



**Dundalk Institute of Technology (DkIT)
COVID-19 Return to Work
Operating Plan – Introduction & Key Dates
Version 3.0
29th July 2020**

Document Location – COVID-19 Taskforce

Revision History

Date of drafting: June 2020	Date of next review: Ongoing (Live Evolving Document)
------------------------------------	--

Version Number/Revision Number	Revision Date	Summary of Changes
V 1.0	--	--
V 2.0	16-7-20	Amended Procedure for Suspect/Confirmed Cases of Covid-19 and return to work process (appendix 14) Section 3 (f) page 47 - 50
	17-7-20	Amended Procedure for Suspect/Confirmed Cases of Covid-19 and return to work process (appendix 14) Section 3 f page 47-49. Return to work Appendix 14 presentation amended to reflect change to OP
V3.0	29-7-20	Amended Plan to include reference to use of Water Coolers, Soft Furnishings (Medical Unit only removal) and use of Waste Bags (staff), Amended procedure for Suspect/Confirmed Case of C-19 – to contact Manager or LWR.
Introduction & Key Dates Amendments:	18-8-20	Page 6 added reference to Appendix 20 Public Health Implementation Guidelines for HEIs.
	22-09-20	Page 6 added reference to link on Resilience and Recovery 20-21 Plan for living with COVID-19 publication Government of Ireland
	13-10-20	Amended Plan to include reference to Appendix 28 Covid-19 Response Plan Higher Education Sector published 28-09-20.

Approvals

Revision Number	Consultation Date	Names of Parties in Consultation	Summary of Changes
	July 2020	COVID-19 Taskforce	

This document will be reviewed and, as necessary, amended by the Institute on an ongoing basis. All amendments shall be recorded on the revision history section above.

Contents

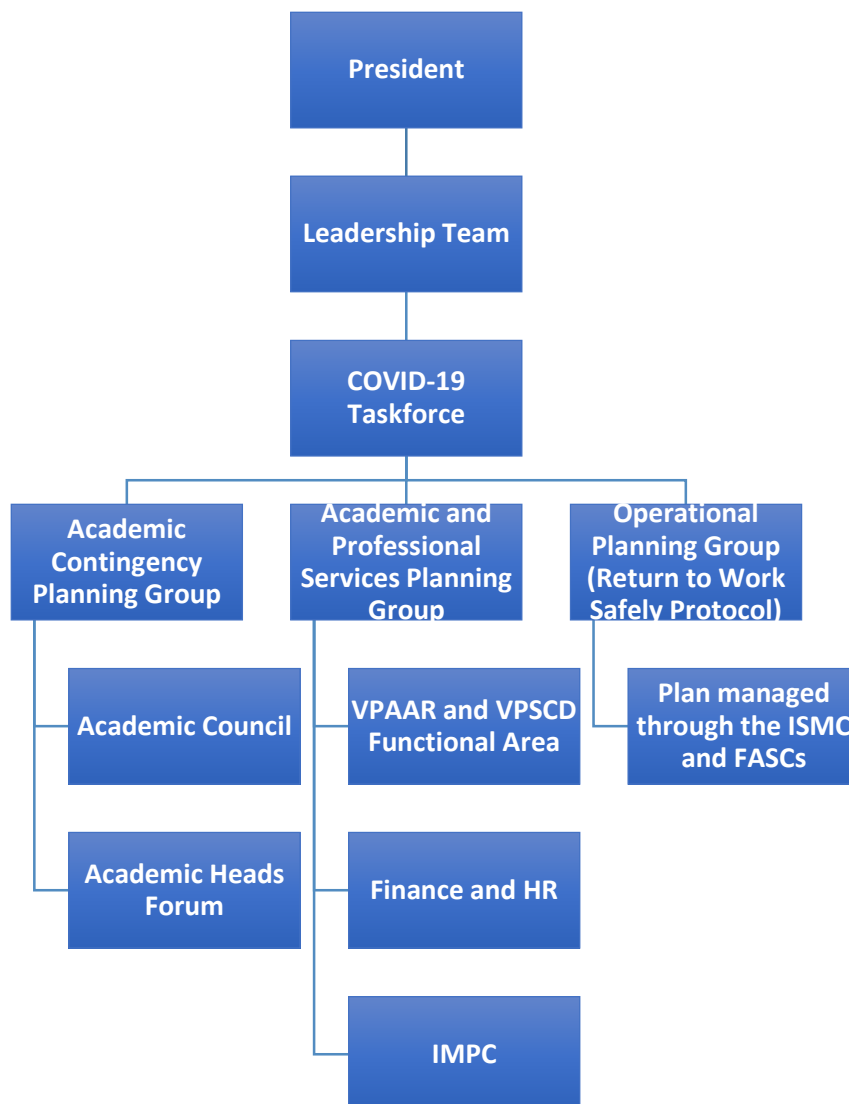
	Page
Introduction	5
Key Dates	7
Section 1 What is Coronavirus? Key Control Measures	8
a. What is Coronavirus COVID-19	9
What are the symptoms?	9
How does COVID-9 spread?	9
b. Key Control Measures	10
Section 2 General Guidelines	12
a. Hygiene	13
b. Cleaning Protocol (Enhanced Cleaning Policy)	16
c. Social Distancing	16
d. Travel to/from Work	18
e. Access	19
Section 3 Health and Safety	20
a. Pre Planning for Campus Opening	21
b. Workers and Suppliers	21
c. Parent Safety Statements and Functional Area Safety Statements	22
d. Risk Assessment	23
e. First Aid Responder Guidance	43
f. COVID-19 Suspected / Confirmed Cases	45
Section 4 Return to Campus Work Process	50
a. Statutory Training – Staff COVID-19 Induction	51
b. Remote Working Policy	51
c. Office Working and Close Working	52
d. Contact Logging and Contact Tracing	54
e. At Risk / High Risk Staff	56
f. Collection and Management of Data and Legal Bases	57
g. Steps Employees should take to ensure Protection	59
Section 5 Academic Planning	61
a. Guidelines for Academic Planning	62
b. Module Review	66
c. Student Experience	68

Section 6	Functional & Professional Area Planning:	70
a.	Student Services Administration	71
b.	Sports and Clubs & Societies	72
c.	Health Unit and Counselling Services/ Pastoral Care	74
d.	Admissions and Fees & Grants	77
e.	Disability Service	78
f.	Careers & Employability Service	79
g.	Access Office	81
h.	Lifelong Learning Centre	82
i.	Research and Graduate Studies Office	84
j.	Marketing and Communications: Recruitment/Promotional Events	85
k.	Regional Development Centre	87
l.	Finance Department	90
m.	Human Resource Department	91
n.	IT and Technology Support	92
o.	Library	93
p.	Registrar's Area	97
q.	Examinations Office	98
r.	CELT Centre for Learning and Teaching	99
s.	International Office	101
Section 7	Campus Facilities	103
a.	On-Campus Catering Arrangements	104
b.	Deliveries	104
c.	Car Parking including Visitor Car Parking	104
Section 8	Worker Representatives and Performance Monitoring	105
a.	Lead Worker Representatives	106
b.	Performance Monitoring – Structure to Manage Plan	106
Section 9	Useful Links / Resources	107

Introduction

Dundalk Institute of Technology (DkIT) has devised an operating plan, the intention of which, is to provide a standardised approach to commencing return to work which incorporates the COVID-19 public health requirements (“the plan”). This document sets out DkIT Operating Plan intended to introduce standardisation of practice in line with the Government’s and HSE recommendations on the management of COVID-19.

In order to draw up the necessary guidelines for adherence to the government's COVID-19 recommendations, the Institute established a consultative and working structure to devise, plan, manage and implement new working and delivery practices. The purpose of the structure was to ensure (1) adherence to government guidelines and health a safety practices, (2) consistency of approach, (3) quality deliver and (4) effective and inclusive staff consultation and engagement.



The focus of the work of the three planning groups was as follows:

1. Academic Contingency Planning Group's key area of focus was the planning of academic programme delivery, assessment, QA etc in light of COVID-19.
2. Academic and Professional Services Planning Group's key focus was the planning of functional units to include Research, Library, Regional Development Centre, Careers and Employability Centre, Admissions, Fees and Grants, Marketing and Communications etc, in lights of COVID-19. This group also considered the impact on student campus life and how the student experience could be delivered and enhanced given the restrictions imposed by COVID-19.
3. Operational Planning Group's key focus in conjunction with the Institute Management Safety Committee (ISMC) was setting out how the Institute will adhere to the Return to Work Safely Protocol.

Each Planning Group consulted with the necessary and appropriate Committees and Forums.

Going forward, the Operating Plan (OP) will be managed and monitored through existing structures - ISMC and associated FASCs, Academic Heads Forum and the IMPC, (Institute Management Planning Group) - and overseen by the COVID-19 Taskforce in conjunction with the Lead Worker Representatives.

The document is based on the best available guidance, nationally and internationally, to include the Public Health Implementation Guidelines for HEIs (See Appendix 20) and serves as a guide for the management of COVID-19 on campus for the duration of the pandemic. In particular, with reference to the published National **"Return to Work Safely Protocol"** accessed via the link: <https://www.gov.ie/en/publication/22829a-return-to-work-safely-protocol/> and the Government of Ireland publication in September 2020

Resilience and Recovery 2020-2021: Plan for Living with COVID-19 which can be accessed via the link: <https://www.gov.ie/en/campaigns/resilience-recovery-2020-2021-plan-for-living-with-covid-19/> and the **Covid-19 Response Plan Higher Education Sector published 28/09/20** (Consultation with HSE's HPSC and in liaison with the Department of Further, Higher Education, Research, Innovation and Science, the Department of Health, and input from public health experts within the HEI sector), which documents the steps and processes to be in place across higher education institutes to effectively and efficiently respond to COVID-19 in these settings, including prevention measures, and procedures for responding to suspected and confirmed cases of COVID-19 on campus. Appendix 28.

The Protocol clearly and comprehensively sets out the steps and processes that must be taken to mitigate the spread of COVID-19 in the workplace. The guidelines set out in this document should be implemented in tandem with any updated Health and Safety Guidelines as part of the work of the Institute Management Safety Committee (ISMC). It is of paramount importance that DkIT operating as a Third Level Education provider ensures that it minimises the risk of spread of infection and provides a safe working environment for staff and students and visitors to the campus during the COVID-19 pandemic.

This guidance document is intended to introduce standardisation of practice in line with the Government's and HSE recommendations on the management of COVID-19. The normal

health and safety requirements must not be compromised at this time – there is no derogation to the usual health and safety legislative requirements. If an activity cannot be undertaken safely, it should not take place.

Key Dates

The following are key dates for the re-opening of the campus:

Area	Opening Dates
Regional Development Centre – Companies only	1 st July 2020
Researchers accessing campus	1 st July 2020
Technicians accessing the campus	1 st July 2020
Functional and Professional Services Staff Return to Work on Campus	20 th July 2020
Academic Staff Return to Work	1 st September 2020
Semester 1 commences 1 st Years	28 th September 2020
Semester 1 commences all other years	30 th September 2020
DkITSports	1 st July 2020