

Coronavirus (COVID 19)

Frequently Asked Questions (FAQs) for Employees

Updated on 29 November 2021 (Initially published: 17 March 2020)

Although employees are encouraged to familiarise themselves of these FAQs and those published for students regularly, please note that any latest advice and guidance from the government supersedes the instructions, advice, and all other information provided here in this document.

Please use the following link for the latest guidance from the UK Government:

<https://www.gov.uk/guidance/coronavirus-COVID-19-information-for-the-public>

For further guidance from the UK Government on social distancing for everyone in the UK and protecting older people and vulnerable adults, please follow:

<https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people/guidance-on-social-distancing-for-everyone-in-the-uk-and-protecting-older-people-and-vulnerable-adults>

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Q What is the current position of the University?

Message from University:

Updated
29/10/21

Monday November 29, 2021

Revised Policy and Practice Decision

In the context of the guidance received yesterday from the Department for Education and the position the University has consistently taken throughout the pandemic i.e. to be a 'first mover' - putting the health and safety of our staff and students first - with effect from 8am tomorrow morning (30th November 2021), the wearing of face masks on campus in all communal areas will be introduced as mandatory for all staff, students and visitors unless exempt. Free masks will be available and provided at main entrances.

Table Screens will be reintroduced during December as soon as practicable by Facilities in the refectory/cafe areas to give additional assurance when eating/drinking without masks.

Masks will not be required in classes but the lecturer will once again (where practicable/available) address the group from behind the full height Perspex screens.

Classroom layouts will not change from current configuration.

Staff and students are asked and encouraged to test twice weekly for the protection of each other.

Vaccination and booster jabs are to be actively encouraged for all those eligible.

At this stage we are not reintroducing the work from home arrangements or the blue/red team arrangements but this will remain under constant review as National conditions vary.

Vice Chancellor

Thursday October 7, 2021

Message from the Vice Chancellor to UoB staff and students at all our Bolton Campus locations

Following our latest review of the University of Bolton's measures in place since the start of the pandemic, I am writing to inform you of an important update to our arrangements, which will take place for all staff and students with immediate effect.

It is clear that in the space of just a few weeks since the beginning of the academic year, the reality is that people are able to enjoy more freedoms than at any stage since the start of the pandemic, following changes to Government guidelines.

Most of the restrictions we were previously living with have been relaxed. Restaurants, shops, pubs, nightclubs, large-scale leisure events and social gatherings are more or less operating as they did pre-pandemic. Many of the restrictions around international travel were lifted this week.

The University of Bolton is responding, as we have always done, in a measured, cautious, but appropriate way. Our actions are based on the current reality of the situation.

It is vital to remember that we still strongly encourage everyone to:

- Get both vaccinations;
- Get a booster vaccine if offered to you;
- Be tested regularly – ideally twice a week;
- Download the official NHS Covid-19 Test and Trace app and adhere to its instructions regarding Track and Trace;
- Practise rigorous hand hygiene;
- Stay away from campus/work from home and be tested if displaying any possible Covid symptoms;
- Be respectful of others and social distance where appropriate.

All students and staff must inform the University if they test positive for Covid as we continue to have regulatory reporting requirements.

For anyone with concerns about being on campus, there are clinical grade face coverings available from the Facilities team.

The temperature scanners will remain in place at the entrances to our building as an ongoing measure.

The University has a detailed contingency plan should there be any change to the national and/or local situation. This means we can swiftly revert to any local Covid-secure measures that may need to be adopted following Government guidance/direction.

Please be assured, the University of Bolton has sought to maintain a Covid-secure campus since the start of the pandemic. The safety and wellbeing of all staff and students continues to be our number one priority.

The changes we are announcing are, as ever, in accordance with the very latest Government guidance.

They continue to help to ensure you have access to a fully operational University campus and can study and engage in person with other students and staff.

It is important to note that all the measures below remain under review:

- **Track and trace** – will be discontinued, therefore QR codes will not be required to be scanned in classrooms/labs.
- **Close contact* with a Covid-positive individual** - For individuals in close contact with a person who is Covid-positive, Government guidance has changed. Double-jabbed individuals who are identified as close contacts **do not need to self-isolate** but are advised to take a PCR test as soon as possible to check if they have the virus. As the requirement to take a PCR test is not mandatory under the law, individuals who are fully vaccinated and have been in close contact with a Covid-positive individual can go about their life as normal. The University would prefer staff and students attending for work or study, even in such circumstances, to take a PCR test as soon as possible, but fully vaccinated individuals are expected to continue to work as normal until they receive a result to the contrary (i.e. a positive PCR test). Anyone who tests positive following the PCR test is legally required to self-isolate, irrespective of their vaccination status, in order to break onward chains of transmission. Meanwhile, anyone who develops 'normal' Covid-19 symptoms (whether vaccinated or not) should self-isolate and get a PCR test, and remain in isolation until the result comes back.

- **Classroom layouts** – will be progressively and gradually moved to pre-pandemic capacities in preparation for Semester 2 timetables.
- **One way system** – will be discontinued.
- **Face coverings** – are no longer essential or mandatory, but we hope people will choose to wear them when in close proximity to others. Face masks continue to be made freely available by the University. To address any potential anxiety individuals may have about returning to campus, a supply of clinical grade face coverings are also available, which may afford some protection to the wearer if used properly; but obviously no measure is assured.
- **Mandatory social distancing** – has now ended on campus, in line with the clear Government guidance. Internal office spaces and meetings therefore no longer require social distancing to be observed. However, everyone on campus is encouraged to be considerate to others by choosing to practise social distancing, where this is practicable.
- **Temperature scanner heat detectors** - remain in place at all entrances, ensuring that all staff, students and visitors arriving on campus still pass through the preliminary temperature checks on arrival and will need to scan their ID cards at building entrances.
- **Lateral Flow tests** - all staff and students are asked to continue to undergo two per week or collect and use a Home Test kit from Bolton One or from the desk near the entrance to Chancellor’s Mall. You must not attend campus for the safety of others if you test positive or have any of the main Covid-19 symptoms.
- **Open access to the library** (with no restrictions other than full capacity) - remains freely available.
- **Student ambassadors** – will remain present to assist at building entrances until Christmas.
- **Group working** - in all settings will be available.
- **The campus Café and Bistro** - continue with their normal arrangements and offerings.
- In line with common practice now observed across England in non-university workplace settings, **no social distancing/capacity requirements** (other than those determined by the capacity of the facility) are in place for:
 - Lifts
 - Toilets
 - Kitchens
 - Vehicles used for University business
 - Minibuses
 - Offices
 - Meetings.

- The format of official **University meetings** (Face-to-face/Hybrid/Zoom) – will be dependent on the needs of the group and the convenor of the meeting.
- **External visitors** - are permitted on campus, but requested to follow the practices observed by all students and staff set out in this communication.
- **International travel** – must be **Business essential only** and agreed by the University Registrar (this excludes holidays, however staff are reminded to be mindful of international quarantine regulations which could impact on work and can change rapidly).
- **External events** – must be **Business essential only**.
- **Outdoor marquee** – will remain in situ next to The Chancellor’s Mall and be available until the end of the calendar year.

As I have said many times on previous occasions, the University of Bolton prides itself on creating a place where you can make the most of your experience of Higher Education and a safe and productive place of work.

I would like to thank you for your patience and commitment to the University during this extremely challenging period.

I also want to express my gratitude for your collective effort in helping to ensure that the campus has continued to operate as close to ‘business as usual’ as we could reasonably achieve within the constraints of a pandemic and often variably restrictive Government guidelines.

Once again, may I express my heartfelt thanks to all our students and staff.

Professor George E Holmes DL
President and Vice Chancellor

Appendix:

*The definition of a close contact is as follows: A contact is a person who has been close to someone who has tested positive for Covid-19. You can be a contact any time from 2 days before the person who tested positive developed their symptoms or, if they did not have any symptoms, from 2 days before the date their positive test was taken, and up to 10 days after, as this is when they can pass the infection on to others. A risk assessment may be undertaken to determine this, but a contact can be:

- Anyone who lives in the same household as another person who has Covid-19 symptoms or 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:
 - o Face-to-face contact including being coughed on or having a face-to-face conversation within one metre;
 - o Been within one metre for one minute or longer without face-to-face contact;
 - o Been within 2 metres of someone for more than 15 minutes (either as a one-off contact, or added up together over one day).

A person may also be a close contact if they have travelled in the same vehicle or plane as a person who has tested positive for Covid-19.

GENERAL INFORMATION/ SUPPORT

<p><i>What is the University doing to keep employees updated?</i></p>	<p>Communications are being issued to employees as necessary via All Staff Emails and the University website is regularly updated to reflect the latest information and advice. There is also a link via the MyBolton app.</p> <p>As this is a rapidly changing situation employees should look out for further updates from the University, including updates to these FAQs and also content published on the University web site.</p>	
<p><i>Where can I find further information?</i></p>	<p>This is a rapidly changing situation. You should regularly look out for further updates via All Staff Emails and on the web site. Further information can be found from:</p> <ul style="list-style-type: none"> • The Public Health Agency website • Foreign and Commonwealth Office (FCO) website • GOV.UK website • The World Health Organization <p>HR have introduced a dedicated askHRCV19 helpline and email service for employees who have queries regarding any aspect of their employment related to the COVID 19 outbreak. Employees can leave a voice message on the askHR number (01204) 903579 or email askHRCV19@bolton.ac.uk. The HR team will respond to queries in the order that they are received and endeavour to respond within 8 hours.</p>	<p>Updated 20/3/20</p>
<p><i>What is the University's approach to confidentiality and respect?</i></p>	<p>We respect the right to confidentiality of the members of our University community who may be diagnosed with coronavirus. Confidentiality is the right of an individual to have personal, identifiable medical information kept private. The University expects all those within the University community to be treated with dignity and respect. Any act of abuse or hate speech is unacceptable and should be reported to the University or the local police.</p>	
<p><i>I am a member of staff and I/family members have been affected by the virus, is there any further support?</i></p>	<p>If you have been affected by the virus and the situation has caused anxiety or stress, you can contact the University's Employee Assistance Program (EAP) provider Vivip. This line is available 24/7</p> <p>Telephone: 03303800658 (local call rate) Email: help@vivup.co.uk Web: vivup.co.uk</p>	
<p><i>I am a University employee / worker based overseas and am currently residing in a high-</i></p>	<p>The University is concerned for your welfare and encourages you to keep updated regarding the information / guidance published at the University. Please also make regular contact with your line manager at the University to discuss the situation in the country you are based in. Please continue to make yourself aware of</p>	

risk country. What does this mean for me?	changing advice and guidance in your current location as the situation develops.	
I want to ensure that the University has up to date personal and emergency contact details held, what should I do?	<p>We want to ensure we can contact every colleague (or their next of kin, if appropriate) in the event of an emergency. We ask everyone to check their details are correct (and update them if they are not) on MyHR, as soon as possible.</p> <p>To do this, please log in to MyHR via the University website, or use this link: https://hrselfservice.bolton.ac.uk/tlive_ess/ess/index.html#/login and select the Personal menu.</p> <p>Colleagues should also ensure their Head of School / Service has up-to-date contact details locally.</p>	
What should I do if my question isn't answered by these FAQs, or if I want further advice?	<p>Colleagues should speak with their Head of School / Service in the first instance. Alternatively, they can contact the relevant member of the HR team.</p> <p>HR have also introduced a dedicated askHRCV19 helpline and email service for employees who have queries regarding any aspect of their employment related to the COVID 19 outbreak. The details are listed above.</p>	
What is the University position on members of the University community posting comments about what the University is doing in response to the Covid-19 outbreak?	<p>The University understands that you may use social media to interact and share information via online communication channels.</p> <p>However, all members of the University community should always use social media responsibly and carefully manage their digital footprint.</p> <p>You must also ensure that they you familiarise yourself with the latest Social Media and IT Use policies of the University and, when relevant, the professional/regulatory code of conduct that relates to their programme of study and/or profession.</p> <p>The inappropriate use of social media can be damaging to your own reputation, harm others but can also damage the reputation of the University.</p>	22/10/21
What is the latest guidelines for Higher Education published by the UK Government?	<p>The government has published specific and updated operational guidance for the Higher Education sector in September 2021.</p> <p>There are no longer restrictions on the approach to teaching and learning as a result of COVID-19. There is no requirement for social distancing or other measures within in person teaching. Providers are therefore able to shape their courses without restrictions to face-to-face provision.</p>	Updated 22/10/21

	<p>HEIs are obliged to continue to conduct risk assessments for their particular circumstances. and have contingency plans to deal with any identified positive cases of COVID-19 or outbreaks.</p> <p>The University follows this guidance and the updated guidance can be found via the following link:</p> <p>https://www.gov.uk/government/publications/higher-education-reopening-buildings-and-campuses/higher-education-covid-19-operational-guidance</p>	
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SICKNESS ABSENCE

<p><i>I have an underlying health condition what should I do?</i></p>	<p>We know that this may be a worrying time, particularly for those with pre-existing medical conditions. Individuals who have an existing long-term condition and are concerned about coronavirus should continue to take their normal precautions and may wish to contact their GP. Those with chronic medical conditions, such as heart disease, diabetes, lung disease, may feel particularly vulnerable.</p> <p>If people with long-term conditions have concerns they may have COVID 19, they should telephone NHS 111.</p> <p>Your wellbeing is of paramount importance. The University should also be made of aware of any underlying / long term medical conditions that may make them vulnerable. Individuals wishing to disclose information regarding any such conditions can speak with HR. The University may refer such cases to its Occupational Health provider for advice / guidance.</p> <p>For more information, please see the advice available from the following web site:</p> <p>https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19</p>	<p>Updated 22/10/21</p>
<p><i>What should I do if I am pregnant ?</i></p>	<p>There's no evidence that if you're pregnant you're more likely to get seriously ill from coronavirus. But pregnant women are in the moderate risk (clinically vulnerable) group as a precaution. This is because you can sometimes be more at risk from viruses like flu if you're pregnant. As soon as you find out you're pregnant speak to your GP or midwife.</p> <p>If you are less than 28 weeks pregnant with no underlying health conditions that place them at a greater risk of severe illness from coronavirus (COVID-19) you must first have a workplace risk assessment with your employer and occupational health team.</p>	<p>Updated 22/2/21</p>

	<p>You should only continue working if the risk assessment advises that it is safe to do so.</p> <p>If you are 28 weeks pregnant and beyond, or if you are pregnant and have an underlying health condition that puts you at a greater risk of severe illness from COVID-19 at any gestation, you should take a more precautionary approach. You should self-isolate and if possible, work remotely until further notice. If this applies to you, please speak with your Head of Service / School to make the necessary and appropriate arrangements.</p> <p>If it is not possible for you to work remotely, you should speak to your Head of School/Service in the first instance. Where applicable, the University may arrange a referral to Occupational Health to seek further advice regarding any additional support that may be required whilst on campus.</p>	
<p><i>What should I do if I fall ill?</i></p>	<p>The main symptoms of coronavirus include a high temperature, a new continuous cough, loss or change to your sense of smell or taste.</p> <p>Exhibiting these symptoms does not necessarily mean that you have coronavirus. However, if you have symptoms, you must not attend work and must self-isolate. Please follow the latest advice and guidance from the government using the following link: https://www.gov.uk/guidance/coronavirus-COVID-19-information-for-the-public</p> <p>You must notify your Head of Service / School by telephone before your contractual start time at work, or as soon as possible if that is not practical.</p> <p>Guidance for people with confirmed or possible COVID-19 Infection can found here: https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-people-with-confirmed-or-possible-coronavirus-covid-19-infection</p> <p>The main messages are:</p> <ul style="list-style-type: none"> • if you have symptoms of coronavirus infection (COVID-19), however mild, please follow the government’s guidelines for self-isolation as suggested above. • this action will help protect others in your community while you are infectious • plan ahead and ask others for help to ensure that you can successfully stay at home • ask your employer, friends and family to help you get the things you need to stay at home • stay at least 2 metres (about 3 steps) away from other people in your home if possible • sleep alone, if possible 	<p>Updated 8/6/20</p>

	<ul style="list-style-type: none"> • wash your hands regularly for 20 seconds, each time using soap and water, or use hand sanitiser • stay away from vulnerable individuals, such as the elderly and those with underlying health conditions, as much as possible • you do not need to call NHS 111 to go into self-isolation. If your symptoms worsen during home isolation or are no better after 7 days, contact NHS 111 online. If you have no internet access, call NHS 111. For a medical emergency dial 999 <p>If you are at work and feel unwell with the symptoms you should contact your Head of Service / School by telephone and self-isolate.</p>	
<p><i>If I am confirmed as having Coronavirus and/or are required to self-isolate, how is this absence recorded?</i></p>	<p>Please contact your Line Manager immediately if you have a confirmed diagnosis of coronavirus. If you are unable to work, and it is agreed by your Head of Service / School that you cannot continue to work remotely, your absence will be recorded as “sick”. You will be paid your contractual sick pay entitlement for the duration of your sickness absence.</p> <p>However, absence to having COVID 19 symptoms will not be taken into account when determining whether or not to take any formal action within the procedure. This is a temporary measure.</p>	<p>Updated 30/3/20</p>
<p><i>What are the specific sickness absence and reporting arrangements applicable to the COVID 19 (Coronavirus) Outbreak?</i></p>	<p>During this coronavirus outbreak, if staff fall ill because of a high temperature, a new continuous cough, loss or change to your sense of smell or taste or have other symptoms of COVID-19, it is vital that employees do not attend work and self-isolate as per the government guidelines. Employees who are not able to attend work or work remotely (to undertake their duties in full) due to the severity of symptoms will be recorded being absent due to sickness and will receive University Sick Pay (subject to the University Sickness Absence Policy and Procedure). In line with the University Sickness Absence Policy and Procedure, employees should notify their Head of Service/School of their absence prior to their normal start time, or, where this is not possible within one hour of the planned start time.</p> <p>The University recognises that employees may be legitimately absent without having written medical evidence (typically, a Statement of Fitness for Work ‘fit note’ from a doctor). If they are given medical advice to self-isolate, we will not ask employees to provide written medical evidence after seven calendar days’ absence, as is usual procedure. This is due to public health advice, specifying that if individuals show symptoms, they should avoid going to their doctor or a hospital to prevent the infection from spreading. Such individuals may have been given medical advice via telephone from NHS 111 to self-isolate.</p> <p>Employees are expected to explain to their Head of Service/School what medical advice they have been given and from whom; and</p>	<p>Updated 8/6/20</p>

	keep in regular contact with their Head of Service/School in line with usual practice. An employee's line manager may also contact them from time to time to keep in touch and monitor progress. A telephone based Return to Work interview should be undertaken by the relevant Head of School / Service before a colleague returns to work.	
<i>I am due to start working at the University and have been told to self-isolate – will I still get paid?</i>	Yes – your employment with the University will be effective from the date specified in your contract of employment. However, you should liaise with your Head of Service / School at the University or HR to ensure that your details (and in particular your bank account details) are entered onto University systems to ensure payment can take place and explore if you are able to remote work from home.	Updated 20/3/20
<i>If I have to take emergency leave to care for a dependent – will I be asked to undertake work remotely?</i>	It is expected that where possible all efforts should be made for you to undertake work remotely and this should be agreed between you and your Head of Service / School on a case by case basis.	Updated 20/3/20
<i>I live with someone who has COVID-19 symptoms – what should I do?</i>	If you are required to self-isolate but are not sick you should notify your Head of School / Service and work remotely, if that is possible. If you become unwell during the self-isolation period, you should follow the normal sickness absence notification process.	Updated 20/3/20
<i>How will absence from work directly due to COVID-19 isolation be recorded?</i>	The University will need to keep a record of absence related to Covid-19, including absences related to self-isolation.	Updated 30/3/20

ANNUAL LEAVE

<i>What are the arrangements for annual leave during this COVID 19 outbreak period?</i>	<p>The University has to balance the needs of ensuring business continuity and the wellbeing of staff (to include the ability of employees to take annual leave and to take periods of rest). Heads of School/Service should allow employees to take any pre authorised annual leave. However, employees (particularly those colleagues in a managerial role) may be specifically asked by the University to rearrange their existing annual leave plans to assist with business continuity.</p> <p>The booking of new periods of annual leave will be subject to business/ operational needs in the normal way, while considering business continuity needs in the current extraordinary circumstances. Employees should not make plans until new requests have been discussed and approved by their Head of School / Service.</p>	Updated 12 Jan 2021
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	<p>The University encourages all employees to take their annual leave in the year it is accrued. Given the current exceptional operational circumstances due to Covid-19, all annual leave allocations for 2020-21 must be used by 31st August 2021.</p> <p>No unused or accrued annual leave may be carried over into a new annual leave year period. No payments in lieu of unused annual leave will be approved.</p> <p>Please note the University, in exceptional circumstances to ensure business continuity, reserves the right to require specific employees / line managers to cancel and amend their annual leave plans. Any such requirement will be determined by the relevant member of the Executive Board and as much notice as possible will be given. The University will financially recompense in full any employee required to cancel and amend their annual leave plans at the specific request of the University.</p>	
<p><i>The government has eased restrictions on the carry-over of statutory leave, can I now carry forward annual leave?</i></p>	<p>No, you will not be able to carry forward annual leave into the 2020/21 leave year.</p> <p>Although the government has eased the restrictions on carry-over of statutory leave, this is aimed at key workers who are unable to take their leave due to their work in tackling the coronavirus epidemic. The government has specified that the carry-over applies 'where it is not reasonably practicable for a worker to take some, or all, of the holiday to which they are entitled to, due to the coronavirus.' This will not apply to University staff, who remain able to take their annual leave.</p> <p>We would like to remind all colleagues of the importance of taking time away from work, especially during these challenging times, to look after your own physical and mental wellbeing.</p>	
<p><i>What advice is there about travel overseas ?</i></p>	<p>You should follow the latest FCO advice if you are planning to travel abroad for any reason, noting that the situation is changing rapidly in relation to COVID-19.</p> <p>Following the update in advice on the 5th January 2021, the advice is that you must not leave home or travel, including abroad, unless you have a legally permitted reason to do so</p> <p>For the full advice please visit:</p> <p>https://www.gov.uk/guidance/travel-advice-novel-coronavirus</p> <p>We would encourage employees to make additional assessments of the personal risks involved in any foreign travel during the current outbreak of COVID-19 including potentially being unable to leave a country, return to the UK, or having to self-isolate for 10 days on your return.</p>	<p>Updated 12/01/21</p>

	<p>Employees unclear on what this means for them and their annual leave plans should speak with their Head of Service / School or HR Business Partner in the first instance.</p>	
<p><i>I am travelling abroad on University business and will need to self-isolate at home for 10 days on my return to the UK, what are the implications for this?</i></p>	<p>For as long as any government measures requiring those arriving in, or returning to, the UK to self-isolate at home for 10 days are in place, staff who travel overseas on business and who will have a quarantine period on their return will need to either:</p> <ul style="list-style-type: none"> ▪ work remotely from home if this is possible; if they have returned to on-site working they should seek approval in advance to return to homeworking for the quarantine period; ▪ book additional days holiday to cover the quarantine period; ▪ or take unpaid leave for the quarantine period. <p>Employees should check the travel advice for their destination and speak with their Head of Service / School regarding the above arrangements that will apply prior to any overseas travel.</p>	<p>Updated 12/01/21</p>
<p><i>I am booking a holiday – what will happen if the Government guidelines stipulate that due to the destination country visited a 10-day quarantine must be observed upon my return to the UK ?</i></p>	<p>If an employee has already booked (and can evidence the booking) a holiday to a country before the 8 June 2020 Government Directive re 'imposition of the travel quarantine border rule' that now requires a period of quarantine on return, then this quarantine period may be taken as remote working or self-isolating.</p> <p>This means that for any employee who books a holiday to a country after the 8 June 2020 Government Directive re 'imposition of the travel quarantine border rule' that requires a period of quarantine on return, then this quarantine period must be taken as annual leave and/or unpaid leave.</p>	<p>Updated 7/7/20</p>

WORK AND THE UNIVERSITY

<p><i>Which employees are deemed to be clinically extremely vulnerable and what support does the University provide ?</i></p>	<p>Employee who are defined as clinically extremely vulnerable are thought to be at very high risk of serious illness from coronavirus. There are three ways you may be identified as clinically extremely vulnerable:</p> <ol style="list-style-type: none"> 1) You have one or more of the conditions listed below: <ul style="list-style-type: none"> • solid organ transplant recipients • people with specific cancers: • people with cancer who are undergoing active chemotherapy 	<p>New</p>
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- people with lung cancer who are undergoing radical radiotherapy
 - people with cancers of the blood or bone marrow such as leukaemia, lymphoma or myeloma who are at any stage of treatment
 - people having immunotherapy or other continuing antibody treatments for cancer
 - people having other targeted cancer treatments that can affect the immune system, such as protein kinase inhibitors or PARP inhibitors
 - people who have had bone marrow or stem cell transplants in the last 6 months or who are still taking immunosuppression drugs
 - people with severe respiratory conditions including all cystic fibrosis, severe asthma and severe chronic obstructive pulmonary disease (COPD)
 - people with rare diseases that significantly increase the risk of infections (such as severe combined immunodeficiency (SCID), homozygous sickle cell disease)
 - people on immunosuppression therapies sufficient to significantly increase risk of infection
 - problems with your spleen, for example splenectomy (having your spleen removed)
 - adults with Down's syndrome
 - adults on dialysis or with chronic kidney disease (stage 5)
 - women who are pregnant with significant heart disease, congenital or acquired
- 2) Your clinician or GP has added you to the Shielded Patient List because, based on their clinical judgement, they deem you to be at high risk of serious illness if you catch the virus.
 - 3) You have been identified through the [COVID-19 Population Risk Assessment](#) as potentially being at high risk of serious illness if you catch the virus.

During the new lockdown employees who have been advised that they are clinically extremely vulnerable are strongly advised to work from home because the risk of exposure to the virus in your area may currently be higher. If you cannot work from home, then you should not attend work.

You should speak to your Head of Service / School and keep him/her updated regarding any formal notification you receive regarding being clinically extremely vulnerable.

For more information on clinically extremely vulnerable can be found via the following link:

<https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19#cev>

<p><i>I work as a Variable Hours Tutor (VHT) and have work scheduled over the coming weeks. Will I get paid if this work is cancelled at short notice due to the implications of COVID-19?</i></p>	<p>You should speak with your Head of School. Your Head of School may require you to undertake the work virtually / via remote working. However, if you have work that is already scheduled (that you have accepted) and this is subsequently cancelled at short notice by the University you will receive payment for this work.</p>	
<p><i>My child or other dependant that I have caring responsibility for is in self-isolation, am I entitled to paid time off work?</i></p>	<p>The University wishes to support those with caring responsibilities. Where a child or dependant has been deemed as needing to self-isolate, is undergoing tests or has tested positive for coronavirus, it is likely that you will also be required to self-isolate. You should follow NHS guidelines and ensure, as far as is possible, that you have no contact with them during the isolation period.</p> <p>In situations where you are required to care for a dependent who has been asked to self-isolate and you have not, you should speak with your Head of School/Service as soon as possible. If you are able to undertake your duties remotely, then you will continue to be paid as normal. If you are unable to work remotely, your line manager will discuss alternative arrangements with you such as the taking of annual leave or furlough where applicable.</p> <p>If you have to self-isolate and you are able to undertake your duties via remote working, then you will continue to be paid as normal. Alternatively, your absence will be treated as sick leave and the University's Sickness Absence Policy and Procedure will apply.</p>	
<p><i>If my child's school has been closed, what can I do?</i></p>	<p>The University expects employees to continue to work remotely from home where possible. It recognises that if schools are closed due to COVID-19 employees may have difficulties in arranging alternative care for their children in the short term.</p> <p>The University is granting a working dispensation to colleagues working at home and remotely to enable them, during their contracted working hours, to supervise their children in the home. Family care responsibilities will therefore be taken into account by managers when organising staff meetings by Zoom, obviously this will require 'give and take' so staff should attempt to work with their managers to enable operations to run efficiently whilst keeping an eye on their family responsibilities. All colleagues should, however, remember that they are still working even when at home and they must be contactable by phone or email during their usual working hours.</p> <p>You should speak with your Head of School/ Service to discuss the situation and potential options if you are unable to work</p>	<p>Updated 30/3/20</p>

	<p>your normal pattern whilst at home. Your Head can discuss temporary adjustments to start / finish times and other potential flexible working arrangements – e.g. temporary reduction in contracted working hours/days.</p> <p>Employees may also use their annual leave and the use of unpaid leave may also be considered.</p>	
<p><i>What if it is not possible for me to undertake my duties via remote working?</i></p>	<p>We are asking all colleagues to be flexible in their approach to the work they undertake. We know that you will want to be supportive of working in different ways and areas to support the University in delivering its core activities.</p> <p>Your Head of Service/School may need you to undertake other work remotely in line with the Grade of your role to ensure business continuity. If it is not possible for you to complete your work remotely whatsoever, you may be required to undertake alternative University work in support of your School / Service or exceptionally the activity of other Schools / Services – in line with the Grade of your role – to support the University in delivering its core activities. Employees deployed in such a manner will be consulted and provided with any relevant, briefing, induction and training.</p> <p>Heads of Service / School will keep a list of those employees who may need to work to support the activity of other Schools / Services in delivering its core activities.</p> <p>We do understand that there will be some colleagues who are unable to undertake work remotely due to the nature of their role at the University.</p> <p>Those colleagues who are in this situation and who by virtue of their role cannot work remotely are requested to engage in full time community service whilst being paid by the University – of course to do so safely and where it will be most useful - by helping the efforts to ensure that the most vulnerable people receive help in our community; offering practical support (such as drivers for shopping deliveries) and making check-in phone calls.</p> <p>These colleagues should speak with their Head of Service / School at the earliest opportunity. Those who are able to undertake volunteering activity will be asked to provide their mobile number, email contact details to their Head of Service / School – which will be forwarded to Bolton CVS (who are coordinating voluntary roles across the borough) and Urban Outreach (a local charity who are co-ordinating food banks and distribution). Such employees should remain available to return to work if needed by their Head of Service / School.</p> <p>If employees are unable to undertake such voluntary work, then they should discuss this with their Head of Service / School. Employees will be expected to use their annual leave for the</p>	<p>Updated 30/3/20</p>

	<p>purposes of efficacy) and if necessary, some of the annual leave from the forthcoming annual leave year to facilitate not working.</p>	
<p><i>I am an employee of the University predominantly based at a location elsewhere in the UK, does all of this guidance apply to me?</i></p>	<p>Yes, the arrangements communicated by the University apply to all employees of the University.</p> <p>However, you should familiarise yourself with any guidance published at any partner organisation you work at and speak with your Head of Service / School regarding any issues / concerns you have relating to your wellbeing or your ability to undertake work.</p>	<p>Updated 20/3/20</p>
<p><i>Are employees at the University considered to be "critical workers" ?</i></p>	<p>The DfE have confirmed that critical workers for access to school places and educational settings includes HE staff in England - this is relevant for those employees with children being able to access school/education for their children - this is summarised below.</p> <p>The welfare and wellbeing of students, staff and wider communities is the government's priority for the return of students following the winter break. While HE providers are expected to allow students on some practical courses to return to campus in line with their planned start dates, many other courses will continue to be delivered remotely.</p> <p>Teaching and support staff involved in the delivery of higher education are considered critical workers, vital to the continuation of education.</p> <p>Whether higher education staff are working on campus or working from home, their children can attend school for face-to-face teaching from the advertised first day of term.</p> <p>For further information on the guidance on critical workers and vulnerable children who can access schools or educational settings please visit https://www.gov.uk/government/publications/coronavirus-covid-19-maintaining-educational-provision/guidance-for-schools-colleges-and-local-authorities-on-maintaining-educational-provision</p> <p>HR, upon request, can provide a letter for employees who have difficulties in securing a place at School for their child.</p>	<p>Updated 12 Jan 2021</p>
<p><i>My Performance Development Review (PDR) is due. What are the implications of Covid-19 on this process?</i></p>	<p>The pandemic has affected many priorities, as 'Team Bolton' has adapted to lockdown restrictions, remote working and online teaching. The University understands that some objectives / priorities set in last year's PDR may not have been met.</p> <p>Remote PDR meetings should continue as far as possible as they are a vital opportunity for Heads and their staff to connect in a meaningful way, share reflections and appreciation, and discuss concerns in difficult times. They are also an opportunity for you to explicitly state how the Covid-19 crisis has impacted you, so that objectives / priorities can be adjusted with that context in mind.</p>	<p>New</p>

	HR are able to run briefing sessions for Heads on undertaking PDRs under the period of the pandemic and a revised PDR “Lite” methodology that can be undertaken remotely.	
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WORKING REMOTELY

<p><i>What guidance does the University have for employees undertaking remote working?</i></p>	<p>Working remotely at home has been directed for most employees to ensure business continuity and safeguarding the wellbeing of all those in the University community.</p> <p>A Working Remotely from Home Supplementary Notes document has been published to provide clarity and to set out how the remote working is to be undertaken. This document should be read in conjunction with the University Working at Home Guidelines.</p> <p>This document is published under the pre-existing section Working from Home (where you will also find the University Working at Home Guidelines and H&S Checklist) https://www.bolton.ac.uk/places/professional-services/hr/a-to-z/</p> <p>A set of resources are provided to assist you to get the most out of working remotely. These resources include; how to use MS Teams, linking to your office desktop computer and transferring telephone calls from your University telephone to your remote telephone. These resources are regularly updated and can be accessed via the link below: https://wakelet.com/wake/5a7a92af-e356-4e9a-a8d5-1938f7ee0217</p>	
<p><i>Are there any specific best practices in remote working?</i></p>	<p>Employees of the University who are able to undertake their work remotely should do so. With this in mind, colleagues are reminded of the Working Remotely – Supplementary Notes available at the link below.</p> <p>https://www.bolton.ac.uk/wp-content/uploads/2020/03/COVID-19-Working-Remotely-from-Home-Supplementary-Notes-24-March-2020.pdf</p> <p>We know that working remotely is a new experience and can be challenging for many of us. Here are some helpful top ten tips to assist you:</p> <p>1) SET UP A DESIGNATED WORKSPACE</p>	<p>Updated 30/03/20</p>

	<p>Separate space for yourself to work in, somewhere you can focus on tasks without being distracted and set up with everything you need for a normal working day.</p> <p><i>2) MAKE REMOTE WORKING WORK FOR YOU</i> Change where you sit, put on music, whatever helps you work. And enjoy the perks – no commute or uncomfortable shoes, and all your home comforts!</p> <p><i>3) MAKE SURE YOU HAVE ALL THE TECH YOU NEED</i> This includes a reliable internet connection, required hardware and software, access to the University network / systems, any files and importantly, knowledge of how to get IT support and the best from the systems we have.</p> <p><i>4) GET DRESSED</i> Changing into working clothes will help you mentally switch on to productive work mode. It will also help you distinguish between ‘homeworking’ and ‘home life’.</p> <p><i>5) WRITE A DAILY TO-DO LIST</i> Set out a list of realistic, achievable tasks to keep you focused.</p> <p><i>6) KNOW WHEN TO STEP AWAY FROM YOUR DESIGNATED WORKSPACE</i> Be clear about when your working day begins and ends and take breaks to refresh. It’s easy to let yourself be ‘always on’ when your home and office are the same place.</p> <p><i>7) STAY IN CONVERSATION</i> Contribute regularly to team chats/group emails so you don't drop off the radar. Ask about what people are working on and share what’s on your agenda.</p> <p><i>8) FOSTER RELATIONSHIPS</i> Make time for non-work chats as you would in the workplace and use video calling to maintain face-to-face contact, if possible.</p> <p><i>9) ASK FOR SUPPORT WHEN NEEDED</i> Speak out when you need assistance, further guidance or support. Your Head of Service / School, colleagues and you are part of a team and should be supporting each other, even remotely.</p> <p><i>10) BE CLEAR IN YOUR COMMUNICATION</i></p>	
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	<p>Speaking in person gives you visual and audio cues that help you communicate. Conversing remotely removes a lot of that extra information so make your communications extra clear and concise.</p>	
<p><i>I am unable to perform all of my normal duties remotely at home, will this impact on my pay?</i></p>	<p>As far as possible, you should try to undertake your normal duties but working remotely. If your duties cannot be carried out from home in full, your Head of School / Service may discuss you undertaking alternative duties.</p> <p>Where colleagues are working remotely from home, they will be paid as normal. Should colleagues be doing alternative duties they will continue to be paid their normal salary. However, such arrangements will be kept under ongoing review.</p>	
<p><i>Can I claim tax relief for working remotely from home because of the institutional lockdown due to Covid-19?</i></p>	<p>Please note this is a matter between you and the HMRC. However, you may be eligible to claim for increased costs e.g. electric and gas, if you are currently required to work from home rather than on Campus due to COVID-19. HMRC will consider claims from employees working at home due to coronavirus measures if their usual workplace is closed. More information can be found via the link below: https://www.gov.uk/tax-relief-for-employees</p> <p>A claim can be done through an online P87 form through your Government Gateway account or by filling out a postal P87 form. You will be asked for your employer's name and PAYE reference (106/B23817), and your job title. For postal P87s, you will also need your national insurance number. The key section to fill in is titled 'Using your home as an office'. You will see from the guidance that tax relief cannot be claimed if you choose to work from home.</p>	
<p><i>I am working remotely from home. Am I covered from an insurance of view?</i></p>	<p>The University insurance covers University property such as laptops that are removed from campus whilst at home and/or travelling. Other items and equipment that have been temporarily removed from site are also covered.</p> <p>Before removing any equipment from campus, please seek approval from your Head of School / Service. A record should be kept within your School / Service of any equipment taken, and all items will need to be returned and checked off the list on receipt.</p> <p>With respect to your home insurance according to the Association of British Insurers (ABI), if you are an office-based worker and need to work from home because of government advice or because you need to self-isolate, your home insurance cover will not be affected. More information on is</p>	

	available on the ABI's COVID-19: what you need to know webpage .	
What advice is available for setting up a workspace at home. ?	The Chartered Institute of Ergonomics & Human Factors has published some helpful guidance. This guidance can be accessed via https://www.ergonomics.org.uk/common/Uploaded%20files/Publications/CIEHF-Working-from-Home-Infographic.pdf	Updated 12 Jan 2021

HR SUPPORT

What support is available from HR while we all work remotely?	<p>Colleagues in the team continue to provide services remotely. In addition to other means of contact, HR have introduced a dedicated askHRCV19 helpline and email service for employees who have queries regarding any aspect of their employment related to the COVID-19 outbreak.</p> <p>Employees can leave a voice message on the askHR number (01204) 903579 or email askHRCV19@bolton.ac.uk. The HR team will respond to queries in the order that they are received and endeavour to respond within 8 hours.</p> <p>Employee Assistant Programme – VIVUP</p> <p>Our partner VIVUP continues to provide colleagues with the additional support they may need during this crisis and have tailored their services:</p> <p>Virtual Clinic & Online/Digital Counselling – a way for their counsellors to connect to employees via secure video link from any device (tablet or mobile phone) from the comfort of their own home, or any location they choose.</p> <p>Structured Telephone Counselling - counsellors assigned to the University can also facilitate structured telephone counselling, should an employee prefer this method of support.</p> <p>In addition to the above approaches, VIVUP continues to provide advice, information and counselling services and this remains accessible 24 hours a day, 7 days a week, 365 days of the year, including public holidays and bank holidays. To remind you, VIVUP can be contacted as follows:</p> <p>Telephone: 03303800658 (local call rate) Email: help@vivup.co.uk Web: vivup.co.uk</p> <p>MIND (a mental health charity) offers information and advice to people about mental health matters. They have released some useful links on their website to support mental health and</p>	
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	wellbeing throughout the coronavirus outbreak. These can be found here .	
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FURLOUGH AND JOB RETENTION SCHEME

<i>What is the Job Retention Scheme?</i>	<p>As part of its response to the impact of Coronavirus (Covid-19), the UK Government implemented a temporary Coronavirus Job Retention Scheme. The Scheme was designed to help employers whose operations have been severely affected by Coronavirus and who consequently have no work for their employees.</p> <p>The Coronavirus Job Retention Scheme ended on 30 September 2021.</p>	Updated 22/10/21
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TESTING AND VACCINATIONS

<i>What is the University's position on employees obtaining a vaccination during the pandemic ?</i>	<p>We encourage employees who are not registered with a GP to do so as soon as they can.</p> <p>We ask that, when a coronavirus vaccination or a booster becomes available, employees take the opportunity to be vaccinated. We understand that this is ultimately each individual's choice, but we encourage our workforce to make an informed decision by:</p> <ul style="list-style-type: none"> • reading up about COVID-19 vaccinations via official sources; • paying attention to the information the NHS provides when offering a vaccine; and • being wary of misinformation around COVID-19 vaccinations put out by unreliable sources. <p>To assist our employees, you can take paid time off to attend COVID-19 vaccination appointments. Employees should obtain approval from their Head of School / Service in advance of taking time off to attend a COVID-19 vaccination appointment.</p> <p>Please note the vaccinations are not available from the Asymptomatic Testing Centre.</p>	Updated 29/11/21
<i>If I have any side effects from the vaccine what will that be dealt with by the University ?</i>	<p>Some people experience side-effects after having the vaccine. If you suffer side-effects which mean that you're unable to work, please notify your Head of School / Service if you have attended your vaccine appointment during your usual working hours and are feeling too unwell to return to work following your vaccine.</p> <p>If side effects continue beyond the day you received your vaccine then any further time off would be recorded as Sickness Absence in the usual way.</p>	Updated 22/2/21

<p><i>Can my Head of School . Service ask me if I've had the vaccine or not? Do I have to tell them?</i></p>	<p>Whilst your Head of School / Service can ask you if you have had the vaccine, you are not obliged to answer, although you are encouraged to do so.</p> <p>The University will not be recording or holding any data about which staff have had the vaccine.</p>	<p>Updated 22/2/21</p>
<p><i>The University has set up an Asymptomatic Testing Centre. Do I need to book an asymptomatic test at the University?</i></p>	<p>You are expected to take two Lateral Flow Device (LFD) tests, ideally three days apart, either via the Asymptomatic Testing Centre located in Bolton One, using the online booking system, or using the LFD home testing kits available for collection from the reception area in Bolton One and at the entrance to The Chancellor's Mall. Each box of testing kits last for 3 weeks by taking 2 LFD tests per week.</p> <p>You must not attend campus for the safety of others if you test positive or have any of the main Covid-19 symptoms. Book an asymptomatic test at Bolton One: Seat Availability - LibCal - University of Bolton Library</p> <p>If you have any queries you can speak to a member of staff: EnquiriesTestingCentre@bolton.ac.uk Tel. 01204 900600</p> <p>If you are experiencing COVID symptoms you must not attend the University campus, but instead have a PCR test at a location close to home and self-isolate until you receive the test result.</p> <p>If your test result is positive, you must follow the self-isolation guidance and inform your Head of School / Service.</p>	<p>Updated 22/2/21</p>
<p><i>I have booked an appointment at the Asymptomatic Testing Centre at the University. What are the arrangements to follow before and after my appointment ?</i></p>	<p>On the day of your appointment if you return to campus before your appointment time you must ensure that you take extra care to ensure that you follow the University Covid-19 measures (to include wearing a face covering, regularly washing your hands and maintaining strict social distancing of at least 2 meters).</p> <p>Given it may take sometime before your result is confirmed by the NHS if after your appointment you return to your work place you should again take extra care to ensure that you follow the University Covid-19 measures.</p> <p>If you receive a positive confirmation from your asymptomatic test you should update your Head of Service / School, leave campus and follow the NHS advice regarding self isolation .</p>	<p>Updated 22/10/21</p>

HEALTH AND WELLBEING

<p><i>What guidance is the University providing for colleagues</i></p>	<p>All colleagues are now expected to return to work. However, colleagues should speak with their Head of Service / School and explore the potential for working remotely, but if there are</p>	<p>Updated 22/10/21</p>
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<p><i>clinically extremely vulnerable ?</i></p>	<p>limitations on what you can do from home, speak to your Head of Service / School in the first instance.</p> <p>The University Health & Safety Manager can undertake an individual risk assessment with employees who are extremely clinical vulnerable that takes account of account risk factors for Covid-19 including age, gender, ethnicity and existing health conditions to help mitigate the impacts of returning to campus.</p> <p>If you are at increased risk from Covid-19 due to being extremely clinical vulnerable and you feel that more can be done to support you, please speak with your Head of School / Service. Your Head may explore an alternative role, change your working patterns temporarily to enable you to work from home and/or explore furlough with you.</p> <p>The Government advice on the clinically extremely vulnerable classification can be found via the link below:</p> <p>https://www.nhs.uk/conditions/coronavirus-covid-19/people-at-higher-risk/whos-at-higher-risk-from-coronavirus/</p>	
<p><i>Do I need to wear a protective face mask / face covering on campus?</i></p>	<p>Evidence suggests that wearing face coverings can reduce transmission of coronavirus from an infected person to others. Face coverings are largely intended to protect others.</p> <p>From 30th November the wearing of face coverings on campus in all communal areas is mandatory for all staff, students and visitors unless medically exempt – as per the ‘Face Coverings – Exemptions to University Policy’ - with the aim of providing increased reassurance to all members, including those most vulnerable to serious illness. Information on the University policy regarding face coverings and also exemptions can be found via the link below:</p> <p>https://www.bolton.ac.uk/assets/Uploads/Face-Coverings-Exemption-Policy-01-Oct-2020-V9.pdf</p> <p>To address any potential anxiety individuals may have about returning to campus, a supply of clinical grade face coverings are also available, which may afford some protection to the wearer if used properly; but obviously no measure is assured.</p>	<p>Updated 29/10/21</p>
<p><i>Do I still need to practise social distancing on campus?</i></p>	<p>Mandatory social distancing has now ended on campus, in line with the clear Government guidance. Internal office spaces and meetings therefore no longer require social distancing to be observed. However, everyone on campus is encouraged to be considerate to others by choosing to practise social distancing, where this is practicable.</p>	<p>Updated 22/10/21</p>
<p><i>NHS Test and Trace or the NHS Covid-19 app has told me to self-isolate. What should I do?</i></p>	<p>You must self-isolate for 10 days if you haven’t had your second vaccine more than 14 days ago. This is because you've been in close contact with someone who has coronavirus and there's a chance you might have caught it.</p>	<p>Updated 22/10/21</p>

	<p>If you develop symptoms during this time, you must arrange an urgent test for yourself.</p> <p>The main categories that would lead to someone being identified as a Contact are:</p> <ul style="list-style-type: none"> • Direct Contact: face-to-face contact with a confirmed case for any length of time within 1 metre (including being coughed on, a face-to-face conversation, unprotected physical contact (skin to skin) or travel in a small vehicle with a case) or any exposure within 1m for 1 minute or longer. • Proximity Contact: between 1 and 2 metres for more than 15 minutes, with a confirmed case. This would apply from two full days before either the onset of their symptoms or date of their test if they don't have symptoms, until 10 days after symptoms started (or 10 days after the date of test if they don't have symptoms). Hence, wherever possible, it is important to maintain more than 2 metres distance from those around you to avoid being classed as a possible Contact. <p>These actions will help protect others in your community whilst you are infectious.</p> <p>Plan ahead and ask others for help to ensure that you can successfully stay at home.</p> <p>Ask your employer, friends and family to help you to get the things you need to stay at home.</p> <p>Stay at least 2 metres (about 3 steps) away from other people in your home whenever possible.</p> <p>Sleep alone if that is possible.</p> <p>Wash your hands regularly for 20 seconds, each time using soap and water.</p> <p>Stay away from vulnerable individuals such as the elderly and those with underlying health conditions as much as possible.</p> <p>You do not need to call NHS 111 to go into self-isolation.</p> <p>If your symptoms worsen during home isolation or you are no better after 7 days contact NHS 111 online. If you have no internet access, you should call NHS 111. For a medical emergency dial 999.</p>	
<p><i>What if I am in close contact with a Covid-positive individual?</i></p>	<p>If you are in close contact with a person who is Covid-positive, Government guidance has changed. Double-jabbed individuals who are identified as close contacts do not need to self-isolate but are advised to take a PCR test as soon as possible to check if they have the virus. As the requirement to take a PCR test is not mandatory under the law, individuals who are fully vaccinated</p>	<p>Updated 22/10/21</p>

	<p>and have been in close contact with a Covid-positive individual can go about their life as normal.</p> <p>The University would prefer staff and students attending for work or study, even in such circumstances, to take a PCR test as soon as possible, but fully vaccinated individuals are expected to continue to work as normal until they receive a result to the contrary (ie, a positive PCR test).</p> <p>Anyone who tests positive following the PCR test is legally required to self-isolate, irrespective of their vaccination status, in order to break onward chains of transmission. Meanwhile, anyone who develops 'normal' Covid-19 symptoms (whether vaccinated or not) should self-isolate and get a PCR test, and remain in isolation until the result comes back.</p> <p>The definition of a close contact is: a person who has been close to someone who has tested positive for Covid-19.</p> <p>You can be a contact any time from 2 days before the person who tested positive developed their symptoms (or, if they did not have any symptoms, from 2 days before the date their positive test was taken), and up to 10 days after, as this is when they can pass the infection on to others. A risk assessment may be undertaken to determine this, but a contact can be:</p> <p>Anyone who lives in the same household as another person who has Covid-19 symptoms or 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)</p> <p>A person may also be a close contact if they have travelled in the same vehicle or plane as a person who has tested positive for Covid-19.</p>	
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