

# IADT

## COVID-19 Response Protocol

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<b>Policy Author</b>	Secretary/Financial Controller
<b>Policy Owner</b>	COVID-19 Critical Incident Response Team

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# 1. INTRODUCTION

## 1.1 Purpose

The purpose of this COVID-19 Response Protocol is to identify and prepare a road map which is aligned with national public health guidance that facilitates the resumption of all IADT activities on Campus over a phased period to October 2020.

This plan considers national guidance, particularly the “Practical Guidance for Further and Higher Education for Returning to On-site Activity in 2020” issued on 22<sup>nd</sup> July 2020 by the Department of Education and Skills on behalf of the Department of Further and Higher Education, Research, Innovation and Science ([Department of E&S Guidelines](#)), DPER<sup>1</sup> Guidelines including Guidance and Frequently Asked Questions issued on 30<sup>th</sup> July 2020 as well as the National Protocol for Returning to Work Safely; Government, & DFHERIS<sup>2</sup> Guidelines; NSAI COVID-19 Workplace Protection and Improvement Guide; THEA<sup>3</sup> Guidance including the “Implementation Guidelines for Public Health Measures in Higher Education Institutions (HEIs)” issued by THEA, IUA and TU Dublin which followed consultation with staff union representatives under the aegis of ICTU, Staff safety, health and welfare; Student safety, health and welfare; Teaching, learning and assessment requirements; General operational requirements, Campus and building logistics and the maintenance of physical (social) distancing. It is aimed at providing high level guidance that will inform the development of more detailed planning for each Faculty and Department and in respect of each specific area of the Institute.

The priority for IADT is to assure the health and safety of our staff and students, while offering our students a rich and meaningful learning experience and sustaining research, scholarship and engagement.

## 1.2 Background

Coronavirus COVID-19 is a new illness that can affect lungs and airways. It is caused by a new (novel) Coronavirus called CoronavirusSARS-CoV-2. Current evidence suggests that the virus is significantly more infectious than the flu that circulates every winter. COVID-19 emerged and was identified in January 2020 and records indicate that it arrived in Ireland in February 2020.

On 12<sup>th</sup> March 2020, the Irish Government ordered the closure of all schools and higher education establishments, initially until 30<sup>th</sup> March. On 27<sup>th</sup> March 2020, the Government implemented a national lockdown effective from 29<sup>th</sup> March, this was extended until Monday 18<sup>th</sup> May 2020.

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<sup>1</sup> Department of Public Expenditure and Reform

<sup>2</sup> Department of Further and Higher Education, Research, Innovation and Science; this is a new Department and takes over responsibility for Higher Education from the Department of Education and Skills

<sup>3</sup> Technological Higher Education Association

### 1.3 DFHERIS Guidance, National Protocol and Roadmap

The Government announced a Protocol and Roadmap for reopening the economy effective from 18th May 2020. The Re-opening was intended to occur in 5 Phases as outlined by the Government. On 5<sup>th</sup> June the National Protocol Roadmap went from five to four phases for planning for society returning to normal activities with specified control measures. The fourth phase was due to commence on the 10th August 2020, but elements of this have been deferred to 31st August 2020.

These phases are outlined below and have been translated to their effect on IADT. The Phases have been and may be subject to change following further Government announcements.

**Phase 1: 18<sup>th</sup> May 2020:** Institute buildings were permitted to open for access for organisation and distribution of remote learning and to implement measures set out in the national protocol for return to campus.

**Phase 2: 8<sup>th</sup> June 2020:** Staff, such as those who can keep a 2-metre distance from others in their work environment **and** who are not in a position to conduct their work remotely are permitted to return to campus subject to conditions. It is expected that the majority of staff would continue to work from home, where possible. Staff members who identify themselves as high and/or very high risk and/or have caring responsibilities are expected to continue to work from home, where possible.

**Phase 3: 29<sup>th</sup> June 2020:** Staff who can work safely while maintaining a 2 metre distance from others **and** where employees have low levels of daily interaction with external people may return to Campus. Physical (Social) Distancing, greater than 2 metres, continues to be a strict requirement. Remote working is to continue for all staff members that can currently do so.

**Phase 4: 10<sup>th</sup> August 2020 (31<sup>st</sup> August 2020):** A phased return to work across all sectors was provided. Employees who cannot work remotely are to be considered first for a return to onsite working. Depending on the business needs, measures such as shift work and staggered hours should be implemented to increase the numbers of workers available for work in any 24-hour period, as long as the business can limit the number of workers interacting with each other. Remote working continues for all Staff Members that can do so.

**DFHERIS Guidance:** DFHERIS issued guidance for Higher Education Institutions setting out the application of the National Guidelines in Higher Education Institutions in preparation for the return to Campus in Autumn 2020; *“At present, the education sector campuses are not permitted to reopen for students until Stage 4 of the Roadmap commences, that is 10 August 2020.”*

A number of sectors (including the hospitality sector, transport, prisons and other services) have adapted the guidelines in respect of public health / social

distancing that are based on the particular context in those sectors, combined with the mitigations introduced to ameliorate risk. These adaptations are consistent with the National Guidelines and a similar approach for HEIs has been published and this IADT Protocol reflects these HEI adaptations.

#### **1.4 Actions Taken by IADT**

Arising from reports of the emergence of COVID-19, the President established a COVID-19 Critical Incident Response Team (C-19 CIRT) in January 2020 under the provisions of the Institute's Critical Incident Protocol. The details of the C-19 CIRT are set out in Section 2.4 below.

In late February, on the basis of the emergence of incidents in a range of European countries, the C-19 CIRT advised the President and requested that she implement a suspension of all international travel on behalf of the Institute by IADT Staff Members and that guidance to return to Ireland be issued to all IADT students studying abroad. This suspension to operate until 31<sup>st</sup> March 2020 and be subject to review.

On 12<sup>th</sup> March 2020, in accordance with a Directive from the Government, the Institute closed its Campus and moved all operations to remote provision. This included all remaining teaching, all assessment processes, all staff recruitment processes, all student recruitment processes and all other business operations. Between 23<sup>rd</sup> March and 26<sup>th</sup> March, IADT provided controlled access to campus for staff members to collect working material and equipment essential for the continuation of remote home working.

On 27<sup>th</sup> March, with effect from 29<sup>th</sup> March, the Government implemented a range of lockdown measures that significantly restricted the movement of people. In order to maintain the essential measures to protect the campus, IADT implemented a travel permit system where travel to campus was essential either for emergency purposes or for specifically identified purposes.

In accordance with the National Response requirements, IADT has provided access to An Garda Síochána to the Carriglea Building for the purposes of Physical (Social) Distancing in local Garda Stations.

On 20<sup>th</sup> May 2020, in accordance with Government Protocols, IADT opened Campus to Caretaking Staff for the purposes of preparing the Campus for wider reopening. The Caretaking Staff were consulted on this element of the Plan and received inductions regarding hand hygiene, respiratory hygiene and etiquette, physical (social) distancing and the correct use of PPE.

Further actions and elements of the return to Campus Protocol are outlined in the Sections below.

## **1.5 IADT COVID-19 Policy**

This COVID-19 Policy Section outlines our commitment as an employer to implement the necessary plans to protect the safety, health and welfare of our Staff, Students and Visitors to Campus and to help prevent the spread of the virus. The formal policy is set out in Appendix A to this Protocol, and is signed and dated by the President. The Policy will be brought to the attention of all staff and student in IADT.

## **1.6 Policy and Protocol Reviews and Updates**

This Protocol and all policies attaching hereto and issued relating to the management of the COVID-19 Crisis will be continuously reviewed and updated to reflect the latest national, Government and public health advice, guidance and requirements. This includes individual sections to this Protocol and to individual policies. All revised document will be published with Version Control numbering and dating methodologies.

This Protocol and relevant documents including reviews will be considered by the C19-CIRT prior to recommendation to the Executive and President. Where appropriate and relevant, such reviews may also be distributed to the Central Management Team, the Lead Worker Representatives, the Joint Forum, individual Unions, and Working Groups for their consideration, consultation and input.

The standard Institute process for initiating, reviewing and implementing Policies, which are not directly related to the management of the Institute during the crisis will continue unchanged from March 2020.

## **1.7 IADT Strategy and Values**

This Protocol constitutes an element of the Institute Strategy “Better Futures Created Together” and is underpinned by the Values expressed in the Strategy:

- Valuing Our Students
- Excellence
- A Supportive Environment
- Valuing Our Staff
- Academic Freedom
- Equity and Diversity
- Social Responsibility, Integrity and Ethics
- Communities of Practice

## **1.8 Acknowledgement of Staff and Students**

The Institute acknowledges the commitment and flexibility demonstrated by all IADT Staff in responding to and managing through the COVID-19 Crisis under sometime difficult and at all times uncertain conditions. The Institute



acknowledges the continuing dedication of all IADT Staff to delivering high quality education on behalf of the Institute to the student body. The Institute acknowledges the flexibility demonstrated by the students of the Institute in adapting readily to the changed circumstances.

## **1.9 Protocol Structure and Development**

This Protocol and IADT's response to and plans for the re-opening of Campus is a continually developing process. The Protocol has been developed in consultation with a wide range of stakeholders including Staff (through the C-19 CIRT, the Joint Forum and the Health and Safety Committee). The response and plan are continually being developed in line with international best practice (health and education) and Irish Government Guidelines and requirements. While these continue to emerge and inform the Institute's plans, the Institute is required to and will continue to implement plans and processes in advance of the completion of this Protocol. It is not necessary for areas of the Institute to await the completion of this Protocol prior to implementing processes and plans in accordance with requirements.

Each Department and Functional Area should develop local Protocols to operationalise this Protocol for the relevant area. Each Head of Department/ Manager should develop these Protocols in consultation with the staff in the area. Unless there is a proposed deviation from the provisions of this Institute Protocol and/or national guidance, the local Protocols may be agreed and approved locally. There is no requirement for such Protocols to require central or Executive approval. Where a local Protocol requires the assistance, input from or has a dependency on another Department or Functional Area, then the Manager of the other Area must be consulted during the development of the Protocol. Where such a Protocol transcends a number of Departments or Functional Areas, then it would be appropriate for it to be referred to the Executive for Institute approval. All locally developed Protocols must be issued to all staff in the relevant Department or Functional Area. All Protocols may be published in the relevant COVID-19 Section of the Institute Website.

## **2. COVID-19 Response Structure**

### **2.1 The President**

The President is the Chief Officer of the Institute and is responsible for the management and operation of the Institute. The President is accountable to the Governing Body of the Institute. The President has oversight of all aspects of the Institute and this has not altered by virtue of COVID-19.

### **2.2 Executive Management Team**

The President is guided by and supported by the members of the Institute's Executive Team (the Executive). The Members of the Executive are: Head of

Creative Engagement (DoCIR); Head of Faculty, Enterprise and Humanities (HoF and Creative Technologies (HoF FACT); Registrar (DoASA) and the Secretary/Financial Controller (DoCA). Each Member of the Executive is responsible for and accountable to the President for the staff, students and operations under their area of control and collectively, the Executive is responsible for the overall management of the Institute.

For the purposes of managing during the COVID-19 crisis, the Executive is the Institute's COVID-19 Response Management Team.

## **2.3 Central and Academic Management**

Each Executive Member is supported by Departmental Managers, each of whom has functional responsibility for managing in their area of control.

- President's Office:
  - Equality, Diversity and Inclusion Manager
- Directorate of Academic and Student Affairs (DoASA):
  - Academic Administration and Student Affairs Manager
  - Librarian
  - Student Services Manager
- Directorate of Corporate Affairs (DoCA):
  - Estates and Facilities Manager
  - Finance Manager
  - Human Resources Manager
  - Information and Communications Technology Manager
- Directorate of Creativity, Innovation and Research (DoCIR):
  - Innovation and Commercialisation Manager
  - Head of Department of Strategic and Postgraduate Development
- Head of Faculty, Enterprise and Humanities (HoFE&H):
  - Head of Department of Entrepreneurship
  - Head of Department of Humanities and Arts Management
- Head of Faculty, Film, Art and Creative Technologies (HoF FACT):
  - Head of Department of Design and Visual Arts
  - Head of Department of Film and Media
  - Head of Department of Technology and Psychology

For the purposes of managing during the COVID-19 crisis and for matters related to COVID-19, each of the above Managers is the relevant Manager for their area of control.

The full contact details for each of the above Managers is contained in Appendix B below or is available on the Institute's website.

## **2.4 C-19 CIRT**

Critical Incident Protocol. The C-19 CIRT is Co- Chaired by the Registrar and the Secretary/Financial Controller and has a range

of relevant Managers, Staff and Student Members. The Terms of Reference of the C-19 CIRT are:

- To advise the President and the Executive of the emerging threats arising from COVID-19;
- To monitor international and Government advice in respect of the emerging threats;
- To advise the President and the Executive of the actions needed to be taken to protect the safety, health and welfare of staff and students;
- To oversee the implementation of control measures being taken by relevant Managers in response to the emerging threats;
- To communicate with staff and students on the emerging threats and the actions being taken.

The Membership of the C-19 CIRT is adjusted to suit the issues being dealt with at the time. The current Membership is:

- The Registrar and the Secretary/Financial Controller (Co Chairs)
- The Estates and Facilities Manager
- The Student Experience Manager
- The Human Resources Manager
- The Information and Communications Technology Manager
- The Head of Faculty, Film, Art and Creative Technologies (HoFFACT)
- The Head of Department of Humanities and Arts Management
- The Marketing Manager
- The President of the Student Union
- The Student Nurse
- Lead Worker Representatives (2)

The C-19 CIRT meets as required depending on the status of the crisis. Currently, the C-19 CIRT meets fortnightly by Video Conference.

## **2.5 Lead Worker Representatives (LWRs)**

In accordance with the requirements of the "*Return to Work Safely Protocol*" issued by the Department of Business, Enterprise and Innovation, Lead Worker Representatives (LWRs) have been designated to assist the Institute in the design, implementation and monitoring of adherence to COVID-19 requirements. The individuals undertaking the role have received the necessary training and have been co-opted onto the C-19 CIRT and form part of the Institute's Response Structure. They will assist in ensuring maximum effectiveness in the Institute's response in preventing the spread of the virus on Campus and in ensuring on behalf of their colleagues the safety, health and welfare of IADT staff and students.

Co-operation between Staff Members, the LWRs and the Institute are fundamental to ensuring that the measures are adhered to.

The Department of Public Expenditure and Reform has published Guidance ([DPER Guidance](#)) and FAQs for Public Service Employers during COVID-19 (updated 15<sup>th</sup> June 2020 and 30<sup>th</sup> July 2020) which clarifies the role of the lead worker representative in a public sector context. General details on the role of Lead Worker Representatives can be found here (located halfway down the web page): [HSA/Lead Worker Reps.](#)

Section 6.6 (Section 1.3 of the 30<sup>th</sup> July issue) of the Guidance sets out the responsibilities of the LWRs and in this context have been co-opted as members onto the C-19 CIRT:

- Work collaboratively with the employer to ensure as far as is reasonably practicable, the safety, health and welfare of employees in relation to COVID-19.
- Promote good hygiene practices such as washing hands regularly and maintaining good respiratory etiquette along with maintaining social distancing in accordance with public health advice.
- Assist with the implementation of measures to suppress COVID-19 in the Institute.
- Monitor adherence to measures put in place to prevent the spread of COVID-19.
- Consult with colleagues on matters relating to COVID-19 in the Institute.
- Make representations on behalf of their colleagues on matters relating to COVID-19 in the Institute.

The Lead Worker Representatives are:

Linda Carroll	<a href="mailto:linda.carroll@iadt">linda.carroll@iadt</a>
John Montayne	<a href="mailto:john.montayne@iadt.ie">john.montayne@iadt.ie</a>
Turlough Conway	<a href="mailto:turlough.conway@iadt.ie">turlough.conway@iadt.ie</a>

While the Lead Worker Representatives are a key communication mechanism between staff members and the Institute and vice versa a wide range of other communication channels remain open to staff members. These include: the Line Managers; the Members of the C-19 CIRT (listed above); individual Union representatives, who can communicate either individually or through the Joint Forum; or members of any of the Planning and Working Groups or the Health and Safety Committee, in addition to the Lead Worker Representatives. Communication from the Institute to staff members is set out in Section 8.3 below.

## 2.6 The Joint Forum

The Institute's Joint Forum is the formal consultation mechanism for consultation between the Institute and the representative Unions within the Institute on a collective basis.

Engagement with unions is currently been undertaken through the Joint Forum. The Joint Forum has equal representation of both management and union groups

and it is jointly chaired by union and management representatives. This Forum will act as the consultation forum between unions and management during the crises.

In consideration of the issues potentially arising with respect to COVID-19, the Joint Forum has been meeting regularly, since May 2020 in addition to its regular schedule of meetings in order to ensure that Unions are informed and consulted with during COVID-19 with regard to all matters pertaining to the return to Campus. Further commitment has been made that where additional meetings are required in any particular period that either side have the right to call an emergency meeting.

This reflects the guidance that from the 15<sup>th</sup> June, it has been advised that there needs to be engagement between management and unions/associations, in line with appropriate arrangements, for engagement on the implementation of the protocol.

## 2.7 The Health and Safety Committee

The Institute has a Health and Safety Committee established in accordance with the provisions of Section 26 and Schedule 4 of the Safety, Health and Welfare Act 2005. This Committee has been meeting regularly, since May 2020 in addition to its regular schedule of meetings. This Committee has members who are also members of the C-19 CIRT.

## 2.8 COVID-19 Re-Opening Planning Groups

The Institute has established a number of Working/Planning Groups to consider the issues surrounding the re-opening of Campus to the full cohort of staff and the planned cohort of students in September. These Groups comprise relevant Managers and staff members to identify solutions to particular areas and their details are set out in the Sections below.

## 2.9 Academic Planning Working Group

**Descriptor:** This committee is a project group of the COVID-19 Action group. Its purpose is to plan the T&L and pedagogical issues surrounding academic programmes for Academic Year commencing September 2021 in light of COVID-19.

### **Terms of Reference:**

1. To audit and adopt best practices for academic delivery in light of the implications of COVID-19 restrictions for the next academic year.
2. To review the academic delivery models in light of the implications of COVID-19 restrictions for the next academic year.
3. To develop an appropriate plan for academic delivery models for all programmes in light of the implications of COVID-19 restrictions for next academic year.

4. To liaise with the Administrative Working Group to co-ordinate the space implications of COVID-19 restrictions for next academic year.
5. To identify appropriate training and resources required to implement recommended plans in light of the implications of COVID-19 restrictions for the next academic year.
6. To maintain and ensure quality, in conjunction with the Registrar's office, of standards published by QQI and others in light of the implications of COVID-19 restrictions for the next academic year.
7. To ensure that any changes arising are processed through the appropriate IADT committee structures.
8. To identify implications of changes in operation of academic programmes for students and student experience in light of the implications of COVID-19 restrictions for next academic year.
9. To identify changes to the academic delivery model for staff for the COVID-19 action group.
10. To review EDI implications of altered academic provisions in light of COVID-19 restrictions for next academic year.
11. To finalise the plan for the academic delivery model in light of COVID-19 restrictions for next academic year.

## **2.10 Timetabling and Space Utilisation**

The Terms of Reference of the Timetabling and Space Utilisation Working Group are as follows:

The COVID-19 Working Group – Timetabling and Space Utilisation will meet once weekly until a framework of schedules are developed around all programmes and years of study. The group will consider and reach decisions with regard to:

- Monitoring relevant Institutional, Sectoral and National Health & Safety Policies, in particular with regard to social distancing and return to work measures, and assessing their impact on timetabling and space utilisation.
- Developing guidelines in relation to the changes/restrictions on timetabling and space utilisation within the Institute that will be necessary to protect the health of the IADT community during the course of this pandemic.
- Consulting with relevant parties and committees within the Institute to develop new timetables that reflect the needs of various stakeholders while continuing to suppress the spread of the virus. This group will engage with various committees, including:
  - Health & Safety Committee
  - Teaching & Learning Committee
  - Student Experience Committee
  - Institute Executive
  - And any other committees that will be called upon if required.

- Review of best practice regarding use of the CMIS timetabling software with a view to ensuring timetables can be developed in an efficient manner and that timetables are clear to staff and students.
- Drafting timetables to adhere to all relevant guidelines and protocols intended to reduce the risk of spread of COVID-19.

*Due to the uncertain nature of the pandemic the Terms of Reference of this working group will be reviewed as new information in relation to COVID-19 is discovered.*

## 2.11 Campus: Wayfinding, Communication and Signage

### Deliverables for 08 June – Temporary Installation

- Identify and develop internal wayfinding infographics and internal signage
- Preparation of art work for the infographics/signage
- Installation
- Communication to staff about the changes to campus wayfinding, room occupancies etc.

### Deliverables for 01 September

- Identify and develop external wayfinding, infographics and external signage
- Identify and develop internal wayfinding infographics and internal signage
- Identify key travel routes, including one-way travel systems, right of ways to take account of physical distancing
- Identify and install queueing systems for main teaching spaces, canteen, toilets, equipment, etc. to take account of physical distancing
- Identify and develop how best to convey “not to use” furniture, toilets, etc.
- Research into product types, fitness for purpose, quality, longevity, suppliers
- Preparation of art work for the infographics/signage and procurement
- Installation
- Communication to staff, students and visitors about the changes to campus wayfinding, room occupancies etc.
- Ongoing communications via screens around campus

## 2.12 Teaching Technologies

### **COVID-19: Remote Teaching Camera Technology Working Group – A Sub Group of Academic Planning Working Group**

**Descriptor:** This committee is a project group of the COVID-19 Academic Planning Working Group (APWG). Its purpose is to decide and plan how best to use camera technologies to deliver online teaching of physical artefacts and other complex practical sessions in academic programmes for Academic Year commencing September 2021 in light of COVID-19. It will report to the APWG.

## **Terms of Reference:**

1. To audit and adopt best practices for academic delivery through the use of Camera and Audio technologies in light of the implications of COVID-19 restrictions for the next academic year.
2. To develop an appropriate plan for the use of multi-camera set-ups for academic delivery for all relevant programmes in light of the implications of COVID-19 restrictions for next academic year.
3. To liaise with the Administrative Working Group and AWPG to co-ordinate the space implications of COVID-19 restrictions for next academic year.
4. To identify appropriate training and resources required to implement recommended plans in light of the implications of COVID-19 restrictions for the next academic year.
5. To review any EDI implications in recommended technology provisions in light of COVID-19 restrictions for next academic year.
6. To ensure that any changes arising are processed through the appropriate IADT committee structures.

### **2.13 Design Inputs**

In consideration of the unique challenges faced by the Institute in planning for a return to Campus, key Design Personnel are working on design solutions and have been assigned to each of the above Groups.

## **3. CORONAVIRUS (COVID-19)**

### **3.1 What is Coronavirus COVID-19?**

Coronavirus COVID-19 is a new illness that can affect lungs and airways. It is caused by a new (novel) Coronavirus called Coronavirus SARS-CoV-2. Current evidence suggests that the virus is significantly more infectious than the flu that circulates every winter. Viruses can be easily spread to other people and patients are normally infectious until all the symptoms have gone.

### **3.2 Symptoms**

Common symptoms may include a fever, a cough and shortness of breath and loss/change of taste or smell. Regular updates can be found on the HSE website: ([HSE COVID-19 Updates](#))

### **3.3 How is COVID-19 Spread?**

Coronavirus (COVID-19) is spread in sneeze or cough droplets. You could get the virus if you:

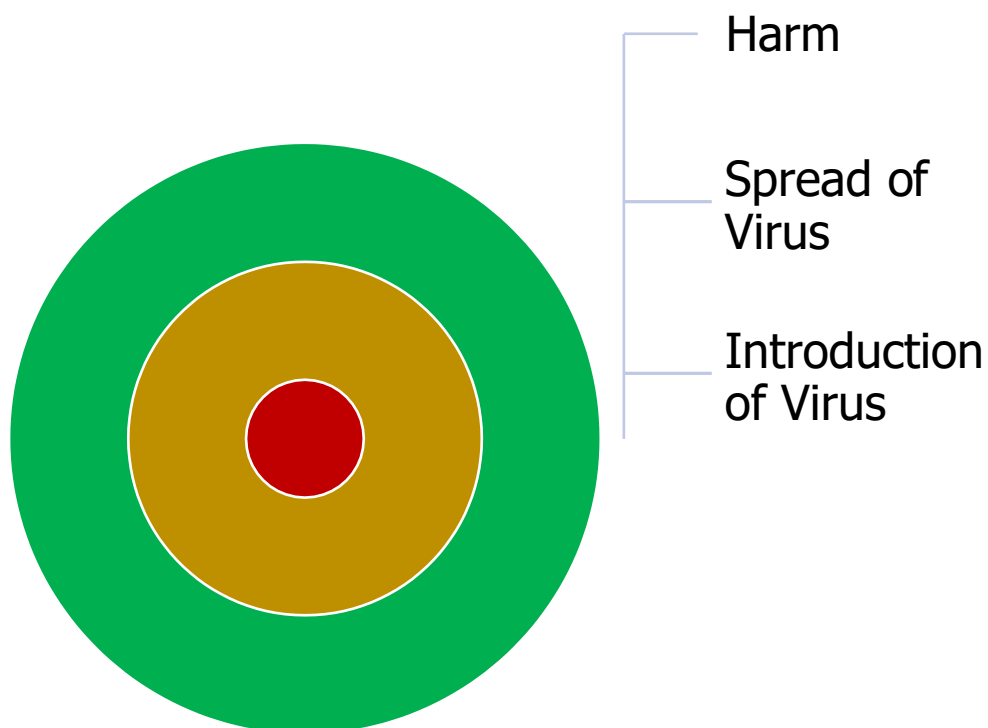
- (a) Come into close contact with someone who has the virus and is coughing or sneezing



- (b) Touch surfaces that someone who has the virus has coughed or sneezed on and bring your unwashed hands to your face (eyes, nose or mouth)
- (c) Please refer to the HSE for further guidance: [HSE COVID-19 Guidance](#)

Managing the Risk of COVID-19 on Campus. Managing the risk of spread of COVID-19 on Campus can be considered as three concentric circles.

- (a) Minimising the risk of introduction of infection onto campus
- (b) Minimising the risk of spread of the virus on-campus if it is introduced
- (c) Minimising the associated harm if introduction and spread on-campus happens



**Minimising the risk of introduction of the virus onto Campus.** This is the outer circle in the figure and the most critical issue. If the SARS-CoV-2 virus is not introduced onto Campus it cannot spread or cause harm regardless of how much contact occurs between people on campus.

The management of this risk is dependent on the behaviour of the individual members of the IADT community at all times. If individual members of the community minimise their risk of exposure to COVID-19 in their life off campus, this reduces the likelihood that they become infected and reduces the risk that they introduce the virus onto campus. It is recognised that adherence to risk avoidance behaviour off-campus by all members of the IADT community may be far from complete even with high levels of communication to the community regarding risks.

The risk of a member of the IADT community acquiring infection and subsequently introducing it to Campus is dependent on the level of control of the infection in the general community at any time. If transmission in the general community is low the likelihood of any individual member of the IADT community becoming infected off-campus and therefore introducing the virus to others in the IADT community on Campus then also remains low even if adherence to risk avoidance off-campus is less than optimal. It is important to note that after 2 continuous and consecutive weeks in a geographic location a person has the risk associated with that location. There is no enduring relationship between risk and geographical origin.

Control of access to the campus and in particular to indoor spaces within the campus is vitally important. If all staff and students scrupulously observe the guidance to absent themselves from the Campus if they have any symptoms that suggest that they may have COVID-19 and/or if they have been identified as Contacts of someone with COVID-19, this greatly reduces the risk of the introduction of the virus to Campus. Likewise, individuals should leave the campus promptly if they have any cause to suspect that they are developing symptoms that suggest COVID-19.

This Protocol sets out the requirements for remaining off Campus and reporting in the event of a staff member or student displaying symptoms of the virus.

**Minimising the risk of spread of the virus on campus if it is introduced.**

This is the second circle of the figure. The outer circle may be breached and the virus introduced if one or more members of the IADT community does not adhere to advice regarding absenting themselves and/or if one or more members of the IADT community with infection is present on Campus because at the time, they have no symptoms to indicate to them that they are infected. This may be because they are pre-symptomatic in which case symptoms subsequently appear one or more days later, or this may be because they have a true asymptomatic infection and never develop symptoms. It is accepted that people who are pre-symptomatic or asymptomatic can spread virus but it is less clear how infectious they are although indications appear to suggest they may be likely to be less infectious than symptomatic people. The specific measures for managing the risk of spread on Campus are set out in Section 4 of this Protocol.

**Minimising Harm if the virus is introduced and spreads.** This is the third and central circle in the diagram. There are three key elements to managing the risk of harm to members of the IADT community if the virus is introduced and spreads. The first is the vulnerability of individual members of the community to develop the disease. IADT will ensure that appropriate arrangements are in place whereby staff or students who are vulnerable can declare this and these are set out below. The second key element of reducing risk of harm is that IADT has processes in place to identify as rapidly as practical if there is any evidence of spread of COVID-19 on Campus and has a plan to respond appropriately, this is set out in this Protocol. The final element of harm reduction is timely access to

good medical care for anyone who becomes infected, Staff and students are guided to contact their own GP, by telephone as soon as possible where they are displaying symptoms.

## **4. Control Measures to Prevent the Spread of COVID-19**

### **4.1 Prevention of Spread**

It is advised to follow the HSE guidelines to prevent the spread of COVID-19. Please refer to the following HSE link for up-to-date guidance: [HSE COVID-19 Protection Guidance](#) There is currently no vaccine to prevent infection with the Virus, so the following requirements must be observed. The HSE has developed a COVID Tracker App to assist in the control of the virus nationally, Staff and Students are recommended to download and use this App.

### **4.2 Hand Hygiene**

All Staff and Students must:

- Wash their hands before leaving home and on arrival on campus. Ensure they are familiar with and follow hand hygiene guidance. Videos on hand washing are available to view and download;
- Wash their hands with soap and water or with an alcohol-based hand rub regularly;
- Avoid touching eyes, mouth or nose;
- Do not share objects that touch the mouth, e.g., bottles, cups, pens etc.;
- Please read and follow the HSE guidelines for hand hygiene: [HSE Hand Hygiene Guidance](#).

### **4.3 Respiratory Hygiene and Etiquette**

All Staff and Students must:

- Adopt good respiratory hygiene and cough etiquette;
- Cover their nose and mouth with a tissue when coughing and/or sneezing and dispose of used tissue (If no tissues are available, cough or sneeze into the inner elbow rather than into the hand);
- Keep contaminated hands away from the eyes and nose;
- Carry out hand hygiene after coughing or sneezing.

### **4.4 Physical (Social) Distancing**

Physical distancing is an important part of the country's delay strategy to slow the spread of COVID-19 and to limit transmission of the virus. It does this by minimizing contact between healthy individuals and potentially asymptomatic (showing no symptoms), pre-symptomatic (before showing any symptoms), or mildly symptomatic individuals. In Ireland, this advice has proven to be effective in reducing the incidence of the virus and protecting those most at risk in Irish society.

The current health advice, as reflected in the Protocol, is that the recommended distance to be maintained between people to minimise risk of transmission is 2 metres.

In that context, higher education and further education facilities are advised that physical distancing of 2 metres be maintained and teaching space should be laid out and managed in order to safeguard the health of both staff and students in this context. However, there are many situations where tuition can only be realistically delivered with less than 2m (but no less than 1m) distancing between students, and some exceptional circumstances (confined to laboratory and practical workshop tuition) where 2 m distance cannot be maintained between staff and students. This is safe and should proceed, provided both staff and students take appropriate mitigation measures such as the following:

- a) As in all circumstances, good hand hygiene and cough/sneeze etiquette is of paramount importance.
- b) Face coverings should normally be worn in teaching situations where distancing is reduced to between 1 and 2m.
- c) Physical contact should be avoided.
- d) Staff teaching stations should be located at least 2m from students, or more where possible, and should maintain 2m physical distance insofar as possible. This provides for a safe teaching context, but where there is a risk that the 2m distance could be compromised a face covering or other appropriate protection should be used.
- e) In the event that tuition requires the staff member to be less than 2m from students, extra precautions are required. In such situations, staff should wear face shields, visors or other protective equipment.
- f) The maximum number of people allowed in a class will be in accordance with the prevailing public health guidance on indoor gatherings and it is recognised that this may change in accordance with the evolving COVID-19 situation nationally.

Therefore, IADT must ensure staff, students and contractors maintain physical (social) distancing insofar as possible while working, when using offices, workshops, laboratories, toilets, canteens, etc.

In the context of the above, IADT will provide physical (social) distancing in teaching and tuition spaces as follows:

- Where physical (social) distancing of 2 metres ***can*** be provided and accommodate a 2 metre distance between the lecturer and students and a "Pod" (10) or multiple "Pods" (multiples of 10) can be accommodated, the space will be laid out to provide 2 metres physical (social) distancing.
- Where physical (social) distancing of 2 metres ***cannot*** be provided to accommodate a 2 metre distance between the lecturer and students and a "Pod" (10) or multiple "Pods" (multiples of 10) in the space, the space will be laid out to provide 2 metres physical (social) distancing between the

lecturer and the students and 1.5 metres physical (social) distancing between the students. In these circumstances, face coverings for students will be mandatory.

- Where physical (social) distancing of 2 metres ***cannot*** be provided to accommodate a 2 metre distance between the lecturer and students and a "Pod" (10) or multiple "Pods" (multiples of 10) in the space, the space will be laid out to provide 2 metres physical (social) distancing and the capacity of the space will be identified accordingly.
- Where spaces require closer interactions between the lecturer and the students to an absolute lower limit of 1 metre physical (social) distancing additional risk assessments will be completed and PPE will be required by all persons in the space.

IADT must also, promote social distancing when travelling to and from work (public transport, personal vehicles, etc.) and in the daily lives of staff and students, in order to limit exposure.

All Staff and Students must:

- Follow designated walking routes and signs
- Keep 2 metres apart from other staff, students and visitors
- Minimise direct contact with staff and students; and
- Use a screen if necessary

## 4.5 Face Coverings

It is currently a public health requirement that face coverings are mandatory for passengers on public transport and in retail settings (July 2020) and they are recommended in other situations where it is difficult to practice physical (social) distancing in crowded indoor public places. In Institute buildings, high numbers of staff and students move across the campus and through buildings during a normal day. In that context and from a practical point of view lecture theatres, classrooms, studios, workshops and common circulation areas may pose situations where physical (social) distancing cannot be maintained or where individuals may be occupying an enclosed indoor space with others for a prolonged period.

There are a range of types of face coverings and protections and it is worthwhile defining them here for the purposes of clarity.

**Face Masks:** These are a form of PPE and are used in healthcare settings and particularly where the wearer is likely to be in direct physical or close distance (less than 1 metre) with persons displaying symptoms, whether of COVID-19 or not. There are a variety of Face Masks including Surgical Face Masks and Respirators. Face Masks are single use items. It is Government policy that Face Masks continue to be reserved for those who need them. The use of Face masks in non-healthcare settings is not currently recommended.

**Face Coverings:** These are defined as a piece of material that can be secured around the face to cover the nose and mouth. A covering will be suitable if it can

tie comfortably around your head, cover your nose and mouth, and allow you to breathe easily. Information regarding Face Coverings, how to use them and how to make them including a range of videos are included in the following link: [Dept. of Health Face Covering Guidance](#)

**Face Shields/Visors:** A face shield or visor is a special type of clear plastic visor worn by people at risk in employment, such as healthcare workers. It is different to a face mask, as it doesn't simply cover the nose and mouth, but rather the entire face. The key benefit of a face shield is that it is fluid-resistant i.e. it prevents bodily fluids from making contact with the face. For healthcare workers treating patients who have COVID-19, a Face Shield is an important piece of personal protective equipment (PPE). In an education setting, the benefits of a Face Shield will be that the students will be able to see the lecturers mouth when speaking, thus assisting students who use lip reading to assist them, additionally Face Shields have less of an impact on voice projection than that which occurs with Face Coverings. However, Face Shields on their own do not provide the same level of protection to that provided by Face Coverings. It is advised that Face Shields should be used in conjunction with Face Coverings in the relevant circumstances. There is no need for members of the general public to use Face Shields when they are out of the house and thus for students on Campus. They are only necessary for healthcare workers, or those working in certain industries where the benefits of Face Shields outweigh the use of Face Coverings.

**Institute Policy on Face Coverings:** The Institute expects that all staff and students will wear Face Coverings at all times within Institute buildings and particularly where it is difficult to practice social distancing, this includes but is not limited to lecture theatres, classrooms, studios, workshops, the library and common circulation and seating areas, and specifically in instances and areas where very close contact cannot be avoided. It should be noted that the wearing of face coverings is an additional measure to other public health guidelines which must also be followed such as hand washing, respiratory etiquette and physical distancing requirements (where possible) and is not a substitute for correct working practices.

The Institute and the public health advice also acknowledges that face coverings are not suitable for all individuals, for example those with breathing problems or with special needs. Staff and/or Students who are not in a position to wear face coverings should give consideration as to whether or not they fall into one of the high or very high risk categories and thus should not attend on Campus. We request that staff and students respect that some individuals may not be able to wear face coverings and that they continue to follow all other public health control measures. Staff and/or Students who are not in a position to wear face coverings may consider wearing a visible indicator such as a lanyard to indicate that they who are not in a position to wear face coverings. It should be noted that Face Coverings are not PPE and should not be used in place of PPE. Advice from the Department of Health on the safe use of face coverings can be found: [Dept. of Health Face Covering Guidance](#).

Face Shields may be used in lieu of Face Coverings in situations when speaking to groups where a Face Covering may inhibit voice projection. Face Shields may be used in lecture and classroom situations or in other situations that are front facing and where speech communication is a key element of the interaction. Face Shields should only be used without face coverings where physical (social) distancing of greater than 2m can be maintained. In workshop and other situations subject to local risk assessments, Face Shields for staff members may be a mandatory requirement and should be used in conjunction with Face Coverings. Staff Members may also discuss with their Manager the use of a Face Shield in lieu of or with a Face Covering where there is a benefit to either the staff member or the nature of the role.

#### 4.6 Temperature Checks

The Guidance is that temperature checking is an ineffective method of controlling the spread of the virus and it does not form part of the public health advice in Ireland at this time. It also risks creating unnecessary bottlenecks or congregations of staff and students particularly at the entrances to buildings on Campus. There may additionally be some concerns regarding Data Protection and the use of mandatory temperature checking. In accordance with the Guidance, IADT **is not** introducing temperature checking until such time as instructed by the public health advice to do so.

Staff and students are advised not to attend on Campus if they have any symptoms of COVID-19 (common symptoms include a fever, a cough of any kind, shortness of breath or loss or change in sense of taste or smell) or if they are self-isolating.

#### 4.7 General Health

Staff and Students living with "at risk" groups, as defined by the HSE, must consider if there is a heightened risk from attending on campus for work and/or study. The HSE have also issued a list of illnesses/ conditions that place certain individuals in a very high-risk group and who should remain at home: [HSE Guidance re High Risk Groups](#). Further details in respect of such attendance is contained later in this Protocol.

Students who are living away from home while attending IADT are strongly advised to register with a GP Practice in the area where they are resident in Dublin. This may be the IADT GP Practice: Generation Health: [www.generationhealth.ie](http://www.generationhealth.ie)

#### 4.8 Symptoms

IADT is committed to ensuring that no person with symptoms as outlined under the HSE guidelines attends our Campus. It should be noted that as research continues into the virus, additional symptoms have become and continue to become included in the list. Staff and Students should review the symptoms list on a periodic basis. Details of how we meet our commitment are set out in the Section on Returning to Campus.

Students should be reminded at the start of each session that they should leave if they have symptoms of COVID-19 or if they are a 'close contact' of a person that has been diagnosed with COVID-19. If they are displaying the symptoms of Covid-19, they should contact the Student Health Centre (**by telephone only**) and follow the procedures set out below regarding self-isolation. If they have been identified as a "close contact", they should leave Campus and self-isolate in accordance with the instructions issued to them by the HSE. They should communicate this as soon as possible to the Faculty Office (**by telephone only**).

#### **4.9 Returning from Travel from Outside of Ireland**

IADT has implemented a foreign travel suspension for all IADT related travel and thus no IADT staff member may travel outside the island of Ireland until further notice. Where a staff member or a student travels abroad for personal reasons, including those residing for a portion of the year outside Ireland, they must refer to and follow national advice and guidelines issued by the HSE / the Department of Foreign Affairs.

International students and visitors to IADT from abroad are treated in the same way as any individual travelling to Ireland and no exemptions are available to this.

The Government continues to advise that the safest thing to do is not to travel overseas.

In that context, the [Dept. of Health Guidelines](#) must be followed in respect of international students and visitors travelling to IADT and Ireland which advises a 14 day period of self-isolation upon arrival into Ireland and a requirement to complete a COVID-19 Passenger Locator Form.

On 21<sup>st</sup> July 2020, the Government announced a list of countries from which persons travelling are exempt from some of the above requirements, this list was amended on

4<sup>th</sup> August 2020 with five countries being removed from the list. The up to date list of countries to which this applies can be found on the Department of Foreign Affairs website: DFA. It is likely that this list will continue to change from time to time with countries being both removed and added, therefore staff and students planning to travel outside Ireland should check the latest advice from the Department of Foreign Affairs. The requirements that apply to individuals arriving in Ireland are those that apply at the time of arrival.

Staff Members and Students attending on Campus must confirm in the appropriate form that they have complied with the guidelines and requirements in respect of persons arriving and/or returning to the island of Ireland.

Staff members returning to Ireland where a period of quarantine or self-isolation is required must make the appropriate arrangements with their Manager and reported to HR for the period of the self-isolation. Please note that no special arrangements can be facilitated for these periods. Please review the DPER FAQs issued on 30th July for details of this.



## **5. Restoring Operations in Institute Buildings to New Standard Levels**

It is unlikely that Institute buildings will be restored to pre-COVID-19 operational levels for the foreseeable future. While IADT has received some guidance from DFHERIS and the HEA in respect of this additional guidance will be issued over time. In the interim, operations are being restored on a phased basis over a period of time and in accordance with latest Government Phasing guidelines.

The Roadmap and Return to Work Safely Protocol sets out the steps the Institute needs to take in order to ensure that campus is safe during COVID-19. The Institute should ensure that it has properly implemented the advice in the protocol and ensure that it is tailored, where necessary, to meet the unique set of circumstances pertaining to the Campus.

### **5.1 Who Should Attend on Campus at this time?**

The Roadmap for Reopening Society and Business provides for home working to continue where possible and this has been clarified in the Guidance issued on 30th July 2020. Home working will continue as and when deemed appropriate by the Institute. Any continuation of home working must be balanced with the requirement to continue to provide the most effective and efficient services to students and other stakeholders. Each functional area will publish their on-campus operational availability while all other operations remain as remote operations.

Staff have been returning to using Institute buildings, since 20<sup>th</sup> May 2020 through a series of controlled phases, the first of which focusses on the most critical services and the services that will benefit most from delivery on Campus. This phased approach will help with adjustment to the new working arrangements and for the testing of controls. This is being informed by assessments of each area to determine capacity for each department to review whether an area can accommodate and provide working environments and learning environments that take full account of staff and students safety.

Additional phases of a return to Campus will take place during and from August 2020, while students are expected to arrive in controlled numbers during September 2020. Staff members are expected to return to campus as follows: PMASS Staff will be advised of the availability of their offices from dates during August. Academic staff will return to work on 1st September and will return to campus commencing on 1st September, Heads of Department will advise staff members of the relevant return to campus dates.

The operation of Institute buildings will be continuously monitored for compliance with the return to Campus Protocols for the entirety of the Academic Year 2020/2021.

All staff members and students have a critical role in ensuring that the procedures of both this Protocol and the National Protocols are followed to suppress COVID-19 on Campus. It is incumbent on all staff members and students returning or who have returned to the Campus to fully comply with this Protocol.

## 6. Return to Campus Safely Protocol

### 6.1 Staff and Students Responsibilities

Along with the usual day to day responsibilities that all staff and students must comply with in terms of behaviour and safety, the introduction of COVID-19 into society brings new challenges that staff and students need to be aware of so that return to the campus safely protocol can be implemented effectively. All staff and students must keep themselves updated on the latest advice from Government and the HSE. They must also co-operate in complying with and maintaining the control measures that have been put in place to prevent the spread of the virus and they must report issues or concerns that they may have through the appropriate mechanisms.

All staff and students must self-monitor for signs and symptoms of COVID-19. A Return to Campus Form will be used to assess staff and student's health before they return to Campus. There are separate forms for Staff and for Students.

Students should be reminded at the start of each session that they should leave if they have symptoms of COVID-19 or if they are a 'close contact' of a person that has been diagnosed with COVID-19. If they are displaying the symptoms of Covid-19, they should contact the Student Health Centre (by telephone only) and follow the procedures set out below regarding self-isolation. If they have been identified as a "close contact", they should leave Campus and self-isolate in accordance with the instructions issued to them by the HSE. They should communicate this as soon as possible to the Faculty Office (by telephone only).

On return to campus all staff and students must follow control measures in place to prevent the spread of COVID-19. This includes, but is not limited to, hand hygiene, respiratory hygiene, physical (social) distancing and minimising contact.

A separate assessment will also consider at risk staff and students ([HSE Guidance re At Risk Groups](#)), with distinct assessments for each.

### 6.2 Attendance on Campus

On the basis of the needs of the Institute and of each Faculty and Department, each Manager will identify the roles where attendance on Campus on either a full or partial basis is essential. This will be discussed individually with each staff member involved. Where a staff member considers that they are not in a position to attend for work on campus as required by their role, they should discuss this in the first instance with their Manager and identify the alternative arrangements that can be put in place to support the provision of the role and the staff member.

Academic Staff Members will attend on Campus for the delivery of timetabled on-campus teaching and workshops as well as for scheduled preparation of remote teaching elements. At all other times, Academic Staff Members will conduct the full range of their duties remotely.

PMASS Staff Members will attend on campus in accordance with the functional requirements and will conduct the remaining full range of their duties remotely. Each functional area will publish their on-campus operational availability while all other operations remain as remote operations.

Student will be provided with a timetable indicating those periods where attendance on Campus will be expected and where remote study will be provided. Students must adhere strictly to their timetables. Students should not attend on campus or any part of the campus on days or times that they are not timetabled to be on campus. Students who are unable to attend on Campus in accordance with their Timetables must discuss this with the relevant Head of Department/Faculty Office. Students will be allocated to class group "Learning Pods", these Learning Pods will contain a defined number of students, usually between 8 and 15 in number. These Learning Pods must remain together while on campus and must not mix with other Learning Pods. The basis for this is to maintain limited close personal contacts and to assist in the minimization of the spread of the Virus. Students will be notified by their Faculty Office regarding their Learning Pod along with their Timetable. Students are requested to fully co-operate with this system and to limit their contacts on campus to their Learning Pods.

It is important to emphasise that any Staff Member or Student who is feeling unwell should not attend on Campus. This applies to any transmissible illness and not just Covid-19 during this Covid-19 emergency period. Staff members reporting non-attendance due to illness must follow the standard reporting arrangements for staff reporting illnesses and should review the provisions for sick leave and other leave arrangements as set out in the various DPER Protocols. Students reporting non-attendance should follow the standard reporting protocols operating in the faculties and should consult the student handbook for details on reporting illnesses.

### **6.3 COVID-19 Induction Training**

This training includes the latest up to-date advice and guidance on public health; what a worker should do if they develop symptoms of COVID-19 and details of how the campus is organised to address the risk from COVID-19.

Much of the induction training will be in the form of videos and on-line presentations and these may be produced by the HSE and/or other video training providers. The Health and Safety Authority has provided certified induction training here: [HSA Induction Training](#)

Localised inductions, which may be in the form of guidance document issued through the Institute website, in respect of Campus signage, wayfinding and the location of the isolation room will be given by the Institute.

Staff Inductions will be organised through the Staff Training and Development Section of the HR Department. Student Inductions will be organised through the Student Experience Office, the Faculty Offices and the Academic Programme Teams.

## 6.4 COVID-19 Return to Campus Form

To help prevent the spread of COVID-19 on Campus, every staff member and student must complete a Return to Campus Form before returning to campus. Staff Members will complete a Form issued through a HR Link and on review of the form, Human Resources may contact them and ask them not to return to campus immediately and will discuss a suitable future date for their return. If you are unsure whether or not you are in an at-risk category, please check the information at the link: [HSE Guidance re At Risk Groups](#). While the DPER FAQs indicate that the form only needs to be completed once, IADT has enhanced this requirement in the interests of the health and safety of all staff and requires the completion of the form initially and every two weeks thereafter. Any break in attendance from campus of 14 days or more will be considered as a new initial Return to Campus Form.

Students will be asked to complete an on-line form prior to attending campus and may not attend campus if any of the answers to the questions indicate a risk to others. If you are unsure whether or not you are in an "at-risk" category, please check the information at the link: [HSE Guidance re At Risk Groups](#)

## 6.5 At Risk Categories/Groups

The Human Resources Office have requested staff who are at "high" or "very high" risk of infection with COVID-19 to alert them of their condition so that arrangements can put in place to enable them to continue to work either remotely or on Campus, where it is safe to do so and to minimise or eliminate workplace transmission risk.

The details submitted to the HR office are strictly confidential, only the fact that a staff member is in an "at risk" group will be disclosed to the relevant line manager or head of department. Where a staff member falls into the "at risk groups" then a specific assessment will be carried out for them in relation to their concerns in accordance with national protocols. Students must not issue any forms or documentation to the HR Office, they should review the sections relating to Students.

In accordance with the DPER FAQs, Staff Members falling into the High risk category should attend campus where their role is identified as requiring attendance on campus. In accordance with HSE advice, staff members in the high risk category should take extra care to practice physical (social) distancing where possible and wash their hands regularly and properly. Where, due to the nature of the work or the capacity of the work location maintaining physical (social) distancing is difficult to achieve, additional appropriate measures may need to be considered. The HR Manager will liaise with the appropriate line manager to discuss options for alternative working arrangements.

Where a staff member identifies to the HR Office that they consider that they fall into the "very high risk" category, an assessment by the Institute's Occupational Health service will be requested to determine the nature of the risk and the

accommodations that may need to be made. Where possible staff members in the “very high risk” category will be facilitated to work from home to the maximum extent possible. Where a staff member is very high risk, is cocooning, and working from home in their current role is not feasible, they may be assigned work outside their usual core duties and/or given a new role with no change to their existing terms and conditions of employment.

Staff Members who live with very high risk individuals should attend for work on Campus where required. They should follow the HSE guidelines to protect themselves and to minimise risk of transmission.

Heads of Academic Departments will request students who are at high or very high risk of infection with COVID-19 to alert them of their condition so that arrangements can put in place to enable them to continue with their studies and minimise or eliminate transmission risk. The Head of Department will liaise with the student and Student Health Centre to discuss options for alternative arrangements. Where a student falls into the “at risk” groups, then a specific assessment will be carried out for them in relation to their concerns in accordance with Student Services protocols.

## **6.6 Contact Tracing**

Contact tracing can be very beneficial in limiting the spread of infection following a suspected or confirmed case. To be effective it does need to be efficient and accurate. The HSE has developed a COVID-19 Tracker App to assist in the control of the virus nationally, Staff and Students are strongly recommended to download and use this App. Details of the App can be found here: [COVID-19 Tracker App](#) Following recommendations from the Department of Education and Skills in relation to the maintaining of contact logs, institutions are requested to advise staff and students to ensure they keep records of instances where they have been in close contact with other individuals. This may be facilitated through the keeping of class attendees lists and timetabling information in respect of students.

Staff and students attending face-to-face meetings should keep their own record of such meetings and the attendees to facilitate close contact tracing if necessary. Details of the mechanism for maintaining contact logs are set out in the following Sections. Managed entries to Campus buildings are not considered feasible given the potential for creating congestion and the difficulty in ensuring a consistency of approach across a potentially large number of different buildings.

It should be noted that IADT will not conduct any form of Contact Tracing, this will be carried out by the HSE or by agencies on behalf of the HSE. IADT will provide details from timetables, class attendee lists and other contact logs to the HSE for the purposes of contact tracing.

IADT may consider implementing a local “Tracker” App in the future but has no plans for such at this time.

## 6.7 Contact Logs (Staff)

All Staff Members must maintain a Contact Log on a daily basis while attending on Campus and must retain this for potential future contact tracing. This Log must be provided to the HR Office for onward transmission to the HSE in the event that the staff members becomes unwell due to COVID-19 and/or is identified as a close contact of a COVID-19 patient.

Neither the staff member themselves and/or the HR Office Staff should make direct contact with individuals listed on the Contact Log, this is entirely a matter for the HSE.

## 6.8 Contact Control (Students)

Students are strongly recommended to download and use the COVID-19 Tracker App developed by the HSE to assist in the control of the virus nationally. Details of the App can be found here: [COVID-19 Tracker App](#). This is the primary Contact Tracing mechanism for students. Students will also be assigned to "Learning Pods" by the Faculty Offices and they must remain with their Learning Pod while on campus for the duration of the Academic Year 2020/2021. IADT will maintain the details of these Learning Pods as well as class attendance lists and timetables. All of these details will be provided to the HSE on request and in the event of a declaration by a student becoming unwell due to COVID-19 and/or is identified as a close contact of a COVID-19 patient.

Neither the student themselves and/or any IADT Staff member should make direct contact with individuals who may be close contacts, this is entirely a matter for the HSE.

## 6.9 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: [IADT Protocol](#).

Students must also follow the IADT Protocol for students who fall ill on campus:  
Link to Protocol to be inserted here

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

## 6.10 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.



### **6.11 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.

### **6.12 Travel to/from Campus and/or for Work Purposes**

Where a staff member or student exhibits any signs of COVID-19 or has been exposed to a confirmed case, they should not travel to work or Campus. Where possible, staff who travel to work by car should avoid car sharing. Where public transport is the only option for staff or students, then guidance ([TFI Transport Guidance](#)) outlining how to reduce the possibility of infection should be considered.

### **6.13 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 onset of symptoms and not the date of receiving a positive COVID19 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 of 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.

### **6.14 Remote Working**

It is likely that remote working for all or a part of the time will be expected. The HR Office are developing a Working from Home during Covid-19 Policy that will be included here.

### **6.15 Human Resource Procedures during COVID-19**

The Human Resource Office are continuing to develop a range of procedures in accordance with the national protocols for Institute staff that are applicable during the COVID-19 Crisis. These are being developed in conjunction with colleagues across the sector and under the guidance of THEA. While it is intended to notify staff members of these policies and procedures by e-mail, Staff members should regularly review the updates on the COVID-19 Staff Updates section of the IADT Website: [IADT Staff Updates](#).



The DPER FAQs contain significant detail regarding various leave and working arrangements applicable during this crisis. These will all be issued to all staff on a regular basis and posted in the HR Section of the Institute's Website. Staff members should review these periodically and consult these where they have queries prior to raising a query with the HR Office.

## **6.16 Departmental Return to Campus Protocols**

Each Department and Functional Area should develop local Protocols to operationalise this Protocol for the relevant area. Each Head of Department/Manager should develop these Protocols in consultation with the staff in the area. Unless there is a proposed deviation from the provisions of this Institute Protocol and/or national guidance, the local Protocols may be agreed and approved locally. There is no requirement for such Protocols to require central or Executive approval. Where a local Protocol requires the assistance, input from or has a dependency on another Department or Functional Area, then the Manager of the other Area must be consulted during the development of the Protocol. Where such a Protocol transcends a number of Departments or Functional Areas, then it would be appropriate for it to be referred to the Executive for Institute approval. All locally developed Protocols must be issued to all staff in the relevant Department or Functional Area. All Protocols may be published in the relevant COVID-19 Section of the Institute Website.

## **7. The Student Experience**

The on-campus experience for students is a fundamental and essential component of a third level education. Setting foot on campus has always been and remains an inspirational experience for students. This physical presence on campus and the opportunities for multi-disciplinary exposure has a value that underpins the essence of the student experience. It fosters opportunities for collaboration, knowledge exchange and social empowerment. However, none of this precludes online, hybrid or blended teaching and learning, particularly in the 2020-21 academic year.

### **7.1 Academic Programmes and Learning Outcomes**

Detailed information for every programme is available on the IADT Website: [IADT Courses](#)

### **7.2 Registration**

All incoming first year students and returning students will be invited to register online. Further information and guidelines will be issued by the Academic and Student Affairs team.

### **7.3 Student Induction and Orientation**

Student Induction and Orientation will take place for first years the week beginning 28<sup>th</sup> September 2020.

There will be an Induction for Returning Students from the week of the 14<sup>th</sup> September 2020 which will online information and in class inductions as appropriate.

### **7.4 First Year Matters (FYM)**

Incoming First Years will be asked to complete a COVID-19 Induction and a Return to Campus form prior to attending any First Year Matters (FYM) events.

Staff, FYM leaders and incoming First Years should adhere to Sections 3 and 4 of this policy document if attending any FYM events on campus.

International students and other students who have travelled abroad prior to the start of college should follow the guidelines in Section 4.9 of this document and only attend their FYM session if they have complied with these guidelines.

Incoming First Years who fall under the category of Higher Risk and/or are living with individuals considered at higher risk should follow the guidelines in Section 6.4 of this policy document. If you cannot attend your FYM session the information will be available online at a later date.

Incoming students will be requested to attend their FYM session at their scheduled time only. The timetable will be available on the FYM landing page of the IADT website ([www.iadt.ie](http://www.iadt.ie)). The landing page is in development.

Room assignments for the sessions will be agreed in advance and set up in line with current social distancing protocols (Section 4.4 of this document) and posted on the FYM Landing page.

FYM sessions will be interactive, fun and engaging and they will be in line with Government guidelines in place during that time.

It is the responsibility of each individual staff member, FYM leader and incoming student to keep a record of instances where they have been in close contact with others to facilitate contact tracing should the need arise (see Section 6.7 and 6.8).

### **7.5 Progression Years**

Progression Year students will be asked to complete a COVID-19 Induction and complete a Return to Campus form prior to attending campus.

Information relevant to Returning students is available on the IADT website ([IADT](http://www.iadt.ie)).

We will endeavour to deliver Student Experience services face to face where possible operating a booking system. A Drop-In Service will no longer be available. We will also be in a position to deliver our services remotely, if required.

## **7.6 Award Years**

Award Year students will be asked to complete a COVID-19 Induction and complete a Return to Campus form prior to attending campus. Information relevant to Returning students is available on the IADT website ([IADT](#)).

We will endeavour to deliver Student Experience services face to face where possible operating a booking system. A Drop-In Service will no longer be available.

We will also be in a position to deliver our services remotely, if required.

## **7.7 Self-Directed Learning in Classrooms/Studios**

Details from each Academic Department will be included here

## **7.8 On-Campus Activities**

As much on campus learning and teaching will take place subject to government guidelines supported by a model of hybrid teaching and learning to include online course delivery and assessment. Refer to your faculty office for further information with regard to your particular course.

See Section 9.11 for accessing the Library and its resources and Section 9.15 for accessing the Restaurant and Canteens.

The Students Union will operate onsite and remotely to support all IADT students.

IADT will work with the Student Union and student societies and clubs to ensure that any organised activities on or off-campus comply with all necessary public health guidance for indoor or outdoor sports and activities.

## **7.9 Student Responsibilities**

Students are advised not to attend on Campus if they have any symptoms of COVID-19 (common symptoms include a fever, a cough of any kind, shortness of breath or loss or change in sense of taste or smell) or if they are self-isolating. ([HSE COVID-19 Symptoms](#)).

It is recommended that every IADT student downloads and uses the HSE COVID-19 Tracker App to assist in the control of the virus nationally.

All students must self-monitor for signs and symptoms of COVID-19. A Return to Campus Form will be used to assess student's health before they return to Campus.

All students must keep themselves updated on the latest advice from Government and the HSE.

Students must also co-operate in complying with and maintaining the control measures that have been put in place to prevent the spread of the virus.

Students must report issues or concerns that they may have through the appropriate mechanisms.

On return to campus students must follow control measures in place to prevent the spread of COVID-19. This includes, but is not limited to, hand hygiene, respiratory hygiene, physical (social) distancing and minimising contact.

A separate assessment will also consider at risk students ([HSE Guidance re At Risk Groups](#)).

## 7.10 Field and Study Trips

The DFHERIS Guidance provides that: "Educational trips and field work, where there is not an overnight accommodation aspect and where physical distancing can be maintained, may be undertaken but will require individual risk assessment on a case-by-case basis by institutions. It will be necessary to keep a record of attendance and of close contact groups."

It is a matter for each programme in consultation with the relevant Head of Department and/or Head of Faculty to determine the appropriateness of field and study trips and to carry out the required risk assessments.

International field and/or study trips are currently prohibited within the Institute until further notice.

## 7.11 Graduation Ceremonies

*It is a requirement that for 2020 "Any non-essential or unnecessary traffic onto a higher education or further education and training campus should be avoided. In that context, it is strongly recommended that graduation ceremonies which had been scheduled to take place in the autumn, should be postponed or replaced with virtual ceremonies. Institutions may consider holding multiple small, brief graduation ceremonies in venues which can accommodate 2 meter physical distancing requirements during periods where other students are not mingling with attendees (for example: during mid-term breaks, reading weeks or through physical delineation of separate areas inaccessible to regular campus or institutional staff or students).*

*Institutions considering this action should perform a specific risk assessment and ensure compliance with all public health advice."*

Additional details will be provided here.

## **8. Communication**

### **8.1 General Communication**

The contents of this document and other associated controls are new to staff and students and will be communicated clearly through signage, designated locations on the Institute webpage, social media, campus TV screens and internal emails. Providing induction to staff and students in advance of their return to campus will be essential to ensuring that controls are effective. This COVID-19 Response Plan is being made available to all staff and students and is available on our website. All LWRs have received training in their role. The Executive will ensure that induction for staff and for students is delivered on the specific controls that will be in place.

### **8.2 Consultation**

The President and the Executive has and will consult widely with staff and stakeholders on the requirements for a return to Campus. This may include any and all of the following:

- Line Management Structure
- C19 CIRT
- Lead Worker Representatives
- Joint Forum
- Individual Unions
- Health and Safety Committee
- Student Union
- Planning and Working Groups
- Individual Staff Members (where specific expertise exists)

While it is expected that through consultations, the Return to Campus Protocols will and can be robust and meet the needs of the Institute, its staff and students and be fully compliant with all relevant Government Guidelines, it is entirely a matter for the president and the Executive to implement the Protocols that they consider to be the most appropriate while remaining fully compliant.

Each Manager will engage in relevant consultation processes with their staff members, both collectively and individually as appropriate with regards to the specific details of the risk assessments and control measures to be implemented locally based on the specific local work processes and practices.

### **8.3 Communication from Staff and Students**

Staff and students will possibly have some concerns regarding a return to campus for work and/or study purposes. While this Protocol will provide many of the answers and will go some way towards alleviating such concerns, staff and students may still have queries that need answering. Separately, individual staff members and/or students will have suggestions to make, based on their individual expertise, which may provide additional and/or improved control measures for the Institute.

Concerns and/or suggestions may be made through the following channels:

Staff Members:

- Line Management Structure
- Lead Worker Representatives
- C19 CIRT
- Planning and Working Groups
- Joint Forum
- Individual Unions
- Health and Safety Committee

Students:

- Student Union
- Class Representatives
- Student Experience Committee
- Academic Programme Staff
- Planning and Working Groups
- C19 CIRT
- Health and Safety Committee

## 9. Operational Services and Building Management

### 9.1 Physical (Social) Distancing

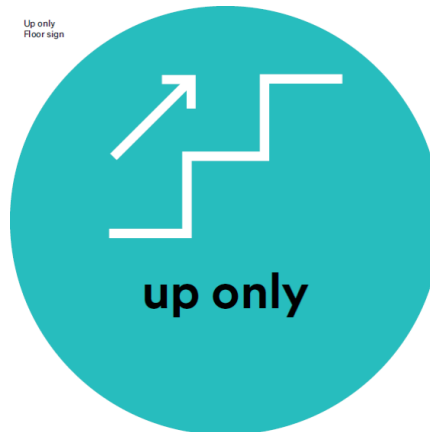
Physical (Social) Distancing, is a set of interventions or measures taken to prevent the spread of a COVID-19 by maintaining a physical distance between people and reducing the number of times people come into close contact with each other. In order to slow the transmission rate of COVID-19, currently a physical (social) distancing of minimum 2 meter is recommended by the HSE. Physical (social) Distancing should be maintained in all aspects of normal operations in Institute buildings. A range of measures are being introduced to assist people to maintain physical (social) distancing and guide them as they navigate the buildings. Such measures include building specific wayfinding systems, floor and wall/door signage and infographics and physical barriers. This section outlines the interventions that are being implemented in Institute buildings to provide a safe working environment for our staff and a safe study environment for our students. The following controls will assist in providing physical (social) distancing and are intended to provide high level guidance with specific details being set out and managed by the location occupants.

The DFHERIS Guidance states: *"It is envisaged that as the country progresses through the stages set out in the Roadmap for Reopening Society and Business, that a relaxation in physical distancing requirements may be made. In that context, the guidance outlined in this document will be revised to reflect any such relaxation. However, institutions should be prepared for the possibility*

*that, depending on the level of transmission recorded, any relaxation of physical distancing requirements may also be reversed.”* In this context, IADT will plan and operate on the basis of a 2 meter physical (social) distancing requirement and will implement additional risk assessed protocols where this distance cannot be avoided.

## 9.2 Signage and Infographics

IADT has designed a series of signage to facilitate wayfinding and public information regarding COVID-19. These are generally circular signs with teal backgrounds and black/white infographics. Examples are set out below:



## 9.3 Ventilation

A range of Protocols state that air conditioning is not generally considered as contributing significantly to the spread of COVID-19. Where practical, open ventilation is recommended for areas other than toilet areas with the general advice being to supply as much outside air as reasonably possible.

The Federation of European Heating, Ventilation and Air Conditioning Associations (REHVA) has produced guidance on how to operate and use building services in order to prevent the spread of COVID-19 in the workplace which can be accessed [here](#). There is also a supporting webinar developed by REHVA available [here](#).

## 9.4 Office Accommodation

**Control Measures:** Follow COVID-19 risk assessments for office accommodation. Control measures are being introduced across all office accommodation to provide for 2 meter separation between staff members or the introduction of appropriate shielding where such separations are not practical. Circulation routes in offices are also being considered when assessing physical distance in an office area. Additional considerations include, limiting staff members in any one office to the minimum necessary and providing for remote working on days when a staff member is not required in the office. It is a Government requirement that remote working is facilitated by the Institute wherever possible.

**Room Capacities:** Maximum capacity numbers that can be safely accommodated have being calculated for each office, classroom, workshop, studio and laboratory. This estimation of numbers takes account of national guidelines available at the time of the assessment and pays particular attention to, but will not be limited to, physical (social) distances in offices, shared areas, and circulation areas, Fire Safety, Emergency Evacuation and First Aid. The maximum capacity numbers will be adjusted up/down as new guidelines are issued by the government. The maximum capacity for each room will be signposted on the door to the room.

**Planning and Layouts:** In planning the office accommodation, a two-step approach will be considered. The plans for each office will be made in consultation between the relevant Manager for the specific office in conjunction with the staff in the office and the Estates and Facilities Office.

**Step 1:** Controls may be introduced using the existing furniture layouts. This will provide for return to campus in the short term but will introduce limits on the number of staff that can be accommodated. An intermediate assessment has being undertaken to estimate the number of people that can be safely accommodated in all buildings.

**Step 2:** Where the actions taken in Step 1 are insufficient to ensure the continuity of the operational needs of the office and full remote working is not a viable alternative the following will be undertaken. A re-design of the office layout in addition to the implementation of attendance rotas to provide for physical distances will be conducted. This will require careful planning by Managers in each area in conjunction with the staff of the area and the Estates and Facilities Office.

**Signage:** Appropriate signage and procedures are being installed to highlight the physical (social) distances to be observed as well as cleaning requirements of work stations and other high touch areas.

**Cleaning Regime:** All offices will be cleaned to the required standard by the Institute Cleaners. Each office and Institute staff will be provided with cleaning materials to keep their own workspace hygienically clean and to regularly clean any personal items brought in from home. Cleaning supplies will be restocked on an as needed basis by the Estates and Facilities Office. Office users will be responsible for cleaning their own area and high touch areas after use. Each area should implement a "clean desk policy", already a requirement for the management of personal data, in order to facilitate easier cleaning of workspaces. All staff will be provided with tissues and small bags to allow the staff member to dispose of the used tissues by placing them into the personal small bag and then disposing of that bag into the relevant waste stream bin at their nearest waste station. These items will be restocked on an as needed basis by the Estates and Facilities Office. Areas used generally by campus communities will be cleaned as per COVID-19 cleaning guidelines provided by DFHERIS.



## 9.5 Classrooms/Lecture Theatres/Tutorial Rooms

**Control Measures:** Control measures are being introduced across all teaching and learning spaces to provide for 2 meter separation between occupants where possible, details of some exceptions are set out under planning and layouts below. Circulation routes within teaching spaces have also been considered when assessing physical (social) distance.

NPfET have identified that other than cloth face coverings (or visors where appropriate) in indoor settings, there is no requirement for other personal protective equipment related to COVID-19 risk for teaching, learning and research activities. (Note however that personal protective equipment may be required for other reasons in particular in certain laboratory settings).

Specifically, if the lecturer is at a lectern or on a podium at a safe distance (2 metres) from the student body there is no mandatory requirement for them to wear a mask or visor. The risk to teachers who maintain distance and are careful with respect to hand hygiene is low. If the lecturer wishes to cover their face, a visor may be more convenient than a mask. Gloves should not be used unless required for other reasons (for example in a research laboratory) and should be actively discouraged as they generate refuse and tend to distract from hand hygiene. In any situation in which gloves are required, people must be trained in their use and hand hygiene is required before putting on and after taking off gloves. Gloves must never be used as a substitute for hand hygiene.

**Room Capacities:** Maximum capacity numbers that can be safely accommodated have been calculated for classrooms, lecture theatres and tutorial rooms. These capacities take account of national guidelines available at the time of the assessment and pay particular attention to, but are not limited to, physical (social) distances in the space, circulation requirements, Fire Safety, Emergency Evacuation and First Aid requirements. The maximum capacity numbers may be adjusted up/down as new guidelines are issued by the Government. The maximum capacity for each room will be signposted on the door to each room. This maximum capacity has assumed that there will be only one staff member present in the space as well as the students.

**Planning and Layouts:** Based on the physical layout of each individual space the Estates and Facilities Office, in consultation with the Academic Planning and Timetabling and Space Utilisation Working Groups, has determined the maximum capacity of the space. Furniture not being used, will wherever possible remain in the spaces but will be clearly marked as not available for use by the occupants and in some rooms may be grouped together.

The current health advice, as reflected in the National Protocol, is that the recommended distance to be maintained between people to minimise risk of transmission is 2 metres. In that context, higher education and further education facilities are advised that physical distancing of 2 metres be maintained and teaching space should be laid out and managed in order to safeguard the health of both staff and students in this context. However, there are many situations where tuition can only be realistically delivered with less than 2m (but no less than 1m) distancing between students, and some exceptional circumstances (confined to laboratory and practical workshop tuition) where 2 m distance cannot be maintained between staff and students. This is safe and should proceed, provided both staff and students take appropriate mitigation measures such as the following:

- a) As in all circumstances, good hand hygiene and cough/sneeze etiquette is of paramount importance.
- b) Face coverings should normally be worn in teaching situations where distancing is reduced to between 1 and 2m.
- c) Physical contact should be avoided.
- d) Staff teaching stations should be located at least 2m from students, or more where possible, and should maintain 2m physical distance insofar as possible. This provides for a safe teaching context, but where there is a risk that the 2m distance could be compromised a face covering or other appropriate protection should be used.
- e) In the event that tuition requires the staff member to be less than 2m from students, extra precautions are required. In such situations, staff should wear face shields, visors or other protective equipment.
- f) The maximum number of people allowed in a class will be in accordance with the prevailing public health guidance on indoor gatherings and it is recognised that this may change in accordance with the evolving COVID-19 situation nationally.

In the context of the above, IADT will provide physical (social) distancing in teaching and tuition spaces as follows:

- Where physical (social) distancing of 2 metres **can** be provided and accommodate a 2 metre distance between the lecturer and students and a Learning Pod or multiple Learning Pods can be accommodated, the space will be laid out to provide 2 metres physical (social) distancing.
- Where physical (social) distancing of 2 metres **cannot** be provided to accommodate a 2 metre distance between the lecturer and students and a Learning Pod or multiple Learning Pods in the space, the space will be laid out to provide 2 metres physical (social) distancing between the lecturer and the students and 1.5 metres physical (social) distancing between the students. In these circumstances, face coverings for students will be mandatory.

- Where physical (social) distancing of 2 metres ***cannot*** be provided to accommodate a 2 metre distance between the lecturer and students and a Learning Pod or multiple Learning Pods in the space, the space will be laid out to provide 2 metres physical (social) distancing and the capacity of the space will be identified accordingly.

Where spaces require closer interactions between the lecturer and the students to an absolute lower limit of 1 metre physical (social) distancing additional risk assessments will be completed and PPE will be required by all persons in the space.

***Cleaning Regime:*** All spaces will be cleaned to the required standard by the Institute Cleaners. COVID-19 Enhanced Cleaning will be carried out at least twice daily by the COVID-19 Cleaning Crew. Timetabled breaks between rooms being used by different class groups are required to allow this cleaning to be scheduled. In addition each room will be provided with cleaning materials to allow people to clean high touch surfaces hygienically and to clean any personal items brought in from home. Cleaning supplies will be restocked on an as needed basis by the Estates and Facilities Office.

## 9.6 Computer Laboratories

***Control Measures:*** Control measures are being introduced across all computer labs to provide for 2 metre separation between occupants where possible, details of some exceptions are set out under planning and layouts below. Circulation routes within labs have also being considered when assessing physical (social) distance. Where a 2 metre separation between student seats and/or workstations is not technically possible, the separation may be reduced to (but not less than) 1 metre and in such circumstances control measures and PPE will be required.

***Room Capacities:*** Maximum capacity numbers that can be safely accommodated have being calculated for computer labs. These capacities take account of national guidelines available at the time of the assessment and pay particular attention to, but are not limited to, physical (social) distances in the space, circulation requirements, Fire Safety, Emergency Evacuation and First Aid requirements. The maximum capacity numbers may be adjusted up/down as new guidelines are issued by the Government. The maximum capacity for each room will be signposted on the door to each room. This maximum capacity has assumed that there will be only one staff member present in the space as well as the students.

***Planning and Layouts:*** Based on the physical layout of each individual space the Estates and Facilities Office, in consultation with the Academic Planning and Timetabling and Space Utilisation Working Groups and the ICT Department, has determined the maximum capacity of the space. Furniture not being used, will wherever possible remain in the spaces but will be clearly marked as not available for use by the occupants and in some rooms may be grouped together.

The current health advice, as reflected in the National Protocol, is that the recommended distance to be maintained between people to minimise risk of transmission is 2 metres. In that context, higher education and further education facilities are advised that physical distancing of 2 metres be maintained and teaching space should be laid out and managed in order to safeguard the health of both staff and students in this context. However, there are many situations where tuition can only be realistically delivered with less than 2m (but no less than 1m) distancing between students, and some exceptional circumstances (confined to laboratory and practical workshop tuition) where 2 m distance cannot be maintained between staff and students. This is safe and should proceed, provided both staff and students take appropriate mitigation measures such as the following:

- a) As in all circumstances, good hand hygiene and cough/sneeze etiquette is of paramount importance.
- b) Face coverings should normally be worn in teaching situations where distancing is reduced to between 1 and 2m.
- c) Physical contact should be avoided.
- d) Staff teaching stations should be located at least 2m from students, or more where possible, and should maintain 2m physical distance insofar as possible. This provides for a safe teaching context, but where there is a risk that the 2m distance could be compromised a face covering or other appropriate protection should be used.
- e) In the event that tuition requires the staff member to be less than 2m from students, extra precautions are required. In such situations, staff should wear face shields, visors or other protective equipment.
- f) The maximum number of people allowed in a class will be in accordance with the prevailing public health guidance on indoor gatherings and it is recognised that this may change in accordance with the evolving COVID-19 situation nationally.

In the context of the above, IADT will provide physical (social) distancing in teaching and tuition spaces as follows:

- Where physical (social) distancing of 2 metres ***can*** be provided and accommodate a 2 metre distance between the lecturer and students and a Learning Pod or multiple Learning Pods can be accommodated, the space will be laid out to provide 2 metres physical (social) distancing.
- Where physical (social) distancing of 2 metres ***cannot*** be provided to accommodate a 2 metre distance between the lecturer and students and a Learning Pod or multiple Learning Pods in the space, the space will be laid out to provide 2 metres physical (social) distancing between the lecturer and the students and 1.5 metres physical (social) distancing between the students. In these circumstances, face coverings for students will be mandatory.

- Where physical (social) distancing of 2 metres ***cannot*** be provided to accommodate a 2 metre distance between the lecturer and students and a Learning Pod or multiple Learning Pods in the space, the space will be laid out to provide 2 metres physical (social) distancing and the capacity of the space will be identified accordingly.

Where spaces require closer interactions between the lecturer and the students to an absolute lower limit of 1 metre physical (social) distancing additional risk assessments will be completed and PPE will be required by all persons in the space.

***Cleaning Regime:*** All spaces will be cleaned to the required standard by the Institute Cleaners. COVID-19 Enhanced Cleaning will be carried out at least twice daily by the COVID-19 Cleaning Crew. Timetabled breaks between rooms being used by different class groups are required to allow this cleaning to be scheduled. In addition each room will be provided with cleaning materials to allow people to clean high touch surfaces hygienically and to clean any personal items brought in from home. Cleaning supplies will be restocked on an as needed basis by the Estates and Facilities Office.

***ICT Equipment Cleaning Regime:*** Keyboards, Mice and Monitors in computer labs will be cleaned twice a day and cleaning materials will be made available to students and staff who use these computers so they can self-clean during the intervening time where there is a requirement for additional cleaning. Printers/photocopiers will be cleaned twice a day and at time of paper refilling. Requirement for passwords at printers will be removed for the duration of the pandemic to reduce touch points. Cleaning materials will be made available for use at printers/photocopiers for self-cleaning during the intervening time where there is a requirement for additional cleaning.

## 9.7 Laboratories/Studios/Workshops/Specialist Workspaces

***Control Measures:*** Control measures are being introduced across all Laboratories/Studios/Workshops/Specialist Workspaces to provide for 2 metre separation between occupants where possible, details of some exceptions are set out under planning and layouts below. Circulation routes within labs have also being considered when assessing physical (social) distance. Where a 2 metre separation between student seats and/or workstations is not technically possible, the separation may be reduced to (but not less than) 1 metre and in such circumstances control measures and PPE will be required.

***Room Capacities:*** Maximum capacity numbers that can be safely accommodated have being calculated for Laboratories/Studios/Workshops/Specialist Workspaces. These capacities take account of national guidelines available at the time of the assessment and pay particular attention to, but are not limited to, physical (social) distances in the space, circulation requirements, Fire Safety, Emergency Evacuation and First Aid requirements. The maximum capacity numbers may be adjusted up/down as new guidelines are issued by the Government. The maximum capacity

for each room will be signposted on the door to each room or at the entrance to each distinct space. This maximum capacity has assumed that there will be only one staff member present in the space as well as the students.

**Planning and Layouts:** Based on the physical layout of each individual space the Estates and Facilities Office, in consultation with the Academic Planning and Timetabling and Space Utilisation Working Groups and the ICT Department, has determined the maximum capacity of the space. Furniture, Equipment and machinery not being used, will wherever possible remain in the spaces but will be clearly marked as not available for use by the occupants and in some rooms may be grouped together.

The current health advice, as reflected in the National Protocol, is that the recommended distance to be maintained between people to minimise risk of transmission is 2 metres. In that context, higher education and further education facilities are advised that physical distancing of 2 metres be maintained and teaching space should be laid out and managed in order to safeguard the health of both staff and students in this context. However, there are many situations where tuition can only be realistically delivered with less than 2m (but no less than 1m) distancing between students, and some exceptional circumstances (confined to laboratory and practical workshop tuition) where 2 m distance cannot be maintained between staff and students. This is safe and should proceed, provided both staff and students take appropriate mitigation measures such as the following:

- a) As in all circumstances, good hand hygiene and cough/sneeze etiquette is of paramount importance.
- b) Face coverings should normally be worn in teaching situations where distancing is reduced to between 1 and 2m.
- c) Physical contact should be avoided.
- d) Staff teaching stations should be located at least 2m from students, or more where possible, and should maintain 2m physical distance insofar as possible. This provides for a safe teaching context, but where there is a risk that the 2m distance could be compromised a face covering or other appropriate protection should be used.
- e) In the event that tuition requires the staff member to be less than 2m from students, extra precautions are required. In such situations, staff should wear face shields, visors or other protective equipment.
- f) The maximum number of people allowed in a class will be in accordance with the prevailing public health guidance on indoor gatherings and it is recognised that this may change in accordance with the evolving COVID-19 situation nationally.

In the context of the above, IADT will provide physical (social) distancing in teaching and tuition spaces as follows:

- Where physical (social) distancing of 2 metres **can** be provided and accommodate a 2 metre distance between the lecturer and students and a Learning Pod or multiple Learning Pods can be accommodated, the space will be laid out to provide 2 metres physical (social) distancing.

- Where physical (social) distancing of 2 metres ***cannot*** be provided to accommodate a 2 metre distance between the lecturer and students and a Learning Pod or multiple Learning Pods in the space, the space will be laid out to provide 2 metres physical (social) distancing between the lecturer and the students and 1.5 metres physical (social) distancing between the students. In these circumstances, face coverings for students will be mandatory.
- Where physical (social) distancing of 2 metres ***cannot*** be provided to accommodate a 2 metre distance between the lecturer and students and a Learning Pod or multiple Learning Pods in the space, the space will be laid out to provide 2 metres physical (social) distancing and the capacity of the space will be identified accordingly.

Where spaces require closer interactions between the lecturer and the students to an absolute lower limit of 1 metre physical (social) distancing additional risk assessments will be completed and PPE will be required by all persons in the space.

***In addition:*** the Technical staff in each area will take the lead, in conjunction with the Head of Department and the relevant Programme Co-Ordinator's/Chairs, on assessing laboratory, studio, workshop and specialist workspace layouts where it is practical to introduce physical (social) distancing. It is expected that the introduction of operational protocols including the use of PPE will be required in laboratories/studios and workshops where adjusted layouts are not practical.

***Cleaning Regime:*** All spaces will be cleaned to the required standard by the Institute Cleaners. COVID-19 Enhanced Cleaning will be carried out at least twice daily by the COVID-19 Cleaning Crew. Timetabled breaks between rooms being used by different class groups are required to allow this cleaning to be scheduled. In addition each room will be provided with cleaning materials to allow people to clean high touch surfaces hygienically and to clean any personal items brought in from home. Cleaning supplies will be restocked on an as needed basis by the Estates and Facilities Office.

## 9.8 General Circulation Areas

General circulation areas include corridors, stairways, entrances, lobbies, etc. Controls are being introduced in all such areas to maintain physical separation and avoid gatherings. This is being achieved through wayfinding, signage, removing seating and other obstructions from communal areas or to minimise pinch points that may cause congestion. Flow management systems such as "Keep Left" or "One-way" circulation will be introduced where possible, particularly on stairways. Alternative controls may be introduced where this cannot be achieved. In addition, certain areas in buildings have been designated to provide for safe queuing refuges to allow people to safely wait for bathrooms, service delivery or equipment use.

Areas used generally by campus communities will be cleaned as per COVID-19 cleaning guidelines provided by DFHERIS in addition to the normal cleaning regime.

Doors on circulation routes, stairwells and high traffic areas such as the student restaurant and Library have been fitted with hold open devices tied into the fire alarm systems to reduce touch points for people as they move around the buildings.

## 9.9 Entrances and Exits from Buildings

Each building will have clearly marked separate entrances and exits to reduce congestion at doorways and to ease the flow of corridors in “one-way” systems. These may be in the same doorway or the doorways may be in separate parts of the building. Hand wash and/or sanitising stations will be installed adjacent to at building entry and exit points. Additional Hand wash and/or sanitising stations will be strategically placed throughout buildings.

## 9.10 Hand Hygiene Stations

Regular Hand washing is a key feature of the prevention of the spread of the virus.

Hand wash and/or sanitising stations will be installed adjacent to at building entry and exit points. Additional Hand wash and/or sanitising stations will be strategically placed throughout buildings. Hand wash stations will come complete with non touch taps, non touch soap dispensers and paper towel holders and will have hot water.

All hand washing and sanitisation stations will be clearly marked and identified.



## 9.11 Library

IADT Library services and resources are available online via both the Library website [IADT Library](#) and the discovery system as well as in the physical Library located in the Atrium Building. During the COVID-19 shut down, while the physical Library was closed, Library services and resources continued to be available online to student and staff. When the physical Library space reopens, staff and students should continue to avail of the online services and resources and **should only** visit the physical library to access materials and services that are not available electronically.



The following services and resources are available from the Library website:

- Ebooks
- Online Journals and magazines
- Online streaming services
- Dedicated guides for each subject area
- Research@THEA – the online institutional repository for THEA institutes
- Guides and links to open access material
- Guides on how to use library resources
- Guides to support students in their studies
- Online chat service with Library staff
- Facility for staff to order material for the Library

### **Accessing the Library collections**

Arising from the requirement for physical (social) distancing, the Library has adopted an 'online where possible' policy and will make textbooks and research material available via the library website and online discovery system.

However, as it is not always possible to provide content online, the Library has put protocols in place so that staff and students can borrow material from the Library in a safe way. Library users should use one of the following options when borrowing material from the Library.

### **Click & Collect**

IADT staff and students can access the Library's Click & Collect service from the Library website. The Click & Collect service enables Library users to select item(s) for borrowing in advance of visiting the Library. Library staff will retrieve the requested items and issue them to the Library users' account. Library users will then be contacted by email to inform them that they can collect items from the 'Click & Collect' point in the Library without any interactions with staff or equipment.

### **Library Borrowing App**

IADT staff and students can use the IADT Library app to borrow books from the Library in a contactless way. The app can be downloaded onto any smartphone. Once they have access to the IADT Library app, Library users should locate the item(s) they require use the app to scan the book/item. This will place the item onto their Library account and disable any security measures. Library users can then leave the Library with the item(s) without any interactions with staff or equipment.

### **Returning items to the Library**

The book return box will be located outside of the Library entrance. All Library items on loan should be returned to the book return box only. Items borrowed using the IADT Library app will be automatically removed from the Library user's account when placed in the book return box.

## **Accessing the Library**

IADT Students and Staff are permitted to visit the Library during the times they are scheduled to be on campus only. No other visitors are permitted to visit the Library until further notice.

It is currently a public health requirement that face coverings are mandatory for those visiting libraries (August 2020). All IADT staff and students visiting the Library will be expected to wear a face covering and comply with the Institute's policy on face coverings (see section 4.5).

In accordance with social distancing measures in the Atrium Building, there is one entrance and two exits for the Library which are clearly signposted.

All visitors to the Library should use the hand sanitizer provided at the Library entrance.

## **Using study spaces in the Library**

IADT students may use the Library as a study space only during the times they are scheduled to be on campus and not timetabled for a class. Staff Members are not permitted to use the Library as a workspace and should use their designated office space while on campus.

Furniture in the Library has been laid out to ensure physical (social) distancing. Students should observe all signage regarding which study spaces can be used and may not attempt to reconfigure any furniture.

## **Information Services**

Library staff will continue to provide information services during Library opening hours. While a member of staff will be available to answer queries at the information desk, Library users should avail of the online library information services including the online chat facility available from the Library website, via social media @IADTlibrary and email [infolib@iadt.ie](mailto:infolib@iadt.ie)

A range of newly developed guides and supports for students, staff and researchers are also available from the Library website:

[IADT Subject Guides](#)

[IADT](#)

[Supports/Resources](#)

## **IT Facilities in the Library**

A range of IT facilities continue to be available in the Library. These include PCs, Macs, self-service laptops and MacBooks, photocopying and printing services.

Library users must follow signposted instructions regarding cleaning IT equipment both before and after use.

**ICT Equipment Cleaning Regime:** Keyboards, Mice and Monitors in the Library will be cleaned twice a day and cleaning materials will be made available to students and staff who use these computers so they can self-clean during the intervening time where there is a requirement for additional cleaning.

Printers/photocopiers will be cleaned twice a day and at time of paper refilling. Requirement for passwords at printers will be removed for the duration of the pandemic to reduce touch points. Cleaning materials will be made available for use at printers/photocopiers for self-cleaning during the intervening time where there is a requirement for additional cleaning.

**Control Measures:** Control measures are being introduced in the Library to provide for 2 metre separation between occupants. Circulation routes within labs have also being considered when assessing physical (social) distance.

**Room Capacities:** Maximum capacity numbers that can be safely accommodated have being calculated for the Library. These capacities take account of national guidelines available at the time of the assessment and pay particular attention to, but are not limited to, physical (social) distances in the space, circulation requirements, Fire Safety, Emergency Evacuation and First Aid requirements. The maximum capacity numbers may be adjusted up/down as new guidelines are issued by the Government. The maximum capacity for each room will be signposted on the door to each room. This maximum capacity has assumed that there will be only one staff member present in the space as well as the students.

**Planning and Layouts:** Based on the physical layout of each individual space the Estates and Facilities Office, in consultation with the Librarian, has determined the maximum capacity of the space. Furniture not being used, will wherever possible remain in the spaces but will be clearly marked as not available for use by the occupants and in some rooms may be grouped together.

**Cleaning Regime:** All spaces will be cleaned to the required standard by the Institute Cleaners. COVID-19 Enhanced Cleaning will be carried out at least twice daily by the COVID-19 Cleaning Crew. In addition, both floors of the Library will be provided with cleaning materials to allow students to clean high touch surfaces hygienically and to clean any personal items brought in from home. Cleaning supplies will be restocked on an as needed basis by the Estates and Facilities Office.

Library staff and users are expected to maintain a clean workspace in the Library.

## 9.12 General Use ICT Equipment

All general access computers across campus have been removed, only computers available in the Library are to be used and then under the control of the Library.

"Roll-around" TV/PC/Video set-ups have been removed from service for the lifetime of the pandemic unless there is a clear and urgent operational requirement. Please contact the ICT Manager directly where access to such equipment is required.

### 9.13 Reception Desks

Where physical distancing cannot be achieved at reception, information and/or service desks, physical barriers are being introduced as set in the National Protocol. Enhanced protection in the form of screens may be installed in departmental reception areas. The Caretaker's desk now has a glazed screen. Distance activated notification systems are being installed to request people approaching the reception, information and/or service desks to maintain a safe distance from the desk.



### 9.14 Meeting Rooms

Meeting Rooms refers to rooms where meetings are held between staff members and/or between the Institute and external visitors but not to Staff/Student meetings which are held in Tutorial Rooms and identified in the Section on Classrooms. In general, physical or in-person meetings between and with staff and between and with external individuals are discouraged. All such meetings should be held virtually by video conference where possible. Where the use of a meeting room is essential, the following rooms may be used: Boardroom Roisín Hogan House (Capacity 5); Boardroom Media Cube (Capacity 4) and C013 (Capacity 4). These rooms must be booked in advance, in order that the appropriate cleaning regime can be completed. There must be a period between meetings in order to provide for the necessary cleaning requirements.

### 9.15 Restaurants

**Restaurant Management:** The Restaurants in IADT are operated by Compass Catering on behalf of IADT. Compass Catering have implemented their own Return to Work Protocols for their staff in accordance with the National Guidelines and HPSC Guidance for food businesses. This has been shared with IADT.

**Access to the Canteen:** During the initial phases of the Government’s Roadmap for returning to Campus and throughout the Summer period, the number of staff on campus at any one time are kept at a minimum. All Restaurants have been closed since 12<sup>th</sup> March 2020 and will remain closed until 31<sup>st</sup> August 2020. The Restaurant area in the Carriglea Building has been assigned to An Garda Siochana for physical (social) distancing purposes and is not available to IADT. Staff members accessing campus during this period have been advised that there are no catering facilities available on Campus.

In conjunction with the Estates and Facilities Office, Compass Catering will develop a plan for the opening of the Restaurant in the Atrium Building from 31<sup>st</sup> August 2020 and will review the capacity to re-open the Restaurant in the Carriglea Building.

**Physical (social) Distancing:** Seating is being reduced and re-organised within the restaurant to provide for 2 metre separation within the restaurant and circulation where appropriate.

**Queueing:** A spaced queueing system will be introduced to manage and limit the numbers of staff and students in the restaurant at any one time. Signage will be installed to manage the queues.

**Booking:** A table booking system is being considered to manage the numbers in the restaurant at any one time. Further information will be made available on this.

**Click and Collect:** A “Click and Collect” system is being considered to facilitate staff and students.

**Restaurant Operations:** The Timetabling and Space Utilisation Working Group are scheduling for class groups to have time to visit the restaurant. The food offering in the restaurant will be reconfigured to provide for additional pre-packed and grab and go options and to limit the availability of on-site cooked options. All menus will be published on-line for ease of use. All payments will be by contactless card systems.

**Reducing Cross Contamination:** The cleaning regime in the canteen area will be reviewed by Compass Catering in line with recommendations with the cleaning protocols set out by the HSA.

## 9.16 Shared Drinking Water Dispensers

Shared drink water dispensers are considered a risk with respect to cross contamination. These shared facilities will be reviewed on a case by case basis and removed where control measures cannot be safely implemented.

### **9.17 Toilets, Washrooms and Showers**

Capacity limits and signage are being introduced in all toilets to ensure physical (social) distancing and good hygiene practices are observed. Some toilets will be taken out of service due to the limits on capacity and the restrictions imposed by the required cleaning regime. Cleaning in toilets is being carried out in accordance with National Protocols (see Section 15 for further details). In addition to the normal cleaning routine and janitorial service. Paper towel dispensers have been installed throughout the campus replacing all electric hand driers and roller towel hand towels. Sensor taps are being installed to reduce touch points. Foot operated door openers will be considered.

Showers and wet clothes drying rooms are considered to be high risk areas due to the presence of high levels of moisture. Introducing effective controls is therefore very difficult. Showers (not including emergency showers) and wet clothes drying rooms are removed from service for the duration of the pandemic event or until further national guidance is provided. Legionella management plans are in place to ensure that low usage does not introduce additional risks.

### **9.18 Building Maintenance**

All statutory and emergency maintenance has continued throughout the pandemic event. The gradual re-opening of buildings will require a return to normal operation in respect to general maintenance activity. Controls are being put in place to ensure that all maintenance and service engineers and contractors coming to site will not have a negative impact on COVID-19 control measures. The Estates and Facilities Office will ensure that building maintenance contractors follow the Protocols set out in the Section relating to contractors.

### **9.19 Post and Deliveries**

Post is typically delivered by An Post in the morning to the Caretakers Desk in the Atrium Building. The Standard Operating Procedures (SOP 2.1) for the receipt of, distribution of, and outgoing posting of mail has been reviewed and updated to take account of the additional risks associated with COVID-19. This SOP is available to all staff through the Institute's Document Store. For the safety of staff members handling mail, this SOP should not be distributed outside the Institute. A key control measure in the handling of incoming mail, for all staff members is that gloves should be worn at all times when handling mail and all surfaces where incoming mail is stored should be regularly sanitised both before and after handling the mail.

Deliveries tend to arrive unannounced and the following protocols have been put in place. The Standard Operating Procedures (SOP 1.8) for incoming deliveries has been reviewed and updated to take account of the additional risks associated with COVID-19. This SOP is available to all staff through the Institute's Document Store.

Staff members engaged in the receipt of goods and/or deliveries should familiarise themselves with the relevant SOPs. Personal deliveries for staff members are not permitted and will not be accepted by the Institute. Staff members must ensure that all deliveries contain the following information:

- Name of the Staff member responsible for receiving the delivery
- Name of the Department for which the delivery is intended
- Contact phone number for the Staff member designated to receive the delivery

In order to limit the number of staff members involved in the handling of deliveries and thus limiting the potential exposure of staff members, where possible all deliveries should be received by the ordering Department and the ordering Department should make the necessary arrangement, including times and dates and the availability of the relevant Staff Member with the supplier and/or delivery company for the receipt of the delivery.

Where the above is not possible the following arrangements will apply in accordance with the SOP. Single small packages up to A3 in size will be accepted at the Caretakers Desk and distributed internally in accordance with the standard mail delivery system. Bulk deliveries and/or deliveries of multiple small packages must be delivered to the Goods Inwards desk in the Backlot Building in accordance with the SOP.

Physical (social) distancing between the IADT staff member and the delivery personnel must be maintained at all times. All acknowledgment and receipting processes must be completed using non-contact technology systems.

## 9.20 Cleaning

There is a high standard of cleanliness across all Institute Buildings which has facilitated the planning for cleaning in the context of COVID-19.

Deep cleaning of all spaces in the Institute has been ongoing since March. A dedicated and trained COVID-19 Cleaner has been assigned to the campus since June. Industrial cleaning of vents and high level area is also scheduled for the coming weeks. The standard in-term cleaning regimes will commence a week earlier than normal on 24<sup>th</sup> August 2020. In addition to the standard cleaning undertaken by the Institutes cleaners, an additional 48 cleaning hours per day has been identified as being required and will be delivered by a dedicated team of COVID-19 cleaning operatives whose only instructions are to clean in accordance of ECDC guidelines as they pertain to high touch points and DFHERIS Guidance. Further information on cleaning in relation to COVID-19 is available from the ECDC at: [ECDC Cleaning Guidelines](#)

Following issue of the National Protocol, the HSA provided a checklist for COVID-19 Cleaning and Disinfection. A review of the cleaning and disinfection schedule, in conjunction with the cleaning contractor is underway. The updated cleaning schedule will include the following:



- Daily/Weekly/Monthly/Yearly Routines: The standard cleaning routines will be carried out as normal. In addition to this there will be cleaning materials available in offices for staff to clean their workstations as well as common touch areas. Cleaning supplies will be restocked within the local area, supplies must be purchased in sufficient time to ensure availability. Staff will be responsible for cleaning their own area and/or high touch areas after use.
- The National Protocol recommends that common contact/ touch point cleaning in common areas is carried out at least twice daily. Records are maintained by the Estates and Facilities Office in respect of cleaning schedules which can be referred to as part of the internal cleaning audit checks.
- The National Protocol recommends that washrooms such as toilets are cleaned at least twice daily. In practice, toilets are cleaned routinely throughout the day under the current cleaning schedule. They will continue to be cleaned throughout the day but enhanced cleaning by the COVID-19 cleaning operatives will be implemented.
- Where confirmation of a suspected or confirmed case of COVID-19 is identified, localised deep clean and/or sanitisation of rooms will be carried out in accordance to the guidance set out under ECDC.
- Stocks of essential consumables (e.g. sanitiser fluids, paper towels, etc.) will be held on campus to ensure a sufficient supply is maintained.
- All toilets and wash areas will have sufficient hot water, paper towels, sanitisers, etc. to provide for safe hand hygiene.
- Hand Wash Stations will be installed in circulation areas where possible to encourage good hand hygiene practices.
- Cleaning materials will be provided to each Faculty and Department for distribution and use in staff offices and workspaces.
- Staff are required to adopt a clear desk policy and clean their own desk surfaces daily.
- Technical staff will carry out enhanced cleaning in labs, studios workshops and specialist work spaces.

## **10. Visitors to Campus, Contractors and Companies**

### **10.1 Visitors**

Visitors must be approved prior to coming to campus by a line manager. In general visitors should not be encouraged to attend on Campus and the process of their interaction with the Institute should be conducted remotely using video conferencing, e-mail, document sharing and the Institute's website. Where a visitor needs to come on Campus, the Caretakers must be informed by e-mail. The Visitor should confirm to the staff member being visited that a) they are not suffering from any COVID-19 Symptoms; b) they have not been made aware that they are a close contact of a COVID-19 individual c) that they have not been advised to self-isolate or restrict their movements and d) that they have not been outside Ireland within the previous 14 days. The Visitor must be accompanied by



the person they are visiting at all times. Physical (social) distancing, hand hygiene and respiratory hygiene and etiquette must be followed by the Visitor and the staff member at all times. The Visitor must notify the person they are visiting by phone on their arrival on Campus and prior to entering any building. Visitors should not attend at any reception or the Caretakers desk unannounced. Visitors must be restricted to the minimum locations on Campus appropriate to the visit. The Protocols for attending on Campus must be brought to the attention of the Visitor, by the person they are visiting, prior to their arrival on Campus.

## 10.2 Contractors

Contractors, whether self-employed or employed by a company are employers in their own right and have a requirement under the Government Protocols to implement the Guidelines in respect of their employees. The relevant Manager or Head of Department must request and receive a copy of the Return to Work Protocol and the specific Risk Assessment/Method Statement relating to working on the IADT campus from every contractor prior to the attendance on Campus of their employees.

As outlined in Section 2.11 of the Institute's Safety Statement, Contractors are defined as one of Construction, Embedded or Visiting depending on the nature of their interactions with the Institute.

For the purposes of the Protocol, contractors include organisations, excluding companies in the Media Cube, that rent space from IADT under Licence whether or not for a Licence Fee.

Visiting Contractors are contractors that do not maintain a permanent or semi-permanent attendance on Campus. For the purposes of this Protocol, these can be divided as follows: Contractors where attendance on Campus is not essential to their contract (consultants, remote service providers etc.); Contractors where attendance on Campus is essential, but access to buildings is not a requirement (Grounds and Pitch Maintenance, External Lighting etc.); Contractors where access to buildings is an essential aspect of their contract (building maintenance, equipment testing and maintenance etc.).

Where possible, contractors should be encouraged to carry out their contract remotely from IADT and to provide the relevant services by e-mail, document sharing and video conferencing.

Where attendance on campus and access to IADT buildings is not a requirement the following procedures must be followed:

- Site attendance will be scheduled for pre-agreed dates and times
- The Contractor will notify the Caretakers of their arrival and departure from Campus

- The Manager engaging the contractor is responsible for them, their employees and their activities while on campus and control measures must be followed upon entry to campus. These control measures include but are not limited to adherence to limiting contact with IADT staff and students not directly involved in the contract; physical (social) distancing; hand hygiene and sanitisation processes and respiratory hygiene and etiquette.

Where attendance on campus and specifically access to IADT buildings is an essential element of the contract the following additional procedures must be followed:

- Each individual (not a collective response from a team or contractor) must complete the Contractor COVID-19 Questionnaire: [COVID-19 Contractor Form](#)
- Each Contractor must provide, to the relevant Manager, provide a Risk Assessment / Method Statement in respect to COVID-19, specific to IADT

Any contractor arriving on campus without notification and/or without completing the appropriate documentation will be refused access.

Embedded Contractors must make specific arrangement with the relevant Manager in respect of their attendance and Protocols for IADT.

All contractors must be issued with this Protocol and all updates to it.

### **10.3 Companies Operating on Campus**

In addition to Contractors working on Campus a number of other organisations and companies operate from the Campus. These organisations are all employers in their own right and are required under the Government Protocols to implement the Guidelines in respect of their employees.

Both Blackrock Education Centre (BEC) and Monkstown Educate Together National School (METNS) are generally able to operate completely independently of IADT and interactions between the three organisations can be conducted by e-mail, telephone and video conferencing.

The Media Cube is home to a range of small enterprise companies. As part of those companies returning to work on Campus, a risk assessment of the Media Cube has taken place with recommended control measures being implemented in respect of the public areas.

The companies have been provided with a briefing on their responsibilities with regards to COVID-19. Confirmation should be provided by each company to the Innovation and Commercialisation Manager that they are compliant with the National Guidelines prior to their returning to the Media Cube. The following elements are an essential aspect of that compliance:

- (1) Each company must implement a Return to Work Protocol
- (2) Each company must provide COVID-19 induction training for its staff as envisaged by the government Return to Work Protocol.
- (3) Each company must require every employee to sign declaration 3 days before return to work and periodically thereafter.
- (4) Each company must implement a process to keep track of contacts for employees.
- (5) Each company must designate a COVID-19 Lead Worker Representative responsible assisting in the development of the plan and for monitoring compliance.
- (6) Each company must develop a protocol for what happens if there is a case of COVID-19 in work, i.e. a person becomes ill, and must communicate this to all staff.

In order to assist the companies, where space is restricted, the Balcony Room in the Media Cube may be used as an isolation room.

The Innovation and Commercialisation Manager must be informed by a company where any staff member develops COVID-19 and has been in the Media Cube within 14 days of developing symptoms.

The kitchen and canteen are currently closed until appropriate controls can be put in place.

## **11. Events**

### **11.1 Government Roadmap**

The Government Roadmap for the re-opening of the economy provides that indoor gatherings of up to 50 people and outdoor gatherings of up to 200 people when conducted in line with public health advice are permissible as part of Phase 3 of the Roadmap. Phase 4 of the Roadmap, which is scheduled to commence on 10<sup>th</sup> August extends these provisions to 100 and 500 people respectively.

### **11.2 Campus Room Capacities**

IADT has assessed the room capacity of all rooms on Campus and the largest available space would accommodate 35 people. IADT is not currently planning on hosting gatherings, other than the provision of teaching classes.

IADT does not generally host external events or gatherings and currently has no plans to do so.

In the event that gatherings other than the standard classroom provisions for the return of students are planned a separate Protocol will be developed.

## **12. Resources**

### **12.1 Budgets**

IADT has engaged with the HEA, through THEA with regards to the impacts on the Institute's finances and budgets arising from COVID-19. IADT has not been allocated additional monies at this time to mitigate against the essential expenditure being incurred to implement this Protocol and the National requirements.

Budget Holders are required to manage their expenditure within the budgets already allocated to them and to restrict their expenditure to that which is essential to implement this Protocol, provide a safe place to work and study for the staff and students of the Institute and to provide for the implementation of processes and procedures to implement the teaching requirements from September 2020.

All Institute capital expenditure, other than capital expenditure which is essential to implement this Protocol, provide a safe place to work and study for the staff and students of the Institute and to provide for the implementation of processes and procedures to implement the teaching requirements from September 2020, is suspended until further notice.

### **12.2 Procurement**

The Institute has in place a Procurement Policy which is compliant with the National and EU requirements. All procurement for the purposes of implementing this Protocol must remain compliant with this Policy.

It is recognised that with the Government announcement on 12<sup>th</sup> March 2020 of the immediate temporary closure of the Institute, some emergency expenditure was essential to protect the assets of the Institute and ensure the business continuity of the Institute. Such emergency expenditure and procurement has been provided for within the Institute's Procurement Policy.

### **12.3 OGP Framework Contracts**

The Office of Government Procurement (OGP) has developed a range of framework agreements for the procurement of equipment and consumables including PPE and cleaning materials. These frameworks must be used when sourcing such items.

## **13. Safety Management System & Safety Statement**

### **13.1 Safety Management System**

The Institute's Safety Management System is updated to cover the measures that are being and will be implemented to manage the Institute through the crisis and to prevent the spread of COVID-19.

### **13.2 Safety Statement**

The Institute's Safety Statement is published on the IADT Website [IADT Safety Statement](#) and this Protocol and updates to this Protocol are an addendum to that Statement.

### **13.3 Risk Assessments**

The Institute has in place a Risk Assessment Process as part of its Safety Statement. Details on the development of Risk Assessments is available to all staff in the Institute's Document Store. This Risk Assessment Process should be used in the updating and development of Risk Assessments; Method Statements and Standard Operating Procedures in the context of COVID-19.

The Manager for each Department and Functional Area is responsible for the Risk Assessment Process in their Department. The staff in each area are best placed to develop or update each Risk Assessment as this is part of a consultation mechanism. Where training is required for staff members in completing risk assessments, this can be made available by the relevant Manager. The HR Office can be contacted regarding the engagement of appropriate trainers.

Managers are authorised to approve the relevant Risk Assessments but may at their discretion consult with an appropriate Safety Consultant in this regard.

Completed Risk Assessments should be issued to all staff impacted by the Assessment and stored for access in the Risk Assessment Section of the Safety Statement area on the Document Store.

## **14. Updates to Existing Safety Procedures**

### **14.1 Occupational First Aid**

Due to the nature of occupational first aid and the necessity to come into close contact with injured individuals who may be possible cases of COVID-19. While guidance has been developed in respect to responding to suspected cases of COVID-19, this guidance will be reviewed and updated to ensure controls are in place for all eventualities that may require close contact. First Aiders will be alerted

to the guidance with the Institute providing updated awareness and infection control training to first aiders. Additional PPE will be sourced and provided to Occupational First Aiders.

## 14.2 Fire Safety/ Fire Drills

Existing fire safety measures will continue to be applied and the standard fire drill timetable will continue. However, plans will be put in place to ensure social distancing is maintained and will be notified in advance of each fire drill, e.g. increased assembly points, staff and students to stand by their cars.

## 15. Data Protection Compliance

What is the legal basis for processing employee data in relation to COVID-19? Civil and Public Service employers, including IADT, are obliged to provide a safe workplace, which may include the processing of health data in order to ensure that safety. Articles 6(1)(c), Articles 9(2)(b) and (g) of GDPR, along with section 53 of the Data Protection Act, 2018 (which permits the processing of special categories of personal data for purposes of public interest in the area of public health) is the legal bases for processing this data. For further information please visit the Data Protection Commission website: <https://www.dataprotection.ie/>.

## 16. Version Control

This is Version 1 of the IADT COVID-19 Response Protocol. Where minor amendments to this Version are made, these will be numbered 1.1 etc. Where a significant change is made, on receipt of significant Government Guidelines and or legislation, a new Version 2 etc. will be issued

<b>Version Number</b>	<b>Date</b>	<b>Details of Changes</b>
V 1	July 2020	New Protocol
V 1.1	July 2020	Updated to reflect DFHERIS Guidance
V 1.2	July 2020	Feedback on Face Coverings, LWRs, Student matters, Library and Building Maintenance
V 1.3	August 2020	Revisions to comply with DPER FAQs 31 <sup>st</sup> July 2020, HEI Guidance August 2020 and Regulations in respect of Libraries
V1.4	August 2020	Revisions reflecting feedback from all prior Versions.

## APPENDIX A: COVID-19 Policy Statement

Dún Laoghaire Institute of Art, Design and Technology is committed to providing a safe and healthy workplace for all of its staff, students and visitors to Campus.

In meeting our commitment, we have developed the above COVID-19 Response Protocol and included in this Protocol are the named staff members responsible for all areas. These staff members have been briefed and are sufficiently experienced to manage in respect of COVID-19.

All staff, students and visitors to Campus are responsible for their own personal health and wellbeing and are required to assist in the implementation of this plan. The combined effort of all individuals will help contain the spread of the virus.

In meeting our commitment, we will:

- continue to monitor our COVID-19 response and amend this plan in consultation with our stakeholders;
- provide up to date information to our staff and students on the Public Health advice issued by the HSE and Gov.ie;
- display information on the signs and symptoms of COVID-19, correct handwashing techniques and social distancing;
- inform all staff and students of essential hygiene and respiratory etiquette and physical distancing requirements;
- adapt the Campus to facilitate physical distancing;
- provide an adequate number of trained representatives who are easily identifiable and who are part of the Institute's reporting system;
- keep a log of contact / group work to help with contact tracing;
- provide all staff and students with an induction / familiarisation briefing, this may be in the form of videos;
- provide instructions for staff and students to follow if they develop signs and symptoms of COVID-19 when on campus;
- implement our procedure to be followed in the event of someone showing symptoms of COVID-19 when on campus;
- maintain our cleaning regimes in line with government advice on cleaning in respect of COVID-19.

Stakeholders will be consulted on an ongoing basis and feedback is encouraged on any concerns, issues or suggestions. This can be done through any of the following: the Line Management Structure; the Lead Worker Representatives; the Student Union & Trade Union Representatives.

**Signed:**



**David Smith**  
**President**

**Date: 24<sup>th</sup> July 2020**

## APPENDIX B: Contact Details

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