

Plymouth College of Art Covid-19 Local Outbreak Management Plan

Plymouth College of Art (PCA) takes its responsibilities to students, staff, visitors and the local community, extremely seriously. The wellbeing, health and safety of our community is and continues to be central to our planning. This Outbreak Management Plan sets out a framework for dealing with one or more cases of Covid-19 amongst the PCA community, and is published on our website ([under Health and Safety](#)).

This Plan has been developed following on from Covid-19 risk assessment and protocols established by the College and in liaison with Plymouth City Council Public Health Team. It aims to take into account all relevant Government guidance, advice and guidance from Public Health England Health Protection Team (PHE HPT) and Plymouth City Council Public Health Team. PCA will keep this plan under regular review, working with partners and key stakeholders to ensure we can respond effectively to the evolving to the national and regional public health requirements of the Covid-19 pandemic. We will always be guided by national guidance, the Public Health England's (PHE) Health Protection Team (HPT) and the local authority's Public Health Team.

From September 2020, PCA is offering a hybrid approach to learning and teaching, incorporating both online and on campus timetabled activities. PCA offers both Further and Higher Education (FE and HE) courses, with approximately 500 FE students and 1100 HE students. HE courses are provided from the main site at Tavistock Place in Plymouth city centre with FE courses delivered from a separate site less than half a mile away, and with access to the main site. The College does not own in its own student accommodation but works in association with two key providers in the city. Some PCA staff will be primarily working on campus, others primarily from home, but the majority will be working in a flexible way (working predominantly from home but also on campus when required). Key operational measures are being implemented ahead of the new academic year in September 2020 to ensure the ongoing safety of students and staff. These are set out in our Covid-19 protocols which have been widely promulgated to students and staff, and re-iterated through further internal communications and signage on campus.

As a small and dynamic community PCA was able to respond quickly to the lockdown in March 2020 and communicate with and support our students and staff through an open and frequent dialogue across a number of media. We recognise that our community, a microcosm of the UK population, continues to face a range of challenges as a result of the pandemic ranging from complex caring responsibilities or financial hardship to health vulnerabilities and mental health issues. We do not underestimate the short- and longer-term impact of such factors and will continue to consult with our staff and students on how best to support them through flexible learning and working, counselling and wellbeing services and promoting an environment of collegiate care for one another.

Our aims are to:

- provide high quality learning, teaching and supporting resources and services whilst providing an environment that is safe for staff and students
- support the prevention and mitigation of the spread of Covid-19 cases through appropriate measures, raising awareness of safe and unsafe behaviors and effective engagement with our community on Government guidance, public health rules and College procedures
- ensure staff and students understand their role in limiting the spread of Covid-19 and how they can take steps to protect the College and the wider community

- support the health and wellbeing of students and staff who develop symptoms and/or become infected, and their contacts, in line with extant Government, PHE and local authority guidance
- respond effectively to any community or College outbreak in partnership with the local authority, Public Health England, the NHS and other regional universities
- support staff and students beyond immediate outbreak control in terms of ongoing health and wellbeing, equality, diversity, and inclusion
- identify strategic ownership and leadership of this Outbreak Management Plan and clear escalation protocols

These aims are addressed through the following framework

- Prevention
 - Implement preventative measures in accordance with Government rules and guidance
- Identification and management
 - effective processes and protocols are in place to identify and respond to possible or confirmed Covid-19 case(s)
 - working relationships are established with the regional and PHE HPT team and the local Public Health team within Plymouth City Council to enable identification and tracking of individuals affected and emerging outbreaks of two or more cases
 - prevention and mitigation through wide-ranging measures to prevent the spread of Covid-19 amongst students, staff and visitors that follow Government guidelines for both education and public venues
- Testing and contact tracing
 - Supporting and promoting timely testing of affected individuals in accordance with PHE protocols
 - Complement NHS Test and Trace Utilising PCA's Track and Trace system based on timetabling information, record of specific non-timetabled activities, detailed building security ID card (swipe) records and student attendance records – supporting comprehensive identification of close contacts of someone with a positive Covid-19 diagnosis
 - Appropriate and timely data sharing with key partners (e.g. accommodation providers, Plymouth City Council Public Health team, Public Health England Health Protection Team)
- High risk contexts
 - Appropriate measures in place to identify and manage high risk situations, including high level generic risk assessment and clear guidance for staff and students of activities currently suspended or constrained e.g. educational visits, group gatherings and events which are not educational, use of certain technical equipment which cannot be sanitised
 - Appropriate measures in place for staff and students to advise the College of Covid-19 vulnerability so that they can be suitably supported
 - individual risk assessments and equality impact assessments to determine risks and impacts where relevant
- Support
 - Access to mental health and emotional support services (PCA and public)
 - Provision of appropriate measures to support vulnerable members of the PCA community e.g. access to food and other essential provisions when self-isolating
- Communication and partnership
 - Ensure students and staff are kept up-to-date and informed in relation to Government guidance and both PCA and city-wide plans

- Maintain effective working relationships with key stakeholders within Plymouth and the South West

There are a number of possible scenarios to be taken into account, including:

1. when someone is unwell with Covid-19 symptoms but awaits either a test or the outcome of a test
2. a confirmed individual case of Covid-19 within the PCA community, or multiple but localised confirmed cases within the PCA community
3. multiple diagnoses of Covid-19 including a large-scale outbreak that may result in substantial restrictions implemented at a local level that impact on the activities of the College
4. increased prevalence of infection locally that requires interventions on part of, or the whole community, including students and staff

Actions in response to these scenarios are set out in the tables at the Appendix.

Key contacts

Public Health England Health Protection Team

Telephone 0300 303 8162 followed by option 1 and then again option 1

Email swhpt@phe.gov.uk

Plymouth City Council Public Health Team

Telephone 01752 308634 from 9am-5pm Monday – Friday

Email covid19@plymouth.gov.uk

PCA

health@pca.ac.uk

Steve Trotter, Registrar, email strotter@pca.ac.uk Tel 07912936017

Jacqui Moore, Director of Communications, jmoore@pca.ac.uk Tel 07920511327

(both contact numbers above in and outside working hours)

Sarah Hyatt, Head of Facilities, shyatt@pca.ac.uk

References and guidance:

[PCA Infectious Diseases Covid-19 Protocol](#)

[PCA Return to Work and Study Risk Assessment \(Covid-19\)](#)

[PCA guidance for students and staff to maintain a Covid safe campus](#)

[Plymouth City Council Covid-19 Local Outbreak Management Plan](#)

<https://www.gov.uk/government/publications/reporting-outbreaks-of-coronavirus-covid-19/covid-19-early-outbreak-management>

[Cleaning guidance](#)

[Staying safe outside your home](#)

[Staying alert and safe \(social distancing\)](#)

[Staying at home - self-isolating](#)

[Living with someone who has tested positive - guidance for self-isolation](#)

[Guidance on shielding and protecting people who are clinically extremely vulnerable](#)

[Guidance around coronavirus testing](#)

[Getting a test](#)

[NHS test and trace](#)

[Essential workers - priority access to testing](#)

[Guidance for HE Providers opening buildings and campuses](#)

[Government guidance for face coverings](#)

[Public transport guidance](#)

[Coming or returning to the UK from overseas](#)

Scenario 1 - when someone is unwell with Covid-19 symptoms but awaits either a test or the outcome of a test

Prevention	Identification & Management	Contact Tracing	Support	Communication & Partnership
<p>Follow national guidance and mitigation measures</p> <p>Complete risk assessments and implement mitigations</p> <p>Maintain flow of information & guidance to students and staff</p> <p>Provide clear guidance to all staff on what to do if told by a student they are ill (stay home, self-isolate, get a test)</p> <p>Ensure clear signposting to NHS Test & Trace and other services</p> <p>Temperature checks on arrival at campus</p> <p>Address non-compliant behaviour arising, both on and off campus</p> <p>If test cannot be booked due to availability issues consider use of Plymouth-based urgent testing email service for under 19s and key workers</p>	<p>Individual with symptoms requests a Covid-19 test</p> <p>Individual to inform PCA via online Covid-19 illness report (from student/staff portal) of symptoms, and test results</p> <p>Maintain records of affected individuals and status</p> <p>Ensure clear advice to anyone unwell to self-isolate for minimum of 10 days and get tested.</p> <p>De-activate ID Cards for individuals self-isolating</p> <p>PCA to inform Plymouth City Council Public Health Team of positive tests and suspected cases amongst students and staff</p>	<p>Will only take place for positive test outcomes</p> <p>Anyone who has been in close contact with a confirmed case will be contacted by NHS Test and Trace, and by PCA if a student or member of staff identified through PCA track and trace, and told to isolate for 14 days (for students under 18 the nominated parent/guardian will also be contacted)</p> <p>Testing of contacts not necessary unless they develop Covid-19 symptoms</p>	<p>Ensure any students and staff required to self-isolate have access to guidance</p> <p>Ensure support available for any member of the PCA community self-isolating including wellbeing and practical matters (e.g. food and essential provisions)</p>	<p>Monitor health@pca.ac.uk inbox for general enquiries and updates, and healthupdates@pca.ac.uk for copies of personal test results or confirmed cases</p> <p>Ensure clear guidance for staff on what to do if a student tells them they are unwell, or that other student(s) are unwell</p> <p>Refer to PHE HPT Flow Chart - Guidance for University Settings in the management of COVID-19</p> <p>Maintain information updates and liaison with Plymouth City Council Public Health Team</p>

Scenario 2 - a confirmed individual case of Covid-19 within the PCA community, or multiple but localised confirmed cases within the PCA community

Identification & Management	Contact Tracing	High risk contexts	Support	Communication & Partnership
<p>Individual(s) to advise PCA of test result via online Covid-19 illness report (from student/staff portal) and test results to healthupdates@pca.ac.uk</p> <p>PCA also notified by PHE HPT of a positive test (students/staff)</p> <p>PCA to inform PHE HPT if a student or member of staff has tested positive for a test, and inform Plymouth City Council Public Health Team</p> <p>Multiple cases - PHE HPT will provide tools to support outbreak communications and infection control advice</p> <p>Maintain updates to PHE HPT and seek advice as necessary</p> <p>Ensure all with positive test, those with symptoms, and those in or having been in close contact self isolate for required time</p> <p>De-activate ID Cards for individuals self-isolating</p> <p>Review PCA Covid-19 risk assessment</p>	<p>Encourage people who test positive to provide information as requested to NHS Test & Trace service</p> <p>Support and supplement NHS contact tracing utilising PCA track and trace data; share available information with PHE HPT on those having been in close contact with confirmed case(s) from PCA data</p>	<p>Deep clean areas on campus as identified as directly affected or at risk.</p> <p>PCA Covid-19 Response Team determine any additional measures/support needs</p> <p>Follow guidance for protecting people who are clinically extremely vulnerable to Covid-19</p> <p>Ensure published communications received by known vulnerable staff/students potentially affected and review work / study arrangements as appropriate</p>	<p>Ensure any students and staff required to self-isolate have access to guidance</p> <p>Ensure support available for any member of the PCA community self-isolating including wellbeing and practical matters (e.g. food and essential provisions)</p> <p>PCA Covid-19 Response Team determine any additional measures/support needs</p>	<p>Initiate communications strategy to ensure timely updates and guidance, including partners (e.g. PAC, MakersHQ) and local community where relevant</p> <p>Ensure clear signposting to NHS Test & Trace</p> <p>Issue guidance for the use of a home test kit</p> <p>Off campus including accommodation providers – ensure PCA liaison with landlords, and PHE HPT, Plymouth City Council Public Health Team and residents/users of building (may include non-students)</p> <p>Monitor health@pca.ac.uk and healthupdates@pca.ac.uk inboxes</p> <p>Refer to PHE HPT Flow Chart - Guidance for University Settings in the management of COVID-19</p>

Scenario 3 - multiple diagnoses of Covid-19 including a large-scale outbreak that may result in substantial restrictions implemented at a local level that impact on the activities of the College

Identification & Management	Contact Tracing	High risk contexts	Support	Communication & Partnership
<p>PHE HPT will inform PCA and in agreement with Plymouth City Council Public Health Team will arrange an Outbreak Control meeting with PCA</p> <p>PHE HPT will lead with risk assessment and other measures as appropriate</p> <p>PCA to initiate emergency protocols as required and advised</p> <p>Review PCA Covid-19 risk assessment</p>	<p>NHS Test and Trace will assist with notifying affected people</p> <p>PCA support and supplement NHS contact tracing utilising PCA track and trace data; share available information with PHE HT on those having been in close contact with confirmed case(s) from PCA data, and other contextual information gathered from staff and students</p>	<p>Deep clean areas on campus as identified as directly affected or at risk.</p> <p>PCA Covid Response Team determine any additional measures/support needs</p> <p>Follow guidance for protecting people who are clinically extremely vulnerable to Covid-19</p> <p>Ensure published communications received by known vulnerable staff/students potentially affected and review work / study arrangements as appropriate</p>	<p>Ensure any students and staff required to self-isolate have access to guidance</p> <p>Ensure support available for any member of the PCA community self-isolating including wellbeing and practical matters (e.g. food and essential provisions)</p> <p>PCA Covid Response Team determine any additional measures/support needs</p>	<p>PHE to lead with reactive communications in partnership with Plymouth City Council Public Health Team and support from PCA Director of Communications and team.</p> <p>Initiate emergency communications strategy to ensure timely updates and guidance, including campus updates, FAQ etc. by email, SMS, use of portals, phone</p> <p>Maintain regular updates on external public facing website & social media as required, including FAQs using templates and media resources from PHE HTP where available. Consider joint or collaborative communications with other local universities if appropriate.</p> <p>Off campus including accommodation providers – ensure PCA liaison with landlords as required</p> <p>Monitor health@pca.ac.uk and healthupdates@pca.ac.uk inboxes</p>

Scenario 4 - increased prevalence of infection locally that requires interventions on the whole community, including students and staff

As per Scenario 3. Also, PCA will be monitoring local transmission rates through data on Covid-19 indicators in different parts of the country, and will review the Covid-19 contain framework which sets out how national and local partners will work together to prevent, contain and manage local outbreaks. This will also address Government restrictions on travel, particularly for students being able to travel home (if outside the local region) and required to remain in student accommodation.

When there is significant community transmission, (a spike in reported cases) or an outbreak within Plymouth and/or the surrounding area, the Plymouth City Council Public Health Team together the PHE HPT will provide guidance and lead with local outbreak mitigation measures. PCA will need to initiate supporting emergency management and business continuity protocols.