



University of Wolverhampton Science Park Tenant Information Bulletin

Reporting a case of Covid-19

With the on-set of another lockdown period, tenants are reminded that if any of their staff have attended site 48 hours prior to showing symptoms, or having a confirmed case of, Covid-19 then they should let us know at the earliest opportunity so any appropriate actions / measures can be taken to minimise the risk of further cases. Please remember that **if you suspect you or fellow staff members have Covid-19, or have tested positive, you should not attend site under any circumstance.** Covid-19 symptoms are: a high temperature; a new, continuous cough; a loss of, or change to, your sense of smell or taste.

Reporting a case

Going forward, the method for doing this is to enter the University's Covid-19 reporting system by sending an e-mail to **Covid-19help@wlv.ac.uk** providing:

- Contact name
- Contact telephone number (mobile where possible)
- Stating you are a Science Park Tenant and giving your room number

This will trigger an automated response providing a link to an online document for completion as soon as possible and without delay. When you complete the form you will be asked to confirm which campus you attend – please choose the last option: Science Park (Wolverhampton). Please complete the form in as much detail as possible. This will assist us in providing Public Health England with the right information and putting any required measures in place to minimise the risk of further cases.

An example of this form can be found [HERE](#).

The Helpdesk may contact the sender for further information and agree a course of action applicable to the situation.

Data protection

Please note that to meet statutory obligations under the Data Protection Act 2018, personal data may be disclosed where appropriate, by the University at the request of Health Protection Team (HPT), Public Health England (PHE) or the Incident Response Team (IRT).

Should you have any queries please do not hesitate to contact us via

healthinfo@wolverhamptonsp.co.uk