



## **COVID19** **Advice for academic staff\***

This document addresses many of the questions that academic staff may have. It will be updated as more information comes available about the outbreak and how it is managed.

\* All information is taken from Gov.uk, Public Health England, University website and OxFed

The following links provide a wealth of current information about COVID-19 and we recommend that you read these web pages if you have any general questions about the virus.

[University webpage - Coronavirus](#)

[Coronavirus advice - nhs](#)

[Foreign and Commonwealth Office](#)

[Government further information](#)

### **General information on COVID-19**

#### **How is COVID-19 different from flu?**

Influenza (the flu) and COVID19, the illness caused by the new coronavirus, are both infectious respiratory illnesses. Although the symptoms of COVID19 and the flu can look similar, the two illnesses are caused by different viruses.

COVID19 is caused by the novel 2019 coronavirus (known in medical terms as severe acute respiratory syndrome coronavirus 2, or SARS-CoV-2).

#### **How COVID-19 is spread?**

From what is known about other coronaviruses, the spread of COVID19 is most likely to happen when there is close contact (within 2 metres) with an infected person. It is likely that the risk increases the longer someone has close contact with an infected person.

Respiratory secretions containing the virus are most likely to be the most important means of transmission; these are produced when an infected person coughs or sneezes, in the same way colds can spread.

There are 2 main routes by which people can spread COVID19:

- **CO-LOCATION:** infection can be spread to people who are nearby (within 2 metres) or possibly could be inhaled into the lungs
- **TOUCH:** it is also possible that someone may become infected by touching a surface, object or the hand of an infected person that has been contaminated with respiratory secretions and then touching their own mouth, nose, or eyes (such as touching door knob or shaking hands)

then touching own face). Our current understanding is that the virus doesn't survive on surfaces for longer than 72 hours.

There is currently little evidence that people without symptoms are infectious to others.

Regular cleaning of frequently-touched hard surfaces and hands will therefore help to reduce the risk of infection.

### **Will wearing a facemask protect me and prevent me from catching COVID-19?**

During normal day-to-day activities facemasks do not provide protection from respiratory viruses such as COVID-19 and do not need to be worn by staff in the workplace. Facemasks are only recommended to be worn by infected individuals when advised by a healthcare worker, to reduce the risk of transmitting the infection to other people.

Public Health England recommends that the best way to reduce any risk of infection for anyone is good hygiene (e.g. regularly washing your hands) and avoiding direct or close contact (within 2m) with any potentially infected person.

### **I am worried I will get COVID-19. How can the spread of infection be prevented?**

There are general principles everyone can follow to help prevent the spread of respiratory viruses, including:

- Washing your hands often - with soap and water, or using alcohol sanitiser that contains at least 60% alcohol if handwashing facilities are not available - this is particularly important after taking public transport.
- Covering your cough or sneeze with a tissue, then throwing the tissue in a bin.
- People who feel unwell should stay at home and should not attend work
- Employees should wash their hands:
  - before leaving home
  - on arrival at work
  - after using the toilet
  - after breaks and sporting activities
  - before food preparation
  - before eating any food, including snacks
  - before leaving work
  - on arrival at home
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Clean and disinfect frequently touched objects and surfaces.

### **If an individual is concerned about their symptoms where should they get advice?**

NHS 111 has an online coronavirus service that can tell you if you need medical help and advise you what to do. To use the online system follow the link <https://111.nhs.uk/service/covid-19>

**Do not** go to a GP surgery, pharmacy or hospital. Call [111](https://111.nhs.uk) if you need to speak to someone.

### **Can I get coronavirus from food?**

There is currently no evidence that you can catch coronavirus from food, but it's always a good idea to wash your hands in soap and water or use hand sanitiser gel before you prepare or eat food.

## College Procedures

### **What steps has the College taken to minimise the risk of COVID19?**

The College has set up a COVID-19 planning group to manage our response to the outbreak. The group consists of the Principal, College Officers and other relevant staff. This group is monitoring and implementing the advice circulated from the University, Public Health England, the Government websites and our College nurse and doctors. As a result we have implemented the following practical measures:

- Alcohol based hand gel has been placed in all toilets and distributed to all offices
- Signs have been placed in toilets to encourage thorough washing of hands (the best way of containing the spread of the virus)
- Additional cleaning has been implemented
- The College is closed to visitors
- The College has cancelled all events for the foreseeable future
- The College has closed the JCR, MCR, and Postgraduate Study Room
- The College is limiting Library use to borrowing and returning items only
- The College has encouraged all students to return home, wherever possible

### **What should I do if someone becomes unwell in College and it is believed they have been exposed to COVID19**

1. Either remove themselves or be asked to remove themselves to an area which is at least 2 metres away from other people - if possible to a room or area where they can be isolated behind a shut door. If it is possible to open a window, do so for ventilation.
2. The individual who is unwell should take advice from NHS 111. If they have become seriously ill, injured or their life is at risk, the situation is deemed an emergency and 999 should be called ASAP.
3. They should avoid touching people, surfaces and objects and be advised to cover their mouth and nose with a disposable tissue when they cough or sneeze and put the tissue in a bag then throw the tissue in the bin. If they don't have any tissues available, they should cough and sneeze into the crook of their elbow.
4. If they need to go to the bathroom whilst waiting for medical assistance, they should use a separate bathroom if available. This will apply only to the period of time while waiting for transport to hospital.
5. They should stay their room for the time period advised by NHS 111 for self-isolation.
6. They should inform the College by contacting the Academic Director or Principal's Secretary (see below)

### **How should rubbish be disposed of, including tissues, if we have a case of suspected COVID19?**

In the unlikely event that the College has a case of contamination or suspected contamination, all waste that has been in contact with that individual including used tissues should be put in a plastic rubbish bag and tied. The plastic bag should then be placed in a second bin bag and tied. It should be

put in a safe place and marked for storage until the COVID19 test result is available, which will be within 24 hours.

If the individual tests negative, this can be put in the normal waste.

Similarly, laundry from the room of a possible case should be stored safely until the result of the test is known.

## **Travel related advice**

See the latest advice at:

<https://www.gov.uk/guidance/travel-advice-novel-coronavirus>

<https://www.gov.uk/government/organisations/foreign-commonwealth-office>

<http://www.ox.ac.uk/news-and-events/coronavirus-advice>

## **Specific health advice**

### **How should I isolate myself if I think I might have coronavirus?**

See <https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-advice/>

If there's a chance you could have coronavirus, you need to stay away from other people (self-isolate).

This means you should:

- stay at home
- not come to work or visit other public areas
- not use public transport or taxis
- ask friends, family members or delivery services to carry out errands for you
- try to avoid visitors to your home – it's OK for friends, family or delivery drivers to drop off food.

You may need to do this for 14 days to help reduce the possible spread of infection.

### **Who do I need to contact at Jesus College if I contract COVID19?**

If you do have symptoms or have been in contact with someone who has, please **do not** come into College. If you are in College accommodation, please **remain in your accommodation**. You should then call or email the relevant College representative as follows:

Contact Alex Lumbers, Academic Director and Helen Gee, Principal's Secretary.

#### **CONTACT DETAILS**

Alex Lumbers, Academic Director (tel 01865 279719 email [alexandra.lumbers@jesus.ox.ac.uk](mailto:alexandra.lumbers@jesus.ox.ac.uk) )

Helen Gee (tel 01865 279718 email [helen.gee@jesus.ox.ac.uk](mailto:helen.gee@jesus.ox.ac.uk) )

## **Academic questions**

There is a host of advice about academic travel, academic visitors, working remotely at:

<http://www.ox.ac.uk/news-and-events/coronavirus-advice>

Please go to this page for the most up-to-date advice.

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