St Catz End of Term Departure and Covid-19 Testing Arrangements

This document contains important information about leaving College at the end of Michaelmas Term 2020, including instructions for booking your departure date and pre-departure Covid-19 tests.

The Government guidance is that all undergraduate and graduate taught course students intending to return home for the Christmas vacation should travel between 3 and 9 December. Universities have also been asked to offer students two Covid-19 lateral flow tests (LFTs) three days apart in the week before they depart. This applies also to postgraduate research students with plans to travel between 3 and 9 December.

LFTs are self-administered nose and throat swab tests for use by asymptomatic and pre-symptomatic COVID-19 carriers. They involve taking a nose or throat swab to collect a sample, inserting the swab into a tube of liquid, and then putting the liquid into a kit from which results are returned within 30 minutes. By using LFTs it is hoped to identify those most at risk of spreading COVID-19 – those who are infectious but unaware of being infectious – so that they can self-isolate before leaving Oxford and reduce the risk of transmitting the virus to the public when traveling and their family and communities on returning home.

LFTs will be available to all St Catz students from Week 8. You will have two options for taking them: (a) in the Mary Sunley Building, with supervision (from Tuesday 1 December); or (b) in your College room or other residential setting, with remote training and email support if needed (from Monday 30 November).

After choosing (a) or (b) for each of your LFTs, please proceed immediately as follows.

1. Book your departure date from College, as previously instructed by the Accommodation Office.
2. Book your LFTs via the Early Alert Service (EAS) (https://earlyalert.medsci.ox.ac.uk/earlyalert/) and follow the instructions given. If choosing option (a), you will need to come to the Mary Sunley Building at your reserved time(s). If choosing option (b), you will need to collect your testing pack from the designated location, read the attached leaflet, complete the remote training at https://canvas.ox.ac.uk/enroll/KJNBLX, and contact the College’s Covid Admin team (covidadmin@stcatz.ox.ac.uk) for further support, if needed.

Any student who receives a positive LFT result should inform the Porters’ Lodge (lodge@stcatz.ox.ac.uk) immediately. You will then need to self-isolate and book a regular EAS test (https://earlyalert.medsci.ox.ac.uk/earlyalert/). If your EAS test result is also positive, you will need to self-isolate in Oxford for 10 days before returning home. Any student who is a close contact or household member of a positive testing student will be contacted by the Covid Admin team and asked to take an LFT. If the result is negative, you will still need to self-isolate for 14 days but may do this at home rather than in College.

*Please ensure that your testing dates correlate to your departure date and that you leave College as soon after your second (negative) LFT as possible. Students taking their first test on 30 November should, if it is negative, take their second test on 4 December and, if that also is negative, leave College on 4 and no later than 7 December. Students taking their first test on 1 December should take their second test on 5 December and leave College on 5 December and no later than 8 December; etc. (see the table below). If possible, try to take your LFTs at the same time as your household members take them to reduce the risk of needing to self-isolate between your second LFT and departure from College.

For more information about the testing programme, see the University’s website at https://www.ox.ac.uk/coronavirus/students/christmas-vacation or contact the Covid Admin team (covidadmin@stcatz.ox.ac.uk). For questions about departure arrangements or accommodation over the vacation period, contact the Accommodation Office (accommodation@stcatz.ox.ac.uk).

27 November 2020
*Dates for lateral flow tests and departure from College (assuming negative test results)*

<table>
<thead>
<tr>
<th>Test 1</th>
<th>Test 2</th>
<th>Departure</th>
<th>Test 1</th>
<th>Test 2</th>
<th>Departure</th>
</tr>
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<tbody>
<tr>
<td>30 Nov</td>
<td>4 Dec</td>
<td>4-7 Dec</td>
<td>3 Dec</td>
<td>7 Dec</td>
<td>7-10 Dec</td>
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<tr>
<td>1 Dec</td>
<td>5 Dec</td>
<td>5-8 Dec</td>
<td>4 Dec</td>
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<td>2 Dec</td>
<td>6 Dec</td>
<td>6-9 Dec</td>
<td>5 Dec</td>
<td>9 Dec</td>
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**Students planning to travel home for the Christmas vacation after 9 December**

The Government guidance is that all taught course students intending to return home for the Christmas vacation should travel between 3 and 9 December, immediately after the national lockdown. Any students planning to remain in College after this period should have communicated this to the Accommodation Office and secured the necessary permission. Students in this group who plan to return home for Christmas after 9 December are advised to limit their social contact immediately before traveling, and to be aware that they may be unable to travel if they need to self-isolate after contracting Covid-19 or being identified as a close contact or household member of a person who contracts Covid-19. For further information, see the Government’s website at [https://www.gov.uk/government/publications/higher-education-reopening-buildings-and-campuses/student-movement-and-plans-for-the-end-of-autumn-2020-term](https://www.gov.uk/government/publications/higher-education-reopening-buildings-and-campuses/student-movement-and-plans-for-the-end-of-autumn-2020-term).
COVID-19 Rapid Self-Test Instructions

To perform this test correctly, it is imperative that you review this leaflet in addition to the online video on this Canvas site: https://canvas.ox.ac.uk/enroll/KJNBLX

OVERVIEW
1. Take a swab sample (tonsils then nose)
2. Process the sample and apply it to the rapid test cartridge
3. Set a timer for 30 minutes
4. Read and record your result

STEP 1
Look inside your mouth, and find your tonsils at the back of the throat.
You may use a mirror or a phone to help you with this.
Your tonsils (or if you had them removed, where they would have been) are where you will swab your sample.

STEP 2
Gently blow your nose into a tissue to get rid of excess mucus.
Wash your hands so that you don't contaminate the test kit.

STEP 3
Open the test package and take out the swab.
Holding the swab in your hand, open your mouth wide and rub the fabric tip of the swab over both tonsils (or where they would have been) at the back of the throat with good contact at least three times (for about 10 seconds).

STEP 4
Put the same end of the same swab gently into one nostril until you feel a slight resistance (about 2.5 cm or 1 inch up your nose).
Roll the swab (for about 10 seconds) along the inside of the nostril.

Please make sure that you have watched the instruction video under the following link: https://canvas.ox.ac.uk/enroll/KJNBLX
STEP 5
Unscrew the buffer solution pot.
Take the extraction tube and place 6 drops of the Buffer solution into the tube.
Try to avoid touching the tube with the bottle.

STEP 6
Place the fabric end of the swab into the tube. It is important you mix thoroughly.
Press the swab head against the edge of the tube with force, while rotating the tube for 10 seconds to squeeze as much fluid out as possible.

STEP 7
Take out the swab while squeezing the tube and fabric end of the swab and squeeze as much fluid out as possible.
Press the nozzle cap tightly on the tube.

STEP 8
Apply 2 drops of the liquid on to the test strip to the well labelled with an "S".
Set a timer for 30 minutes and wait.

STEP 9
Read the result at exactly 30 minutes.
Leaving your test to the full development time is really important.
Do not read your results until 30 minutes. If a positive result appears after 30 minutes, it should not be interpreted as positive.

RESULTS:
C is the Control line. If the C line is not present (appears after c10 mins), then the test is invalid and should be repeated with a new test kit. This is independent of whether the T line is present or not.

The test is negative if only the C line is present.
The test is positive if both the C and the T (this could be a faint line) are present.

Please record results and details on the University Early Alert System:
https://earlyalert.medsci.ox.ac.uk/earlyalert/