

# CAFRE COVID-19 (Coronavirus) Student Protocol

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09	COVID-19 (Coronavirus) Student Protocol	September 2020	23 September 2021	Fiona Dickson Head of Learner Services

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 will change in line with PHA guidance and local management of risks associated with COVID-19. Staff and students should not therefore save this document to desktops but 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. Face Coverings

It is now **mandatory** for all students, staff and visitors to wear face coverings at all times **inside buildings** whilst on campus including situations where 2 metre social distancing can be maintained. Clean standard ear loop disposable masks should be worn and must always cover the wearer's nose and mouth. PHA has advised that visors are not considered to be effective face coverings.

The only exceptions to this are if you:

- have a medical exemption (inform the Student Services manager);
- are within a residential or office bubble;
- are seated in a dining area; or
- are a member of staff delivering a class to students behind a screen or at 2m social distance.

Outdoors, reusable face coverings, scarves and similar can be used in airy practical settings.

**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](#).**

## 4. Social Distancing

The PHA is urging people to continue to follow the advice on social distancing as an essential part of slowing the spread of coronavirus (COVID-19). Please follow 2 metre Social distancing as far as possible throughout all CAFRE campuses. This includes libraries and IT suites, although 1 metre is acceptable in classrooms when wearing a face covering and when seated in dining halls.

## 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 any teaching room.

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

## 6. I have Covid-19 Symptoms, or I have received a positive test result, or I am a close contact – what should I do?

You must contact your **Student Services Manager or Residential Support Team and they will advise you on your next steps.**

- If you are **at home**, stay at home and contact your Student Services Manager
- If you are **in the classroom, lab or at a practical session**, tell your lecturer or instructor and they will contact your Student Services Manager.
- If you are in **your bedroom, lodge or bungalow**, contact your Student Services Manager during the day or the Residential Support Team in the evening or during the night.

<b>Campus</b>	<b>Student Services Managers (Day)</b>	<b>Residential Support Team (Evening / Night)</b>
Greenmount	Chris Deconink 078 7642 4770	079 1779 1351
Loughry	Judith Mullan 078 2766 3447	028 867 68134
Enniskillen	Michelle McKenna 028 6634 4832 / 077 3041 8132	077 3041 8132

**Annex 1 has more detailed diagrams about the next steps you must take.**

## 7. Lateral Flow Testing

Up to one in three people who have COVID-19 can spread the virus without knowing. This is because they have no symptoms. To reduce the spread of the virus, we need to identify those individuals. We can do this in CAFRE by carrying out Lateral Flow Device (LFD) tests at home twice every week, 3-4 days apart.

LFD kits will be available for students to collect from your Campus Student Services Manager.

**We would like students to take your tests twice weekly and before coming on to campus.** You will be given a pack of 7 tests in a box with a separate leaflet on how to take the test and report the results.

**You need to report each test result.**

**The result of each test needs to be reported using the NHS Test & Trace self-report website:** <https://www.gov.uk/report-covid19-result>

**AND**

**You will also need to tell CAFRE the result of each test by completing the e-form:** <https://forms.office.com/r/5pvnXzwFsz>

### 7.1 Taking the Test

Make sure you have enough time to do the test before coming to campus. Preferably this would be in the morning before coming to campus however, we understand that for some people this may be challenging. Therefore, tests can be taken the evening before attending College, if needed. Residential students should ensure that they bring a test-kit with them to their student accommodation to complete a lateral flow test mid-week.

[Help and support is available](#), including instructions in different languages on how to test and report the results and a [video showing you how to take the test](#).

This does not replace symptomatic testing. If you have symptoms, you should self-isolate immediately, book a PCR test at a testing centre and follow national guidelines.

Students aged 18 and over should do the test themselves and report the result, with help if they need it.

Students under the age of 18 should do the test themselves with adult supervision. The adult who can be a fellow student over 18 may help the student to take the test if they need support.

Taking part in testing is voluntary and you will be able to attend College whether you take part in testing or not.

Please contact your Campus Student Services Manager if you have any questions or concerns about home testing.

Greenmount	Chris Deconink	078 7642 4770	028 9442 6697
Loughry	Judith Mullan	078 2766 3447	028 8676 8139
Enniskillen	Michelle McKenna	077 3041 8132	028 6634 4832

## 8. Close Contact Definition

Appendix 1 provides details of the action you should take if you are identified as a Close Contact. A close contact is a person who has been close to someone who has tested positive for COVID-19. You can be a contact anytime from 2 days before the person who tested positive developed their symptoms, and up to 10 days after, as this is when they can pass the infection on to others.

A close contact can be:

- anyone who lives in the same household as someone with COVID-19 symptoms or who 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);
  - travelled in the same vehicle.

For more information please click [here](#).

## 9. 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](#).

## 10. Students in Halls of Residence Accommodation

- Students should maintain 2m social distancing where possible.
- A student's bedroom has been identified as their 'safe space'
- All students should wash their hands regularly, particularly before and after they touch a surface.
- All students should keep all personal use items in their bedrooms. This includes non-perishable goods, cutlery and crockery.
- All residential students should wear a face covering in public areas at all times with the exception of in their designated residential bubbles.

## 11. 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.
- A student's bedroom has been identified as their 'safe space'.
- All students should wash their hands regularly, particularly before and after they touch a surface.
- All residential students should wear a face covering in public areas at all times.

## 12. Students who were 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](#).

## 13. 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 requirements on arrival back to 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.



## I am in the classroom, lab or at a practical and feel unwell

Tell your lecturer/instructor straight away

Your lecturer will contact the **Student Services Manager\***  
Greenmount Students – Chris Deconink 078 7642 4770  
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**.

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

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

You must arrange to get a PCR test for COVID-19 by booking a test [online](#) at one of the drive or walk through test centres, or at a mobile testing unit. If you are unable to attend a test site you can order a [postal self-test PCR kit online](#)

I have a positive PCR test result

**Inform the Student Services Manager\* of your test results.**  
Greenmount Students – Chris Deconink 078 7642 4770  
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 your return to College**

I have a negative PCR test result

**Inform the Student Services Manager\* of your test results.**  
Greenmount Students – Chris Deconink 078 7642 4770  
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 following a PCR test you can stop self-isolating as long as:

- everyone you live with who has symptoms of COVID-19 has tested negative
- you feel well enough, and have not had a raised temperature for more than 48 hours

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

If you still have a raised temperature after 48 hours you should arrange a second PCR test.

**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 2*

## I am in my bedroom on campus and feel unwell

I have taken a Lateral Flow Test and it has a positive result

I have taken a Lateral Flow test and it was negative BUT I still have symptoms

I have not taken a Lateral Flow Test

**DO NOT** leave your bedroom / bungalow / lodge

It is during the day

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

**Contact the Student Services Manager\***

Greenmount Students – Chris Deconink 078 7642 4770  
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  
**Note Students who do not usually return home at weekends will be permitted to self-isolate on campus**

You should arrange to get a PCR test for COVID-19 by booking a test [online](#) at one of the drive or walk through test centres, or at a mobile testing unit. If you are unable to attend a test site you can order a [postal self-test kit online](#)

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

You should minimise your contact with others where possible

I have a positive PCR test result

I have a negative PCR test result

**Inform the Student Services Manager\* of your test results.**

Greenmount Students – Chris Deconink 078 7642 4770  
Loughry Students – Judith Mullan 078 2766 3447  
Enniskillen Students – Michelle McKenna 028 6634 4832 / 077 3041 8132

**Inform the Student Services Manager\* of your test results.**

Greenmount Students – Chris Deconink 078 7642 4770  
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 in line with PHA advice.

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

- everyone you live with who has symptoms of COVID-19 has tested negative
- you feel well enough, and have not had a raised temperature for more than 48 hours

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 still have a raised temperature after 48 hours you should arrange a second PCR test

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 your return to College**

*\*In instances where the Student Services Manager is not available the campus Facilities Manager should be contacted see Appendix 2*

## I am in my bedroom on campus AND HAVE been on site for 10 consecutive days

I have taken a Lateral Flow Test and it has a positive result

I have taken a Lateral Flow test and it was negative BUT I still have symptoms

I have not taken a Lateral Flow Test

**DO NOT leave your bungalow/lodge**

It is during the day.

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

**Contact the Student Services Manager\***

Greenmount Students – Chris Deconink 078 7642 4770  
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

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 a PCR test for COVID-19 by booking a test [online](#) at one of the drive or walk through test centres, or at a mobile testing unit. If you are unable to attend a test site you can order a [postal self-test kit online](#)**

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 PCR test result.

I have a negative PCR test result.

**Inform the Student Services Manager\* of your test results.**

Greenmount Students – Chris Deconink 078 7642 4770  
Loughry Students – Judith Mullan 078 2766 3447  
Enniskillen Students –  
Michelle McKenna 028 6634 4832 / 077 3041 8132

**Inform the Student Services Manager\* of your test results.**

Greenmount Students – Chris Deconink 078 7642 4770  
Loughry Students – Judith Mullan 078 2766 3447  
Enniskillen Students –  
Michelle McKenna 028 6634 4832 / 077 3041 8132

You should remain in isolation until the 10 self-isolation days have passed. Those who live with you in your bungalow/lodge should follow close contact guidelines.

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

- everyone you live with who has symptoms of COVID-19 has tested negative
- you feel well enough, and have not had a raised temperature for more than 48 hours

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 - Those who live with you in your bungalow/lodge should follow close contact guidelines.

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

If you still have a raised temperature after 48 hours you should arrange a second PCR test

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 2***

# I have been in close contact with a confirmed positive case of COVID-19



*\*In instances where the Student Services Manager is not available the campus Facilities Manager should be contacted see Appendix 2*

## Appendix 2 – Campus Contacts List

<b>Greenmount Campus</b>		
Student Services Manager	Chris Deconink	028 9442 6697 078 7642 4770
Facilities Manager	Brian Simpson	028 9442 6650 077 6641 7641
Residential Support Staff	Duty Staff Member	079 1779 1351 077 4753 2519
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

<b>Loughry Campus</b>		
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

<b>Enniskillen Campus</b>		
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