

IADT Protocol for dealing with COVID-19 on Campus

1.1 IADT Protocol for dealing with COVID-19 on Campus

This is the IADT Protocol for managing the circumstances where a Covid-19 case arises on Campus. This Protocol is part of the overall IADT Covid-19 Response Protocol.

1.2 Suspected or Confirmed Cases of COVID-19 on Campus

If a member of staff or a student experiences any COVID-19 symptoms and/or their condition deteriorates they are required to self-isolate immediately in their location and inform their line manager or head of department or the most senior staff member available in their work area by phone or email.

Staff Members must also follow the IADT Protocol for staff who fall ill on campus, please see below.

Students must also follow the IADT Protocol for students who fall ill on campus.

If possible, the staff member or student should go home as quickly as possible, but not without notifying their line Manager or Head of Department (by phone) **and** the Caretakers (by e-mail).

Where the affected member of staff or student is not able to go home and not able to remain in isolation at their current location, they will be directed to the designated isolation room by a first aider or nurse.

A decision will be made on whether to call an ambulance or to allow the person to travel home to self- isolate.

There will be a kit of protective equipment provided for both first aider and the affected staff member/student which will include a face mask, gloves, disposable apron and face shield/eye protection. The designated isolation room will be cleaned and disinfected after the patient has left.

The identified isolation room is: **Staff Welfare Room Backlot Building**. Additional rooms will be identified and notified as required and where necessary for each building.

1.3 Contact with a Confirmed Case

If a confirmed case of COVID-19 is identified on Campus, The HSE will be notified and the Institute will follow their guidance with regards to close contacts. For these reasons, it is important for staff and students to maintain the relevant contact logs and to download and use the HSE COVID Tracker App. Subject to the guidance received from the HSE, those who have had close contact may be asked to work and/or study at home for 14 days from the last time they had contact with the confirmed case and follow the restricted movements guidance set out by the HSE.

All affected staff cases will be followed up by HR and the appropriate leave arrangements will be put in place: [IADT COVID-19 Special Leave](#).

All affected student cases will be followed up by the Faculty Office and Students Health Centre. If the person develops new symptoms or their existing symptoms worsen within their 14-day observation period, they should call their doctor for reassessment.

People who have been in close contact with a confirmed case include:

- Any individual who has had greater than 15 minutes face-to-face (2 hours, a risk assessment will be undertaken by the HSE taking into consideration the size of the room, ventilation and the distance from the case.

Personnel who have been in casual contact with a confirmed case includes:

- Healthcare workers, not including laboratory workers, who have taken recommended infection control precautions, including the use of appropriate PPE, during the following exposures to the confirmed case.
- Direct contact with the case (as defined above) or their body fluids.
- Present in the same room when an aerosol generating procedure is undertaken on the case.
- Any individual who has shared a closed space with a confirmed case for less than two hours.
- Passengers on an aircraft sitting beyond two seats (in any direction) of a confirmed case.
- Any individual who has shared a closed space with a confirmed case for longer than two hours, but following risk assessment, does not meet the definition of a close contact.

1.4 Cleaning after a Confirmed Case

Where a confirmed case has spent sufficient time in any office or area that is likely to require sanitation, this will be carried out according to the guidance from the HSE and for environmental cleaning in non-healthcare facilities [HSE Cleaning Guidance](#).

The Section on Cleaning of Buildings outlines the requirements for Campus Cleaning.

1.5 Returning to Work Following COVID-19

The Civil Service CMO advises that in confirmed COVID-19 infection cases, an individual needs to be 14 days post onset of symptoms, and also 5 days fever free (which may run concurrently) before returning to the workplace. Please note that the 14 days is from the onset of symptoms, and not the date of receiving a positive COVID-19 test result.

Please note that the DPER FAQs relate to a return to work on Campus. These arrangements do not preclude staff members from returning to work at home at an earlier stage if this is feasible, depending on the situation in each case.

However, staff members should seek appropriate advice from their GP regarding returning to work at home following any illness.

Staff members applying for special leave with pay arising from COVID-19 will be required to complete a self-declaration form and return this to the HR Office.

Appendix 1

Protocol for Staff who Fall Ill on Campus [8th June to the 31st August 2020]

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 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 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.

Appendix 2

COVID-19 Special Leave with Pay Arrangements

COVID-19 Special Leave with Pay Arrangements

Document Reference and Version Number	Version 1 – June 2020
Purpose	This policy sets out for staff the process to avail of special leave with pay should they fall ill during the COVID-19 Crises
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	Subject to Department Circulars/Protocols

Context

Special Leave will pay should only apply when an employee is advised to self-isolate and is displaying symptoms of COVID-19 or had a positive test. Medical or HSE advice should be followed by all employees in order to avail of this leave.

Special leave with pay is being used in place of sick leave for the specific treatment of COVID-19. For all other illnesses the following Circular Letters continue to apply:

- Circular Letter 0062/2015 Revised Sick Leave Arrangements for all Staff of Institute of Technologies.
- Circular 11/2012: Public Service Pension Reform: Revised Ill-health and death in service arrangements for part-time public servants
- Single Scheme Guidance Note 01/2017 Enhancement of Benefits in cases of Retirement on Medical Grounds under the Single Public Service Pension Scheme

Special Leave applies when an employee

- Is advised to self-Isolate and is displaying symptoms of COVID-19
- Has tested positive for COVID-19
- Has been advised by the HSE or by their doctor to self-isolate

Availing of Special Leave with Pay

- Appropriate medical/HSE confirmation of the need to self-isolate and/or a diagnosis of COVID-19
- Staff can make a self-declaration. This can be done by filling out the online declaration form provided on the IADT website or requested by email from Gina.murray@iadt.ie in the HR office
- If a staff member makes a self-declaration they must follow this up with an appropriate medical/HSE confirmation not later than 2 weeks following the self- isolation period.
- Where no medical/HSE confirmation is furnished to the HR office than leave taken for the purpose of self-isolation will be recorded as Ordinary Sick leave in the normal way.
- Documentation will be held on your personnel file for audit purposes
- Any Special leave with pay taken will be recorded on Corehr in the normal way.

DEASP Illness Benefit

All Permanent and ProRata staff can avail of special leave with pay for COVID-19 and are therefore excluded from availing of the special DEASP COVID-19 Illness Benefit. Any instances where staff are found to be in receipt of both payments will be subject to disciplinary action.

Staff on fixed term contracts can avail of special leave with pay for COVID-19 for the duration of their fixed term contract. Where their contract expires during a period of special leave then they may be entitled to avail of the special DEASP COVID-19 Illness Benefit for the remaining period.

HPAL and other hourly paid staff may be entitled to avail of the special DEASP COVID-19 Illness Benefit for periods where they are not being paid outside their scheduled working arrangements however payments will be on application to the DEASP directly. The HR department will provide supporting documentation where necessary. Please contact gina.murray@iadt.ie if any information from IADT is required.

Illnesses other than COVID-19

Any non-COVID-19 illness will be recorded as Ordinary Sick leave and all the general rules applying to sick leave continue to apply.

Bank Holidays

There is no entitlement to leave in lieu for bank holiday days while on Special leave with pay

Return to work

Following a period of self-isolation or a diagnosis of COVID-19 staff must complete the following and return to Gina Murray (gina.murray@iadt.ie) in the HR Department:

- Online Self-declaration form and notify
- Medical Cert stating the date of fitness to return to work
- All other return to work protocols both for onsite and remote working will continue to apply

Where staff have not got the medical cert from the doctor. This will have to be completed retrospectively in order to avail of this leave. In the absence of the appropriate medical/HSE documentation the leave taken will be recorded as ordinary illness under the terms of Circular 0062/2015.

Appendix 3

Wayfinding Maps & Backlot Isolation Room



ground	wall
	Keep distance
	Main entrance Route
	No access
	Emergency exit only
	Queue here
	No Exit

ground	wall
	One way
	Give way on stairs
	Give way
	Sanitiser
	Max capacity
	Exit

ground	wall
	Up only
	Down only
	Authorized access only/timetabled access only
	2 way traffic floor line
	Keep left arrows



Painted signs on ground

Entrance

No Entry

Queue here

Isolation Room

Free standing Swinging Signs

keep distance on back of each swinging sign

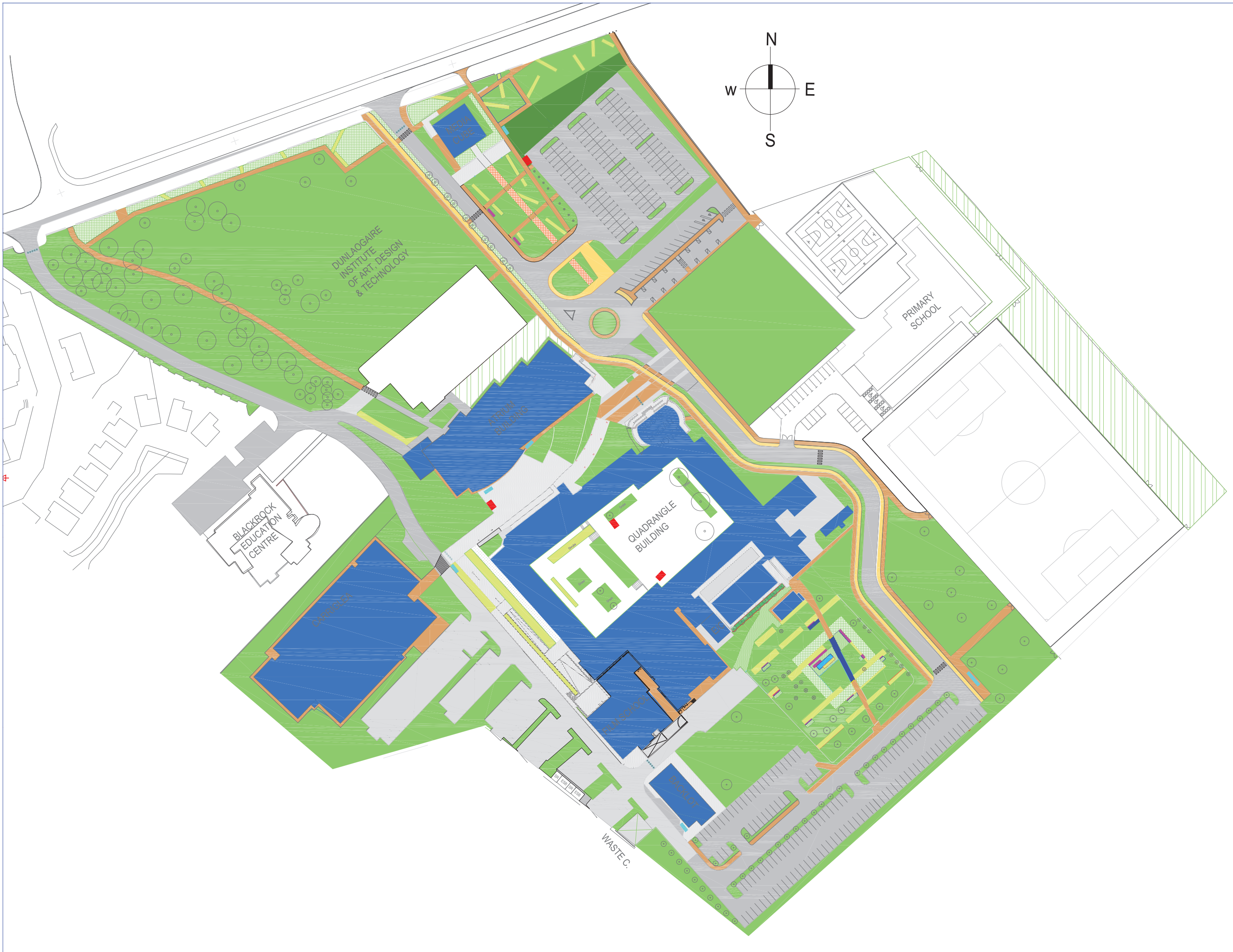
NFS ↑

Atrium Quad ↑ →

Quad Carriglea ← ↑
NFS ←

Atrium ←
Róisín Hogan House →

Atrium Quad ↑



0 Backlot

How to find your way around

- Keep to left (2 way)
- Sanitising Station
- Isolation Rooms

