



Dundalk Institute of Technology (DkIT) COVID-19 Return to Work Operating Plan – Section 2

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)
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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.
Section 2 Amendments:	09-09-20	Amended Hygiene and Social Distancing parts to include reference to the mandatory use of face coverings as per new Public Health guidance issued 10 th August 20. Travel to/from work updated to reflect Government advice that it is compulsory to wear face coverings on all public transport from 29 th June 20.
	25-09-20	Amended a) Hygiene and e) Access to include reference to updated Hand Sanitiser / Station Policy Sept 20. Amended c) Social Distancing/Toilet Facilities to include reference to new Restroom Occupancy Policy Sept 20.
	13-10-20	Amended Enhanced Cleaning Policy section to ref update of policy as at October 2020.

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.

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Section 2

General Guidelines

In order to minimise the risk of spread of infection and provide for a safe working environment for staff and students and visitors to the campus during the COVID-19 pandemic, the following guidelines should be adhered in line with the Government's and HSE recommendations on the management of COVID-19.

a. Hygiene

Hand Hygiene:

Regular hand washing with soap and water is effective for the removal of COVID-19. You should wash your hands with soap and water for a minimum of 20 seconds or with an alcohol based hand rub regularly and in particular:

- After coughing and sneezing
- Before and after eating
- Before and after preparing food
- In in contact with someone displaying COVID-19 symptoms
- Before and after being on public transport (if you must use it)
- Before and after being in a crowded situation
- When arriving and leaving the Institute and any other work related sites.
- Before having a cigarette or vaping
- When hands are dirty
- After use of toilet facilities.

Please see **Hand Sanitising Policy** Appendix 6 updated as at September 2020.

Avoid touching your eyes, mouth or nose. Use facilities to support hand hygiene such as hand sanitisers/wipes/hand washing facilities.

Do not share objects that touch your mouth for examples, bottles, cups etc.

Use your own pens for signing anything. Use caution when drinking /using water fountains / coolers.

Respiratory Hygiene:

Good respiratory hygiene is necessary in addition to hand hygiene. Employees should

- Cough / sneeze into elbow or tissue
- Use tissue where possible
- Dispose of tissue into bins at regular intervals. Staff should use plastic bags as issued and when disposing of bag, tie tightly and place in usual waste container.
- Wash hands

The Institute will provide tissues as well as bins and bins will be emptied at regular intervals.

For more information, see: <https://www2.hse.ie/conditions/coronavirus.html>

SOAP KILLS COVID-19

Wash your hands well and often to avoid contamination - for a minimum of 20 seconds.



SOAP KILLS COVID-19

WASH YOUR HANDS

Wash your hands well and often to avoid contamination - for a minimum of 20 seconds.

HSE Live number on 1850 24 1850

For more information, see: <https://www2.hse.ie/conditions/coronavirus.html>

CONSTRUCTION INDUSTRY FEDERATION

Coronavirus COVID-19

Help prevent coronavirus

- Wash your hands
- Cover mouth if coughing or sneezing
- Avoid touching your face
- Keep surfaces clean
- Stop shaking hands and hugging
- Keep a safe distance

The virus spreads in sneeze and cough droplets, so regularly taking the above measures helps reduce the chance of it spreading.

Visit HSE.ie

For updated factual information and advice
Or call 1850 24 1850

Protection from coronavirus. It's in our hands.

Disposable gloves:

Do not wear disposable gloves in place of washing hands. The virus can get on gloves in the same way it gets on hands. Hands can become contaminated when gloves are taken off. Disposable gloves are worn in medical settings. They are not as effective in daily life. Wearing disposable gloves can give a false sense of security.

A person might potentially:

- sneeze or cough into the gloves - this creates a new surface for the virus to live on
- contaminate yourself when taking off the gloves or touching surfaces
- not wash your hands as often as you need to and touch your face with contaminated gloves.

Face coverings:

The current public health advice is that face coverings are mandatory in situations where it is difficult to practice social distancing such as on public transport, in retail settings and in crowded indoor public places. In a tertiary education setting, high numbers of staff and students move across campuses during the course of a normal day. In that context and from a practical point of view, there may be portions of tertiary education campuses where physical distancing cannot be maintained or where individuals may be occupying an enclosed indoor space with others for a prolonged period.

In line with this advice, higher and further education institutions are advising staff and students that the wearing of face coverings is mandatory where it is difficult to practice social distancing, particularly in instances where very close contact cannot be avoided i.e. direct instruction requiring proximity of less than 1 metre. 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. In addition, the health advice also acknowledges that face coverings are not suitable for all individuals, for example those with breathing problems or with special needs. Where such a recommendation is made, information on the safe use of face coverings can be found on the Department of Health site which can be found [here](#).

In specific instances where close proximity to other people cannot be avoided e.g. in small laboratory / practical session groups, a recommendation that face shields may also be worn is advised. Where proximity of less than 1 metre is envisaged/required, a face mask and a face shield should be utilised. Face shields may also be considered in place of face coverings in the teaching context, particularly if teachers or lecturers have concerns around voice projection or if there is a requirement for students to see their face etc.

Sick people will be advised by their doctor when to use a mask. Healthcare workers require masks and other personal protective equipment to protect them from infection during their work.

HEATING, VENTILATION AIR CONDITIONING (HVAC) :

Air conditioning is not generally considered as contributing significantly to the spread of COVID-19. Switching off air conditioning is not required to manage the risk of COVID-19. For organisations without air conditioning adequate ventilation is encouraged, for example, by opening windows where feasible etc.

Management have considered additional measures to ensure the containment of the virus; these include posters and/or leaflets to advise staff and students of the hazards associated with COVID-19 and the measures to be taken to prevent the spread of the disease.

The Health Services Executive (HSE) has prepared a selection of posters which can be displayed across the campus. A link to these posters and other useful tools is provided below.

<https://www.hse.ie/eng/services/news/newsfeatures/covid19-updates/partner-resources/>

b. Cleaning Protocol – Enhanced Cleaning Policy

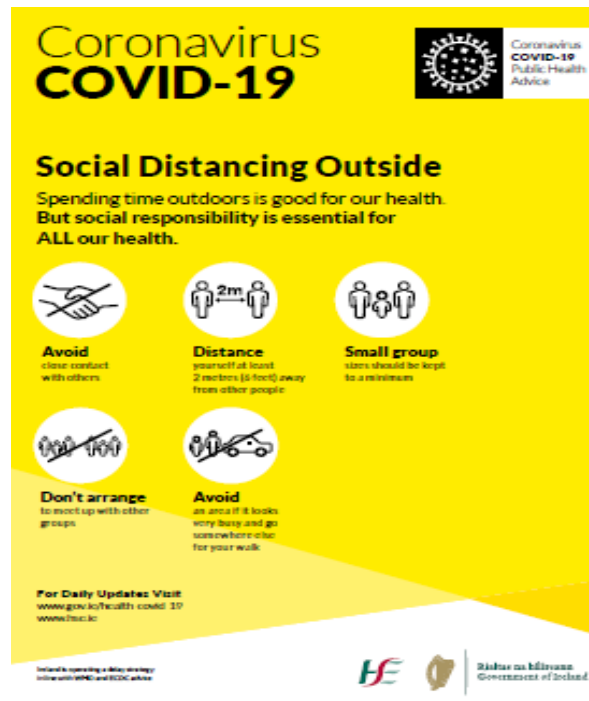
Cleaning of all work areas that are used by staff, students and visitors along with frequently touched surfaces/objects must be conducted at regular intervals using disinfectants to kill germs and stop the spread of the disease and in a visible manner to instil staff, student and visitor confidence. The potential for cross contamination is higher at entry and exit points and where there are high levels of surface contact points such as in kitchen areas, common areas, stairs, labs, toilet facilities etc. Wipes will be provided for students to wipe down equipment in labs before and after use and then they will be cleaned as normal outside that. Please refer to the Enhanced Cleaning Policy (COVID-19 Related updated October 20) Appendix 7.



c. Social Distancing

What is Social Distancing?

Social distancing or physical distancing is a set of interventions or measures taken to prevent the spread of 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 of COVID-19, a social distancing of minimum 2 metres is recommended by the HSE. The Institute will be putting in place physical distancing measures across all work activities and all staff will be expected to adhere to these measures. If your work activity is going to require close contact within a 2 metre space, STOP and ask your manager for advice. A risk assessment may have to be conducted resulting in additional protection measures being adopted.



Generally physical distancing will be achieved in a number of ways:

- A **no hand shaking policy** is implemented by all employees.
- **Toilet Facilities**
 - o The number of people using toilet facilities at any one time will be restricted. Social distancing of 2m should be maintained while using the facility. Please refer to Restroom Occupancy Policy September 2020 Appendix 25.
 - o The appropriate COVID-19 hygiene regime should be implemented.
 - o Ensure there are soap and hand washing pictorial guides providing for washing hands and that they are clearly visible and in a form and language understood by all.

- Cleaning regimes for toilet facilities will be enhanced particularly door handles, locks and the toilet flush handle.
- Suitable and sufficient rubbish bins for hand towels will be provided and they will be regularly removed and disposed.
- Mandatory wearing of face coverings when 2 metre distance cannot be maintained or when moving around campus communal areas.

- **Breaks, Canteens and Eating Arrangements**

The Catering Company, KSG is responsible for ensuring the restaurant and outlet facilities comply with Return to Work Safety Protocol. This will involve services being delivered via a queue management system – floors shall be marked with the necessary distance markings to avoid unmanaged queues at for example food counters, tray return points and checkouts. The main restaurant will be the first catering facility to open on 17th August. Further information on other outlets opening will be circulated in due course.

- Work breaks should be arranged in such a way to facilitate maintenance of physical distancing for example, staggered breaks. Staff who work together should take their breaks together. This will reduce congestion and contact. There should be no inter-departmental social interaction.
- Watercoolers – will be managed locally by the relevant manager (cleaning and provision of any social distancing notices). Staff should not congregate at such points but if using adhere to social distancing rules.
- Staff must be encouraged to wash their hands before eating.
- Face coverings must be worn until you take your seat.
- Hand cleaning facilities / hand sanitiser should be available at the entrance / exit.
- Seating should be arranged so that employees sit 2 metres apart from each other whilst eating and avoid all physical contact with their co-workers.
- Card payments should be utilised rather than cash wherever possible.
- Tables should be cleaned between each use and sitting based on rota.
- All rubbish should be disposed in a suitable bin.
- Tables should be cleared when finished eating.
- All areas used for eating must be thoroughly cleaned after each use, including chairs, door handles, vending machines and payment devices etc.
- Provide illustrations of 2 metre spacing to clearly demonstrate social distancing.

d. **Travel to / from Work**

Where a staff/student exhibits any signs of COVID-19 or has been exposed to a confirmed case, they should not travel to work or to campus. Wherever possible, all staff and students should travel to campus alone using their own means of transport.

Where public transport is the only option for staff and students, all measures should be taken to reduce the risks through social distancing, hand washing, coughing and sneezing etiquette, wearing of face coverings etc. Business trips and face to face interactions should be reduced to the absolute minimum and as often as is practicable technological alternatives should be employed. Travel advice is available on the website of the Department of Foreign Affairs at www.dfa.ie/travel-advice/coronavirus

The following has been considered:

- Car Parking arrangements continue as normal. Car Park 9 and 11 is not available to staff/students due to the location of the HSE COVID-19 Testing Facility. It is anticipated that this will be removed by early August 2020.
 - Bicycle bays remain in operation
 - Hand sanitizers are available at all main entrances and exits and will be in other areas if deemed necessary following risk assessment.
- **Social Distancing in Vehicles**
- Social distancing is advised when travelling in vehicles to/from work. Suggested arrangements are as follows:
- Single occupancy of vehicles is preferable.
 - Sit as far apart as the vehicle allows. It is advisable to limit the “churn” of people travelling together (i.e. try to ensure the same staff members travel and work together day after day).
 - Do not enter a work vehicle with others if they have any symptoms or have had contact with a confirmed case of COVID-19.
 - When entering (and leaving) all vehicles the driver should clean all common areas that are liable to be touched including the external door handles, keys and other internal furnishings.
 - Keep windows at least partially open.
 - Keep personal items (books, bags, lunch boxes etc.) separate.
 - Wiping/cleaning down of contact points should be done using antibacterial wipes or a wet cloth with soap application, or equivalent. Dispose of used wipes/cleaning materials in a designated bin/sealed bag and wash hands for at least 20 seconds.
 - If availing of public transport, sit down to minimise contact with frequently touched surfaces, handles, roof straps, isolation bars etc. Carry hand sanitiser (at least 60% alcohol) and use it regularly throughout your journey. Use a face covering. As per Public Health Guidance (29th June 20) the use of face coverings is mandatory when using public transport.

e. Access

The following are recommended controls measures at access points:

- Turnstiles/ revolving doors should be locked/ by-passed in favour of open door access to site
- Thumb access devices should be by-passed / turned-off
- Stagger site start times / finishing times to reduce queues
- Restrict entry to staff/students and essential visitors only.
- Sanitising stations in position at all entry points. See Appendix 6 Hand Sanitiser Policy
- Regularly clean common contact surfaces in reception, office, access control and delivery areas (e.g. scanners, photocopiers, turnstiles, screens, telephone handsets, desks)
- Reduce the number of people in labs, practicals, and offices etc
- Delivery drivers should remain in their vehicles if the load will allow it and must wash or clean their hands before unloading goods and materials
- All persons entering campus must be directed to hand sanitiser stations
- Touch points should be minimised with a “hands-free” approach where possible
- On access routes throughout site, one-way systems should be implemented where possible, barrier gates should be wedged open.