

## Coronavirus cascade emails: 28 January 2020 \*UPDATED\*

These emails are to be shared with all academic and administrative leaders of all Queen Mary schools, institutes and directorates, for immediate cascade to all their respective staff and students.

### For staff

[SUBJECT] URGENT: Coronavirus – information for all staff

Dear colleagues,

On Friday 24 January, Dalia Dasgupta (Interim Director of HR) wrote to all staff regarding the coronavirus outbreak. Following this message, I am writing to you now with important further information and guidance.

Please read this message and take the recommended actions as appropriate. We have sent an equivalent email to all students.

Queen Mary is following the latest advice provided by the UK government, including health advice from Public Health England and travel advice from the Foreign and Commonwealth Office:

- [www.gov.uk/guidance/wuhan-novel-coronavirus-information-for-the-public](http://www.gov.uk/guidance/wuhan-novel-coronavirus-information-for-the-public)
- [www.gov.uk/foreign-travel-advice/china](http://www.gov.uk/foreign-travel-advice/china)

As at 28 January, the UK government states that there are no confirmed cases of coronavirus in the UK or among UK citizens abroad and that the risk to the UK public is low. The Foreign and Commonwealth Office has advised against all travel to Hubei Province and, on 28 January, broadened that travel advice to the whole of mainland China. The FCO has advised that travel in China may become harder in the coming weeks and has recommended that people in China who may want to leave soon should consider making plans to do so. Specific guidance for British nationals currently in Hubei Province has also been released and can be accessed from the link above. Public Health England has advised anyone who has returned from Wuhan in the last 14 days, regardless of whether they have symptoms, to:

- stay indoors and avoid contact with other people as you would with other flu viruses (self-isolation)
- call NHS 111 and inform them of your recent travel to the city.

### **What does self-isolation mean for staff?**

Any member of staff returning from Wuhan should stay at home, immediately email their line manager and [staffhealth@qmul.ac.uk](mailto:staffhealth@qmul.ac.uk), and follow the [Public Health England guidance](#). They should remain in touch with their line manager through the 14 day isolation period. Queen Mary will record any self-isolation as an authorised absence.

All other members of staff should continue their University business as normal unless or until we advise otherwise in line with UK government advice.

### **What does self-isolation mean for students?**

Any student returning from Wuhan should also isolate themselves. For any student isolating themselves, please email the student's details to [studenthealth@qmul.ac.uk](mailto:studenthealth@qmul.ac.uk) so that we can provide them with support and give further advice on steps that the School should take. We are taking a pragmatic and sympathetic approach to any students affected by the coronavirus. Students will be

advised to keep up with their studies as far as possible using the resources on QMPlus and through keeping in contact with their adviser/module tutors. Students should apply for extenuating circumstances if they are going to miss any assessments. Travel documents can be used as evidence. If, over the coming days, it becomes clear that students in China will be unable to leave for a prolonged period, we will issue further guidance at that point.

All other students should continue to attend classes and examinations as normal until we advise otherwise in line with UK government advice.

### **Sources of information and support**

We are updating the following webpage daily in line with the latest UK government guidance:  
<https://www.qmul.ac.uk/media/news/2020/pr/coronavirus-advice.html>

We have dedicated support for students and staff that can be accessed as follows:

- For students: [studenthealth@qmul.ac.uk](mailto:studenthealth@qmul.ac.uk)
- For staff: [staffhealth@qmul.ac.uk](mailto:staffhealth@qmul.ac.uk)

If you are approached by the media, please forward the enquiry to [press@qmul.ac.uk](mailto:press@qmul.ac.uk).

Yours sincerely,

[ADD SIGNATURE]

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### **For students**

[SUBJECT] URGENT: Coronavirus – information for all students

Dear student,

On Friday 24 January, Sarah Cowls (Director of Student and Academic Services) wrote to all students regarding the coronavirus outbreak. Following this message, I am writing to you now with important further information and guidance.

Please read this message and take the recommended actions as appropriate.

Queen Mary is following the latest advice provided by the UK government, including health advice from Public Health England and travel advice from the Foreign and Commonwealth Office:

- [www.gov.uk/guidance/wuhan-novel-coronavirus-information-for-the-public](http://www.gov.uk/guidance/wuhan-novel-coronavirus-information-for-the-public)
- [www.gov.uk/foreign-travel-advice/china](http://www.gov.uk/foreign-travel-advice/china)

We are updating the following webpage daily in line with the latest UK government guidance:  
<https://www.qmul.ac.uk/media/news/2020/pr/coronavirus-advice.html>

We have a dedicated email address for enquiries from students regarding the outbreak:  
[studenthealth@qmul.ac.uk](mailto:studenthealth@qmul.ac.uk).

### **What do I need to do?**

If you have returned from Wuhan in the last 14 days, regardless of whether you have symptoms, please follow the [Public Health England guidance](#) and:

- stay indoors and avoid contact with other people as you would with other flu viruses (self-isolation)
- call NHS 111 and inform them of your recent travel to the city
- email [studenthealth@qmul.ac.uk](mailto:studenthealth@qmul.ac.uk) with your name, student ID and programme of study.

If you were planning to travel to China, please note that the Foreign and Commonwealth Office has advised against all travel to Hubei Province and, on 28 January, broadened that travel advice to the whole of mainland China. Please contact [studenthealth@qmul.ac.uk](mailto:studenthealth@qmul.ac.uk) for further information and advice.

If you are unable to leave China please email [studenthealth@qmul.ac.uk](mailto:studenthealth@qmul.ac.uk) with your name, student ID and programme of study. We will then be able to provide you with further advice. The FCO has advised that travel in China may become harder in the coming weeks and has recommended that people in China who may want to leave soon should consider making plans to do so. Specific guidance for British nationals currently in Hubei Province has also been released and can be accessed from the FCO link above.

In all cases, you should try to keep up with your studies as far as possible using the resources available on QMPlus. And you should keep in touch with your academic adviser and/or module tutors. If you have to miss any assessments (such as mid-term exams) you should submit an extenuating circumstances form to your School and include a copy of your travel documents as evidence.

Yours sincerely,

[ADD SIGNATURE]