

# CAFRE COVID-19 (Coronavirus) Student Protocol (Temporary Testing Arrangements)

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11	COVID-19 (Coronavirus) Student Protocol (Temporary Testing Arrangements)	September 2020	21 <sup>st</sup> January 2022	Fiona Dickson Head of Learner Services

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

# CAFRE COVID-19 (Coronavirus) Student Protocol (Temporary Testing Arrangements)

## 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.

**If you do not have your own face covering, you can get one from the Campus Reception Desk.**

Wearing a face covering while on campus remains a vital mitigation in preventing virus transmission and protecting the health of all students and staff.

**Failure to wear a face covering will result in disciplinary action as follows:**

- **First Offence – Verbal Warning**
- **Second Offence – Written Warning**
- **Third Offence – Immediate Suspension from Campus (including accommodation if applicable)**

At all stages a letter will be issued to a student's home address.

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.

Any student with a 'reasonable excuse' not to wear a face covering should speak to their Campus' Student Services Manager for an exemption letter. Without an exemption letter you will be expected to wear a face covering.

The only exceptions to this are if you:

- have a medical exemption (inform the Student Services manager);
- are within a residential 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.

You do not have to wear a face covering if you are eating or drinking whilst seated in a College restaurant, or café. Although 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.

**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 practice 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	078 8008 8984
Enniskillen	Michelle McKenna 028 6634 4832	077 3041 8132

**Scenario based flow charts are located in Appendix 1 of this document which detail 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/5pnvXzwFsz>

## 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](#).

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.

## 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](#).

**Scenario based flow charts are located in Appendix 1 of this document.**

## **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.

## Appendix 1- Scenario Flow Charts



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

## 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** and asked to complete a **Lateral Flow Test (LFT)**  
 (please note that if your test is void you should repeat the test)

I have a positive LFT result

Report your LFT result 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/5pnvXzwFsz>

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 077 3041 8132

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

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

I have received both doses of the  
 COVID-19 vaccination and it has been  
 more than 14 days since I had my  
 second dose

You can end isolation after 5 days  
 instead of 7 by providing negative  
 lateral flow results on day 5 and day 6,  
 with tests taken 24 hours apart. The  
 first test must be taken no earlier than  
 day 5 of the self-isolation period.

If the lateral flow tests are positive you  
 must continue to isolate and take daily  
 lateral flow tests. You may only finish  
 isolating if you have two consecutive  
 days of a negative lateral flow at any  
 point from day 5 or you have  
 completed 10 days of isolation.

**Only return** to College after your  
 isolation period has ended and if you  
 have not had a raised temperature for  
 48 hours

**Inform the Student Services  
 Manager\* of your return to College**

I have had no OR 1 dose of  
 the COVID-19 vaccination OR  
 it has been less than 14 days  
 since I had my second dose of  
 the COVID-19 vaccine

You should self-isolate for 10  
 days

**Only return** to College after  
 your isolation period has  
 ended and 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 LFT result

Report your LFT result 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/5pnvXzwFsz>

If you receive a negative LFT test result you  
 can stop self-isolating.

*You will need to prove that you have had a negative LFT  
 before you return to campus – this will be either a text or  
 email from NHS COVID-19 testing.*

**If you have a negative LFT but are still  
 experiencing symptoms 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 PCR kit  
 online](#)

**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**

***\*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

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

It is during the day

### 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

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

### Contact the Residential Support Team

Greenmount Students – 079 1779 1351  
Loughry Students – 078 8008 8984  
Enniskillen Students - 077 3041 8132

You will then be asked to complete a Lateral Flow Test (LFT)  
(please note that if your test is void you should repeat the test)

I have a positive LFT result

Report your LFT result 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>

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

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

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

I have received both doses of the COVID-19 vaccination and it has been more than 14 days since I had my second dose

You can end isolation after 5 days instead of 7 by providing negative lateral flow results on day 5 and day 6, with tests taken 24 hours apart. The first test must be taken no earlier than day 5 of the self-isolation period.

If the lateral flow tests are positive you must continue to isolate and take daily lateral flow tests. You may only finish isolating if you have two consecutive days of a negative lateral flow at any point from day 5 or you have completed 10 days of isolation.

**Only return** to College after your isolation period has ended and if you have not had a raised temperature for 48 hours

**Inform the Student Services Manager\* of your return to College**

I have had no OR 1 dose of the COVID-19 vaccination OR it has been less than 14 days since I had my second dose of the COVID-19 vaccine

You should self-isolate for 10 days

**Only return** to College after your isolation period has ended and 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 LFT result

Report your LFT result 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>

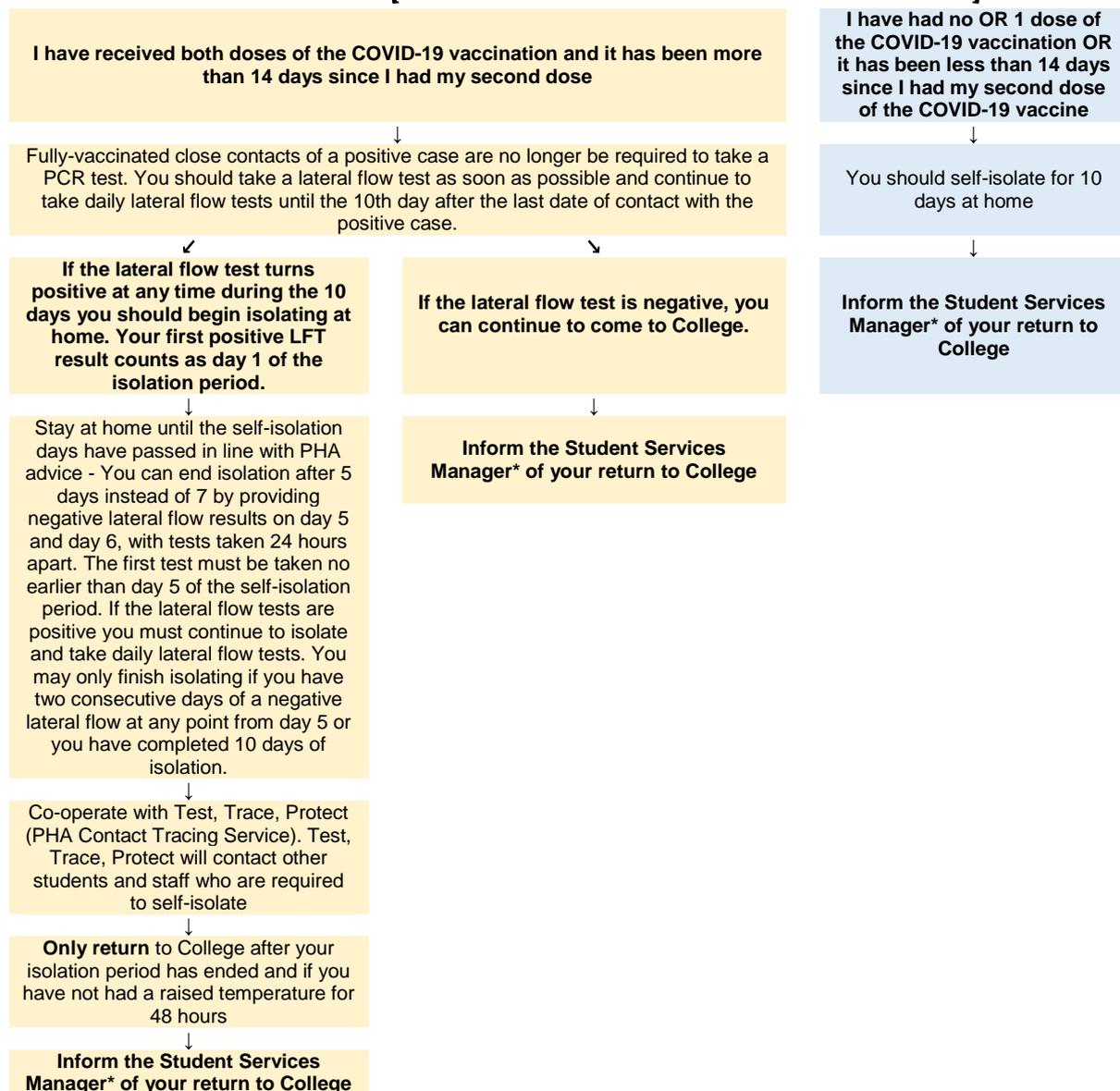
If you have a negative LFT but are still experiencing symptoms you will return home to self-isolate and should arrange to get a PCR test for COVID-19 by booking a test [online](#) at one of the drive or walk through test centres, or at a mobile testing unit. If you are unable to attend a test site you can order a [postal self-test PCR kit online](#)

**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**

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

## I have been identified as a 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	Bethan Pinhey	028 9442 6666

<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	078 8008 8984
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