



**Norland  
COVID-19 Outbreak  
Information Charts**

## What should I do if I think I have COVID-19?

### Students

The main symptoms of coronavirus are:

**a high temperature** – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)

**a new, continuous cough** – this means coughing a lot for more than an hour, or three or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)

**a loss or change to your sense of smell or taste** – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal.

Most people with coronavirus have at least one of these symptoms.

If you have one or more of these symptoms, then you must follow the guidance below:

#### STAY HOME

Contact [absence@norland.ac.uk](mailto:absence@norland.ac.uk) to let us know. Do not have visitors. Anyone you live with will also need to self-isolate at the same time. Anyone in your support bubble should also stay at home if you have been in close contact with them since your symptoms started or during the 48 hours before they started.

#### CONTACT NHS 119

Contact NHS 119 or use the NHS online portal to book a test, or call NHS 111 if uncertain whether you have COVID-19 symptoms

#### LET US KNOW

Contact [absence@norland.ac.uk](mailto:absence@norland.ac.uk) to let us know when your test is taking place. Advise us of the results as soon as you can. Self-isolate.

#### MEANT TO BE ON PLACEMENT?

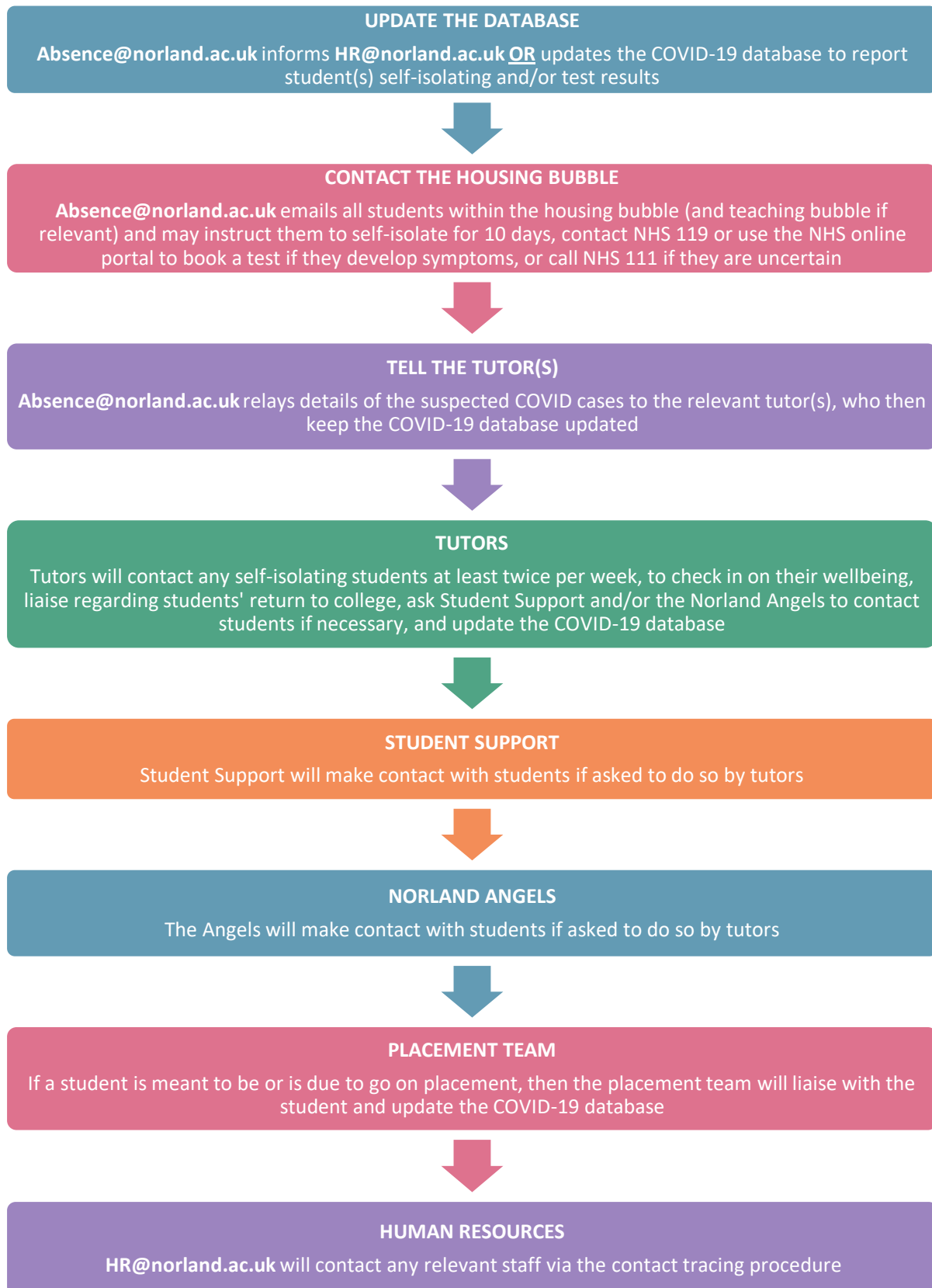
Contact [placements@norland.ac.uk](mailto:placements@norland.ac.uk) who will decide with you the best course of action for the rest of your placement

#### RETURN TO COLLEGE

You will only be allowed to return to college once your self-isolation period (10 days) has ended or if you receive a negative test result after displaying symptoms. All those contacts told to self-isolate by Test and Trace must complete the 10-day self-isolation period, regardless of a negative test result themselves. You will need to agree your return to college either with your tutor, or with the placement team if you are meant to be on placement.

## What should I do if a student thinks they might have COVID-19?

### Internal actions





## What should I do if I think I might have COVID-19?

### Staff

The main symptoms of coronavirus are:

**a high temperature** – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)

**a new, continuous cough** – this means coughing a lot for more than an hour, or three or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)

**a loss or change to your sense of smell or taste** – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal.

Most people with coronavirus have at least one of these symptoms.

If you have one or more of these symptoms, then you must follow the guidance below:

#### STAY HOME

Email your line manager, who will contact [HR@norland.ac.uk](mailto:HR@norland.ac.uk), who will update the COVID-19 database.



#### CONTACT NHS 119

Contact NHS 119 or use the NHS online portal to book a test, or call NHS 111 if uncertain



#### LET US KNOW

Contact your line manager to let us know when your test is taking place. Advise us of the results as soon as you can. Self-isolate for 10 full days from the day after the onset of symptoms or as advised.



#### RETURN TO WORK

You will only be allowed to return to college once your self-isolation period has ended or if you receive a negative test result. You will need to agree your return to work with your line manager.

## What should I do if a member of staff thinks they might have COVID-19?

### Internal actions

#### ALERT HR

Inform [HR@norland.ac.uk](mailto:HR@norland.ac.uk) that a member of staff suspects they may have COVID-19



#### UPDATE THE DATABASE

[HR@norland.ac.uk](mailto:HR@norland.ac.uk) will update the COVID-19 database as and when necessary



#### CONTACT OTHER STAFF

[HR@norland.ac.uk](mailto:HR@norland.ac.uk) informs other relevant staff via the contact tracing system



#### LINE MANAGERS

Line managers will contact any self-isolating staff regularly to check in on their wellbeing and will inform [HR@norland.ac.uk](mailto:HR@norland.ac.uk) if further support is needed

## What should I do if my COVID-19 test is positive?

### Students

If you are informed by the NHS that you had COVID-19 at the time you took a test, then you must follow this guidance:

#### STAY HOME AND SELF-ISOLATE

Contact [absence@norland.ac.uk](mailto:absence@norland.ac.uk) to let us know and ask any housemates to do the same. Your self-isolation period includes the day your symptoms started (or the day you had the test, if you do not have symptoms) and the next 10 full days. Anyone in your support bubble should also stay at home if you have been in close contact with them since your symptoms started or during the 48 hours before they started. You may need to self-isolate for longer if you get symptoms while self-isolating or your symptoms do not go away. Do not have visitors.



#### COMPLY WITH TEST AND TRACE

Remain in your accommodation and follow all instructions provided by the NHS Test and Trace system



#### MEANT TO BE ON PLACEMENT?

Contact [placements@norland.ac.uk](mailto:placements@norland.ac.uk) who will decide with you the best course of action for the rest of your placement



#### RETURN TO COLLEGE

You will only be allowed to return to college once your self-isolation period (10 days from onset of symptoms or as advised by T&T) has ended and you are well enough. You will need to agree your return to college either with your tutor, or with the placement team if you are meant to be on placement.

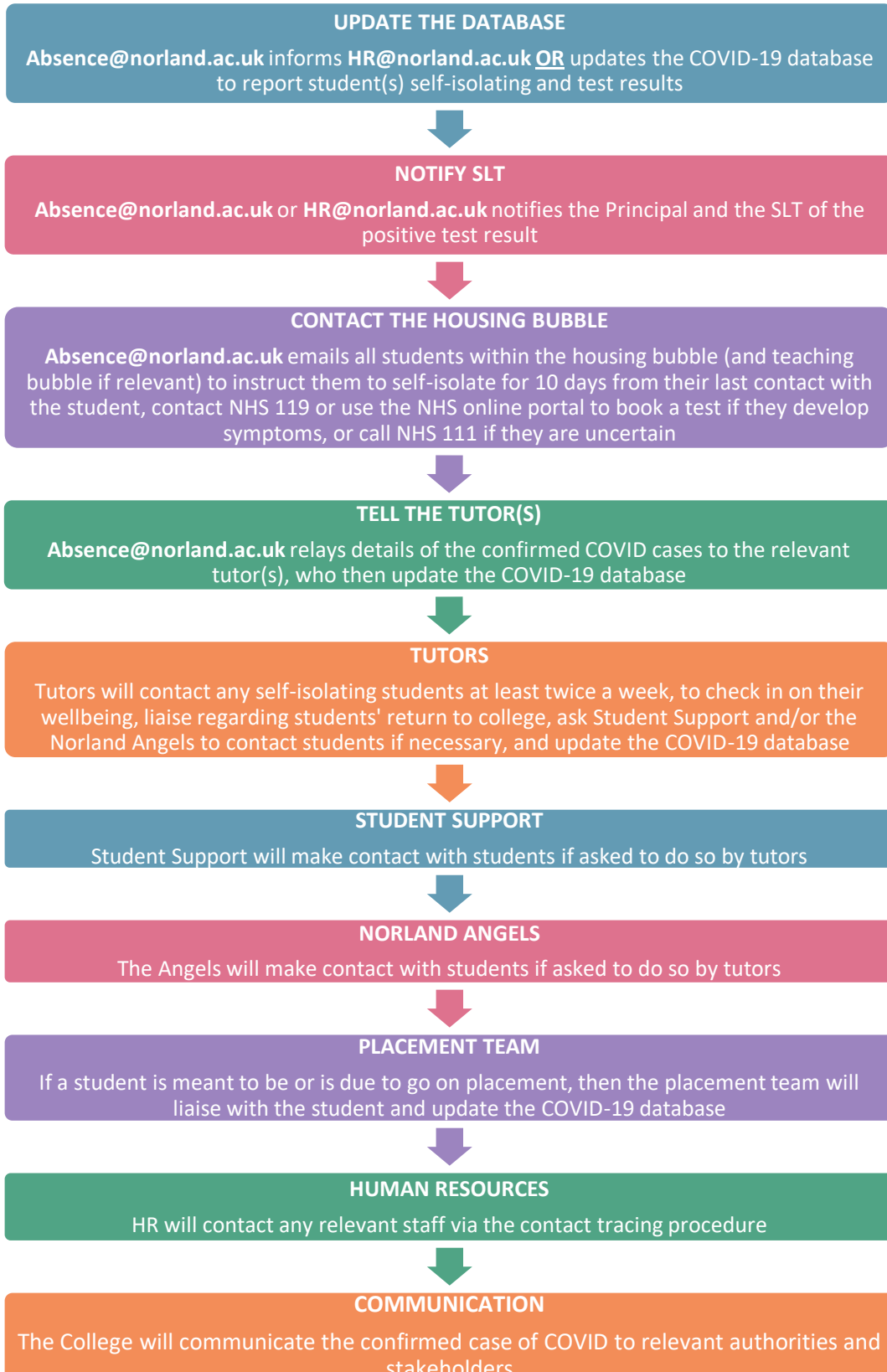


#### HOUSEMATES

If you have been advised to self-isolate for 10 days because someone you live or study with has received a positive COVID-19 test result, contact [absence@norland.ac.uk](mailto:absence@norland.ac.uk) to let us know. Update us if you have developed symptoms, and if you are getting a test, report a) when the test will take place and b) the result.

## What should I do if a student confirms they have had a positive COVID-19 test result?

### Internal actions



## What should I do if my COVID-19 test is positive?

### Staff

If you are informed by the NHS that you had COVID-19 at the time you took a test, then you must follow this guidance:

#### STAY HOME AND SELF-ISOLATE

Email your line manager to let them know and they will contact [HR@norland.ac.uk](mailto:HR@norland.ac.uk) who will update the COVID-19 database. Your self-isolation period includes the day your symptoms started (or the day you had the test, if you do not have symptoms) and the next 10 full days. Anyone in your support bubble should also stay at home if you have been in close contact with them since your symptoms started or during the 48 hours before they started. You may need to self-isolate for longer if you get symptoms while self-isolating or your symptoms do not go away. Do not have visitors.



#### COMPLY WITH TEST AND TRACE

Remain at home for 10 days from the day after the onset of symptoms and follow all instructions provided by the NHS Test and Trace system. Your self-isolation period includes the day your symptoms started (or the day you had the test, if you do not have symptoms) and the next 10 full days. Anyone in your support bubble should also stay at home if you have been in close contact with them since your symptoms started or during the 48 hours before they started. You may need to self-isolate for longer if you get symptoms while self-isolating or your symptoms do not go away.



#### RETURN TO WORK

You will only be allowed to return to work once your self-isolation period has ended and you are feeling well enough to work. You will need to agree your return to work with your line manager.



## What should I do if a member of staff confirms they have had a positive COVID-19 test result?

### Internal actions

#### NOTIFY SLT

HR@norland.ac.uk notifies the Principal and the SLT of the positive test result



#### CONTACT OTHER STAFF AND STUDENTS

HR@norland.ac.uk contacts other relevant staff or students via the contact tracing procedure to instruct them to self-isolate for 10 days from the day after the onset of symptoms, contact NHS 119 or use the NHS online portal to book a test if they develop symptoms, or call NHS 111 if they are uncertain



#### LINE MANAGERS

Line managers will contact any self-isolating staff regularly to check in on their wellbeing and will inform HR@norland.ac.uk if further support is needed



#### COMMUNICATION

The College will communicate the confirmed case of COVID to relevant authorities and stakeholders

## What should I do if I think I might have COVID-19 while on placement?

### Students

The main symptoms of coronavirus are:

**a high temperature** – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)

**a new, continuous cough** – this means coughing a lot for more than an hour, or three or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)

**a loss or change to your sense of smell or taste** – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal.

Most people with coronavirus have at least one of these symptoms.

If you have one or more of these symptoms, then you must follow the guidance from the 'What should I do if I think I might have COVID-19?' information chart. Additionally, you must:

#### CONTACT THE PLACEMENT TEAM

Contact [placements@norland.ac.uk](mailto:placements@norland.ac.uk) to discuss next steps



#### ON A RESIDENTIAL PLACEMENT?

Notify your placement family and contact [placements@norland.ac.uk](mailto:placements@norland.ac.uk) to discuss arrangements regarding self-isolation



#### RETURN TO PLACEMENT

You will only be allowed to return to placement once your self-isolation period has ended or if you receive a negative test result. You will need to agree your return to placement with the placement team.



#### COVID-19 DATABASE

The placement team will update the COVID-19 database and inform relevant tutors, following the contact tracing procedure

**What should I do if my placement setting has a suspected case of COVID-19?**  
Students

**CONTACT THE PLACEMENT TEAM**

The family/setting will contact **placements@norland.ac.uk** to decide whether to continue or suspend the placement



**CONTACT STUDENT(S)**

**placements@norland.ac.uk** will contact relevant student(s) to advise them to self-isolate as a precaution, contact NHS 119 or use the NHS online portal to book a test, or call NHS 111 if uncertain. Bubble groups will be informed where necessary via the contact tracing procedure.



**RETURN TO PLACEMENT**

Students should contact **placements@norland.ac.uk** to arrange their return to placement once the setting is ready for them to return



**COVID-19 DATABASE**

The placement team will update the COVID-19 database and inform relevant tutors, following the contact tracing procedure

## What should I do if my COVID-19 test result is positive while on placement?

Students

If you test positive for COVID-19 while on placement, then you must follow the guidance from the 'What should I do if my COVID-19 test is positive?' information chart. Additionally, you must:

### CONTACT THE PLACEMENT TEAM

Contact [placements@norland.ac.uk](mailto:placements@norland.ac.uk) and your placement setting to discuss next steps



### ON A RESIDENTIAL PLACEMENT?

Notify your placement family and contact [placements@norland.ac.uk](mailto:placements@norland.ac.uk) to discuss arrangements regarding self-isolation



### RETURN TO PLACEMENT

You will only be allowed to return to placement once your self-isolation period has ended and you are well enough. You will need to agree your return with the placement team.



### COVID-19 DATABASE

The placement team will update the COVID-19 database and inform relevant tutors, following the contact tracing procedure

## What should I do if my placement has a positive case of COVID-19?

### Students

#### CONTACT THE PLACEMENT TEAM

The family/setting will contact [placements@norland.ac.uk](mailto:placements@norland.ac.uk) to decide whether to continue or suspend the placement



#### CONTACT STUDENT(S)

[Placements@norland.ac.uk](mailto:placements@norland.ac.uk) will contact relevant student(s) to advise them to self-isolate as a precaution, contact NHS 119 or use the NHS online portal to book a test, or call NHS 111 if uncertain. Bubble groups will be informed where necessary via the contact tracing procedure.



#### RETURN TO PLACEMENT

Students should contact [placements@norland.ac.uk](mailto:placements@norland.ac.uk) to negotiate their return to placement once the setting is ready for them to return



#### COVID-19 DATABASE

The placement team will update the COVID-19 database and inform relevant tutors, following the contact tracing procedure