

IADT Protocol for Responding to alterations to the Levels of Restrictions in the Government's Plan for living with COVID-19

1. Responding to alterations to the Levels of Restrictions in the Government's Plan for living with COVID-19

1.1 IADT Protocol for COVID-19

In response to the Government's Plan for reopening the economy and the return to Campus in September 2020, IADT developed the IADT Covid-19 Response Protocol which is available here: [IADT COVID-19 Response Protocol](#)

1.2 Plan for living with Covid-19

On 15 September 2020, the Government introduced a framework to manage the pandemic, called the ***Plan for living with COVID-19***.

The framework sets out 5 levels of restrictions. Level 1 has the least restriction and Level 5 has the most. The framework has the capacity to be applied on a county by county or regional basis. The levels applicable to any county or region will be determined by the Government based on the latest public health advice. For more information on the different levels see [Plan for living with COVID-19](#). The level that applies to each county depends on the current COVID-19 situation in that county.

It should be noted that while the Government intends to allocate a Level to specific areas, it is also possible that the Government may enhance a specific level or limit the restrictions for a specific Level in accordance with the advice received by it.

1.3 IADT Protocol for Responding to alterations to the Levels of Restrictions in the Government's Plan for living with COVID-19

This is the IADT Protocol for managing the circumstances where changes to the levels of restrictions are announced by the Government. This Protocol will only be applicable where the Plan for Living with COVID-19 levels are adjusted for a) the Dún Laoghaire Area; b) the entire County of Dublin or c) the entire Country.

The Table below sets out the broad operations that will be applicable for IADT at each of the defined levels. It should be noted that where the Government imposes additional restrictions

within any Level or limits the restrictions for any Level, IADT will follow such additional elements without adjusting this Protocol. Staff and Students should follow the guidance issued by Managers and Heads of Department at all times.

1.4 D/FHERIS and THEA Guidance

The Department of Further and Higher Education, Research, Innovation and Science (DFHERIS) along with the Technological Higher Education Association (THEA) will issue guidance in respect of the various levels and IADT will translate this guidance for the Institute and will implement the necessary protocols and safeguards.

The Government had determined that Higher Education is an essential service and that in that context on campus and student facing activity should be facilitated by the Institute where it is safe to do so, in accordance with all other guidance issued by the Public Health Officials, D/FHERIS and THEA.

2. Decisions and Communication

2.1 Decision Making

The President, on the advice of the Executive and the C19 CIRT, will determine the specific actions to be taken once the Government has issued its notice. The President will also receive guidance from D/FHERIS, the HEA and THEA. Please be aware that there can be short delays in receiving specific guidance from various sources and staff and students should continue with their existing arrangements while awaiting any new guidance.

2.2 Communication

The President will communicate the decision to the Executive, the Management Team and the C19 CIRT. The communications will then be cascaded as follows. Each Manager will provide direct communication with their staff members. The HR Manager will communicate with the Lead Worker Representatives (LWRs) and the Unions. The Student Experience Manager will communicate with the Student Union Officers. Heads of Academic Departments will communicate directly, or through the relevant Academic Staff Members with the individual class groups of students.

2.2 Notifications

Details of changes will be posted on Campus bulletin boards and on the Institute website. Staff and students should check these regularly for advice and guidance.

3. Levels and Actions

The below Table provides guidance on the Institute's expectations for every level included within the Living with COVID-19 Plan. The graphic identifies the ranges of restrictions at each level. These details are based on the application of the specific level without additional restrictions or limits to restrictions. IADT will apply the relevant level as the base point and will comply with any and all relevant additional and/or reduced restrictions and limitations.

3.1 Level 1

The Campus will be open and operating in accordance with the published operational plans for each area and the timetables issued to staff and students. On-campus classes will generally be scheduled to avoid rush hour where possible. Staff and students are expected to attend on campus as identified in these plans and timetables.

3.2 Level 2

The Campus will be open and operating in accordance with the published operational plans for each area and the timetables issued to staff and students. On-campus classes will generally be scheduled to avoid rush hour where possible. Staff and students are expected to attend on campus as identified in these plans and timetables.

3.3 Level 3

The Campus will be open and operating in accordance with the published operational plans for each area and the timetables issued to staff and students, although some additional classes will be moved on-line. On-campus classes will generally be scheduled to avoid rush hour where possible. Staff and students are expected to attend on campus as identified in these plans and timetables. Some adjustments may be required to accommodate staff and students in high risk categories.

3.4 Level 4

The Campus will be open for staff members to complete essential tasks; all other work will be completed remotely. Each Office will review and publish revised operational plans.

Academic Staff may attend on Campus to deliver remote teaching or may deliver remote teaching remote from Campus.

The Campus will be closed for Students, except where continued access to key equipment, studios and/or workshops is essential to achieve the learning outcomes for such Students. Such access will be approved by the Head of Department under strict compliance with social distancing, hand washing and PPE requirements. Generally, all Students will attend classes remotely. Revised Timetables will be issued to all students to reflect this.

The Library will be accessible on-line only.

Attendance on Campus must be notified in advance to the Caretakers. Student attendance on Campus must be notified to the Caretakers by the Head of Department/Faculty authorizing such attendance and providing the names of the students concerned.

3.5 Level 5

The Campus will be closed to staff and students unless deemed by the Institute as essential for the maintenance of the campus and facilities.

All offices will operate remotely except those which are essential for the maintenance of the campus and facilities, and where rosters have been developed. Essential work which must be completed on campus in offices and department will be permitted under controlled conditions.

Attendance on Campus must be authorised in advance by the President or the Secretary/
Financial Controller.

All learning and classes will be delivered remotely under revised timetables. IADT is fully committed to ensuring that the learning outcomes can be achieved by students including where the constraints arising from Level 5 are imposed.

The Library will be accessible on-line only.

Levels of Operation and Opening in line with Government Living with Covid-19 Guidelines (this may be amended or changed following further clarification from the Department, additional and/or reduced requirements may be imposed by the Government and these will not be reflected within this Table)

This Table is based on the Government’s declaration that Higher Education is an essential service and student facing on campus activity is permitted at all levels where it is safe to do so.

	LEVEL ONE	LEVEL TWO	LEVEL THREE	LEVEL FOUR	LEVEL FIVE
Campus	The campus is open to staff and students provided that they are adhering to social distancing guidelines as set out by the Institute.	The campus is open to staff and students provided that they are adhering to social distancing guidelines as set out by the Institute.	The campus is open to staff and students provided that they are adhering to social distancing guidelines as set out by the Institute.	The Campus is closed to students except where continued access to key equipment, studios and/or workshops is essential to achieve the learning outcomes for such students. The campus is open to staff for essential work that cannot be completed remotely.	The Campus is closed to staff and students unless deemed by the Institute as essential for the maintenance of the campus and facilities.
Operations	All offices operating in accordance with published local Operational Plan.	All offices operating in accordance with published local Operational Plan.	All offices operating in accordance with published local Operational Plan adjusted to provide for remote working for High Risk category Staff where necessary.	All offices operating in accordance with a revised and published local Operational Plan (adjusted to provide for remote working for High Risk category Staff).	All offices operating remotely except those which are essential for the maintenance of the campus and facilities and where rosters have been developed. Essential work which must be completed on campus in other offices is permitted under controlled conditions.

	LEVEL ONE	LEVEL TWO	LEVEL THREE	LEVEL FOUR	LEVEL FIVE
Library	Library open with regulated access and operating in accordance with published Library Schedule.	Library open with regulated access and operating in accordance with published Library Schedule.	Library open with regulated access and operating in accordance with published Library Schedule, however all materials quarantined.	On-line Library only.	On-line Library only.
Very High Risk Staff	Remote working for Very High Risk categories.	Remote working for Very High Risk categories.	Remote working for Very High Risk categories.	Remote working for Very High Risk categories.	Remote working for Very High Risk categories.
High Risk Staff	High Risk staff can attend on campus as required in accordance with local operational plan/Timetable	High Risk staff can attend on campus as required in accordance with local operational plan/ Timetable	High Risk staff can attend on campus as required in accordance with local operational plan/Timetable. However remote working will be encouraged where possible in agreement with the Manager/ Head of Department.	Remote working for High Risk categories.	Remote working for High Risk categories.
PMAS Staff	Expectation that staff would be working on campus in accordance with the published local Operational Plan and working the remainder of their time remotely.	Expectation that staff would be working on campus in accordance with the published local Operational Plan (normally 3 days per week) and working the remainder of their time remotely.	Expectation that staff would be working on campus in accordance with the published local Operational Plan (normally 1 to 2 days per week) and working the remainder of their time remotely.	Expectation that staff would be working on campus a maximum of 1 day per week in accordance with the revised and published local Operational Plan for the completion of essential tasks only and working the remainder of their time remotely.	All Staff working remotely except those who are essential for the maintenance of the campus and facilities and are rostered and/or those who are required to complete essential on campus tasks and have been authorised to do so.

	LEVEL ONE	LEVEL TWO	LEVEL THREE	LEVEL FOUR	LEVEL FIVE
Academic Staff	Expectation that staff would be delivering all timetabled hours in accordance with published timetables, both on campus and remote teaching. All other elements being delivered through a range of communication technologies.	Expectation that staff would be delivering all timetabled hours in accordance with published timetables, both on campus and remote teaching. All other elements being delivered through a range of communication technologies.	Expectation that staff would be delivering all timetabled hours in accordance with published timetables, both on campus and remote teaching. All other elements being delivered through a range of communication technologies.	Expectation that staff would be delivering all timetabled hours in accordance with revised published timetables through remote teaching either on campus or fully remote. Attendance on Campus may required for the supervision of students in studios and workshops. All other elements being delivered through a range of communication technologies.	Expectation that staff would be delivering all timetabled hours in accordance with revised published timetables through remote teaching including all other elements being delivered through a range of communication technologies.
Authorisation Requirements	Local Operational Plan	Local Operational Plan	Local Operational Plan	Local Operational Plan and notification to Caretakers. Specific notifications to Caretakers where students are attending on Campus	Specific Authorisation by President and/or Secretary/ Financial Controller

	LEVEL ONE	LEVEL TWO	LEVEL THREE	LEVEL FOUR	LEVEL FIVE
Students	Published timetables operating. On Campus, generally scheduled to avoid rush hour where possible.	Published timetables operating. On Campus, generally scheduled to avoid rush hour where possible.	Published timetables operating although some classes may move to on-line delivery rather than on Campus. On Campus, generally scheduled to avoid rush hour where possible.	Remote learning under revised timetables. Students who require continued access to key equipment, studios and/or workshops is essential to achieve the learning outcomes for such students will be permitted access under strictly controlled conditions.	Remote learning under revised timetables.

4. Travel to and from Campus

The Government’s Living with COVID-19 Plan also places restrictions on travel and the use of public transport. The Institute is also cognizant that many staff and students travel to the campus from outside the immediate area and from different counties. The imposition of differential restrictions will place additional complexities for these staff and student members.

The Government is committed to keeping schools and colleges open and operating as much as possible and, therefore, staff and students need to make every effort to attend where scheduled and possible. Where this is not possible, staff and students should contact the appropriate Manager or Head of Department to discuss the issue.

Staff and Students using public transport must comply with the requirements of the Government and the public transport provider.

Attendance on campus will be scheduled to avoid the need to use public transport during rush hour traffic, where possible.

Staff and students living close to Campus should consider walking and or cycling to and from Campus.

Where Level 5 Restrictions are imposed, the Institute will issue letters to staff members authorizing them to travel from their home address, as current in the HR records, to the IADT Campus. These letters should be carried by the staff member when travelling to Campus, these may either be printed copies or held on a mobile device.

Students should carry a copy of their on-campus timetable issued by the Faculty Office to demonstrate their requirement to attend on Campus.

National Framework for living with COVID-19



Very low rate of
COVID-19 infections
Low R-Number

Very high rate of
COVID-19 infections
High R-Number

	Level 1	Level 2	Level 3	Level 4	Level 5
Social & Family Gatherings	 Max: 10 from 3 other households	 Max: 6 from 3 other households	 Max: 6 from 1 other household	✗ No visitors	✗ No visitors
Weddings	 Max: 100	 Max: 50	 Max: 25	 Max: 6	 Max: 6
Indoor Events	Depending on venue size 100 200	Depending on venue size 50 100	✗ No organised events	✗ No organised events	✗
Outdoor Events	Depending on venue size 200 500	Depending on venue size 100 200	Gatherings of up to 15	Gatherings of up to 15	No organised events
Sports Training	 Normal training with protective measures	Indoors Pods of 6 Outdoors Pods of 15	1 Individual only Pods of 15 Non-contact	1 Individual only Pods of 15 Non-contact	✗ Individual training only
Matches & Events	100 indoor 200 outdoor 500 stadia	50 indoor 100 outdoor 200 stadia	✗ Except specific exemptions	✗ Except specific exemptions	✗ No events
Gyms, Pools & Leisure Centres	 Open with protective measures	 Open with protective measures	 Individual training only	✗ Closed	✗ Closed
Religious Services	 50 (or sub-groups of 50)	 50 (or sub-groups of 50)	✗ Services move online Funerals 25	✗ Services move online Funerals 25	✗ Services move online Funerals 10
Bars serving food, Cafés & Restaurants	 Open with protective measures	 Open Groups of 6 from up to 3 households	Range of restrictions up to and including no indoor dining	Outdoor dining only Max: 15 Takeaway/Delivery	✗ Takeaway/Delivery only

More detailed information is available at gov.ie/COVID19



Rialtas na hÉireann
Government of Ireland

National Framework for living with COVID-19



Very low rate of COVID-19 infections Low R-Number Very High rate of COVID-19 infections High R-Number

	Level 1	Level 2	Level 3	Level 4	Level 5
	<p>Open with protective measures</p>	<p>Open Groups of 6 from up to 3 households</p>	<p>Range of restrictions up to and including no indoor service*</p>	<p>Outdoor only Max: 15 persons Takeaway/Delivery</p>	<p>Takeaway/Delivery only</p>
Hotels, Guesthouses B&Bs	<p>Open with protective measures</p>	<p>Open with protective measures</p>	<p>Services limited to Residents only</p>	<p>Existing Guests & Essential Purposes only</p>	<p>Essential Purposes only</p>
Retail & Services <small>Mandatory face coverings</small>	<p>Open with protective measures</p>	<p>Open with protective measures</p>	<p>Open with protective measures</p>	<p>Primarily outdoor Essential retail/services</p>	<p>Essential Retail only</p>
Indoor Cultural Venues	<p>Open with protective measures</p>	<p>Open with protective measures</p>	<p>Venues closed Libraries available for e-services/call & collect</p>	<p>Venues closed Online services available</p>	<p>Venues closed Online services available</p>
Workplace <small>Work from home if possible</small>	<p>Staggered attendance</p>	<p>Essential Meetings, Induction & Training only</p>	<p>Attend only if absolutely necessary</p>	<p>Essential & other designated workers only</p>	<p>Essential workers only</p>
Domestic Travel	<p>No restrictions</p>	<p>No restrictions</p>	<p>Stay in your county except for work, education & essential purposes</p>	<p>Stay in your county Except for essential work, education & essential purposes</p>	<p>Stay at home Exercise within 5km</p>
Public Transport <small>Cycle or walk if possible</small> <small>Mandatory face coverings</small>	<p>Off-peak hours</p>	<p>Peak hours reserved for essential workers and purposes</p>	<p>Only when necessary</p>	<p>Avoid public transport</p>	<p>Avoid public transport</p>
Schools & Childcare	<p>Open with protective measures</p>	<p>Open with protective measures</p>	<p>Open with protective measures</p>	<p>Open with protective measures</p>	<p>Recommendations based on situation and evidence at time</p>
Adult & Higher Education	<p>Open with protective measures</p>	<p>Open with protective measures</p>	<p>Open Escalate all appropriate protective measures / limit congregation</p>	<p>Move online On-site attendance only when essential</p>	<p>Recommendations based on situation and evidence at time</p>
Care Homes	<p>Open with protective measures</p>	<p>Open with enhanced protective measures</p>	<p>Visiting suspended, aside from critical and compassionate circumstances</p>		
Over 70s & Medically Vulnerable	<p>Exercise judgement regarding engaging with others and in activities outside home.</p>				

*Pubs currently remain closed in Dublin

More detailed information is available at gov.ie/COVID19



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