**Coronavirus/COVID-19 Reporting Form**

Please complete and return this form as soon as possible to: coronavirus-reporting@cranfield.ac.uk

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| **FULL NAME:**  |
| 1. Please tick all options that apply to you:
* I am a student [ ]  Student number:

 Term-time address:* I am a staff member of Cranfield University or a subsidiary company [ ]

Company you work for: CU[ ]  CMDL[ ]  CCCL/CMDC[ ]  CQS[ ]  CIC[ ]  CAOL[ ]  CSA[ ] * I am a casual worker of Cranfield University or a subsidiary company [ ]

Company you carry out casual shifts for: CU[ ]  CMDL[ ]  CCCL/CMDC[ ]  CQS[ ]  CIC[ ]  CAOL[ ]  CSA[ ] * None of the above (eg visitor/contractor etc).[ ]

Please specify/provide further details: |
| 1. **Testing and Symptoms**
	1. Have you had a Lateral Flow test? (Rapid swab test for those without symptoms).

Yes [ ] No [ ] If yes, what was the result?LFT Positive [ ] LFT Negative [ ] LFT Awaiting result [ ] **Date of LFT test:*** 1. Have you had a PCR test? (NHS or Private). (Usually for those with symptoms)

Yes [ ] No [ ] If yes, what was the result?PCR Positive [ ] PCR Negative [ ] PCR Awaiting result [ ] **Date of PCR test:*** 1. Do you have/have you had any [Coronavirus/Covid-19 symptoms?](https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/main-symptoms/) (New continuous cough, high temperature/fever, loss of taste or smell)

Yes [ ] No [ ] If yes, what date did the first Coronavirus/Covid-19 symptom start?**Date:** * 1. Do you have/have you had any **non-**Coronavirus/Covid-19 symptoms? (Eg sore throat, headache etc)

Yes [ ] No [ ] If yes, what date did the first **non-**Coronavirus/Covid-19 symptom start?**Date:**  |
| * 1. When did you last attend one of our sites? (Which site, date and times, include all in last 14 days)
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| * 1. Where did you go? Which buildings, rooms and outside areas? If you attended a lecture, include your seat number.
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| 1. **If you have been on site in the 2 days prior to and up to 10 days after** the onset of your symptoms and/or your positive test (whichever is earlier), **have you been in** [**close contact**](https://www.gov.uk/government/publications/guidance-for-contacts-of-people-with-possible-or-confirmed-coronavirus-covid-19-infection-who-do-not-live-with-the-person/guidance-for-contacts-of-people-with-possible-or-confirmed-coronavirus-covid-19-infection-who-do-not-live-with-the-person#what-is-meant-by-a-contact) **with anyone on site?**

Close contact is defined as:* living in the same household
* being within a distance of less than 2 metres of someone for more than 15 minutes (either as a one-off contact, or added up together over one day)
* being within 1 metre for 1 minute or longer without face to face contact
* face-to-face contact including being coughed on or having a face-to-face conversation within one metre

A person may also be a close contact if they have travelled in the same vehicle or plane as a case.This is regardless of PPE, with the exception of interactions via Perspex screens (or equivalent), as long as there has been no other contact such as those listed above. | Yes [ ] No [ ] **If yes,** **who** were you in **close contact** with, **where and what date** were you last in close contact with them? Please give FULL details of what took place. |
| 1. Please give as much information as possible re question 4 above. Eg, what are their names and contact numbers? If you don’t know these, can you give any other information such as the area/theme they work or study in, or what their job title or job role is etc?
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| 1. Do you live in shared on-campus/on site accommodation? If yes, please give details of where and who you live with.
 | Yes [ ] No [ ] If yes, please give details of where and who you live with: |
| 1. Are you able to work from home/study from your term-time address?
 | Yes [ ] No [ ]  |
| 1. What is your Coronavirus/Covid-19 vaccination status? This question is optional.

Fully vaccinated more than 14 days ago (eg 2 jabs of Pfizer/Astra Zeneca/Moderna) [ ] Partially vaccinated (eg 1 jab of Pfizer/Astra Zeneca/Moderna) [ ] Not vaccinated [ ]  |
| **If you have symptoms/tested positive, you must return to your term-time address immediately wearing a face covering and minimise your contact with others. You must** [**self-isolate for the required period**](https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/how-long-to-self-isolate/) **(depending on the scenario) and** [**arrange a PCR test**](https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/get-a-test-to-check-if-you-have-coronavirus/) **if you have symptoms. Do not leave your address if you have symptoms and/or are awaiting a test result and/or have tested positive. Please do not attend site for 10 days.** |

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| Students – Please contact your SAS Lead as soon as possible to ensure they are aware of your situation*.*Staff members – * If you are unwell, not working from home and have received a positive test result, this should be recorded on Agresso absence as ‘Coronavirus’.
* If you are unwell, not working from home, but awaiting a test/result, this should be recorded on Agresso absence under the appropriate normal sickness code/reason. If you subsequently test positive for Coronavirus, the reason should be changed to ‘Coronavirus’.
* If you are self-isolating, but otherwise well but unable to work from home, this should be recorded on Agresso absence as ‘Coronavirus – Self-Isolate’.
* If you are self-isolating after a holiday to an overseas country and unable to work from home for the duration of the required isolation, you should book your period of self-isolation as either annual leave or unpaid leave.
* If you are well and able to work from home whilst isolating (positive or negative result), this should not be recorded on Agresso absence (as you are working from home).
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| **Remember that you must not attend any of our sites under any circumstances if you have symptoms/have tested positive/are required to self-isolate by NHS track and trace.**We have several channels of support available:**Students:** [Student Advice Centre](https://intranet.cranfield.ac.uk/Students/Pages/StudentAdviceCentre.aspx) (studentadvice@cranfield.ac.uk), [intranet](https://intranet.cranfield.ac.uk/Students/Pages/default.aspx), SAS team (you must inform your SAS Lead of your situation if they are not already aware).**Staff:** [EAP scheme](https://intranet.cranfield.ac.uk/hrd/paybenefit/Pages/EAP.aspx), [embedded HR team](https://intranet.cranfield.ac.uk/hrd/aboutus/pages/default.aspx), [wellbeing pages on the intranet](https://intranet.cranfield.ac.uk/Pages/Your-wellbeing.aspx) and your line manager (you must inform your line manager of your situation). **Further info:** Testing - <https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/>CU Coronavirus pages - <https://intranet.cranfield.ac.uk/Pages/Coronavirus.aspx>Informed to isolate by the NHS - <https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/if-youre-told-to-self-isolate-by-nhs-test-and-trace-or-the-covid-19-app/> Self-Isolation periods - <https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/how-long-to-self-isolate/>General self-isolation – <https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/>Definition of [close contact](https://www.gov.uk/government/publications/guidance-for-contacts-of-people-with-possible-or-confirmed-coronavirus-covid-19-infection-who-do-not-live-with-the-person/guidance-for-contacts-of-people-with-possible-or-confirmed-coronavirus-covid-19-infection-who-do-not-live-with-the-person#what-is-meant-by-a-contact) Workplace guidance: <https://www.gov.uk/guidance/nhs-test-and-trace-workplace-guidance#guidance-for-employers>All information received in relation to this process will be stored and processed in line with applicable data protection legislation. To learn more about how we handle your data please review our [Privacy Notice](https://intranet.cranfield.ac.uk/hrd/polsprocsforms/Policies%20Procedures%20and%20Forms%20List/Staff%20Privacy%20Notice%20-%20Employment.pdf). |