

UCL’s planning for potential outbreaks of coronavirus

UCL is planning for a number of scenarios including any coronavirus cases on campus or further lockdown restrictions.

On this page you can find an outline of the proposed safety measures and the review structure we have introduced to monitor and respond to any future outbreaks on campus. Please note that these plans are provisional and we will need to remain flexible to respond to events as they arise.

These plans are in line with guidance from the [UK Government](#) and advice from [UCL’s world-leading researchers](#)

Planning for potential coronavirus cases or lockdown restrictions

Scenario	A single positive case in a building	Several positive cases in a building	Several positive cases across campus	Local lockdown
Criteria	One person in a building has tested positive for coronavirus and reported this through the UCL Connect to Protect tool.	More than one person in a building have tested positive for coronavirus and reported this through the UCL Connect to Protect tool.	A number of people in different buildings have tested positive for coronavirus and reported this through the UCL Connect to Protect tool.	Public Health England (PHE) and the London Coronavirus Response Cell (LCRC) advise that local lockdown restrictions are being introduced. In line with Camden Council’s Local Outbreak Prevention and Control Plan .

For affected individuals	Individual must follow Government guidance , including instructions to self-isolate.	Individual must follow Government guidance , including instructions to self-isolate.	Individual must follow Government guidance , including instructions to self-isolate.	N/A
Notifying others	<p>NHS Test and Trace system will notify people who have been in close contact with the affected individual.</p> <p>The UCL Connect to Protect team will review all reported cases, including where appropriate notifying students and staff studying and working on UCL premises.</p> <p>No wider communications or statements to be shared unless advised by UCL's Communications and Marketing team (CAM).</p> <p>UCL will liaise with relevant stakeholders (e.g. Students' Union, nearby buildings and organisations) as appropriate.</p>	<p>NHS Test and Trace system will notify people who have been in close contact with the affected individual.</p> <p>The UCL Connect to Protect team will review all reported cases, including where appropriate notifying students and staff studying and working on UCL premises.</p> <p>No wider communications or statements to be shared unless advised by UCL's Communications and Marketing team (CAM).</p> <p>UCL will liaise with relevant stakeholders (e.g. Students' Union, nearby buildings and organisations) as appropriate..</p>	<p>NHS Test and Trace system will notify people who have been in close contact with the affected individual.</p> <p>The UCL Connect to Protect team will review all reported cases, including where appropriate notifying students and staff studying and working on UCL premises.</p> <p>No wider communications or statements to be shared unless advised by UCL's Communications and Marketing team (CAM).</p> <p>UCL will liaise with relevant stakeholders (e.g. Students' Union, nearby buildings and organisations) as appropriate.</p>	<p>Communication to all staff / students / contractors / visitors through central Communication and Marketing (CAM) channels, including UCL website.</p> <p>UCL will liaise with relevant stakeholders (e.g. Students' Union, nearby buildings and organisations).</p>
Access to buildings / activities	Building remains open.	Building remains open unless advised otherwise by the London Coronavirus Response Cell (LCRC).	Campus remains open but activity reduced.	Campus remains open but access to buildings is limited to critical activity.

	Entry to some areas may be restricted until cleaning has been carried out.	Entry to some areas may be restricted until cleaning has been carried out.	Teaching may need to be moved online. Non-critical staff to work from home.	Teaching will move online. Non-critical staff to work from home. Cafés onsite will shut.
Cleaning	<p>Area used by the affected individual should be reviewed by line manager/departmental head in terms of infection control and in line with the return to work checklists.</p> <p>Spaces will be cleaned with antiviral disinfectant as part of UCL’s enhanced cleaning protocol.</p> <p>UCL will continue to provide spray and wipes for cleaning study and work areas.</p>	<p>Area used by the affected individuals should be reviewed by line manager/departmental head in terms of infection control and in line with the return to work checklists.</p> <p>Spaces will be cleaned with antiviral disinfectant as part of UCL’s enhanced cleaning protocol.</p> <p>UCL will continue to provide spray and wipes for cleaning study and work areas.</p>	<p>Area used by the affected individuals should be reviewed by line manager/departmental head in terms of infection control and in line with the return to work checklists.</p> <p>Spaces will be cleaned with antiviral disinfectant as part of UCL’s enhanced cleaning protocol.</p> <p>UCL will continue to provide spray and wipes for cleaning study and work areas.</p>	N/A
Review and further actions	Data from the UCL Connect to Protect tool will be reviewed daily and further action taken if required.	Data from the UCL Connect to Protect tool will be reviewed daily and further action taken if required. Affected building will be reviewed by the Senior	Data from the UCL Connect to Protect tool will be reviewed daily and further action taken if required. Affected building will be reviewed by the Senior	Guidance and any further action will be considered by the Senior Management Team (SMT) led by the Provost.

		<p>Management Team (SMT) led by the Provost.</p> <p>Options to be considered:</p> <ul style="list-style-type: none"> • move activity online; • close the affected building or space; • introduce additional cleaning or materials. 	<p>Management Team (SMT) led by the Provost.</p> <p>Options to be considered:</p> <ul style="list-style-type: none"> • move activity online; • close the affected building or space; • introduce additional cleaning or materials. 	
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Planning for potential coronavirus cases in specific areas

Scenario	UCL Residences	Library and study spaces	Teaching spaces	Student activities
Criteria	One or more people living in a UCL residential building have tested positive for coronavirus and reported this through the UCL Connect to Protect tool.	One or more people who have recently spent time in a UCL library or study space have tested positive for coronavirus and reported this through the UCL Connect to Protect tool.	One or more people who have recently spent time in a UCL teaching space have tested positive for coronavirus and reported this through the UCL Connect to Protect tool.	One or more people who have recently taken part in activities organised by students (e.g. Students' Union societies) have tested positive for coronavirus and reported this through the UCL Connect to Protect tool.
For affected individuals	Individuals must follow Government guidance , including instructions to self-isolate.	Individuals must follow Government guidance , including instructions to self-isolate.	Individuals must follow Government guidance , including instructions to self-isolate.	Individuals must follow Government guidance , including instructions to self-isolate.

	<p>Students living in the same space (the residence control group) will also self-isolate. UCL's Accommodation team will arrange for food and essential items, including additional cleaning packs to be delivered to self-isolating students, as well as waste management.</p> <p>UCL's Student Support and Wellbeing team will offer additional support to clinically vulnerable students.</p>			<p>UCL's Student Support and Wellbeing team will offer additional support to clinically vulnerable students.</p>
Notifying others	<p>NHS Test and Trace system will notify people who have been in close contact with the affected individual.</p> <p>The UCL Connect to Protect team will review all reported cases, including where appropriate notifying students and staff studying and working on UCL premises.</p>	<p>NHS Test and Trace system will notify people who have been in close contact with the affected individual.</p> <p>The UCL Connect to Protect team will review all reported cases, including where appropriate notifying students and staff studying and working on UCL premises.</p>	<p>NHS Test and Trace system will notify people who have been in close contact with the affected individual.</p> <p>The UCL Connect to Protect team will review all reported cases, including where appropriate notifying students and staff studying and working on UCL premises.</p>	<p>NHS Test and Trace system will notify people who have been in close contact with the affected individual.</p> <p>The UCL Connect to Protect team will review all reported cases, including where appropriate notifying students and staff studying and working on UCL premises.</p>

	<p>No wider communications or statements to be shared unless advised by UCL's Communications and Marketing team (CAM).</p> <p>UCL will liaise with relevant stakeholders (e.g. Students' Union, nearby buildings and organisations) as appropriate.</p>	<p>No wider communications or statements to be shared unless advised by UCL's Communications and Marketing team (CAM).</p> <p>UCL will liaise with relevant stakeholders (e.g. Students' Union, nearby buildings and organisations) as appropriate.</p>	<p>No wider communications or statements to be shared unless advised by UCL's Communications and Marketing team (CAM).</p> <p>UCL will liaise with relevant stakeholders (e.g. Students' Union, nearby buildings and organisations) as appropriate.</p>	<p>No wider communications or statements to be shared unless advised by UCL's Communications and Marketing team (CAM).</p> <p>UCL will liaise with relevant stakeholders (e.g. Students' Union, nearby buildings and organisations) as appropriate.</p>
Access to buildings / activities	<p>Self-isolating students may be moved to alternative accommodation if required.</p>	<p>Spaces will be managed according to the scale of the infection.</p> <p>For low numbers of infection, the spaces will remain open, unless advised otherwise by the London Coronavirus Response Cell (LCRC).</p>	<p>Spaces will be managed according to the scale of the infection.</p> <p>For low numbers of infection, the spaces will remain open, unless advised otherwise by the London Coronavirus Response Cell (LCRC).</p>	<p>Activities will be managed according to the scale of the infection.</p> <p>For low numbers of infection, the activity / society should continue to operate, unless advised otherwise by the London Coronavirus Response Cell (LCRC).</p>
Cleaning	<p>Spaces will be cleaned with antiviral disinfectant.</p> <p>UCL will continue to provide spray and wipes for cleaning.</p>	<p>Spaces will be cleaned with antiviral disinfectant.</p> <p>UCL will continue to provide spray and wipes for cleaning study and work areas.</p>	<p>Spaces will be cleaned with antiviral disinfectant.</p> <p>UCL will continue to provide spray and wipes for cleaning study and work areas.</p>	<p>Spaces will be cleaned with antiviral disinfectant.</p> <p>UCL will continue to provide spray and wipes for cleaning.</p>

Review and further actions	Data from the UCL Connect to Protect tool will be reviewed daily and further action taken if required.	Data from the UCL Connect to Protect tool will be reviewed daily and further action taken if required. Where the level of infection is high, we will consider: <ul style="list-style-type: none"> • delivering services online; • using a click and collect service. 	Data from the UCL Connect to Protect tool will be reviewed daily and further action taken if required. Where the level of infection is high, we will consider: <ul style="list-style-type: none"> • additional cleaning; • moving teaching online. 	Data from the UCL Connect to Protect tool will be reviewed daily and further action taken if required. Where the level of infection is high, we will consider: <ul style="list-style-type: none"> • additional cleaning; • reduce club or society activity in specific areas; • halt planned additional activities
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How UCL will monitor the situation

	Immediate response to a report of a positive case	Daily review	Weekly review	Further action
Action	Consolidate UCL Connect to Protect data. Consolidate Government data on cases in Camden . Seek advice from the London Coronavirus Response Cell (LCRC) if necessary.	Daily Review Group meets to review data and consider potential actions required. Daily Review Group may recommend action to the Weekly Review Group.	Weekly Review Group meets to review data, trends and risks, and consider potential actions. Weekly Review Group may recommend action to the Senior Management Team (SMT).	Recommendation made to Senior Management Team (SMT). SMT decisions to be cascaded to respective senior leaders.

<p>Taken by</p>	<p>Daily Review Group:</p> <ul style="list-style-type: none"> • Max Hill (Director of Occupational Health & Wellbeing) • Richard Jackson (Sustainability Director) • Denise Long (Director of Student Support and Wellbeing) 	<p>Daily Review Group:</p> <ul style="list-style-type: none"> • Max Hill (Director of Occupational Health & Wellbeing) • Richard Jackson (Sustainability Director) • Denise Long (Director of Student Support and Wellbeing) 	<p>Weekly Review Group:</p> <ul style="list-style-type: none"> • Dr Robert Aldridge (Associate Professor at the Institute of Health Informatics) • Ian Dancy (Chief Of Staff to the Chief Operating Officer) • Prof. Graham Hart (Dean of the Faculty of Population Health Sciences) • Prof. Andrew Hayward (Professor of Infectious Disease Epidemiology and Inclusion Health Research) • Max Hill (Director of Occupational Health & Wellbeing) • Denise Long (Director of Student Support and Wellbeing) • Fiona Ryland (Chief Operating Officer) • Dr Laura Shallcross (Associate Professor at the Institute of Health Informatics) 	<p>Find out more about the membership and terms of reference for the Senior Management Team.</p>
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