



**UNIVERSITY OF LINCOLN**  
**COVID-19**  
**OUTBREAK MANAGEMENT PLAN**

**Version 7.0**  
**Dated 20 Sep 21**

## Contents

P	[REDACTED]
CO	[REDACTED]
CO ID	MITIGATION

## **PURPOSE OF THIS DOCUMENT**

1. This Outbreak Management Plan forms part of a suite of plans and documents, which aim to create a COVID secure campus and, together, set out how the University of Lincoln will seek to: sustain high quality teaching and research; provide a good student experience; reduce the risk of transmission of the virus; control an outbreak either on campus, or amongst staff and students, and reduce the impact of a local outbreak.
2. The purpose of this document is to set out how the University plans to manage the impact of a local outbreak and/or control an outbreak occurring either on campus, or amongst staff and students (in their accommodation/households). Whilst some scenarios are considered (at Annex E), it is important to bear in mind that an outbreak is unlikely to fit neatly into a pre-ordained scenario. The response to an outbreak will be dynamic, requiring rapid decision-making, extensive coordination with partners and carefully managed communication. The scenarios are designed to assist with the speed of response by providing a suggested range of responses, depending on the severity or pace of the outbreak.

## **COMMAND AND CONTROL**

3. Whilst overall responsibility for the University's Outbreak Response Plan rests with the Senior Leadership Team, it is delegated on a day-to-day basis to the COVID-19 Incident Manager (IM), either Julian Free (Deputy Vice Chancellor (People Services & Operations) – DVC PSO), or Simon Parkes (Deputy Vice Chancellor (Finance & Infrastructure) – DVC F&I).
4. The Incident Manager (IM), supported by the Senior Leadership Team (SLT) and/or Incident Management Team (IMT) as appropriate, will determine the Tiered Response Level, following advice from the Local Director of Public Health.
5. Management of the response will be led by the University of Lincoln COVID-19 Test, Care & Trace (TCT) Team. The University TCT Team comprises:
  - COVID Incident Manager (DVC).
  - Central Team: Project Director (PD) COVID TCT, Senior Administrator TCT, ATS Manager & Staff.
  - College TCT: Ops Dirs, Senior Ops Manager, Ops Coordinator.
  - DDir HR.
  - Dir CDM.
  - Head Accommodation Services.
  - Head Student Support.
  - Chief Executive of Lincoln Students' Union.
6. DVC PSO and PD COVID TCT will ensure the TCT Team works effectively with the Local Public Health Team and NHS Test & Trace. They will also oversee data sharing arrangements and make recommendations to SLT (or IMT if stood up) about changes to the Tiered Response Level, having taken advice/direction from the Local Director of Public Health.

## **GENERAL PRINCIPLES**

7. The following general principles will be followed:
  - a. The number of people on campus will be limited to ensure the University is



11. Wherever possible, one-way systems are in operation, with entrances and exits separated and clear signage installed.
12. The University has also invested in its outdoor spaces, extending the outdoor spaces for the Students' Union.

#### **NOTIFICATION AND MONITORING**

- 13.

## **PROVISION OF FOOD AND MEDICINE**

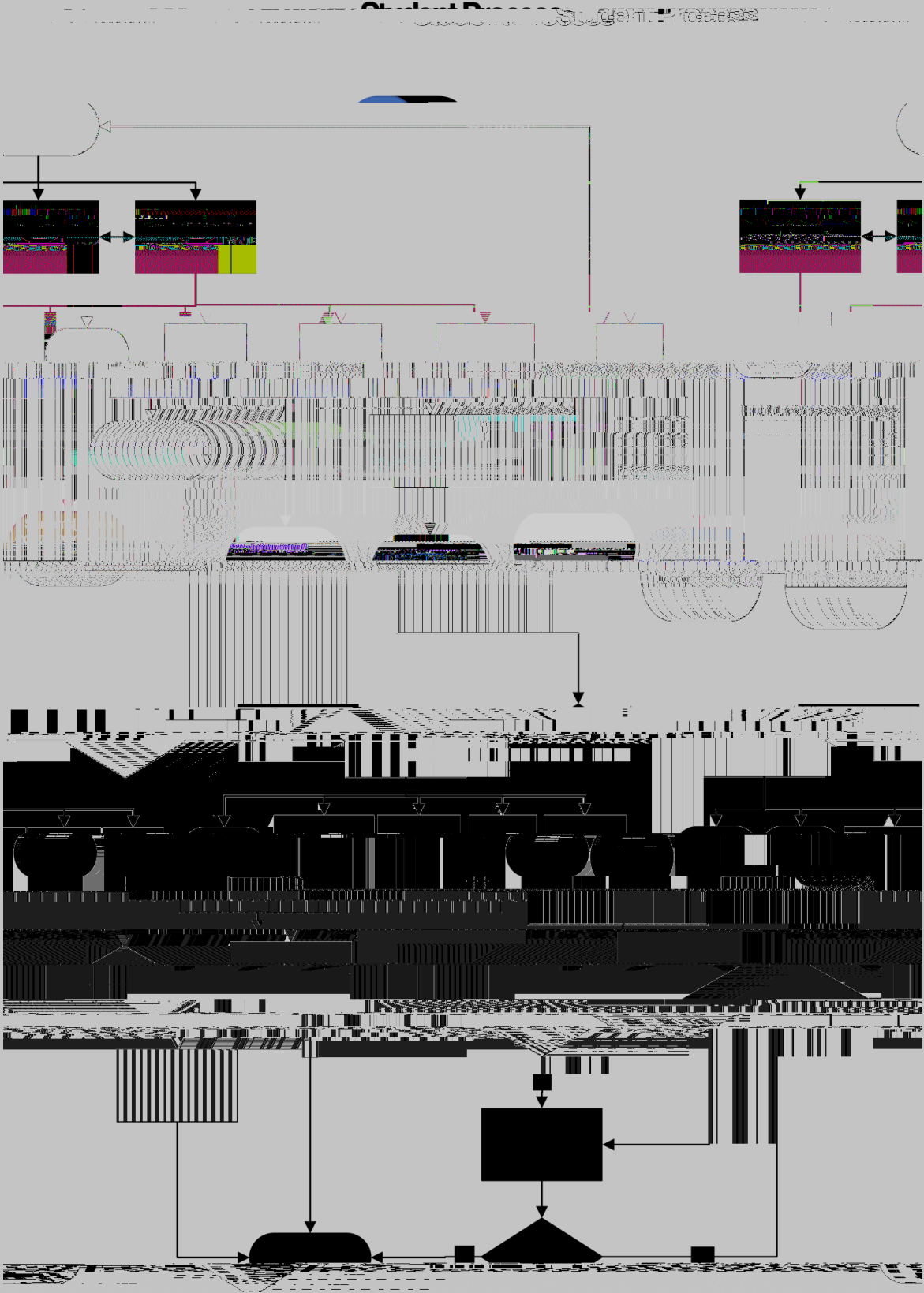
16. Where a student, or student household is required to self-isolate, the University will, where requested, provide a suitable<sup>1</sup> food pack for each student to support them for up to 48 hours. This will enable them to set up an online delivery, or, if that is not available, to liaise with the University to access a click and collect grocery service. Support should be requested by email to [isolatingstudent@lincoln.ac.uk](mailto:isolatingstudent@lincoln.ac.uk).

## **WORKING WITH LOCAL PARTNERS**

17. DVC PSO sits on the Local Resilience Forum's Strategic Coordination Group, which

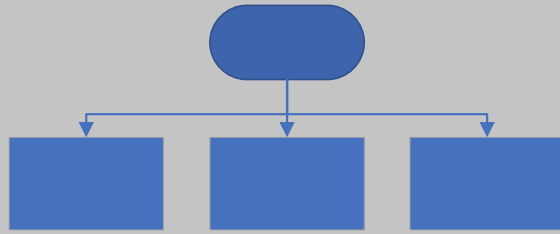
- d. **Tier 4 (last resort).** Almost all provision will be online, with buildings open for essential workers only. This will include the continuation of essential research.
- 20. It is important to note the tiered response level is concerned with the balance of face-to-face and online learning. It does not necessarily equate to an assessment of the scale of any outbreak.
- 21. The University is required to work in partnership with the local Director of Public

ANNEX A  
TO UOL C-19 OBP  
DATED 20 SEP 21

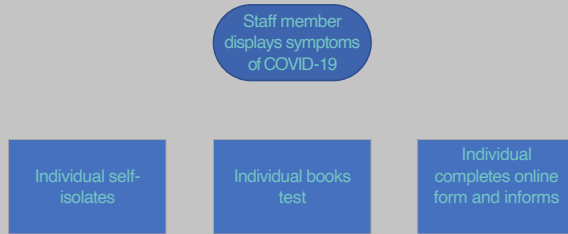




**ANNEX B  
TO UOL C-19 OBP  
DATED 20 SEP 21**



**ANNEX C  
TO UOL C-19 OBP  
DATED 20 SEP 21**







However, even if you do not have symptoms, you should still:

- Take a [PCR test on GOV.UK](#) to check if you have COVID-19.
- Follow Government advice on [how to avoid catching and spreading COVID-19](#).

**OUTBREAK SCENARIOS & RESPONSES**

Scenario (a)	Sugg ested Tiered Resp onse Level (b)	Students		Staff	Other Comment s
		Teaching	Accommod ation		
		(c)	(d)	(f)	(g)



2.  
Significant local  
outbreak

—  
potentially  
a local  
lockdown  
not  
involving  
staff or  
students.

2

- Face-to-face teaching continues



3. Minor outbreak in student accommodation (2 cases confined to one self-contained flat/HMO).

- 1
- Face-to-face tuition should continue for students not affected by the outbreak.
  - If a teaching group is identified as “close contact” then:
    - (a) Fully vaccinated members take a PCR test to check whether they have COVID-19. If positive they should self-isolate for 10 days from test result date. If negative they should take regular LFD tests until the infected member completes their self-
  - Fully vaccinated students in the same self-contained flat/HMO take a PCR test to check whether they have COVID-19. If positive they should self-isolate for 10 days from the test result date. If negative they should take regular LFD tests until their infected house/flatmate completes their self-isolation.
  - Unvaccinated students should self-isolate for 14 days from point first household
  - No immediate impact on provision.
  - Students in close contact with confirmed cases will need to self-isolate for 14 days from symptom onset, or start a regime of testing, if fully vaccinated.
  - In the event of a confirmed case, staff in teaching groups who have not been vaccinated may need to self-isolate, vaccinated staff should commence daily lateral flow testing.
  - Students to notify University using the online form.
  - Students should also contact NHS Test & Trace and book a test.
  - Letters issued

Scenario  (a)	Suggested Tiered Response Level (b)	Students			Staff  (f)	Other Comments  (g)
4. Major outbreak in student accommodation (several cases across more than one self-contained flat/HMO).	2 (possibly moving to 3 in very serious cases)	<ul style="list-style-type: none"> <li>Consider limiting face-to-face teaching to those programmes needing access to labs and specialist teaching spaces.</li> <li>If a teaching group is identified as “close contact” then: (a) Fully vaccinated members take a PCR test to check whether they have COVID-19. If positive they should self-isolate for 10 days from test result date. If negative they should take regular LFD tests until the infected member</li> </ul>	<ul style="list-style-type: none"> <li>Fully vaccinated students in the same self-contained flat/HMO take a PCR test to check whether they have COVID-19. If positive they should self-isolate for 10 days from test result date. If negative they should take regular LFD tests until their infected house/flatmate completes their self-isolation.</li> <li>Unvaccinated students should self-isolate for 14 days from point first household</li> </ul>	<ul style="list-style-type: none"> <li>Advise the SU to suspend off campus meetings of clubs and societies.</li> <li>Advise students to remain on campus, where possible.</li> </ul>	<ul style="list-style-type: none"> <li>Larger numbers of staff likely to have to self-isolate.</li> <li>Vulnerable and shielding staff may need to remain at home (where possible), or arrangements made to ensure they have limited contact in the workplace – see individual risk assessments.</li> </ul>	<ul style="list-style-type: none"> <li>Students to notify University using the online form.</li> <li>Students should also contact NHS Test &amp; Trace and book a test.</li> <li>Consider restricting access to campuses to staff and students only.</li> <li>Maintain access to other support services <b>on campus</b>, e.g. libraries, catering and sports facilities</li> </ul>



6. Major outbreak across several schools/colleges.

2 (possibly moving to 3 in very serious cases)

- Limit face-to-face teaching in the affected school/college to those programmes needing access to labs and specialist teaching spaces.
- Consider limiting face-to-face teaching across the University depending on contact tracing pattern.
- Fully vaccinated close contact teaching group members take a PCR test to check whether they have COVID-19. If positive they should self-isolate for
- Students should remain in Lincoln.
- Fully vaccinated students in the same self-contained flat/HMO take a PCR test to check whether they have COVID-19. If positive they should self-isolate for 10 days from the test result date. If negative they should take regular LFD tests until their infected house/flatmate completes their self-isolation.
- Unvaccinated students should self-isolate for 14 days
- Advise the SU to suspend

7. Major outbreak affecting both the community and the University with a local lockdown imposed.

4

- All teaching to move online.
- Students to remain in Lincoln.
- Potentially significant numbers of students may require support with food and medicine if self-isolating.
- All physical meetings

