

## FFACT Classroom/Studio/Lab Procedures and Protocols

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### Introduction

The institute has been preparing for a return to campus over the summer. IADT's covid-19 response protocols are available [here](#). It is important that we maintain as much on campus activity as we can to give the students as much of 3<sup>rd</sup> level experience as we can. A target of 25% of on campus activity is a minimum target we need to hit if students are going to feel connected to their discipline. This can and will flex up and down depending on the programme, year group and time of year.

- The following are the FFACT protocols focusing on relevant teaching spaces.
- Key HSE information on the coronavirus and how to protect you and those around you is [here](#).
- Check the IADT Coronavirus [updates regularly](#).

### Health & Safety – Key principles

- Everyone shares responsibility for ensuring social distancing is being maintained and that everyone follows the health and safety guidelines
- Facial coverings are to be required in all spaces where a 2 metre distance cannot be maintained (e.g. all technical spaces, some classrooms, all studio and lab spaces) except where there are legitimate reasons for not wearing a mask (see IADT return to work [protocols](#) and [HSE guidelines](#))
- Protective screens will be installed in smaller spaces where people need to be in close proximity or face visors can be worn with a face covering
- Everyone must maintain correct respiratory coughing and sneezing [etiquette](#)
- Class attendance will be recorded to help with contact tracing – we also encourage the use of the HSE [app](#)

### Cleaning

- A special covid-19 cleaning regime will be in place (minimum twice a day) however, we must all (staff and students) clean our own spaces before we begin and once we are finished in a space - equipment and surfaces in your immediate area should be fully cleaned when you are finished with them and before you first use them.
- Blue paper roll and appropriate sprays will be provided for each space
- If supplies are running low contact [cartakers@iadt.ie](mailto:cartakers@iadt.ie) – put covid-19 in the subject bar

### Classroom Protocols

- Rooms will only take a set amount of people – this will be marked on the doors
- Each student year group will be divided into pods of set amounts that will not change for the first term. This is to assist with contact tracing should someone contract the virus. Pods can be between 10 and 20 students depending on the year group, size of room and programme.
- Multiple pods from the same year group may be brought together in larger rooms if the space allows it.
- No dedicated desks - we need to rotate everyone through all the spaces over the week – evening classes might be a possibility
- All lecterns will be a minimum of 2m away from the students
- A staff member may wear a visor when teaching if they chose to do so
- Minimum 15-minute break every 2 hours of class time
- All activities must be timetabled – it is imperative that we know where everyone is or should be – moving between spaces should be kept to a minimum
- Project work needs to be portable and conscious of the realities of covid-19