



School of Chemistry and Chemical Engineering Standard Operating Procedure for dealing with persons with suspected COVID 19 Symptoms

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Transmission of COVID-19

COVID -19 is a viral disease that can be spread by a person through transference of infected respiratory droplets. This can be direct transfer such as coughing or sneezing in close proximity to another individual with subsequent entry to the body, or indirectly *via* the contamination of surfaces followed by entry to the body e.g. touching of the nose, mouth or eyes.

Symptoms of COVID-19

Common symptoms of COVID-19 include:

- High temperature;
- A new persistent cough;
- Acute loss of smell and/or taste;
- Muscle or body aches;
- Fatigue;
- Headache;
- Sore throat;
- Congestion or runny nose;
- Nausea or vomiting for which food poisoning can be ruled out;
- Diarrhoea for which food poisoning can be ruled out

More details and up to date information on symptoms can be found through the flowing link:

<https://check.covid-19.hscni.net/SymptomChecker/Introduction>

Symptoms at home

If you or someone you live with has any symptoms of coronavirus, **you must stay at home for the required isolation period as per NI Executive guidance.** You should not come to work in any QUB building. You should inform your line manager, and the School Manager. Any on campus work activities which you had been involved in the two days prior to the onset of symptoms must be communicated to your line/school manager.

Symptoms in work

If you become ill while you are on campus you should return to your home immediately and inform both your line manager, School Safety Officer/s and the School Manager. **You should not use public transport to travel home.** If you are not able to leave work immediately you should go to the designated isolation room **DKB.LG431** and inform a senior member of staff, e.g. line manager, Safety Officer/s or School Manager that you are there. If you need assistance while you are waiting, you should contact the Safety Officer or one of the first aiders.

If you are working out of hours and need assistance you should contact the Security team on ext. 2222 (028 9097 2222). All security team members are qualified first aiders and will be able to assist you. Emergency services can also be contacted through the Security team. After your departure, a



thorough clean of the area you have been waiting in and any areas you have been working in before you felt ill will be arranged.

Testing

Individuals should request a test via the Northern Ireland self-referral portal <https://www.nhs.uk/ask-for-a-coronavirus-test/test-centre> and should inform their line manager immediately if they receive a positive test. Further information on testing and tracing in Northern Ireland can be found at www.publichealth.hscni.net/covid-19-coronavirus/testing-covid-19

Identified cases of COVID-19

If a person reports a confirmed case of COVID-19, **their line manager** needs to confirm:

- areas the person has been working in and if any shift pattern they have used over the previous 2 days before becoming ill.
- if the individual has been in close contact (less than 2 metres) with a work colleague for a period of more than 15 minutes.

The line manager should report this information to one of the CCE COVID response team (i.e. Head of School, School Manager, Safety Co-ordinator, Head of Technical Services)

Where a confirmed case has been identified as having been in a work area during the previous 2 days, all those who have had close contact with the individual (less than 2 metres for a period of 15 minutes or more) will be asked to self-isolate for a period of 14 days.

Measures detailed in the CCE Return to work Risk Assessment should provide sufficient social distancing to ensure that close contact should be avoided in nearly all circumstances. New more rigorous cleaning regimes further reduce the potential for the virus to spread in the work environment.

Guidance and Support

Any person who has concerns or wishes to discuss issues related to working during the COVID-19 pandemic can talk to their line manager, School Manager or Safety Officers.

Useful websites:

<http://www.qub.ac.uk/home/coronavirus-faqs/>

<http://www.qub.ac.uk/directorates/HumanResources/pay-rewards-and-benefits/health-and-wellbeing/>

Counselling services for staff and students are available at any time of the day or night, seven days a week. **Inspire Staff Counselling: 0800 389 5362 (24hr Freephone)**
Inspire Student Counselling: Call 0808 800 0016 (24hr Freephone)

Government guidance

Current NI Executive guidance can be found at:



<https://www.nidirect.gov.uk/campaigns/coronavirus-covid-19>

<https://www.publichealth.hscni.net/covid-19-coronavirus>

This document has used the guidance given on Public Health Agency (Northern Ireland) on 22nd June 2020.

Other Resources

A full list of staff and students working in the building is held and accessible by any member of the clerical team, Head of Technical Services or School safety Officer/s. Contact numbers for all staff and students are also available. In case of emergency numbers can be accessed by School Manager, Head of School or QUB security team.

Overview

Symptoms at home	Symptoms in work	Identified and positive Covid 19 cases
Stay at home for the required isolation period Access symptom checker https://check.covid-19.hscni.net/SymptomChecker/Introduction Inform line manager	Return home immediately if able to do so Do not use public transport If unable to return home immediately go to the isolation room LG431 Inform line manager, School Manager and safety Officer/s Request a test: https://www.nhs.uk/ask-for-a-coronavirus-test/test-centre	Inform line manager immediately Line manager to identify all areas where individual has worked two days prior to onset of illness All persons in close contact (<2m > 15 min contact) with the individual will be asked to self-isolate for a period of 14 days



Procedures for cleaning and disinfection of isolation room and other areas of high risk if positive Covid 19 case occurs.

Labs, Offices, Workshops within the School	Multiuser areas eg corridors, stairways, washrooms, tea rooms	Isolation Room LG431
<ul style="list-style-type: none"> • Quarantine the area immediately • Labs, offices/workshops to be taped off with no access for 72 hours and signage posted on door with date and time clearly displayed • Estates to be notified via Planon request or direct contact on Ext 5152 • After 72 hours standard cleaning and disinfection can take place • Labs and workshops will be cleaned and disinfected by laboratory staff/technical staff • Offices can be cleaned by administrative staff and/or cleaning staff • Once cleaned area can be reinstated 	<ul style="list-style-type: none"> • Where possible eg tea rooms/washrooms- tape off the area and inform Estates immediately via Planon or direct contact on 5152 • Corridors and stairways bannisters etc are cleaned twice daily so risk is <u>very minimal</u> 	<ul style="list-style-type: none"> • Isolation room will be required to be sterilized by Estates after EVERY use • Room will be taped off and signage in place stating NO ACCESS with date and time clearly displayed • Request for sterilization is made by School Manager/ Safety Officer/s/Technical Services Manager/ other senior member of staff • Requests made via Planon or direct contact on Ext 5152 • Deep cleaning/fogging/sterilization will be carried out by Estates who will require access for one hour • The room can be reused one hour after the sterilizing had been completed • Signage will be removed and room will be reinstated