Scope

This Outbreak Response Plan has been produced in response to current COVID-19 pandemic\(^1\).

Context

The Glasgow School of Art is a small, specialist higher education institution with campuses in Glasgow (Garnethill and Pacific Quay), Forres (Altyre) and Singapore, and a Representative Office in Beijing. This Outbreak Response Plan relates to our campuses in Glasgow and Forres only. Our campus in Singapore will follow the Outbreak Response Plan in place by our host institution Singapore Institute of Technology\(^2\). Our Representative Office in Beijing complies with the guidance and instruction issued by the Central Government of the People’s Republic of China and Beijing City Government.

We have approximately 2350 students and 600 (headcount) staff based in Scotland with the majority based in Glasgow (c. 100 students and staff are based in Forres). We have a small number of joint programmes with the University of Glasgow (Product Design Engineering, Medical Visualisation, Curatorial Practice) where students are taught across both institutions. Our Glasgow campuses are centrally located:

- Garnethill in the north west of the core city centre and spread across 12 buildings within the residential fabric which comprises this part of the city centre. The 12 buildings also include two student residences accommodating c. 350 GSA students;
- The Hub at Pacific Quay which houses the School of Simulation and Visualisation (c. 150 staff and students) within a shared commercial building with the GSA occupying part of two floors.

The GSA attracts a significant percentage of its student population from outside Glasgow and the West of Scotland, with c 35% from outside the UK and 25% from the Rest of the UK. We are a community with students from over 80 countries including major cohorts from China, other East Asian countries and North America. Travel restrictions may mean that these students will commence their programmes remotely through online provision and this can continue until the end of Semester 1 (15\(^{th}\) January 2021). For student who are choosing to commence their studies in Glasgow or Forres, whether at the start of Semester 1 or at some point during the semester, we have in place a Quarantine Plan for those students who are required to quarantine on arrival in line with UK and Scottish Government restrictions.

Glasgow is home to a large student population and there are a large number of private student halls within close proximity of the GSA campus, housing students from across all FE and HE institutions.

\(^1\) We have benchmarked and aligned our Outbreak Management Plan with the University of Glasgow

\(^2\) Our campus in Singapore is based within the Temasek Polytechnic campus and adheres to the policies and procedures in place in line with the Singapore Government guidance and instruction. Copies of these are available on request
GSA’s Specific Response to Coronavirus COVID-19

In advance of the rest of the higher education sector, the GSA closed its campuses on 17th March 2020. Our full response and actions taken can be found here. Over the summer we have been preparing for Academic Year 2020-2021 and our approach to delivery of our learning and teaching and the return of students and staff on-campus in line with the Scottish Government: Guidance for Universities, Colleges and Student Accommodation Providers and the wider guidance issued by both the Scottish and UK Governments.

Academic Year 2020 – 2021 will commence as scheduled on 14th September 2020 with all teaching and learning being remote and on-line. Student and staff access to on-campus will commence from 5th October 2020 and be scheduled and timetabled. Staff and students will only be able to access the campus when they are scheduled to do so, to the buildings they are assigned to and entry is subject to temperature checks. This approach allows us to comply with social distancing requirement, mitigate risk, support trace and protect in the event of an on-campus outbreak of COVID-19 and ensure a safe-campus environment for staff, students and the wider community.

Our approach has been subject to an Institutional Risk Assessment and local risk assessments across all areas of the GSA’s operations. Key operational measures are now being implemented as part of a phased re-opening of buildings largely aligned with Scottish Government recovery phases.

Campus operations delivered by external suppliers (catering and art supplies) have been temporarily closed. GSA has a number of external contractors whose employees visit our buildings (including the Mackintosh Building) on a daily/ad-hoc basis. Practical measures, via the GSA’s Estates, IT and Technical Support Department (the areas of the School who primarily appoint contractors) will be in place to manage contractor access to GSA buildings while maintaining appropriate physical distancing and all contractors visiting site are required to undergo an induction process proportionate to the process that they are undertaking which in all events includes GSA and contractor COVID 19 precautions.

Management of Future Outbreaks

The following additional elements are in place and will assist in the management of any future outbreak:

- We have a list of essential services and essential buildings that will be maintained in operation in the event or a further complete, or partial, lockdown. This has been tested during the previous lockdown phase;
- Temperature checking is a prerequisite for entry to all GSA buildings;
- Staff and students can only access GSA buildings on the days they are scheduled to (daily access lists are provided to door entry staff who will be manning access).
addition to we have in place a card access system across all buildings which can allow us to restrict access and also monitor who is in GSA buildings;

- We are communicating our plans, risk assessments and approach with our staff, students, applicants and local community including the community councils and local residents;
- Staff and students are required to complete return to the workplace inductions and e-learning modules on return to work/campus and we have issued guidance on return to the workplace for both staff and students;
- An operational COVID Gold Group, chaired by the Director has been established to oversee delivery of the actions required to ensure a safe return to on-campus operations, the delivery of programmes based on a hybrid model of digital delivery and on-campus studio, workshop and library access, and ensuring we maintain high levels of student experience. This will remain in place to ensure a co-ordinated response to potentially rapidly changing circumstances through the recovery phases.

**Purpose of the GSA Outbreak Response Plan**

In the event of an outbreak of Coronavirus COVID-19, the GSA has in place an appropriate approach to:

- Respond to the outbreak through an Outbreak Response Group (see below);
- Connect with NHS Public Health Protection Scotland (NHS Health Protection Team (NHS HPT)) and Glasgow City Council Public Health Department;
- Support NHS PHPS in their management of the outbreak as required and directed by them;
- Support students and staff who are infected;
- Follow the current Scottish Government guidance;
- Support staff and students beyond immediate outbreak control (Outbreak Response Group);
- Ensure that teaching and learning can continue through revised delivery ([COVID-19 Response Student Guide](#));
- Provide reassurance for applicants that we are operating in line with the evolving public health situation and government advice and mitigating any impact that may have on the GSA’s application processes;
- Provide reassurance to stakeholders across the Glasgow and Forres area, and our immediate local communities, that a robust and managed process is in place to respond to any outbreak affecting the GSA.
Outbreak Response Group (ORG)

To respond to an outbreak of COVID-19 on the GSA campus, an Outbreak Response Group (ORG) will be established. GSA Health and Safety Manager is the primary lead of the ORG and principal point of contact with the NHS Health Protection Team. The GSA Health and Safety Manager will call a meeting of the ORG if required.

- Communication with the Health and Safety Manager for outbreak related issues should be via email at outbreakresponsegroup@gsa.ac.uk;
- Students should record COVID-19 absences (and confirm positive or negative tests) as usual via covid19absence@gsa.ac.uk. If students do not confirm their test results within 24 hours of notifying us the relevant Academic Support Manager will contact them;
- Staff should report their absence (and the result of their COVID-19 test) to their line manager who can record the absence on the HR Itrent system (The Line Manager will also notify a positive test to the H&S Manager via the outbreakresponsegroup@gsa.ac.uk email);
- The outbreakresponsegroup@gsa.ac.uk email is monitored by all H&S Staff, PA to the Director of Finance and the PA to the Director;
- GSA Health and Safety Manager will notify the Senior Leadership Group of the outbreak. The Director or Registrar and Secretary will notify the Scottish Government in line with current guidance.

Role of Outbreak Control Group

- Ensure that information is issued speedily to staff and students as appropriate;
- Lead on external communications to be issued;
- Advise other HEIs in Glasgow and private halls of residence of GSA outbreak;
- Inform and provide advice to the relevant head of department and residence manager;
- Inform and liaise with the GSASA;
- Lead on campus closure or partial closure (based on instruction from NHS HPT);
- Instigate deep cleaning of areas (as appropriate relating to outbreak as advised by NHS HPT);
- GSA H&S Manager is principal point of contact for NHS Health Protection Team to enable them to undertake their duties including trace and protect.
GSA Outbreak Response Plan – Response Flow Chart

Suspected COVID-19 case(s) reported to GSA by staff (via Line Manager/ITrent) or students (via covid19absence@gsa.ac.uk)

Outbreak of COVID-19 in Glasgow, Scotland or UK

Suspected COVID-19 case(s) reported to GSA by staff (via Line Manager/ITrent) or students (via covid19absence@gsa.ac.uk)

Line Manager (staff)/ASM (students) reports suspected or confirmed case(s), to GSA H&S via outbreakresponsegroup@gsa.ac.uk

GSA Outbreak Response Group (ORG) established by H&S team

NHS Health protection Team, Local authority, or Scot Gov. announce implementation of movement restrictions in Glasgow/Scotland/UK

GSA H&S Manager immediately inform NHS Scotland Health Protection Team (HPT) (0141 201 4917 or 07766 085231) that there are indications of an outbreak at the GSA

More cases notified to H&S team (via outbreakresponsegroup@gsa.ac.uk)?

NHS HPT decide if there is an outbreak at the GSA

Yes

NHS HPT will decide if any additional action must be taken to control the outbreak

No

Continue to monitor for any escalation

Additional actions required?

Yes

GSA ORG and H&S Team must follow advice given by NHS HPT

No

Student or staff instructed to self isolate and follow “Scot Gov test and protect” advice to arrange for testing. Student and staff must inform the GSA of the result (via initial channels)

Estates ensure regular cleaning has taken place in accordance with current HSE guidance. Link to separate process

Manager/ASM continues to monitor the situation. Manager/ASM must update H&S team (via outbreakresponsegroup@gsa.ac.uk) when new information emerges. E.g. case(s) clinically +ve or -ve

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Additional actions required?

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No

This may involve closures of Departments, floors, buildings or the whole of the GSA. Refer to separate GSA resilience procedures

2 or more cases (confirmed)

No

Single case

H&S Inform Manager/ASM to instruct staff member/student to follow Scot gov guidance regarding isolation. If contacted by the test and protect team they must follow their instructions. Staff/Student must discuss with their Manager/Programme Leader before returning to work/study or the campus

2 or more linked cases within 14 days OR an increase in absence due to COVID-19?

Yes

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Staff/Student return to work only after isolation period, when well, and no longer have a high temperature. Discuss with manager/Programme Leader before returning.

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## GSA COVID-19 Response Summary

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<tr>
<th>Mitigation</th>
<th>Identification</th>
<th>High risk contexts and environments</th>
<th>Isolation</th>
<th>Testing</th>
<th>Contact tracing</th>
<th>Engagement and Community</th>
</tr>
</thead>
<tbody>
<tr>
<td>Follow GSA COVID19 procedures. These are based on Scottish Government advice. Key documents include: Campus Management Plan, Managers’ Guide, risk assessments and other related documents.</td>
<td>Confirmed positive cases usually identified by NHS Test &amp; Protect scheme or by verbal/email notification to PL Manager. A formal mechanism to report and record confirmed cases is provided via Staff HR Itrent is used to record staff sickness absence related to Covid. This may include non-confirmed/symptomatic cases/self-isolating. Students to notify via central email</td>
<td>Current Scottish Government and NHS advice on shielding and protecting people who are clinically extremely vulnerable is being followed.</td>
<td>The GSA will be guided and instructed in this by the local NHS Health Protection Team. 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</td>
<td>Information on how to access the NHS Inform website and to request a test if symptomatic is provided within the Manager, Staff and Student guides. A web link is also provided. Temperature testing equipment is a perquisite for entering GSA buildings and also available within GSA Halls</td>
<td>If there is reason to suspect a COVID-19 outbreak, this should be reported to the Health and Safety Manager immediately ([outbreakrespons <a href="mailto:egroup@gsa.ac.uk">egroup@gsa.ac.uk</a>](mailto:outbreakrespons <a href="mailto:egroup@gsa.ac.uk">egroup@gsa.ac.uk</a>)) who will inform our local NHS Health Protection Team (HPT). The GSA may be then contacted by them, as they may get additional information from NHS Test &amp; Protect or other sources.</td>
<td>The GSA will continue to communicate with staff and students using techniques that have been show to work well throughout the pandemic. This includes extensive website and intranet information, use of social media and more targeted communications. Communications will seek to include both the GSA community and the wider local community to help address</td>
</tr>
</tbody>
</table>
The Glasgow School of Art Outbreak Response Plan

(covid19absence@gsa.ac.uk) manned by Academic Support Managers (MSA and Innovation) and notification to H&S Manager outbreakresponsegroup@gsa.ac.uk.

Information detailing the action to take in the event of a suspected case is provided in FAQ section of GSA website.

Associated organisations (WTMS, Paint and Mortar, GSASA) and other on campus entities are expected to report any identified cases.

control, which will reduce risk of transmission, the local HPT will take this into account in determining whether closure of the whole setting will be necessary.

Isolation space is available within GSA Halls to allow separation of vulnerable individuals from a group, if required.

Data collection and retention will be managed in accordance with current data protection procedures. Privacy Notices are attached to relevant data collection forms. Data will be gathered via the Covid19 absence email and from the HR ITrent system in relation to sickness absence.

any concerns over how they may be affected by the GSA’s activities.
they become aware of with potential on campus contact.

Contractor management protocols are in place.
Scenario Planning

A number of possible scenarios may be anticipated and are considered below

Scenario 1: Someone is unwell but unconfirmed with COVID-19

Student or employee(s) instructed to self-isolate and follow Scottish Government test and protect advice to arrange for testing. Students and employees must inform their Programme Leader (via covid19absence@gsa.ac.uk)/Line Manager of the result. This information may be shared with the H&S Manager via outbreakresponsegroup@gsa.ac.uk

Scenario 2: An infected staff member or student is classified as high risk or lives with someone who is classed as extremely vulnerable/vulnerable.

The current Scottish Government guidance on shielding and protecting people who are clinically vulnerable is used as a benchmark.

If an infected student (or a contact), lives with someone who is at higher risk from coronavirus, it will be necessary to implement additional systems for safeguarding of the vulnerable individual. This may mean moving the infected individual or vulnerable individual to alternative accommodation to achieve isolation.

How we do this for students in GSA Halls will be covered within the GSA Halls Risk Assessment.

Scenario 3: Two or more people are diagnosed with COVID-19 as linked cases on a GSA campus, GSA Halls or in connection with a GSA event (NB – the GSA is not undertaking any events at this time).

An outbreak will be identified and primarily managed under instruction from the NHS Health Protection Team (HPT) following positive test results. HPT may establish an Incident Management Team (IMT).

The GSA will report any identified cases coming directly to the GSA’s notice (this would be to the H&S Manager via the outbreakresponsegroup@gsa.ac.uk email) to the NHS Health Protection Team via the Health and Safety Office. The GSA H&S Manager will liaise with NHS HPT and the IMT in the first instance.

NHS HPT/IMT will undertake a risk assessment and provide direction and support to the GSA on the actions required. Isolation of staff and students and cleaning may need to be implemented. Contact tracing will be a key element and GSA data will be made available to support this. Local outbreak management operational plans may need to be put in motion, particularly if the incident is within a GSA Hall. Some temporary local closure of areas/cancellation of activities may be required.
Scenario 4: There is substantial ongoing transmission in the wider Glasgow community beyond the GSA.

Mitigation strategies will extend across the GSA and within the wider community. It is highly likely that a local lockdown will be imposed and a need to cease most non-essential on-campus activity.

This will essentially be a return to procedures followed from March 2020 and the operating practices of earlier recovery phases. This may include closure of buildings, a return to home working for some staff, reducing/cessation of on campus studio, workshop and library access. Our approach to teaching and learning is covered in the GSA COVID Response Student Guide.

GSA Halls will need to remain operational for those students present if travel is not possible and will reintroduce previous operating arrangements in place during the earlier lockdown phase.

Guidance and Local Arrangements

Publicly available GSA Covid-19 Guidance

Main public information landing page:

- GSA website

Staff and Student information:

- GSA Staff Intranet
- GSA Student Intranet

Advice provided to Students (in all accommodation)

COVID-19 - If you have symptoms, however mild, you should remain in your accommodation and arrange to be tested at the first possible opportunity by visiting the NHS Scotland website. If you are in GSA Halls notify staff within Halls (f.sloan@gsa.ac.uk) or if you are in private student halls your residences managers. Whether you are in GSA Halls, private student halls, private rented accommodation or living with family or friends, you must log that you have symptoms and are going for a test with the GSA at covid19absence@gsa.ac.uk and advise us of the result.

You should not leave your accommodation for any reason other than to attend for a test and you should minimise contact with others in your ‘household’. You should notify all other members of your ‘household’ as they will also be required to quarantine for 14 days, unless you subsequently get a negative test result.
The definition of ‘household’ will depend upon your accommodation but would normally include those students living in the same cluster of rooms in a flatted arrangement, or those on the same floor who share cooking or washing facilities, or both. This will have been communicated to you at check-in, but if you are unsure you can contact your residence manager for clarification.

Glossary - Covid-19 definitions

Confirmed with COVID-19:

- Laboratory test positive with COVID-19 with or without symptoms;
- To access a test see the NHS Inform website.

Possible COVID-19:

- One or more of the following symptoms:
  - High temperature;
  - New, continuous cough;
  - A loss of, or change to, sense of smell or taste (anosmia).
- Infectious period 48 hours before onset of symptoms to 10 days after onset;
- If a person has no symptoms but a positive test, infection may have been acquired during the 48 hours prior to the test;
- You can use the Scottish Government Self-help guide: Access to testing for coronavirus.

Scottish Government advice to Universities on outbreak management

Institutions and providers should suspect an outbreak if there is either:

- 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 and student absence rates, in a setting, due to suspected or confirmed cases of COVID-19;

and should immediately inform their local NHS board Health Protection Team (HPT). The college, university or provider may be then contacted by them, as they may get information from NHS Test & Protect or other sources.

**In the event of an outbreak:**

- Continue to follow the general guidance above to reduce risk;
- Institutions and providers should not make unilateral decisions about managing situations where they suspect an outbreak is occurring but should seek urgent advice from their local NHS Health Protection Team about issues relating to testing of suspected cases and contacts and taking steps such as closing parts of facilities;
- The local NHS 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 are identified by the test and protect service as having had close contact with case(s) will be contacted and asked to self-isolate at home/ place of term time residence. depending on the risk assessment by the local NHS Health Protection Team. In some cases, a larger number of other staff and students may be asked to self-isolate as a precautionary measure. Where settings are observing guidance on infection prevention and control, which will reduce risk of transmission, the local NHS Health Protection Team will take this into account in determining whether closure of parts of or a whole setting will be necessary;
- Depending on the risk assessment outcome, the NHS Health Protection Team may establish a problem assessment group (PAG) (e.g. if there is a single confirmed case to determine what action is required) or an NHS Incident Management Team (IMT) (e.g. if there is more than one case or an outbreak is suspected) to help manage the situation;
- The NHS Incident Management Team will lead the Public Health response and investigations, and work with the organisation to put appropriate interventions in place;
- The organisation will then put these appropriate interventions in place.

To control an outbreak, the NHS Health Protection Team and Incident Management Team will work with the institution or provider to put appropriate interventions in place. Other measures may include:

- cleaning in the setting: for cleaning and waste management, refer to guidance on cleaning in non-healthcare settings;
- consider who should be prioritised for testing among students and staff in line with advice from the NHS Health Protection Team, ensure that staff (and other relevant people) are aware of what has happened and the actions being taken;
- closure: may be done following advice from the NHS Health Protection Team and Incident Management Team or the institution or provider may make their own
decision on closure ahead of this advice as a precaution or for business continuity reasons.

The NHS Health Protection Team or Incident Management Team will declare when the outbreak is over.

Telephone contact numbers which may be used by the Outbreak Response Group (PCG) include the following:

<table>
<thead>
<tr>
<th>Health Protection Scotland</th>
<th>0141 201 4917</th>
<th>Via H &amp;S Manager</th>
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</thead>
<tbody>
<tr>
<td>GCC Public Health</td>
<td>0141 287 9915</td>
<td></td>
</tr>
<tr>
<td>Woodside Health Centre</td>
<td>0141 531 9207</td>
<td>Medical advice and house calls</td>
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<td></td>
<td>0141 531 9560</td>
<td>Appointments</td>
</tr>
<tr>
<td>Gartnavel Royal</td>
<td>0141 211 3600</td>
<td>Ask for Duty Public Health Consultant</td>
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<td></td>
<td></td>
<td>Holds duty roster for on-call doctors</td>
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<tr>
<td>Other Glasgow based HEIs</td>
<td>Via Registrar and Secretary</td>
<td></td>
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<tr>
<td>Private Hall providers</td>
<td>Via Student Support Services</td>
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### GSA Outbreak Response Plan – Overarching Approach Summary

In summary, our overarching approach to mitigating and managing an outbreak:

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<tbody>
<tr>
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<tr>
<td>• Local Risk Assessments</td>
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<tr>
<td>• E-learning module</td>
</tr>
<tr>
<td>• Return to Workplace Guidance</td>
</tr>
<tr>
<td>• Return to Workplace induction</td>
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<tr>
<td>• Revised and updated procedures</td>
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<table>
<thead>
<tr>
<th>Identification</th>
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<tbody>
<tr>
<td>• Absence notification (staff and students)</td>
</tr>
<tr>
<td>• Inform/be informed by NHS Scotland Health Protection Team (to GSA H&amp;S Officer)</td>
</tr>
<tr>
<td>• Outbreak Response Group (via GSA H&amp;S Manager) established</td>
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<table>
<thead>
<tr>
<th>High Risk Context and Environments</th>
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</thead>
<tbody>
<tr>
<td>• Staff or students requiring 'shielding' - identified by Return to Work/Study interviews</td>
</tr>
<tr>
<td>• Studios, Workshops, Library - restricted access in place - Scheduled, timetabled, bookable</td>
</tr>
<tr>
<td>• Class lists and GSA Swipe-card system for access</td>
</tr>
<tr>
<td>• Safe Campus protocols - including temperature checks and use of facemasks</td>
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<table>
<thead>
<tr>
<th>Isolation</th>
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<tbody>
<tr>
<td>• GSA Halls</td>
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<tr>
<td>• Private Student Halls and the private rented sector</td>
</tr>
<tr>
<td>• Quarantine Plan (<a href="https://gsofa.sharepoint.com/sites/intranet/Pages/Quarantine-Plan.aspx">https://gsofa.sharepoint.com/sites/intranet/Pages/Quarantine-Plan.aspx</a>)</td>
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<tr>
<td>• Practical support (via Student Support Service and academic programmes (personal tutors) (in-line with Quarantine Plan))</td>
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<tr>
<th>Testing</th>
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<tbody>
<tr>
<td>• Sharing Advice and Guidance to staff and students (issued by Scot Gov/NHS)</td>
</tr>
<tr>
<td>• Locations of walk-in test centres (Glasgow Caledonian University)</td>
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</tbody>
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<thead>
<tr>
<th>Contact Tracing</th>
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<tbody>
<tr>
<td>• GDPR compliant data to support contact tracing - data collected ethically and securely, appropriate governance, regulatory and security measures in place</td>
</tr>
<tr>
<td>• Specific student absence email for COVID-19</td>
</tr>
<tr>
<td>• Specific absence coding on Itrent for staff</td>
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<tr>
<td>• Staff and student scheduled access to campus</td>
</tr>
<tr>
<td>• Possible use of GSA Swipe Card system</td>
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<tr>
<td>• Promote use of Protect Scotland App</td>
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<tr>
<th>Engagement and community</th>
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</thead>
<tbody>
<tr>
<td>• Appropriate use of communication channels</td>
</tr>
<tr>
<td>• Engagement with our local communities</td>
</tr>
<tr>
<td>• Engagement with Glasgow City Council</td>
</tr>
<tr>
<td>• Student Inductions</td>
</tr>
<tr>
<td>• Safe Campus animations</td>
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</tbody>
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