

## **Protocol for staff who fall ill on campus [8<sup>th</sup> June to the 31<sup>st</sup> August]**

In the event that you begin to feel unwell on campus the following steps should be taken:

### **If you have your car and are well enough to go home then:**

- Isolate immediately from other staff
- Wear a face mask if you have one available to you
- Call caretakers on Ext: 4660/4999 or email them at [caretakersdesk@iadt.ie](mailto:caretakersdesk@iadt.ie) to notify them that you are unwell and are leaving your location on campus in order that they can isolate the area.
- Keep a distance of least 2 metres from others.
- Go home as quickly and safely as possible.
- Avoid coming in contact with people or touching surfaces and objects where possible.
- Self-isolate at home and phone your GP.
- Once you have completed the following steps you will need to contact your manager by phone and/or email and ensure that you provide them with the list of staff you have met with over the working day.

### **If you cannot go home immediately:**

- Remain self-isolating in the room you are in and phone your GP
- Wear a facemask if you have one available to you
- Call caretakers on Ext: 4660/4999 or email them at [caretakersdesk@iadt.ie](mailto:caretakersdesk@iadt.ie) to notify them that you are unwell are not in a position to leave campus in order that they can isolate the area and contact a family member and/or ambulance if required.
- Keep a distance of least 2 metres from others
- Avoid coming in contact with people or touching surfaces and objects where possible.
- Cover your mouth and nose with tissues when you cough or sneeze. Bin these
- Once you have completed the following steps you will need to contact your manager by phone and/or email and ensure that you provide them with the list of staff you have met with over the working day.
- Avoid returning home by public transport if that is how you travelled to work.