The Bader International Study Centre
Policy and Procedure

Covid-19 Testing Policy and Procedure
for BISC Employees

Date created: 17/09/2021
Date revised: 01/03/2022
POLICY

Category: Covid-19 Testing Policy and Procedure for BISC Employees

Approval: SMT & Policy Advisory Group

Responsibility: Vice Provost Executive Director

Dates: Approved: 09/12/2021

Last Revised: 01/03/2022

Definitions:

<table>
<thead>
<tr>
<th>Term</th>
<th>Meaning</th>
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<tbody>
<tr>
<td>BISC</td>
<td>Bader International Study Centre and Herstmonceux Castle Enterprises</td>
</tr>
<tr>
<td>Employee/s</td>
<td>Employees of Bader International Study Centre and those employed by Herstmonceux Castle Enterprises</td>
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<tr>
<td>COVID</td>
<td>COVID-19 virus SARS-CoV-2, including all variants</td>
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<tr>
<td>PCR test</td>
<td>Polymerase chain reaction test</td>
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<tr>
<td>LFT</td>
<td>Lateral flow (rapid antibody) test</td>
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</table>

Purpose:

To maintain a COVID-safe campus at the Bader International Study Centre.

Scope:

All employees of the BISC working within any of the BISC buildings, gardens and grounds.
Policy:

**COVID-19 testing for employees**

If you become ill at work or at home with symptoms of COVID-19, or in the event of you having been in close contact with someone on campus who has tested positive for COVID, you will be requested to take a lateral flow test in order to maintain a COVID-safe campus. Access to PCR tests is limited, but in the event you are able to access a PCR test, instead of or in addition to a lateral flow test, you should do so. It is expected that free access to LFTs will cease at the end of March 2022. All employees should endeavour to order tests if possible. If you do not have access to a free LFT, contact [bc.hr@queensu.ca](mailto:bc.hr@queensu.ca) and BISC will work to provide you with a test kit where possible.

While in general BISC will prefer to respect the rights of individuals, we naturally have a duty of care for the health and safety of all colleagues and students, and therefore any unreasonable refusal to comply with such requests may result in formal action being taken against you.

This policy and procedure outlines the minimum guidelines. If Government guidelines are more restrictive than that listed here, the Government guidelines will supersede this policy and the relevant procedure.

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**Procedure:**

1. **If:**
   (a) you have symptoms of COVID-19 before you are due to start work, stay at home or in your residence room; or
   (b) you develop symptoms of COVID-19 at any other time while on campus.
   Return immediately to your home or residence room, take an LFT and if positive, remain at home or in your room. If possible, make the necessary arrangements for a PCR test to be undertaken.

2. **If:**
   (a) you have been outside your normal circle of contact, or travelled away from home within the UK, e.g. visiting relatives, attending an EL trip, or attended an event with large numbers of people; or
   (b) you become aware that you have come into contact with someone who has tested positive for COVID-19.
   We recommend that, in order to protect others and yourself, you should take an LFT before returning to work. In the event of a positive test, remain at home or in your residence room. If possible, make the necessary arrangements for a PCR test to be undertaken.

3. In all cases, employees who test positive on an LFT or PCR test must report the results to HR at [bc.hr@queensu.ca](mailto:bc.hr@queensu.ca) and remain at home.
4. In all positive cases, instructions or guidance from an appropriate medical authority must be adhered to. At a minimum, we ask that you do not come in to work for 5 days. In addition, to protect other colleagues, your line manager will request your permission to alert others that someone they have been in contact with has tested positive for COVID-19, in order that they can take an LFT. You have the right to refuse this request.

5. Where you may be required to leave your normal working environment, your line manager will discuss with you whether alternative arrangements can be made for you to work from home, depending on your health at the time.

6. If you are required to self-isolate you must obtain a self-isolation form from HR at bc.hr@queensu.ca, complete it and return it to HR as soon as possible.

7. You must not return to the workplace until the date advised to you by the NHS and/or line manager.

8. You must provide proof of a negative lateral flow test to your line manager before returning to work.

9. More information can be found at Gov.uk.

Responsibilities:

<table>
<thead>
<tr>
<th>Contact Officer(s):</th>
<th>Responsible for: Nicola Taylor (backup: Val Lee)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job title</td>
<td>Human Resources Manager</td>
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Date for Next Review: March 2022

Related Documents: Employee Handbook