

Protocol for attending on Site during COVID 19

Document Reference and Version Number	Version 1 – June 2020
Purpose	<p>This policy sets out IADT's protocols for the following staff attending on Site:</p> <p>Emergency Workers (Estates and Facilities Staff, Lecturing Staff and Technical Staff)</p> <p>Staff attending on an Adhoc Basis to complete work that they are unable to complete from home</p>
Commencement Date	June 2020
Date of Next Review	August 2020 (or before)
Who needs to know about this document	All Staff
Revision History	Version 1
Policy Author	HR Manager
Policy Owner	HR Manager
Approved	

Context

The public health management of Covid-19 required significant proportions of the Irish workforce to commence working from home in March 2020. These government restrictions still remain in place and will continue subject to ongoing review of the management of the spread of Covid-19.

The guidance from Government is that where staff can remain working from home they should do so however certain roles or responsibilities cannot be completed from home and from the 18th May onwards, the Institute is open between the hours of 10am to 4pm daily in order to allow access to the following Staff:

- Caretaking staff who are preparing the campus for opening
- Technical staff who are working on various projects and upgrades in preparation for the new academic year 2020/21
- Academic staff from now until the 20th June who are preparing for the coming academic year and completing assessments and programmatic review.
- Other staff, on an adhoc basis, who require access to the Institute's campus to complete work that they cannot complete from home.

Permission to attend on site

Staff members who need to carry out essential tasks or processes that cannot be completed from home, then Campus is available to you, once;

- You have notified your Manager/Head of Department of the day and the time you wish to attend on campus and why you wish to attend;
- Your Manager has approved your attendance on site if the task cannot be completed from home;
- Your Manager has assessed the layout of your office/working location and the numbers of staff members needing to work on Campus to ensure that social distancing can be maintained at all times;
- Your Manager has notified Edel in the Estates and Facilities office of the time and date of the visit, this is to monitor and limit overall numbers on Campus to maintain social distancing;
- you have filled out the online declaration form which is located on the website;

Protocol while attending on site

Attending on site during Phases 2 to 5 will be subject to the following strict protocols, as this is a live document, certain protocols maybe subject to change at any time so keeping familiar with the version of this document will be important throughout the summer and beyond as it is subject to change.

On Arrival and on Departure from the Campus

- Record your arrival and departure on Campus by sending an email on arrival to and prior to departure from the campus to the caretakers (caretakersdesk@iadt.ie) to notify them that you are on site/leaving site.
- Fill in the attached On Campus Contact log of all the staff you have met and the level of time you have spent with these staff (under 15 mins or over 15 mins). This log is solely for the purpose of being able to notify the HSE, in the event that you or someone else falls ill due to Covid-19, so that they may be able to commence contact tracing.

- In the event you fall ill while on campus follow the **Protocol for Staff who fall ill on Campus**
- Each office has been supplied with a disinfectant spray, paper towels and box of tissues – wipe down your desk and equipment on arrival and departure and any other surfaces such as photocopier and other equipment as is necessary. Where you need replenishment of disinfectant and/or paper towels or tissues please contact Sandra.newell@iadt.ie in the Estates and Facilities Office.

Personal Requirements while attending on Campus

There are 3 primary protectors in controlling the spread of the Virus and keeping us all safe and well at this time these are Hygiene (hand washing, soap and water are best), Social Distancing (staying 2 metres apart) and Respiratory Etiquette (if you need to cough or sneeze, please do so into a tissue or into your elbow). Further information is below with links to videos, it is a Government requirement that all staff view these or similar videos.

1. Handwashing:

Ensure that you wash your hands on arrival on Campus, sanitisation stations are available in every building, and a regular basis throughout the time when you are on site, particularly if you need to move to other rooms.

Guidance from the HSE on how to wash your hands is here:

<https://www.hse.ie/eng/about/who/healthwellbeing/our-priority-programmes/hcai/hand-hygiene-in-irish-healthcare-settings/hand-hygiene-videos/>

2. Maintain the correct level of social distancing:

Government Policy is that social distancing is important to help slow the spread of coronavirus. It does this by minimising contact between potentially infected individuals and healthy individuals.

You should:

- keep a space of 2 metres (6.5 feet) between you and other people
- Avoid being within 2 metres of any other individual, not from your household for more than 15 minutes.
- avoid any crowded places
- not shake hands or make close contact with other people, if possible
- avoid communal sleeping areas (although this is not applicable in IADT)

If you observe all of these, both in work and in your private life, the risk to you is minimised. There is little risk to you and others if you are just passing someone, but where possible try to keep a distance of 2 metres as much as possible.

Guidance from the HSE on maintaining social distance is here:

<https://www2.hse.ie/conditions/coronavirus/protect-yourself-and-others.html#social-distancing>

3. Respiratory Etiquette

Staff must remember to continually maintain cough etiquette and respiratory hygiene measures, including coughing and sneezing into the sleeve or elbow and disposing of tissues where required.

Other Considerations

Face Coverings:

While there is currently no specific requirement for staff members to wear face masks, it is perfectly acceptable for you to bring and wear your own face mask. Some colleagues may decide to wear a face mask in the work environment and it is their choice to do so at present. Face coverings may be made mandatory for certain teaching and learning activities.

High Risk Staff:

While "very high risk" staff may be requested to stay and work from home, "high risk" staff or those who are otherwise vulnerable will be supported to attend campus and participate in face-to-face activities. The Institute is continuing to work on supports and additional protective measures that might need to be put in place to facilitate such staff's participation. I have attached the link for such staff to read through before they return next week and should they wish to discuss further, I am happy and available to discuss.

<https://www2.hse.ie/conditions/coronavirus/people-at-higher-risk.html>

Illness:

Staff exhibiting Covid-19 symptoms, including fever (temperature), cough, shortness of breath and breathing difficulties, must **not** attend campus or participate in face-to-face teaching and learning activities. **They must self-isolate for fourteen days.**

However in the event you fall ill while attending on Campus please IADT's **protocol for staff who fall ill while on campus** in such an instance.

Onsite Facilities:

Please be reminded that there will be no canteen or kitchen facilities available during this phase of getting ready to open. Staff should ensure that they bring any refreshments that they will require with them, including where possible bottled water.

Cleaning:

In addition to the request to staff to disinfect their personal desk area and any other surfaces that they may use on arrival and departure, the Institute will be cleaned by contract cleaners at regular intervals.

Additional Information:

National Return to Work Safely Protocol –

<https://dbe.gov.ie/en/Publications/Return-to-Work-Safely-Protocol.html>. This Protocol is very general to accommodate all types of work place and therefore does not take account of each individual place of work and therefore there is a requirement to adopt the principles as set out in this protocol, but adapt the actions needed to reflect the requirements of the Institute and the Campus. This protocol was developed to help the Government achieve their 5 phase return to work over the period from May to August. While the Department of Education may issue further guidelines, these have not yet been issued and the Government Protocol is that it is for each employer to assess the risks associated with their workplaces.

Staff Contacts:

Staff can contact the following staff if they have queries about their attendance on site:

Niamh Clifford (HR Manager)	Niamh.clifford@iadt.ie
Georgina Murray (HR Assistant)	gina.murray@iadt.ie
<i>(Declarations, Personal Protocols on site, High risk categories of staff)</i>	

Grace Weldon (Estates and Facilities Manager)	Grace.weldon@iadt.ie
Edel Donnelly (Assistant Estates & Facilities Manager)	Edel.donnelly@iadt.ie
<i>(Access to campus)</i>	
Caretakers Desk	caretakersdesk@iadt.ie or extn 4660
<i>(any issues while on campus)</i>	
Sandra Newell (Estates and Facilities Officer)	Sandra.newell@iadt.ie
<i>(to order disinfectant, paper towels or tissues)</i>	