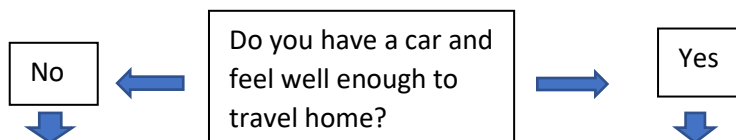


**Guidance for the actions required if students /staff / visitors become unwell with possible COVID-19 symptoms while on campus. 23/09/2020**

If you feel unwell and have symptoms of COVID-19 (fever – over 38°C, shortness of breath or breathing difficulties, cough (any type of cough, not just dry), loss or change to sense of smell or taste), you should immediately take the following steps.

**IMMEDIATE ACTIONS REQUIRED:**



<p><b>Isolate immediately from other people.</b></p> <p><b>Staff:</b> Phone or email your manager to inform them and contact <a href="mailto:covidofficer@gmit.ie">covidofficer@gmit.ie</a> / phone 091 742708 / 0852092713</p> <p><b>Students</b> – inform your lecturer / Head of Department by phone or email, and contact <a href="mailto:covidofficer@gmit.ie">covidofficer@gmit.ie</a> / phone 091 742708 / 0852092713</p>	<p><b>Isolate immediately from other people.</b></p> <p><b>Staff:</b> Phone or email your manager to inform them and contact <a href="mailto:covidofficer@gmit.ie">covidofficer@gmit.ie</a> / phone 091 742708 / 0852092713</p> <p><b>Students</b> – inform your lecturer / Head of Department by phone or email, and contact <a href="mailto:covidofficer@gmit.ie">covidofficer@gmit.ie</a> / phone 091 742708 / 0852092713</p>
<p>You will get assistance in accessing an isolation room while awaiting transport home.</p> <p><u>Location of isolation rooms:</u>  <b>Dublin Rd:</b> Room 153 &amp; Room 1034  <b>CCAM:</b> Room 128  <b>Mayo:</b> Room B004  <b>Letterfrack:</b> Meeting Room 1 &amp; Student Services Room.</p>	<p>Go directly home, and ensure you:</p> <ul style="list-style-type: none"> <li>• Wear a face covering</li> <li>• Keep at least 2m away from other people</li> <li>• Do not touch surfaces / objects</li> </ul>
<p>Ensure you:</p> <ul style="list-style-type: none"> <li>• Wear a face covering</li> <li>• Keep at least 2m away from other people</li> <li>• Do not touch surfaces / objects</li> <li>• Ensure window in the isolation room is opened</li> </ul>	<p>Contact your GP and follow your GP’s advice or contact the student health unit for advice.</p> <p><b>Note:</b> GP review and COVID-19 testing via the HSE is free of charge for students at point of care.</p>
<p>Contact your GP for advice or phone the student health unit for advice. Avoid using public transport to return home. If possible, arrange for a family member to collect you. If this is not possible, GMIT will arrange an ambulance/ medical taxi.</p>	<p><b>Contact details for the Student Health providers:</b>          Dublin Road Campus and CCAM Campus 091 742228          Mayo Campus (Dr. Stephen Patten) 094 9021999          Letterfrack Campus (Dr. Alexander Michel) 095 43465</p>

Note: If a student needs assistance with transport to the test centre, or assistance while isolating in rented accommodation, they should contact the Covid officer ([covidofficer@gmit.ie](mailto:covidofficer@gmit.ie) / phone 091 742708 / 0852092713)

CONTINUING ACTIONS REQUIRED:

GMIT has a duty of care to all to support anyone suffering from Covid symptoms in getting tested if necessary and prevent infection spread among others on campus.

**Symptoms of Covid-19 include:** Fever (temperature of 38°C or more), cough (any kind of cough, not just dry), shortness of breath or difficulty breathing, loss or change to your sense of smell or taste. Consult [Symptoms of Covid-19](#) for an updated list of symptoms of Covid-19.

**Covid-19 situation develops while person is at home:**

A student or staff member **must not attend campus** if they:

- Develop Covid-19 symptoms at home
- Receive a positive test outcome for Covid-19
- Are identified as a close contact of a confirmed case of Covid-19
- Live with someone who has symptoms of COVID-19 (even if they themselves feel well)

In the above cases, staff and students must contact their GP by phone and also immediately notify their Head of Department or Manager AND notify the Covid officer by emailing [covidofficer@gmit.ie](mailto:covidofficer@gmit.ie) or phoning 091 742708 / 0852092713. A letter from a GP, or equivalent, confirming the details may be requested.

**COVID-19 situation develops while person is on campus:**

If anyone develops COVID-19 symptoms on campus, they are deemed to be a suspected COVID-19 case.

**Student situation:** In the case of a student with symptoms, the lecturer / HOD manages the movement of the suspected case either directly home or to an isolation room. The class activity can continue in the same room provided that the room is being adequately ventilated. Depending on the particular circumstances the Covid officer will decide on the necessity for and type of subsequent room cleaning required.

**Staff situation:** With regard to the room where the person presented symptoms – normally, work can continue as before. Depending on the particular circumstances the Covid officer will decide on the necessity for and type of subsequent room cleaning required.

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**23/09/2020**

**Contact Tracing Work:**

The Head of Department / manager, in conjunction with the Covid officer will seek to determine:

- Details of anyone in the GMIT community that the suspected case has been in contact with from the period of 48 hours before the onset of symptoms.
- Subject to the guidance received from the HSE, and on a case by case basis, those who have had close contact may be asked to work and/or study at home for a period of time (until test results are obtained and in event of negative test result) and 14 days (in event of a positive test) from the last time they had contact with the confirmed case and follow the restricted movements guidance set out by the HSE. All such close contacts will liaise with the covid officer before returning to campus.
- Tell the suspected case that they should start now to create a list of everyone who may have been a close contact of them from the period of 48 hours before the onset of symptoms.

**If the suspected case proceeds to get a COVID-19 test:**

If it is decided that the suspected case requires a Covid-19 test, the person must behave as if they have the virus and [self-isolate](#) and people in their household will need to [restrict their movements](#).

**If the suspected case tests negative for COVID-19**

If a symptomatic individual (who is NOT a close contact of a confirmed case of COVID-19) has a COVID-19 'not detected' result, **they should restrict their movements (including not attending campus) until they are symptom free for 48 hours.**

Close contacts of confirmed cases should follow Public Health advice, which currently advises restricted movements (including not attending HEIs) for 14 days after most recent contact with a confirmed case.

**Guidance for the actions required if students /staff / visitors become unwell with possible COVID-19 symptoms while on campus**  
**23/09/2020**

**If the suspected case tests positive for COVID-19:**

Where a member of the GMIT community tests positive for Covid-19, the Institute will be contacted by the HSE in order to identify all GMIT close contact of the person. Note that public health legislation allows that information on a positive COVID-19 test result for a named individual (student/staff member) may need to be disclosed to the College for the purposes of contact tracing/outbreak management.

**For these reasons, it is important for staff and students and visitors to maintain the relevant contact logs - [Daily Health Check and Attendance Form](#) and [Daily Personal Contact Log](#) and to download and use the HSE COVID Tracker App.**

**Lecturers must maintain attendance records for all class activities and these records should capture the student name and location in the lab/practical area.**

All contacts of COVID-19 positive cases will be contacted by the HSE to restrict their movements and shall be contacted daily for 14 days after the exposure to determine if symptoms arise. Further information [here](#).

All affected staff cases will be followed up by HR and the appropriate leave arrangements will be put in place: [HR policies for special leave associated with Covid-19](#)

All affected student and visitor cases will be followed up by the covid officer and Students Health Unit. If the person develops new symptoms or their existing symptoms worsen within their 14-day observation period, they should call their doctor for reassessment. All students/staff who tested positive for COVID-19 will liaise with the covid officer before returning to campus.

**A close contact is:**

- Any person within a 2m distance of the suspected Covid case for 15 minutes or more (irrespective of whether face coverings were worn).
- Any person in the same room for 2 hours or more with the suspected Covid case (irrespective of whether face coverings were worn).
- Any person living in the same house or shared accommodation as the suspected case.
- Any person sitting within 2 seats of the suspected case on public transport.