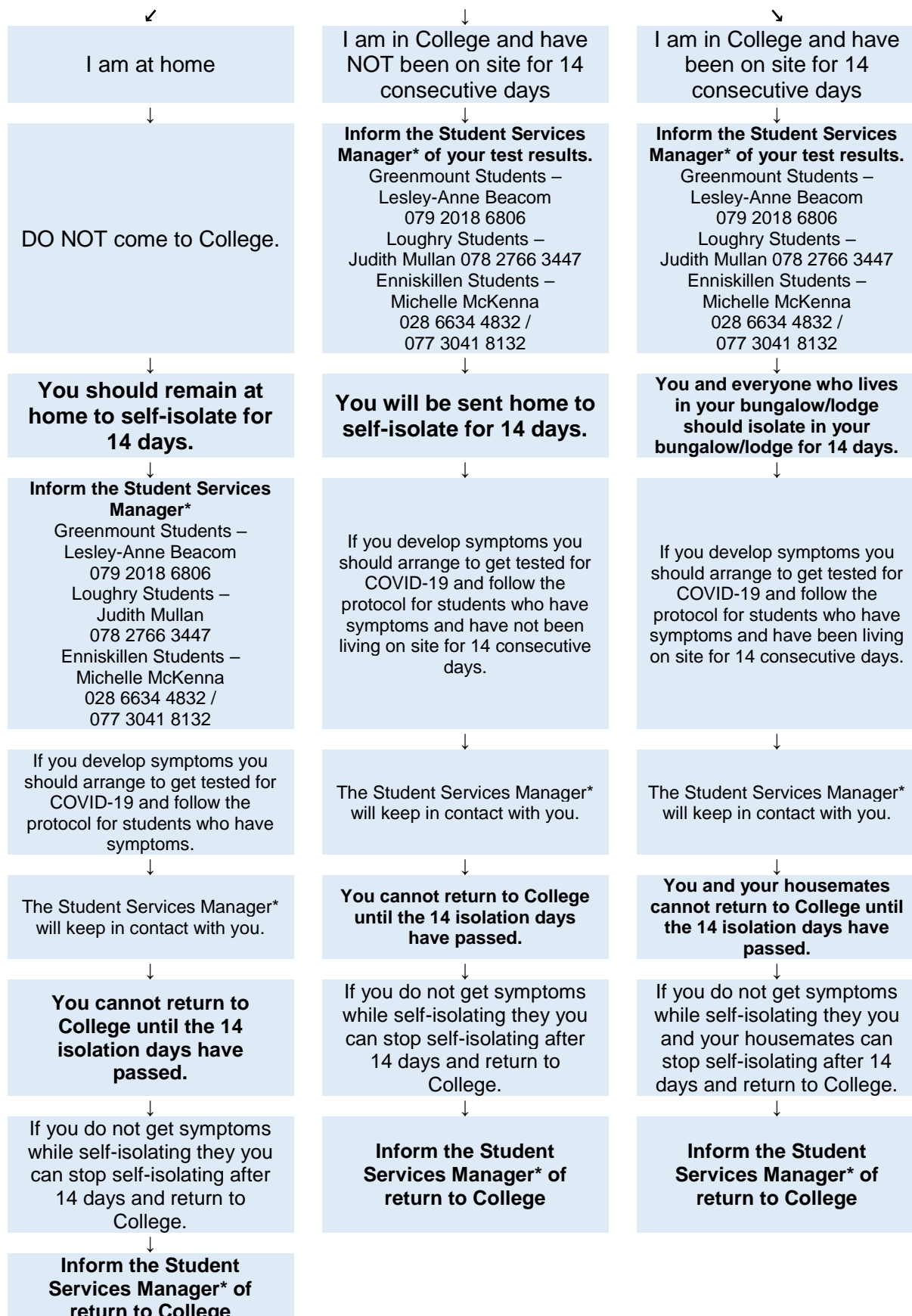
Everyone who lives in your bungalow/lodge can return to College if you have not had a raised temperature for 48 hours.

If you do have a raised temperature then everyone who lives in your bungalow/lodge should continue to isolate until 14 days have concluded.

Inform the Student Services Manager* of your return to College

****In instances where the Student Services Manager is not available the campus Facilities Manager should be contacted see Appendix 1***

I have been in close contact with a Confirmed case of COVID-19



**In instances where the Student Services Manager is not available the campus Facilities Manager should be contacted see Appendix 1*

4. Social Distancing

The PHA is urging people to follow the advice on social distancing as an essential part of slowing the spread of coronavirus (COVID-19). Social distancing is defined as 2 metres and social distancing measures are in place throughout all CAFRE campuses. Where 2 metres social distancing cannot be maintained, for instance in certain practical settings, additional mitigation measures such as face coverings will be implemented.

5. Hand Washing

Students should wash their hands thoroughly and regularly throughout each day for at least 20 seconds using soap. Hand sanitisers are provided throughout the campus as a next best alternative. Students are required to sanitise their hands upon entry to a building and upon entry and exit of a classroom.

PHA guidance on hand washing can be accessed [here](#).

6. Face Coverings

The term 'face covering' is used to refer to all other face coverings, other than fluid-resistant surgical face masks, used to cover the wearer's nose and mouth. These can include the use of reusable face coverings, scarves and similar. Face coverings are primarily used to protect others from any virus carried by the wearer, and must cover the wearer's nose and mouth. PHA has advised that visors are not considered to be effective face coverings.

Everyone must wear a face covering whilst indoors in communal areas on campus. This includes, social areas such as TV or Common Room, corridors, hallways and communal toilets, etc. If you do not have your own face covering, you can get one from the Campus Reception Desk.

You do not have to wear a face covering if you are seated in a College restaurant, or café, though you must replace it if you have any reason to leave your seat, such as when entering or leaving the premises and when visiting the toilet.

As per PHA guidance some circumstances make it difficult for some people to wear face coverings. In these circumstances students may have a 'reasonable excuse' not to wear a face covering. Please speak to your Campus' Student Services Manager if you have a 'reasonable excuse' not to wear a face covering.

Further information on the use of face covering can be accessed [here](#).

7. Student Contact Details

All students should ensure that the College has up-to-date contact details both for themselves and their next of kin.

All students are encouraged to download and have activated the **StopCOVID NI** contact tracing app. For more information on this please click [here](#).

8. Students in Halls of Residence Accommodation

- Students should maintain social distancing of 2 metres
- A student's bedroom has been identified as their 'safe space'. Therefore students **MUST NOT** enter each other's rooms.
- Only those students who live in a corridor are allowed into that corridor.
- All students should wash their hands regularly, particularly before and after they touch a surface.
- All students should keep all personal items in their bedrooms. This includes non-perishable goods, cutlery and crockery.

9. Students in Bungalows, Lodges or Private Rented Accommodation

- Students living in a bungalow, student lodge or private rented accommodation are deemed to live within a household/bubble with those in the bungalow, lodge or private rented accommodation.
- Students should still try and observe social distancing in their accommodation where possible.
- Only those students who live in a bungalow or lodge are allowed into that bungalow or lodge.
- Students should socialise (including eating in the Campus dining room) within their household/bubble.
- A student's bedroom has been identified as their 'safe space' therefore students should not enter each other's rooms.
- All students should wash their hands regularly, particularly before and after they touch a surface.

10. A Person Including a Member of Staff or a Student with Suspected COVID-19 has Recently Been to a College Campus

Students do not need to go home and isolate unless they develop symptoms themselves. They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell with symptoms consistent with coronavirus infection.

Test, Trace, Protect (PHA Contact Tracing Service) will inform the student or staff member of further action to be taken.

11. Students who are Shielding

- Before returning to College, students in the vulnerable or extremely vulnerable people groups may wish to discuss their position with their GP.
- Where appropriate, individual risk assessments will be prepared by Course Managers in conjunction with the relevant Campus Student Services Manager to support their return to College.
- Further guidance can be found [here](#).

12. Students Arriving from Countries on the Quarantine List

- Students from countries identified on the Northern Ireland quarantine list will have to comply with Government guidelines and quarantine for 14 days after arrival at their place of residence.
- The list of countries on the Northern Ireland quarantine list can be found [here](#).
- If being accommodated within College accommodation students must contact the relevant Campus Student Services Manager or Facilities Manager to arrange this prior to arrival.

Appendix 1 – Campus Contacts List

Greenmount Campus		
Student Services Manager	Lesley-Anne Beacom	028 9442 6911 079 2018 6806
Facilities Manager	Brian Simpson	028 9442 6650 077 6641 7641
Residential Support Staff	Duty Staff Member	079 1779 1351
FE Level 3 Agriculture Course Manager	Irene Downey	028 9442 6753 078 9986 3747
HE Agriculture Course Manager	Mark Carson	028 9442 6621
FE (Part-Time) Agriculture Course Manager	Lorna Christie	028 9442 6918
Land Based Engineering and Level 2 Agriculture Course Manager	Bernard McCloskey	028 9442 6856 078 2670 4553
FE Horticulture Course Manager	Lori Hartman	028 9442 6992 078 2715 6236
HE Horticulture Course Manager	David Dowd	028 9442 6638 077 7590 2748
FE (Part-Time) Horticulture Course Manager	Paul Campbell	028 9442 6870
Veterinary Nursing Course Manager	Siobhan Sheppard	028 9442 6683 077 9530 3731

Loughry Campus		
Student Services Manager	Judith Mullan	078 2766 3447 028 8676 8139
Facilities Manager	Frank McGoran	028 8676 8157 073 8480 6226
Residential Support Staff	Duty Staff Member	028 8676 8134
FE Food and Apprenticeships	Nicola Kerr	028 8676 8286 077 4904 6302
HE Food	Gillian Stevenson	028 8676 8268 077 0431 4695
Post Graduate Courses	Teresa McCarney	028 8676 8152

Enniskillen Campus		
Student Services and Facilities Manager	Michelle McKenna	028 6634 4832 077 3041 8132
Residential Support Staff	Duty Staff Member	077 3041 8132
FE Equine	Shelly Stuart	028 6634 4633 073 9584 5192
HE Equine	Jane Elliott	028 6634 4823 073 9584 9211