

**From:** VCO Clerical <[vco-clerical@leeds.ac.uk](mailto:vco-clerical@leeds.ac.uk)>  
**Sent:** 11 September 2020 16:13  
**To:** [covidtestingassistance@dhsc.gov.uk](mailto:covidtestingassistance@dhsc.gov.uk) <[covidtestingassistance@dhsc.gov.uk](mailto:covidtestingassistance@dhsc.gov.uk)>  
**Cc:** Vice-Chancellor <[Vice-Chancellor@leeds.ac.uk](mailto:Vice-Chancellor@leeds.ac.uk)>  
**Subject:** Re: Supporting NHS Test and Trace - Lab workforce mobilisation

Good afternoon,

Thank you for your email. Please may I acknowledge receipt.

Best wishes,  
[sec 40]

Clerical Assistant  
Vice-Chancellor's Office  
Level 13, 13.04  
The Marjorie and Arnold Ziff Building  
University of Leeds  
Leeds, LS2 9JT  
Email: [vco-clerical@leeds.ac.uk](mailto:vco-clerical@leeds.ac.uk)  
Tel: [sec 40]

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**From:** covid testing assistance <[covidtestingassistance@dhsc.gov.uk](mailto:covidtestingassistance@dhsc.gov.uk)>  
**Sent:** 11 September 2020 16:07  
**To:** Vice-Chancellor <[Vice-Chancellor@leeds.ac.uk](mailto:Vice-Chancellor@leeds.ac.uk)>  
**Subject:** Supporting NHS Test and Trace - Lab workforce mobilisation

Dear Professor Buitendijk,

Following on from the Prime Minister's letter last week, I am writing to request your support to further expand the UK's testing capability. Thanks to the continued support of institutions across the UK, we have mobilised a world leading testing service, enabling us to test symptomatic individuals nationwide. To support the return to a more normal way of life, we are increasing testing for symptomatic individuals and plan to, where appropriate, provide local asymptomatic testing for at risk communities.

The most important part of increasing our testing capacity is recruiting the skilled workforce required for laboratories. In order to successfully increase daily capacity, we need to recruit a large number of individuals across a variety of roles across our laboratory network. We are seeking individuals for the following roles:

- Experienced laboratory staff able to assume management, operations and training roles;
- HCPC registered scientists and Biomedical Scientists;
- Technicians, post-docs and graduate students with molecular biology experience, to join the existing lighthouse laboratories in Milton Keynes, Cambridge, Manchester, Newport, Charnwood, and Glasgow. *We need over 400 technicians immediately, preferably conversant with PCR assay techniques (qRT-PCR and ePCR);*

- Recent graduates with a degree in a biological discipline (particularly virology, microbiology, or biomedical sciences), who are seeking their first professional laboratory role. Minimum requirements are experience in pipetting and operating within biosafety cabinets;
- We are also exploring part time opportunities for current students holding some previous lab experience

Additionally, all of the roles above will support the establishment of new laboratories at future locations (including centralised, near patient and point of care), across a variety of assays (PCR, LAMP, Lateral Flow). Requirements will evolve quickly over the coming weeks and months.

### **The employment offer**

We are offering roles on a 1-18 month basis and can employ people to start immediately. We offer comprehensive training and candidates will be integrated into existing teams. We offer pay in line with current university rate salaries. Candidates will be employed either directly by laboratories who are working to the NHS Test and Trace programme, or through third party agencies on flexible working arrangements to suit the individual. We can also discuss secondment and time share arrangements for senior positions, should this be appealing to you, your staff or members (and many thanks if you have already offered to do so). If this is something you would like to discuss, please respond to this email and one of the Programme team will be in touch.

### **How you can help**

Due to the numbers we want to recruit, we have set up a database where interested individuals can register their details. We will then contact relevant candidates with further details of specific roles. To support this, **can you please share the attached message with your staff, students, and alumni, and share it on your organisation's intranet and social media channels?**

Please feel free to pass this onto any other groups, institutions, or networks who you believe might have individuals with relevant qualifications and skills.

This work is absolutely crucial in the fight against COVID-19 and enabling the return of more normality to our lives. I thank you for your support and do not hesitate to reach out to my team if you have any further questions.

Kind Regards,

[sec 40]

**Professor Dame Anna Dominiczak DBE MD**

Director of Laboratories

COVID-19 National Testing Programme

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**From:** VCO Clerical <[vco-clerical@leeds.ac.uk](mailto:vco-clerical@leeds.ac.uk)>  
**Sent:** 09 October 2020 10:55  
**To:** [Universities.PS@education.gov.uk](mailto:Universities.PS@education.gov.uk) <[Universities.PS@education.gov.uk](mailto:Universities.PS@education.gov.uk)>  
**Subject:** Re: Important: Daily Covid-19 data reporting

Good morning,

Thank you for your email. Please may I acknowledge receipt, on behalf of the Vice-Chancellor.

Could we please ask that these emails are, in future, also sent to [s.e.buitendijk@leeds.ac.uk](mailto:s.e.buitendijk@leeds.ac.uk).

Many thanks in advance for your assistance.

Best wishes,  
[sec 40]

Clerical Assistant  
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**From:** PS, Universities <[Universities.PS@education.gov.uk](mailto:Universities.PS@education.gov.uk)>  
**Sent:** 09 October 2020 09:37  
**To:** PS, Universities <[Universities.PS@education.gov.uk](mailto:Universities.PS@education.gov.uk)>  
**Subject:** Important: Daily Covid-19 data reporting

Dear all,

As you will know, and have prepared plans for, the increase in cases of Covid-19 amongst the university population is rapidly evolving. We have been working closely with you and Public Health England since the start of the pandemic to keep a constant review on the latest data on infection rates, and are very grateful for your collaboration on that.

Given the constant change in the situation on the ground, we are now really keen to be in regular daily contact with universities and HE providers to ensure that we always have a live picture of events to feed into rapid policy development and the provision of timely support.

To enable this, we are asking all universities and HE providers who have a **cumulative 7 day total Covid-19 case load of 25 or more cases to report directly to the HE Covid Planning inbox** ([he.covidplanning@education.gov.uk](mailto:he.covidplanning@education.gov.uk)) with the information requested in the table below by **2pm daily**.

We need this data to help manage the impact of and response to Covid-19 on the education sector. All universities and Higher Education Providers must send this information to the department as the

information you supply will help the department and other government bodies make decisions, and will help inform how we can support you. You do not need to return this information if your institution already completes the educational settings form for Further Education colleges.

Topic	Q No.	Question	Response
Institution	1a	Institution Name	
	1b	Institution UKPRN	
Students	2a	Number of Daily Covid Cases (Students)	
	2b	Cumulative Covid-19 Cases in the last 7 days (students)	
	2c	Number of students known to be self-isolating	
Staff	3a	Number of Daily Covid Cases (Staff)	
	3b	Cumulative Covid-19 Cases in the last 7 days (Staff)	
Tier	4a	What is your current education tier level?	
	4b	Do you have an active plan to change tier level in the next three days? (Y/N)	
	4c	If 'yes' to 4b what is the proposed new tier?	
	4d	If 'yes' to 4b, please confirm you have consulted the local Director of Public Health in this Decision (Y/N)	

We do understand that additional requirements of data can be onerous and we are keen to streamline this as far as possible. To this end, we are working with the Office for Students to develop a user friendly data tool that will provide an accessible reporting mechanism for these daily figures. We are aiming to have this ready towards the end of next week.

We would also welcome any feedback you have on how we can make this process as straightforward as possible.

As ever, thank you for your patience, co-operation and incredible hard work during these unprecedented times.

**[sec 40]**

[sec 40] to Michelle Donelan MP, Minister of State for Universities

Department for Education, 7th Floor, Sanctuary Buildings, Great Smith Street, London, SW1P 3BT