



17<sup>th</sup> March 2020

Dear student/Staff Member

The outbreak of the novel coronavirus, Covid-19, is an evolving situation, and I understand you may have questions and some concerns.

I want to assure you that the University is communicating regularly with external partners and we are prepared in the unlikely event a member of our community is diagnosed with Covid-19. All information on Covid-19, including FAQs can be found [www.uel.ac.uk/about/coronavirus](http://www.uel.ac.uk/about/coronavirus). This includes advice about what to do if you think you may have been exposed to the virus. It is important to note that no member of staff or student in the University of East London has a confirmed case of coronavirus.

You will be aware that following the Governments emergency committee meeting on Friday, the Prime Minister, Boris Johnson, announced that the UK moves to the 'delay' phase of the national plan to address the global pandemic, coronavirus and the disease it produces Covid-19. You can find the latest Government advise <https://www.gov.uk/government/topical-events/coronavirus-covid-19-uk-government-response>.

### **If you think you have been exposed to the virus**

Travel advice is updated frequently, and you can find information [here](#).

Please read the government's latest travel advice on affected areas.

If you have travelled from any of the affected areas in the last 14 days, it has been advised to stay at home for 7 days, if you are experiencing any of the following symptoms:

- a high temperature
- a new continuous cough

The [Foreign and Commonwealth Office \(FCO\)](#) advises against all travel to Hubei Province due to the outbreak. They also advise against all but essential travel to the rest of mainland China (not including Hong Kong and Macau), the lockdown zones in Italy and the care zones in South Korea. Find updated information [here](#).

If you have not travelled but think you may have been exposed to Covid-19 via contact with another individual, self-isolate and call NHS 111.

If you are on campus at your Partner Institution and feel ill, please tell your lecturer or another member of staff, and they will assist you. If you think you have been exposed to the virus, do not attempt to visit your GP or a hospital until you have been advised by the NHS to do so.

### **Self-isolation will not affect your studies**

If you decide to stay home because you think you have been exposed to the virus, please inform the dean's office at your school. We will work with you to ensure you are able to continue your studies at home and to minimise disruption as much as possible.



### Simple precautionary measures

**DO (emphasise and use talks, lectures and other group conversations (phone or face to face) to change behaviour and follow this very simple and important advice to help protect our communities and combat cover-19)**

- wash your hands with soap and water often – do this for at least 20 seconds
- always wash your hands when you get home or into work
- use hand sanitiser gel if soap and water are not available
- cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze
- put used tissues in the bin immediately and wash your hands afterwards
- try to avoid close contact with people who are unwell

### DON'T

Do not touch your eyes, nose or mouth if your hands are not clean

### What we are doing next?

- The UEL website and intranet pages will continue to be updated on daily basis
- The University will be moving to remote (online) teaching from Wednesday 18<sup>th</sup> March 2020 details of remote access and working. There will, therefore, be no face-to-face teaching, which includes seminars, tutorials, and lab-based classes for all our students. This decision has been taken to allow students to continue their studies remotely
- Where possible, assessments will be completed online. This will include exams, which will be completed as “at home” papers. So, alternative arrangements will be made for assessments and exams where online arrangements are not possible. Further details will be communicated by course /programme leaders or Module leaders to students and learners.
- Additional plans and preparation updates will come from VC&P.
- Be assured teams are already being mobilised and prioritised in relation to cover-19.
- To support our students and staff who may be self-isolating following Public Health England’s advice <https://www.gov.uk/government/organisations/public-health-england>.

The University of East London is home to many thousands of students from London, from across the UK and from around the world, and we maintain a duty of care to every member of our student and staff community. ***The University continues to remain open and operational*** and we will continue to support our students and staff throughout the duration of this crisis.



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### **Further Steps for your Institution**

If you are aware that your institution may close during this period, please can you make your relevant UEL Account Manager's **Fouzia Chowdhury** aware, of the length of time your institution will be closed and the contingency plans you will make to ensure continuity of service in terms of course delivery and assessments, by **Friday 20<sup>th</sup> March 2020**.

### **Respect for our community**

The University of East London places the highest value on diversity and tolerance; bullying and aggressive behaviour is never acceptable. If someone you know has faced negative or abusive comments or behaviour, please ask them to use our '[Report and Support](#)' tool. All conversations will be handled with care and confidentially.

With best wishes,

Dr Paul Marshall  
Pro-Vice-Chancellor (Careers & Enterprise)