

Coronavirus (COVID-19): Guidance for universities – Summary of published changes

Update 30 June

Section	Original Text	New Text.
Public Health Measures - Hygiene	Universities will follow guidance in the provision of appropriate hygiene facilities (such as hand sanitising facilities), particularly at key areas such as entry and exit points	Universities will follow guidance in the provision of appropriate hygiene facilities (hand sanitising facilities), particularly at key areas such as entry and exit points, as well as guidance on opening public and customer toilets .
Related information – Scottish Government advice and support		Scottish Government guidance on opening public and customer toilets

Update 3 July

Section	Original Text	New Text.
Progressing through the phases – Phase 2		From 6 July 2020, outdoor hospitality spaces (such as bars and restaurants) will be able to open, subject to physical distancing guidance.

Update 9 July

Section	Original Text	New Text.
Progressing through the phases – Commencement of		From 22 July, universities can commence a phased return to on campus learning as part of a blended model with remote teaching. Public health measures (including physical distancing) will be in place.

<p>teaching in the new academic year</p>		<p>Building on planning during the various phases of the Scottish Government’s route map, the precise blend of digital and face-to-face delivery will reflect current public health guidance. Institutions will identify the appropriate blend of delivery, reflecting what will maximise learning as well as supporting more vulnerable learners and staff, and enabling management of risk. As they did at the start of the crisis, universities will continue to support the provision of equipment to support blended learning, while maintaining physical distancing, and also to minimise the impact of digital poverty on their students.</p>
<p>Other issues – International arrivals and requirement to self-isolate</p>		<p>Those travelling from a country not yet exempt from quarantine requirements should complete a passenger locator form and self-isolate for 14 days.</p>

Update 31 July

Section	Original Text	New Text
<p>Supporting staff and student – Special consideration for people who are clinically vulnerable or shielding</p>	<p>All universities should follow the latest guidance for students and staff who are shielding or who live with individuals who are shielding. People who are shielding fall under the extremely clinically vulnerable category and require a different set of measures from above to keep the safe. The most up-to-date guidance and list of underlying health conditions that necessitate shielding should be</p>	<p>All universities should follow the latest guidance for students and staff who are shielding or who live with individuals who are shielding. The shielding advice is in place until at least 31 July. If the shielding advice is paused after this, then those who were shielding would be categorised as at increased risk and should follow physical distancing measures more stringently than the general population, and be</p>

	<p>checked on the NHS Inform website under the shielding section.</p> <p>When planning on extending/resuming activities, universities should consider the needs of those who are shielding, or people who have household members who are shielding.</p> <p>If people who have household members who require shielding attend university premises they should be advised to adhere to stringent physical distancing.</p> <p>Universities will adjust their approach accordingly if new public health advice emerges, following due risk assessment processes.</p>	<p>risk assessed to ensure they can do this. The default position should remain that wherever possible, people should work from home and should only return to the workplace where they can do so safely.</p> <p>If those at increased risk (but not in the shielding category) cannot work from home, they should be offered the option of the safest available on-site roles, enabling them to maintain physical distancing. Workplace activities should be carefully assessed to identify if they involve an unacceptable level of risk.</p>
<p>Supporting staff and students – Test and Protect and self-isolating</p>	<p>Test and Protect, Scotland’s approach to implementing the ‘test, trace, isolate, support’ strategy, is a public health measure designed to break chains of transmission of coronavirus (COVID-19) in the community. More about Test and Protect can be found on the NHS Inform website.</p> <p>As part of the risk-based approach, universities, will follow the guidance aimed at employers in helping staff who self-isolate.</p> <p>All staff and students have a responsibility to ensure they adhere to overall COVID-19 advice for individuals who are self-isolating. This states that people must stay at home and self-isolate if they</p>	<p>Test and Protect, Scotland’s approach to implementing the 'test, trace, isolate, support' strategy is a public health measure designed to break chains of transmission of Coronavirus (COVID-19) in the community.</p> <p>The NHS will test people who have symptoms, trace people who may have become infected by spending time in close contact with someone who tests positive, and then support those close contacts to self-isolate. That means if they have the virus they are less likely to pass it on to others. Organisations will play a vital role in ensuring that their workers are aware of and able to follow the public health advice.</p>

	<p>have symptoms, are waiting for a coronavirus test result, tested positive for coronavirus, live with someone who has symptoms/ are waiting for a test result or has tested positive.</p>	<p>Universities should follow public health guidance if someone becomes unwell with coronavirus symptoms on campus. The person should self-isolate straight away and, if possible, wear a face covering on route and avoid public transport.</p> <p>Universities should direct staff and students to NHS Inform or, if they can't get online, call 0800 028 2816, to arrange to get tested.</p> <p>Until they have been tested and told if it is safe to leave home, universities should make sure that staff and students do not have to, or feel that they have to come back to campus. Workers can request an isolation note through NHS Inform.</p> <p>People who have tested positive for the virus will need to self-isolate for a minimum of 7 days. NHS contact tracers will interview them and get in touch with people they have been in close contact with, and tell them they must self-isolate for 14 days. If people are informed by a contact tracer that they should isolate, universities should help them to do so straight away. They may feel well, as the virus could still be incubating when they are asked to isolate. Some people who are asked to isolate may not become unwell, but they must stay at home and self-isolate for the full 14 days. Universities can ask them to work from home if they are able to and they are not unwell. Universities should not ask someone</p>
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<p>Supporting staff and students – Outbreak management</p>		<p>Universities should suspect an outbreak if there is either:</p> <ul style="list-style-type: none"> • Two or more linked cases (confirmed or suspected) of COVID-19 in a setting within 14 days - where cross transmission has been identified; or • An increase in staff absence rates, in a setting, due to suspected or confirmed cases of COVID-19. <p>If an organisation suspects a COVID-19 outbreak, they should immediately inform their local NHS board Health Protection Team (HPT). The university may be then contacted by them, as they may get</p>

		<p>information from NHS Test & Protect or other sources.</p> <p>In the event of an outbreak, universities should:</p> <ul style="list-style-type: none">• Continue to follow the general guidance above to reduce risk.• The local Health Protection Team will undertake a risk assessment and conduct a rapid investigation. They will advise on the most appropriate action to take.• Staff and students who have had close contact with case(s) will be asked to self-isolate at home. In some cases, a larger number of other staff and students may be asked to self-isolate at home as a precautionary measure. Where settings are observing guidance on infection prevention and control, which will reduce risk of transmission, the local health protection team will take this into account in determining whether closure of the whole setting will be necessary.• Depending on the risk assessment outcome, the Health Protection Team may establish an Incident
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<p>Other issues – Legionella testing</p>		<p>Legionella Testing</p> <p>There is an increased risk of Legionnaire’s Disease when buildings have been out of use, or not running at full capacity. This is because water systems may become stagnant when not in use, increasing the risk of legionella within water supplies. Many public and office buildings have been closed during the COVID-19 crisis, making legionella a legitimate concern as lockdown restrictions are eased.</p> <p>The Health and Safety Executive have published advice on the risk of Legionella in buildings which are closed or running with reduced occupancy during the COVID-19 crisis. This can be found on the Royal Environmental Health Institute of Scotland (REHIS) website.</p> <p>Universities should undertake a health and safety check of buildings, and deep cleaning prior to reopening where necessary, to mitigate risks. More information can be found on the HSE website.</p>
<p>Related guidance – Scottish Government</p>		<p>(hyperlink) Coronavirus (COVID-19): guidance for homeworking</p>

advice and support		
Related guidance – Fair work during the COVID-19 crisis		Please see the Scottish Government’s joint statement with the STUC.
Related guidance	The Equality and Human Rights Commission has more information about protected characteristics .	The Equality and Human Rights Commission has produced guidance for employers to aid in discussions about return to work.

Update 5 August

Section	Original Text	New Text
Supporting staff and students - Special consideration for people who are clinically vulnerable or shielding (now Special consideration for people at high clinical risk)	<p>People who are clinically vulnerable are those with pre-existing conditions who have been advised to stringently follow the physical (social distancing) guidance and should work from home where possible. If they cannot work from home, consideration should be given to whether they might undertake alternative work or working hours to enable them to stay away from others wherever possible.</p> <p>If clinically vulnerable individuals can’t work from home, they should be offered the option of the safest available on-site roles, enabling them to stay 2m away from others. If they have to spend time within 2m of others, this should be carefully assessed to identify if this involves an unacceptable level of risk. As for any workplace</p>	<p>From 1 August 2020 those who were shielding can go back to workplaces where they cannot work from home. Their employer should support them to do so safely and ensure they can stringently follow public health guidance around physical distancing and hygiene. There may, however, be the requirement to revert back to some level of shielding in the future at either a national or local level if the number of cases rise. Those who previously had to shield will be kept informed of any relevant health advice if things do change. Colleges can also keep up to date with the most recent advice on the Scottish Government website.</p> <p>In order to support this, an individual risk assessment guidance and tool) has been developed to help staff and managers consider the specific risk of COVID-19 in the workplace. It is relevant to all staff, but will be particularly relevant to those who</p>

	<p>risk, specific duties to those with protected characteristics must be accounted for.</p> <p>All universities should follow the latest guidance for students and staff who are shielding or who live with individuals who are shielding. The shielding advice is in place until at least 31 July. If the shielding advice is paused after this, then those who were shielding would be categorised as at increased risk and should follow physical distancing measures more stringently than the general population, and be risk assessed to ensure they can do this. The default position should remain that wherever possible, people should work from home and should only return to the workplace where they can do so safely.</p> <p>If those at increased risk (but not in the shielding category) cannot work from home, they should be offered the option of the safest available on-site roles, enabling them to maintain physical distancing. Workplace activities should be carefully assessed to identify if they involve an unacceptable level of risk.</p>	<p>are returning to work after shielding, those who are returning to normal duties after COVID-19 related restrictions, those who are returning to the workplace after working from home or anyone who has a concern about a particular vulnerability to COVID-19.</p> <p>When planning on extending/resuming activities, including the formation of households, universities should consider that some students may be required to shield should the guidance on people at high clinical risk change.</p>
<p>Equity in the workplace</p>	<p>The pandemic has had unequal impact across the workforce as different staff and students will have been affected in diverse ways. Individual health circumstances and protected characteristics will be discussed as appropriate with staff and students in</p>	<p>There is clear evidence that COVID-19 does not affect all population groups equally. Individual health circumstances and protected characteristics will be discussed as appropriate with staff and students in</p>

	<p>consideration of expansion of activities and in risk assessment processes.</p> <p>Consideration should be given as to whether any particular measures or adjustments are required to fulfil duties under the equalities legislation. It is important to make sure the steps implemented do not have an unjustifiably negative impact on some groups compared to others, for example, those with caring responsibilities or those with religious commitments.</p> <p>All Minority Ethnic staff with underlying health conditions and disabilities, who are over 70, or who are pregnant, should be individually assessed by Occupational Health services, and appropriate reasonable or workplace adjustments put in place.</p>	<p>consideration of expansion of activities and in risk assessment processes.</p> <p>Consideration should be given as to whether any particular measures or adjustments are required to fulfil duties under the equalities legislation. It is important to make sure the steps implemented do not have an unjustifiably negative impact on some groups compared to others, for example, those with caring responsibilities or those with religious commitments.</p> <p>Consideration should be given within the risk assessment as to whether sector restart might have greater impact on some groups than others depending on social circumstances, health conditions or legally protected characteristics. The Equality and Human Rights Commission can provide advice on a range of issues such as non-discrimination, communication with employees on equality issues, adjustments for disabled people, support for pregnant employees, flexible working for those with caring responsibilities, support for employees affected by domestic abuse, how to deal with harassment at work, and mental health issues.</p>
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