

## **Coronavirus (COVID-19) Briefing**

*Information correct as at 01/08/2023 – v13.0*

### **Introduction**

At London South Bank University (LSBU), we all have a moral and legal duty to take care of ourselves and others. In order to do so, we must adopt a reasonable, sensible and cooperative approach to COVID-19 in order to ensure that we can all stay safe.

This briefing document will outline measures that we should all take to protect ourselves from the risk of infection. It will also confirm that everyone understands their individual and collective responsibilities in ensuring that the campus is a safe place to visit, study and work.

If you have any questions or concerns, please speak to your Line/Project/Site Manager, your Health and Safety Representative or a member of the Health, Safety and Resilience team via [safety@lsbu.ac.uk](mailto:safety@lsbu.ac.uk). If you are a visitor, please speak to the person you are visiting in advance.

This briefing has been prepared in line with the latest [UK Health Security Agency guidance](#).

## **Campus COVID-19 Measures**

*Please note: Although there is no mandatory or legal requirement to self-isolate, to practice social distancing or to wear a face covering whilst on campus, all persons are strongly encouraged to continue these practices where possible.*

Please adhere to the following measures where possible:

- Stay at home if you have tested positive or have [Symptoms of COVID-19](#).
- Consider wearing a [Face Covering](#) whilst indoors, particularly in heavily congested or crowded areas.
- Read and follow all signage displayed around the campus.
- Read and adhere to any building-specific procedures. These will vary depending on where you are on campus and what role you perform, but they will be clearly displayed.
- Maintain a high standard of [Hand and Respiratory Hygiene](#) at all times.
- Continue to use [Social Distancing](#) if you can, being mindful of others and providing sufficient space where possible.
- Stagger your arrival, departure and break times in consultation with your Line Manager.
- Do not interfere with equipment/facilities designed for the control of infection. These should be used in accordance with the instructions that you will be provided with for their safe use.
- Report any defects or deficiencies with systems; for example, bins need emptying etc.

If there is something that you are not sure about, please ask your Line/Project/Site Manager, Health and Safety Representative or the person you are visiting. Your input is welcome, we wish to ensure things are as safe as they can be for all.

These measures will be kept under constant review.

## **Infection Control**

### **Symptoms Guidance**

The following steps should be taken if you either have symptoms or have tested positive for COVID-19:

#### **1. If you have symptoms of COVID-19**

You are strongly advised to stay at home and avoid others where possible. You should continue to do so until you no longer feel unwell.

COVID-19 symptoms include:

- continuous cough;
- high temperature, fever or chills;
- loss of, or change in, your normal sense of taste or smell;
- shortness of breath;
- unexplained tiredness, lack of energy;
- muscle aches or pains that are not due to exercise;
- not wanting to eat or not feeling hungry;
- headache that is unusual or longer lasting than usual;
- sore throat, stuffy or runny nose;
- diarrhoea, feeling sick or being sick.

#### **2. If you test positive for COVID-19**

You are strongly advised to stay at home and avoid others where possible. You should continue to do so for 5 days from the date of your result.

#### **3. Additional Actions**

- Notify anyone you have been in close contact with so they can remain alert for any of the above symptoms.
- Should you require any further information and/or advice, please contact [safety@lsbu.ac.uk](mailto:safety@lsbu.ac.uk)

***Please note:*** The [covidreport@lsbu.ac.uk](mailto:covidreport@lsbu.ac.uk) mailbox is no longer in use and there is no longer a requirement to report any new cases to this team. Information and advice can still be sought via [safety@lsbu.ac.uk](mailto:safety@lsbu.ac.uk).

## Preventing the Spread of Infection

COVID-19 infection can be spread via two routes:

- inhalation of airborne droplets (within 2 metres)
- touching a surface or object that has been contaminated, then touching your face, eyes, nose or mouth.

To minimise the spread of infection, everyone should consider using the following control measures:

- [Wear a face covering](#)
- [Maintaining a 2-metre distance from others](#)
- [Maintaining a high standard of hand and respiratory hygiene.](#)

### Wear a Face Covering

Please consider wearing a face covering whilst indoors and when travelling, particularly in heavily congested or crowded areas.

When wearing a face covering:

- Know their limitations.
- Wash your hands before putting it on, and after it is removed.
- Ensure it fits comfortably and snugly and is adequately secured.
- Do not touch it with unclean hands while wearing (including to adjust)
- After each use, it must be washed (if a fabric face covering) before it can be reused (it is recommended to carry clean spares).

It is important to understand that face-covering is not official PPE and does not provide protection against COVID-19. They can, however, help to stop transmission from people who have contracted COVID-19 asymptotically.

### Social Distancing

Please be mindful of others and continue to use social distancing if you can, providing sufficient space where possible. By doing so, it will ensure that you are at a safe distance from inhalation any airborne droplets and minimise the likelihood of COVID-19 infection.

You can also manage transmission risk by considering:

- Keeping the activity time involved as short as possible.
- Ensuring rooms are well ventilated by keeping windows open.
- Using screens or barriers to separate people from each other.
- Using back-to-back or side-to-side working whenever possible.
- Staggering arrival and departure times.
- Reducing the number of people each person has contact with by using 'fixed teams or partnering.'

## Hand and Respiratory Hygiene

In all circumstances, you must avoid touching your face, eyes, nose or mouth with unwashed hands to protect against COVID-19 infection.

You should wash your hands as regularly as possible using soap and water for 20 seconds, or by using an alcohol-based hand sanitiser. Hand sanitiser is provided at reception points across campus for your use.

As a bare minimum, you are encouraged to wash your hands upon arrival on campus, before and after eating or drinking, or after coughing/sneezing/blowing your nose. It is also advisable to wash them after using shared workstations or equipment that others have handled.

You must also ensure that you cover any coughs or sneezes with a disposable tissue, then throw the tissue in a bin. If tissues are unavailable, cough/sneeze into your elbow rather than using your hand.

Posters have been provided to remind you how to effectively wash your hands, as well as this [NHS Handwashing Video](#).

## Advice for stopping virus spread



**Wash hands frequently** with soap and water or use a sanitiser gel



Catch coughs and sneezes with **disposable tissues**



**Throw away used tissues**  
(then wash hands)



If you don't have a tissue **use your sleeve**



**Avoid touching your eyes, nose and mouth with unwashed hands**



**Avoid close contact with people who are unwell**

## **Travelling to and from Campus**

The majority of us will usually arrive on campus via public transport. However please be aware that the risk of infection increases the longer you are in an enclosed space in close proximity to others.

Where possible, try alternative travel methods such as walking or cycling. There is no parking available on campus, so please do not drive. If you must use public transport, please consider the following issues:

- Consider wearing a face covering.
- Think carefully about times and routes, as travel may take longer.
- Be particularly aware of the surfaces you touch, and be careful not to touch your face, eyes, nose or mouth with unwashed hands. Ensure you wash your hands immediately upon arrival on campus.
- Avoid consuming food and drink on public transport.