

# CDD Daily Covid19 Reporting to OfS GUIDANCE FOR SCHOOLS

From 20 October 2020, the Conservatoire for Dance and Drama is required to report daily to the Office for Students on Covid numbers for the Conservatoire (inclusive of all students and staff across Schools and the central office). This Guidance Note has been provided as a quick point of reference for School staff returning this data to the CDD central office (please email [olivia.oakley@cdd.ac.uk](mailto:olivia.oakley@cdd.ac.uk) to return data, and contact Livy, Jill or Heather at CDD with any queries).

## Definitions

- **Confirmed cases of COVID-19:** Cases of COVID-19 should only be recorded if they have been confirmed by a positive laboratory test result.
- **Students:** Students that are based in the UK and would, if not for the current pandemic, be attending the provider in person.
- **Staff:** All academic and non-academic staff. We encourage you to use the HESA definition of staff and exclude atypical staff, but if you wish to use a different definition you should let us know by emailing [he.covidplanning@education.gov.uk](mailto:he.covidplanning@education.gov.uk). The definition you use should be consistent across all of your COVID reporting returns.

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## How we report to OfS

CDD are required to submit data **daily by 2pm** to the OfS by completing tables. There are **two tables initially, plus additional questions, plus a further table that must be completed if there have been more than 25 cumulative cases within the last 7 days**. We have reproduced these below so that you understand what data we are specifically requesting and how it is reported.

### Table B1: Totals

Summary of total new confirmed COVID-19 cases for students and staff at provider since last submission

	Number of confirmed COVID19 cases reported to institution since last submission
Staff Total	
Student Total	

### Table B2: Students by Location

Total number of new confirmed COVID-19 cases for students by location at provider since last submission.

Location ID (provider specified)	Location name (provider specified)	Postcode	Number of confirmed COVID19 cases reported to institution since last submission (students)
CDD	Conservatoire for Dance and Drama	N1 6AL	
BO	Bristol Old Vic Theatre School	BS8 2XF	
CS	Central School of Ballet	EC1R 5EG	
LC	London Contemporary Dance School	WC1H 9AT	
NC	National Centre for Circus Arts	N1 6HD	
NS	Northern School of Contemporary Dance	LS7 4BH	
RS	Rambert School of Ballet and Contemporary Dance	TW1 1QN	

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### Additional Questions

1. What teaching tier are you currently at (levels 1-4)?	
2. Are you planning on changing your teaching tier level in the next 3 days?	
3. Have you had more than 25 cumulative cases within the last 7 days?	

**If you have needed to answer 'yes' to question 3 above, you will be required to provide more information which is requested in the table below (questions 4-9 inclusive).**

**If yes to 3 please answer the below:**

4. Have any of the following been identified as links between confirmed cases?	
i) Accommodation	
ii) Teaching	
iii) Social activity	
iv) Other - please specify	
5. Are you engaging with the local health protection team?	
6. To your knowledge, is adequate testing capacity available?	
7. How many students enrolled at your institution are known to be self-isolating today?	
8. How many non-commuter students have notified you that they have returned 'home' due to COVID-19 today?	
9. Are you putting in place a package of support for self-isolating students relating to:	
i) Support for physical health and maintenance	
ii) Support for mental health and well-being	
iii) Support for continued learning	
iv) Support for transport	
v) Other - please specify	

**Because the daily reporting deadline is 2pm, we really appreciate the swift cooperation of Schools in providing us with the required information as early as possible each day.**

**A member of CDD staff (normally Livy, or Heather/Jill if Livy is unavailable) will be in contact each morning until we are notified we are no longer required to submit this information.**

**Thank you for your support with meeting this requirement.**