Keeping you safe

Guide for students

Your guide to Cardiff University’s coronavirus (COVID-19) Screening Service and steps to keep you safe.
When you join us this year, we will be ready to welcome you and support you in having a safe, enjoyable, and rewarding time at Cardiff.

Right now, while the world is still grappling with COVID-19, we are fully preparing to protect you from the virus because your safety and wellbeing is our overriding priority.

A crucial part of these protective measures will be to offer a coronavirus (COVID-19) test to all students and staff. Using our existing expertise, we are among many Russell Group universities working to establish a large-scale COVID-19 screening service.

Every protective measure we introduce will enable us to deliver a student experience that is as close to the complete package as possible. This is a challenging time and we hope that providing a screening service will help bring back some confidence and normality to student life.

This short guide will tell you about our plans to deliver the service and hopefully answer any questions you may have.

Though we have all witnessed many changes in recent months, Cardiff remains the safe and welcoming city it has always been. We look forward to seeing you here, safely, very soon.

Professor Colin Riordan
Vice-Chancellor

Coronavirus (COVID-19), is a newly discovered infectious disease. Most infected people will experience mild symptoms and will recover without the need for special medical treatment.

Older people, and those with underlying medical problems (like cardiovascular disease, diabetes, chronic respiratory disease, and cancer) are at greater risk of the virus developing into a serious illness.

So, whilst the risk to most of us is very low, we all need to work together to prevent the spread of COVID-19 and protect ourselves and our whole community from the disease.

Your safety is our priority.
We’ve introduced a number of extra safety measures to help minimise the risk of coronavirus (COVID-19) in our community.

Screening for the virus is only effective as part of a range of wider safety measures that both the University and city of Cardiff have put in place over the summer. The two-metre social-distancing requirement will be in place at the University regardless of changes nationally/locally. All our students and staff on campus will also be provided with a pack of reusable face-coverings, which you’ll need to wear whenever you are in our buildings (with some specific exceptions e.g. when speaking in a seminar while maintaining social distancing), and on public transport.
Our key safety measures are summarised below:

A safe campus and community

- Enhanced sanitation
- One way systems
- Distancing in classrooms
- Reusable face coverings supplied to all students
- A University wide commitment to keeping each other safe
- A University-led COVID-19 screening facility
- Support services focussed on student wellbeing
- Working closely with Cardiff Council and Welsh Government

Find out more about our Safe Campus Experience
Why is Cardiff University providing a coronavirus (COVID-19) screening service?

Knowing who has COVID-19 is vital to stopping its spread. Our testing service is a key part of our mission to keep you, and all our students and staff, safe from COVID-19.

We know that many people who contract Covid-19 show no symptoms whatsoever (asymptomatic). This makes it very difficult to track and trace the virus before it spreads.

We have used our extensive research expertise to create an effective COVID-19 testing service that can be used by our students and staff on an ongoing basis when they have no symptoms of the virus. In doing so, in the unlikely event that we receive a positive case, it will give us a greater chance of quickly identifying the potential threat and implement measures to keep us all safe from the spread of the virus. With your participation, this service will help to reassure us all as lockdown measures are eased and we gradually return to normal university life.

Who should get a COVID-19 test?

We would like to encourage all our students and staff who will be spending time on campus to take part in the screening programme. The greater the engagement from you and your fellow students, the greater the impact the testing service will have in terms of keeping us all safe during these strange times.

How will getting a test help the University community?

At Cardiff University, we believe that everyone has a responsibility to support and care for those around them. It is an approach that has served us well for many years and is engrained within our Welsh culture and heritage. By taking a test, you are doing your bit to support a process that will hopefully keep students and staff safe and keep the University open.

Please take some time to read our community commitment. As members of the University community, we all have a responsibility to treat each other with respect, courtesy and consideration at all times.

www.cardiff.ac.uk/safe-campus-experience-2020-21/our-community-commitment
About the test

Do I have to take a test?

The test is not mandatory. All students and staff will be invited to participate in the testing programme and we sincerely hope that most will engage. If you do not wish to participate in the testing service, then you can simply unsubscribe from the invitation to book an appointment. Your details will be removed from the screening database. If no response is received, then we will follow-up with a reminder a few days later. We hope that you will participate for the benefit of both you and the wider community of Cardiff.

Will I have to pay for a test?

No, the COVID-19 screening service is FREE to all students and staff based on campus. Invitations will be sent to all those individuals who we believe fall into the category of being ‘campus based’.

What do you mean by ‘campus based’?

The general approach of the testing service is to keep the University community safe. Even if you only spend 1 hour per week on campus, we will consider you eligible for a test. If you believe you will be visiting one of our campuses (Cathays Park or Heath Hospital) within any four-week period, then you will receive an invitation to book a test.

How will the screening process work?

Shortly after enrolment, you will receive an invitation via email to book an appointment. During the booking process you will have the opportunity to select a convenient date, time, and location to be tested.

We are expecting the demand for testing to be high. At this stage, it is difficult to identify exactly how many people will request a test and we want to make the service available to all. As a result, there may be a slight delay. Your patience and understanding would be greatly appreciated as we look to safely test everyone.

Following the initial test, students and staff will be invited back in a four-weekly cycle. The sampling procedure used will ensure the constant monitoring of all areas of the University and allow us to act quickly should there be any problems.

Providing a sample

Will I be provided with clear instructions on how to provide a sample?

When you book a test, we will provide instructions on how the process will work and how you can provide a sample. There will also be guidance available at the testing stations in the form of diagrams and videos. The process of providing a saliva sample is simple and totally pain free. Should you have any questions or queries staff will always be on hand at the testing stations to help.

Is it easy to provide a saliva sample?

It is very easy to provide a saliva sample. You just need to transfer saliva from your mouth, down a straw, and into a collection tube. Again, should you have any questions or queries staff will always be on hand at the testing stations to help.

Is the test painful / will it hurt?

No. The process of providing a saliva sample is simple and totally pain free.
How do I book an appointment to be tested?

You will receive an email invite to book a test shortly after you enrol at the University. During the booking process you will have the opportunity to select a convenient date, time, and location to be tested.

Can I book an appointment if I have symptoms of Covid-19?

No. If you are displaying any symptoms linked to Covid-19 and/or feel unwell, you will need to self-isolate and to follow current guidance available through Public Health Wales. If you live with others, all other household members must also stay at home and self-isolate.

What happens if I miss my testing appointment?

Should you miss an appointment, you will receive a follow-up email to check everything is ok and to offer a further opportunity to book a test. Please do not turn up at a testing station without an appointment time.

Where will I need to go to be tested?

We have a number of testing stations available for students and staff. During the booking process you will have the opportunity to select your preferred location to be tested.

When will the testing stations be open?

The Testing Stations will be open between 8am to 6pm Monday to Thursday. However, you will need an appointment to receive a test. Please do not attend a Testing Station without an appointment.
Getting my results

How long will it take to get the results?

You should receive the results of your Covid-19 test within 48 hours. Should a positive or inconclusive test be recorded, we will use the same saliva sample to re-test. This may cause a slight delay in returning a test result to you. During periods of high demand there may also be a delay in returning test results. However, we are working very hard to mitigate the impact of periods of high demand.

How will I be informed of the results?

In most cases you will receive your results via text and email. In the unlikely event that you test positive for COVID-19, we may need to contact you directly using the telephone number you provide during the booking process.

What happens if I test positive?

Should you return a positive COVID-19 test, you will need to self-isolate and to follow current guidance available through Public Health Wales, even if you don’t have any symptoms. If you live with others, all other household members must also stay at home and self-isolate.

Additional guidance will be provided via email and we will support you and those you live with to get a confirmatory test via the NHS.

What happens if I test negative?

If you return a negative test you will be informed via email within 48 hours. Please remember that although your test is negative, you still have a responsibility to protect others within our community. It is important that you continue to adhere to social distancing measures and take all necessary precautions to keep both you and others around you safe.

Keeping your sample safe

Once you arrive at a testing station, you will be given a small testing kit. This testing kit will have a unique identifier code that only a limited number of approved staff can trace back to you. It is important that we keep this link, as if you later decide that you do not want your samples to be stored or used anymore, we can remove and destroy them. It is also required so we can inform you of the result of your test.

Identifiable information, such as your name and address, will be held securely and kept strictly confidential in accordance with data protection laws. This information will be linked to your sample using the unique identifier code. You can rest assured that neither your name nor any identifying information will be shared, unless we are required by law to inform Public Health Wales of a notifiable disease (positive result).

Will I be tested on an ongoing basis?

We know how important it is to ensure that cases of coronavirus (COVID-19) in Cardiff stay within manageable levels. Essential to this strategy is our decision to offer a programme of ongoing coronavirus (COVID-19) screening to all our students and staff who are asymptomatic. Asymptomatic means you show no signs or symptoms of coronavirus (COVID-19). The Cardiff University screening service will allow us to monitor and act to help manage the levels of infection in the University community.

It is therefore important that the screening process continues to run whilst the threat of an outbreak remains a possibility. We will contact students and staff at various times during the first semester with an invitation to take a further test(s). The test will remain voluntary however, we would strongly urge everyone to participate and help to protect our community. The greater the engagement, the greater the impact the screening service will have in terms of keeping us all safe.
We have used our extensive research expertise to create an effective coronavirus (COVID-19) screening service that can be used by our students and staff on an ongoing basis when they have no symptoms of the virus.
Instructions for Coronavirus (COVID-19) Screening Service

If possible, please don’t eat or brush your teeth within 1 hour of taking a saliva test.

1. Please clean your hands using the hand sanitiser provided at the testing station.

2. Now, unscrew the lid of the collection tube.

3. Remove the straw from its packaging and place into the collection tube.

4. To help you create enough saliva for the test, imagine you are eating, and move your mouth as if you are chewing. This will help to build up saliva.

5. Tilt your head forward to allow saliva to collect in the front of your mouth.

6. Transfer the saliva from your mouth, down into the straw. It may take a little time for the saliva to travel through the straw and into the collection tube so please be patient. Be careful as you spit into the straw.

7. We need just over 1ml to do the test, so please try to provide at least this amount.

8. Carefully remove the straw from the collection tube and dispose of safely in the waste bin provided.

9. Screw the lid securely back on to the collection tube.

10. Use the wipe provided to gently clean the outside of the collection tube and then dispose of the wipe in the waste bin provided.

11. Clean your hands using the hand sanitiser provided.

12. As you leave the testing station, drop your sample off at the collection point.
What other measures are in place to keep me safe?

Our coronavirus (COVID-19) screening service is just one of a number of protective measures being implemented by the University to ensure our campus environment remains safe and enjoyable for everyone. Find out more about our Safe Campus Experience.

What can I do to stay safe?

The global coronavirus (COVID-19) pandemic means that now more than ever, we all work to support each other, to behave appropriately and with consideration, and to intervene when we see others failing to uphold the behaviour and standards of the University. As members of the University community, we all have a responsibility to treat each other with respect, courtesy and consideration at all times.

We are asking everyone at the University to adopt our Community Commitment.

What help and support will be available?

There is a wide range of information and advice available to help you manage your safety and welfare, and support your studies at Cardiff:

- [www.cardiff.ac.uk/coronavirus/current-students](http://www.cardiff.ac.uk/coronavirus/current-students)
- [www.cardiff.ac.uk/safe-campus-experience-2020-21](http://www.cardiff.ac.uk/safe-campus-experience-2020-21)

- [studentsupport@cardiff.ac.uk](mailto:studentsupport@cardiff.ac.uk)

Thank you for supporting our safe campus environment

[www.cardiff.ac.uk/coronavirus](http://www.cardiff.ac.uk/coronavirus)
All the information contained within this leaflet is correct at the time of printing. However, the nature of the Coronavirus pandemic means we may need to revise our plans to adhere to changing government guidelines in the UK, Wales or in the Higher Education sector specifically.

Please visit [www.cardiff.ac.uk/coronavirus](http://www.cardiff.ac.uk/coronavirus) for the latest news and updates on our plans to keep you safe.