



THE LONDON SCHOOL
OF ECONOMICS AND
POLITICAL SCIENCE ■



CORONAVIRUS QUARANTINE PROTOCOL FOR STUDENTS - GUIDANCE FOR MANAGERS

This document will be reviewed and updated in line with the publication of any new Government/NHS guidance/School policy change

This document has been drafted to provide guidance to Department/Centre/Institute managers with students who test positive with, fall ill with or who think they may have [symptoms of coronavirus](#).

IMPORTANT

1. Ensure your students know that if they test positive, feel ill and/or think they have coronavirus symptoms they should call you or an appropriate designated contact at the department (whether they are on campus or not). Please emphasise that it would be preferable for them to call before coming onto campus. It is easier and safer for them to self-isolate if they are at home or in their residence, than for them to have to return home or to their residence if they start to display symptoms on campus.
2. You may wish to give students a designated department contact at the beginning of term to call should they feel ill. You should also point them towards the LSE contact tracing system, once it has been launched and recommend they contact 111 NHS for advice.
3. Please note that the response to an incidence of student illness will need to be led on within the Department/Centre/Institute, either by its manager or a staff member designated by them to do so.
4. Please ensure that all your staff are aware of this protocol and know who to escalate any notification of student illness to, should they receive one.
5. Ensure your students are aware of and abide by Government advice and School policy on social distancing, hand and surface hygiene and the wearing of face coverings. NHS advice should always be followed.

Useful links:

[NHS CORONAVIRUS](#) (landing page)
[NHS CORONAVIRUS SYMPTOMS](#)
[NHS CORONAVIRUS TESTING AND TRACING](#)
[NHS: SELF ISOLATING](#)
[NHS 111 ONLINE](#)

[NHS WHAT YOUR TEST RESULTS MEANS](#)
[LSE CORONAVIRUS INFORMATION](#)
[LSE TRACING SYSTEM WHEN AVAILABLE](#)
[LSE STUDENT WELLBEING](#)
[LSE STUDENT ADVICE ON CORONAVIRUS](#)

What to do if a student falls ill?

1. If the student is on campus, they should be asked to go home/to their place of residence using whatever form of transport is most practical and wear a mask, employ good hand hygiene and social distance at all times. They should also be told to contact NHS for advice, either on 111 or via [NHS 111 ONLINE](#).
2. If they are waiting for friends, family or other assistance they should be directed to the nearest temporary self isolation space available (currently the Student Salon, which can be accessed via Security, extension 666 on campus). The student should confirm their arrangements for returning home. The person self isolating should wear a face covering and practice good hand hygiene and social distancing at all times.
3. Inform your Department, Centre or Institute manager (if that's not you already). They will lead on the response or designate someone to do so. They will be expected to do the following:
 - a. If the School has COVID testing facilities available and they are still on campus, make arrangements for the student to have a test.
 - i. If the student tests positive they should go home immediately and inform the NHS so it can trace their close contacts. They should self isolate for at least 10 days. (see [NHS: SELF ISOLATING](#)).
 - ii. If the student tests negative they should go home and contact the NHS on 111 or via [NHS 111 ONLINE](#). (They may still be asked to continue to self isolate particularly if they live with others or feel unwell.) The School reserves the right to request an isolation note (See: [ISOLATION NOTE](#))
 - b. If the School does not have testing facilities, send the student home and advise them to call the NHS on 111 to order a test at the earliest opportunity. They may also do this online. (See: [NHS 111 ONLINE](#)) The self isolation periods and provisions in 3a above still apply and the student should also clarify the self isolation period with NHS.
 - c. Look into how online study and classes can be facilitated for the student during isolation.

WHO TO INFORM:

- d. Once it has been launched, alert the LSE contact tracing system. They will act as a central point to monitor cases of coronavirus and self isolation cases. In the meantime please let the School's [Business Continuity Manager](#) know so they can collate coronavirus and self isolation cases to report back to the Return to Campus Group.
- e. *If you know the student is in halls ensure their residence is notified. (*If the student falls ill out of office hours they should call their residence reception desk as a matter of urgency and then notify their department once office hours have started.) If they are in a private residence the student will need to notify anyone they live with themselves.
- f. The student's tutor and academic mentor, and the academic manager(s) of any other department/centre/institute(s) in which they study.
- g. If they have tested positive, inform the [SSC Advice Team](#) in case the student needs advice on deferral, interruption of studies etc. You should also check whether they are due to make submissions or take exams during or close to the end of their isolation period.
- h. Inform their lecturers and discuss with them and/or your HoD whether it will be necessary to inform their classmates and how (Comms may be able to advise on this). Their classmates will not need to self isolate unless they are contacted by the NHS tracing team because they have been identified as a *close contact (see below), or they experience symptoms themselves (see [NHS: SELF ISOLATING](#)). Consider how any anxiety might be managed, especially if you have students and staff members who are vulnerable or are living with vulnerable people.
- i. Alert the [team](#) responsible for student wellbeing to ensure that the student is supported during their self isolation.
- j. **Inform Estates**, via the [Estates helpdesk](#), who will arrange cleaning of surfaces and areas the isolating person has been using where applicable, including the temporary self isolation space if you

have used it.

4. Under no circumstances give out information on the ill person to non appropriate and non LSE people. That is the PHEs and NHS' job. If you are unsure, ask for advice from ARD / SSC about what you can and can't say and to whom.
5. If the student regularly uses a single occupancy desk or office arrange where possible to leave it empty and unused for 72 hours or until Estates can arrange cleaning of the space. For ordinary classroom furniture, students should be using wipes provided by the School to clean down their desks, chairs and workstations before use and practising good hand hygiene. In conjunction with the Estates daily cleaning regime this should ensure surface transmission is unlikely.
6. Where appropriate and possible arrange for someone to keep in touch with the person self isolating to ensure that they are not completely cut off. It will be a very stressful time for them and they may struggle during or after isolation (or illness) and may need extra support. The Student Wellbeing Service has a range of resources available, and the pastoral care team may also be able to help. (See 3.i.)
7. If the student has tested positive they are classed as being on sick absence (regardless of how well they feel). You should follow normal sickness absence procedures for students. The School reserves the right to ask to see the results of the test or a sick note from their GP.
8. If the student has tested negative, feels well, has no symptoms, does not live with or is in a support bubble with others and has been advised they can do so by NHS 111, they may come out of self isolation. NHS advice around this can be found here: [NHS WHAT YOUR TEST RESULTS MEANS](#). If they need to continue to self isolate and are well enough to study from home, they should do so. They do not need to report this as a sick absence in this instance. However, the School reserves the right to ask to see the results of their test or a note from their GP.
9. If they can't study from home either because they don't feel well, or do not have the facilities to do so, then the absence should be treated as sick leave and you should follow normal sickness absence procedures. The School also reserves the right to request an isolation note (See: [ISOLATION NOTE](#)).
10. Once the student returns to campus they may wish to arrange a meeting with their tutor or mentor to see if they need other assistance with their studies or additional support or adjustments to facilitate that return.
11. Having COVID can be traumatic both for the student and those working alongside them; consider whether individual counselling or group drop in sessions might be an appropriate approach. Speak to SWS about what they might be able to suggest or facilitate.

NB: *If the student is in a household or support bubble where someone has fallen sick or is displaying coronavirus symptoms that student should self isolate immediately for 14 days until the person in their household or bubble has had a test.*

- *If person the student lives with / in their bubble tests positive then the student should remain in isolation. If the student begins to display symptoms themselves they should get a test by contacting NHS 111.*
- *If the student's own test is positive they should isolate for at least 10 days. If the student's test is negative they should still complete the 14 day self isolation period because they live with / are in a bubble with others. [NHS WHAT YOUR TEST RESULTS MEANS](#) . If the student is unsure they should check with NHS 111.*
- *If the person the student lives with (or is in their support bubble) tests negative then the student can leave self isolation, **provided** they themselves feel well and have no symptoms. The student should continue to be diligent about observing requirements around social distancing, face coverings and hygiene.*

If a student is identified as a close contact of someone who has tested positive they will be required to self isolate for 14 days. If the student then starts to display symptoms themselves they will be required to get a test (they should contact NHS 111).

***What is meant by 'close contact'? (According to PHE guidelines as at 30 June 2020)**

1. Anyone who has been within 2 metres of you for more than 15 mins without *face coverings

2. Anyone who has been within 1 metre of you with or without *face coverings.
3. Anyone who has been in direct contact with you
4. Members of your household or support bubble

Examples of close contact include:

- close face to face contact (under 1 metre) for any length of time – including talking to them or coughing on them (also direct contact)
- being within 1 to 2 metres of each other for more than 15 minutes – including travelling in a small vehicle
- someone who has been spending lots of time in your home, such as cleaning it.

Version	Version Date	Approval Date Return to Campus Group	Sign off Date: Head of Return to Campus Group	Comments
V1	20/08/20	20/08/20	24/08/20	Updated with minor amendments on 02/09/2020