Dundalk Institute of Technology (DkIT) COVID-19 Return to Work Operating Plan – Section 4

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.
Section 4 Amendments:	09-09-20	Amended Plan to include reference to use of Face Coverings in parts c. Office working & Close Working, d. Contact Logging & Contact Tracing and g. Steps Employees should take to ensure protection. New Public Health guidance issued 10th August 20
	25-09-20	Amended Plan to include part C Office Working & Close Working to reference to new policies - Appendices 23 Room Occupancy Signage; 24 Workstation Signage and 25 Restroom Occupancy all Covid related. Part d Control Measures amended to reference Appendix 23 Room Occupancy Signage policy and Workstation Signage Policy.
	16-12-20	Amended plan to include updated link for Remote Working policy and reference in that policy to updated Appendix 5 SWPS Remote Working

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

Section 4
Return to Campus Work Process

The following details the Return to Campus Work process for all staff.

a.   Statutory Training Updates

- **Staff Induction**
  All staff must undergo COVID-19 Induction training <u>prior</u> to returning to work on campus as laid down in the Government's Return to Work Safely Protocol.

  https://www.gov.ie/en/publication/22829a-return-to-work-safely-protocol/

  Employees will be required to indicate if they have completed this training when completing and submitting the Pre Return to Campus Work declaration form Appendix 3. Unfortunately, individuals who have not indicated their completion of same cannot attend the campus.

  The training will be available to staff in two forms
  1. In the form of a Powerpoint presentation which will be circulated to all staff Appendix 2
  2. An online training COVID-19 Return to Work Safely module which will be provided by Legal Island trainers and circulated to all staff.

b. Remote Working Policy

1. Purpose
The purpose of the policy is to provide guidance and support to Institute staff who will continue to work remotely, either on a partial or full-time basis, following the Return to Campus Protocols specific to the COVID-19 outbreak.

2. Definitions
For the purpose of this policy, remote working will mean the carrying out the day to day functions associated with your role, or other tasks as assigned by your Vice President/Head of   School/Department/Function/Centre Manager, away from the Institute Campus.

3. Scope
This policy has been developed to provide guidance and support to staff following the issuing of the Return to Campus Protocols specific to the COVID-19 outbreak.

4. Principles
The COVID-19 Pandemic was unprecedented in modern times and it is normal that staff, students and their families continue to feel worried and anxious as there are still continuing levels of uncertainty. The Institute is very appreciative of the hard work of all of its staff, and the patience of your families, in ensuring that the Institute continues to operate as normally as possible.

The Institute's Return to Campus Work Protocol has been issued in conjunction with this policy. The Protocol states that many staff will continue to work remotely for the remainder of Semester 1 of the academic year 2020/2021 and probably into Semester 2 also.

The Institute's priority continues to be the health and wellbeing of our community. All Managers must keep in regular contact with all of their staff and various teams, providing clear communication and encouraging teamwork. This will be even more so when those teams and staff are split between Campus and remote working. It is important that everyone works together and even more so during these uncertain times.

The information below is designed to support all managers and employees following the issuing of the Return to Campus Protocols amidst the ongoing uncertainty with COVID-19. If any staff member has a specific concern in relation to your own situation or in relation to working from home, you should speak to your Vice President/Head of School/Department/Function/Centre Manager in the first instance.

All policies and policy related documents and forms are subject to amendment. Please refer to the HR section on the Institute website. The full wording of Remote Working Policy can be accessed at Appendix 4 or this link https://www.dkit.ie/human-resource/policies-procedures

c.   Office Working and Close Working

- **Office Arrangements**
  - All non-essential site personnel should be encouraged to work from home where possible – usual supports required.
  - Where multiple personnel are working in large offices, they should be dispersed so there is always a social distance of 2m. This may facilitate the rearrangement of seating and desk space. Teams should be as small as is reasonably practicable in the context of the work to be done. Free office capacity must be used as is reasonably practicable and work organised in such a way that there will be no multiple occupancy of office space whenever possible.
  - Eliminate non-essential visitors attending offices.
  - Use I.T software to support online meetings both in and out of the office.
  - Keep workstation surfaces clear and wipe with disinfectant regularly.
  - Hand sanitizers will be made available at main entry and exit points.
  - Keep main doors open where possible to reduce persons touching door handles etc.
  - Increase the cleaning regimes including a wipe down with disinfectant on door handles, stair rails twice per day.
  - Staff will be provided with personal cleaning packs to clean their own immediate work area desk, phone, etc. Plastic bin bags will also be provided and these should be used for disposing of used tissues etc. The bag should be tied and then placed in normal rubbish bin for disposal as usual.
  - Staff should maintain social distancing when using common areas such as kitchenettes or water cooler stations.
  - Face coverings should be worn if less than 2 metres social distancing operable and when using communal areas of Institute.
  - Cups, cutlery etc will be removed from kitchenettes. Staff should use, wash and keep their own utensils.
  - The use of soft furnishings should not be used in clinical settings for example soft furnishing has been removed from the Health Unit and only wipe able surfaces will be used in the designated isolation areas.

- **Management of Meetings and Committees**
  All meetings where possible are to be conducted virtually using on-line systems for remote meetings unless it is absolutely necessary to meet face-to-face. In these circumstances, keep the numbers attending as small as possible ensuring the mandatory 2m distance apart. The meeting time should be kept as brief as possible.

  - Only absolutely necessary meeting participants should attend.
  - Attendees should be 2 metres apart from each other.
  - Rooms should be well ventilated/windows open to allow fresh air circulation.
  - Consideration to be given to hold meetings in open areas where possible.
  - Please refer to as appropriate: Appendices 23 Room Occupancy Policy, 24 Workstation Signage Policy and 25 Restroom Occupancy Policy.

- **Handling of Documents**

The likelihood of an infected person contaminating documents is low and the risk of catching the Covid-19 from paper products that have been moved, travelled, and exposed to different conditions is also low. However, the following control measures can be considered to minimise the risk.

Potential Hazards

- Contamination and spread of COVID-19 virus.
- Touching items that an infected person has coughed or sneezed on.
- Coming into contact with someone who has the virus and is coughing and sneezing. Close contact includes face to face contact; spending more than 15 minutes within two metres of an infected person; living with an infected person.

Control Measures

Wash your hands well and often to avoid contamination

Cover your mouth and nose with a tissue or sleeve when coughing or sneezing and discard used tissue

Avoid touching eyes, nose, or mouth with unwashed hands

Clean and disinfect frequently touched objects and surfaces

Stop shaking hands or hugging when saying hello or greeting other people

Distance yourself at least 2 metres (6 feet) away from other people, especially those who might be unwell

- If you are feeling unwell or displaying symptoms, self-isolate and make phone contact with your GP/ Manager and HR. Do not come to work.
- Where possible, use technology to send and receive paperwork (e.g. scanned, emailed & soft documents)
- Prior to handling documents, cash, stationery or equipment, staff must sanitise or wash their hands for 20 seconds as per HSE guidelines. On completion of the task sanitise or wash hands for 20 seconds as per the HSE guidelines.
- Staff should be cognisant at all times not to touch their face, but particularly before and after handling documents, files, cash, equipment or stationery.
- Maintain physical distancing requirements and good hand hygiene when receiving documents. Consider a drop off location for documents away from your working desk to maximise physical distancing.
- Desks and keyboards should be wiped down and cleaned regularly. Desks should be cleared by staff when finished work at the end of the day. Staff will be responsible for the cleaning of their own work space. Cleaning materials will be included in a sanitisation pack which will be made available to each member of staff. All unwanted papers should be disposed of in a suitable bin. Please use plastic bags provided as part of sanitisation pack for disposal of used tissues etc which should be tied and placed in normal bins for disposal as usual.
- Staff are to use their own pens and own stationery. Sharing of such items is to be avoided.

- Staff working at public counters taking cash payments, post and other documents should ideally have screens placed between them and the person delivering the documents. Ask others to use their own pens and own stationery. Sharing of such items is to be avoided.
  Please refer to Procedure for Handling Documents - Appendix 15.

d. Contact Logging and Contact Tracing

1. Contact Logging and Contact Tracing

All staff of the Institute shall keep a contact log for which the objective should be zero instances of 'direct contact' for each day spent on campus. Contact logs will be used to record direct contact with other staff, visitors, delivery personnel etc. The log can take the form of an electronic or manual sign in sheet with information contained on the incident of direct contact. Please see Procedures on Management of Contacts, Appendix 8 and associated Part A for log template.
https://www.dkit.ie/system/files/management_of_contacts_of_cases_of_covid-19.pdf

This information should be kept safe and maintained centrally. For example, a staff's weekly log would be forwarded to their Manager after each week has ended. It should be stored and maintained so that it is readily available upon request should it be sought by authorities such as the HSE to assist with contact tracing efforts.

Contact tracing will occur where there is a suspected or confirmed case of COVID-19 in an area of our campus. It will utilise the details from the Contact Log to get in touch with those that will have come into contact with the suspected or confirmed case so that they are made aware of the risk and to follow the Government / HSE guidelines with regard to self-isolation and so on.

2. Procedure for Face-to-Face contact with Students/Visitor/Contractor and Questionnaire

Coronavirus (COVID-19) is spread in sneeze or cough droplets. You could get the virus if you come into close contact with someone who has the virus and is coughing or sneezing, or you 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).

Potential Hazards

- Contamination and spread of COVID-19 virus.
- Touching items that an infected person has coughed or sneezed on.
- Coming into contact with someone who has the virus and is coughing and sneezing. Close contact includes face to face contact; spending more than 15 minutes within two metres of an infected person; living with an infected person.

Control Measures

- If you are feeling unwell or displaying symptoms, self-isolate and make phone contact with your GP/ Manager and HR. Do not come to work.
- Online meetings to be considered in the first instance.
- Where possible, use technology to send and receive paperwork (e.g. scanned, emailed & soft documents). Contactless or over the phone means of payment to be used were possible.
- Where face-to-face contact is essential, this should be kept to 15 minutes or less. In the context of a laboratory/classroom setting where a lecturer has to lecture for a longer period of time, precautions should be taken for example, maintain social distancing as much as possible, frequent disinfection/washing of hands and surfaces should occur. Face coverings and/or visors should be worn as appropriate. Please refer to Appendix 23 Room Occupancy Signage and Appendix 24 Work Station Signage.
- Only authorised visitors will be permitted on campus. A self-declaration form must be completed prior to access. Appendix 8
- Only contractors who have to carry out essential works will be permitted on campus. All contractors must contact the Estates office prior to commencing works. Contractors must observe all restrictions and adhere to instructions in place during works. Contractors must complete the DKIT Return to Work Induction prior to carrying out works on campus.
- Maintain physical distancing requirements and good hand hygiene when receiving packages, items, cash & deliveries. Consider a drop off location for items away from your working desk to maximise physical distancing.
- Prior to handling documents, cash, deliveries, staff must sanitise or wash their hands for 20 seconds as per HSE guidelines. On completion of the task sanitise or wash hands for 20 seconds as per the HSE guidelines.
- Staff should be cognisant at all times not to touch their face, but particularly before and after handling documents, files, cash, equipment or stationery.
- Desks should be wiped down and cleaned regularly. Desks should be cleared by staff when finished work at the end of the day and cleaned. All unwanted papers should be disposed of in a suitable bin to allow for the desk to be cleaned.
- Staff working at public counters taking cash payments, post and other documents should ideally have screens placed between them and the person they are interacting

with. Ask others to use their own pens and own stationery. Sharing of such items is to be avoided.

- The 'customer' side of service desks & counters will be included in the cleaning regime as per DkIT Cleaning Protocol. Staff will be responsible for the desk & counter space on their own side. Cleaning materials will be included in a sanitisation pack which will be made available to each member of staff.
- High touch points will be included in the cleaning regime as per DkIT Cleaning Protocol Appendix 7.

All people interacting with Dundalk Institute of Technology staff and students including visitors and contractors must complete a Visitor/Contractor Questionnaire <u>prior</u> to entering any buildings on campus. Please see Appendix 8 Management of Contacts procedure,(Contact Tracing) Part B for Questionnaire template or go to this link: https://www.dkit.ie/system/files/management_of_contacts_of_cases_of_covid-19.pdf

This is to ensure the safety and health of all within our College community. Any individuals indicating to the Institute that they have symptoms of COVID-19 or that they have been abroad in the last 14 days (with exception of Northern Ireland) will be prohibited from entering the Institute and will be advised to seek medical help/assistance.

See also see Procedure for Face-to-Face Contact with Students, Visitors and Contractors Appendix 16.

e. **At Risk / High Risk Staff information and Role Evaluation for Future Working**

As part of the Government's Return to Work Protocol, the Institute has an obligation to liaise with staff and their managers to ensure they are able to return to work on campus or continue to work remotely in as safe a manner as possible. This relates primarily to staff who have identified themselves or been identified by the Institute as having health concerns themselves or that of an immediate family member, that may warrant the need to continue to work remotely and have extra safety measures put in place in their work environment prior to their return to campus or assess if any special measures need to be put in place to allow an individual to continue to work remotely. See At Risk/High Risk categories https://www2.hse.ie/conditions/coronavirus/people-at-higher-risk.html#high-risk and Pre Return to Campus Work Declaration Form, Appendix 3 and Role Evaluation for Future Working Form, Appendix 13 or both accessible at https://www.dkit.ie/human-resource/forms

f.   Collection and Management of Data and Method of collection and legal basis:

At Risk / High Risk Staff information and Role Evaluation for Future Working

Information collected as part of the <u>At Risk/Very High Risk</u> will be supplied by staff themselves to Human Resources and <u>Role Evaluation for Future Working arrangements</u> information to their Head of Department/Function to enable the Institute to understand and record all reasons why any member of staff may not be in a position to return to campus in the short or medium term and to risk assess where staff for any number of reasons may have to continue to work from home. List of information that may be collected on At Risk/Very High Risk declaration form: name, department, title/grade, reasons for being deemed at risk/high risk, medical details, details of family members at risk. Information collected for Role Evaluation for Future Working information may be : name, department, job title/grade, full time/part-time, risks noted, family responsibilities, childcare responsibilities.

Legal basis: it is a legal basis for the Institute as part of the Government's Return to Work Protocol to identify any at risk personnel and to facilitate reasonable accommodation in either risk assessed remote working or risk assessed and altered campus work environment. It is also in the vital interest of such staff that the Institute implement this reasonable accommodation.

Contact Logging/Contact Tracing

Information that is collected as part of the Contact Logging /Contact Tracing (name, telephone number) will be initially collected by an individual staff member to record what individuals they come into contact with during any given work week. This will be transferred to their manager on a weekly basis who will hold the data centrally in his/her office in a secure location either in hard copy or soft copy format. It will be held for a period of three weeks and then will be purged / securely shredded. This timeframe is to allow for any contact tracing to be conducted should the need arise and also to assist the HSE and other authorities who may be involved in contact tracing efforts.

Legal basis: It is a legal requirement of the Government's Return to Work Protocol that Contact Logs are maintained and it is also in the vital interests of our college community and the general public to collect and maintain this information. Information may be shared with the COVID-19 Response Team, Human Resources or the HSE or other Government organisation as part of the Contact Tracing regime.

Individual suspected of having COVID-19

Information that is collected as part of the process of dealing with an individual who is suspected of having COVID-19 will be collected by the Manager or member of the COVID-19 Response Team. This will include all records taken pertaining to the incident including date,

time, location, names of persons close to suspected case. Personal information collected may be name, telephone number, details regarding illness, name of doctor. This information will be shared with Human Resources Office and if an individual is a staff member the granting of Special Leave for staff isolating due to suspected or confirmed COVID-19 will have to be considered upon being medically certified as isolating.

Information collected may be shared with the COVID-19 Response Team to assist them in assessing the risks associated with the suspected case and in deciding what further actions are required. Any sharing of this data will be for this purpose alone. Personal data will only be held for a three-week period thereafter the general information pertaining to the incident will be retained for a period of one year. This will allow the information to be considered by the Response Team, risks and/or actions factored into the Response Plan (which is an evolving document as circumstances evolve) and then in to the Institute's Risk Register as necessary. The information may also be shared with the HSE or other Government organisation as part of the contract tracing protocols they operate.

Legal basis: It is a legal requirement of the Government's Return to Work Protocol that certain information is collected as part of the track and trace efforts and that organisations put in place risk assessments measurements to ensure risks are identified and mitigated against. It is also in the vital interests of our staff and students that such information is collected, shared where necessary and acted upon.

Visitor / Contractor COVID-19 Questionnaire

The Visitor/Contractor COVID-19 Questionnaire will be kept for one month after the date of visit to meet the track and trace requirements thereafter it will be securely shredded. It will be kept by the Head of School/Department/Function or relevant Administration Office in a secure location and only accessed by the relevant Head or Administrator. It may be shared with the COVID-19 Response Team or Government agency e.g. HSE in case of a suspected case of COVID-19 being discovered.

Legal basis it is a legal obligation of the Institute to track visitors to the Campus and in the vital interests of our community and general public.

Information supplied to HR will be used solely for the purpose of implementing the Return to Work protocol arrangements. It will be shared minimally with an employee's Head of Department or Function in so far as to accommodate the employee's work environment to be adapted or to work remotely. Information supplied to Managers as part of the Role Evaluation for Future Working Arrangements will be shared with HR again to facilitate the implementation of the Return to Work protocol arrangements and will not be used for any other purpose. Information collected on the Visitor/Contractor questionnaire and Contact Log will be used solely for determining in the first instance that essential visitors to our campus and to ensure in so far as is possible those that do gain access are COVID-19 symptom free and in the second that we comply with contact tracing efforts locally in our community and as per national guidelines.

All information collected will be treated as sensitive data and will be collected and used only for the purposes as outlined above. It will be held securely and shared minimally with the noted personnel. When the purpose for which the data was collected has expired, the data shall be deleted as appropriate.

g.　　Steps Employees should take to ensure workplace protection

- Only return to working on campus where you have completed and submitted the Pre-Return to Campus Work declaration form available Appendix 3 or available at https://www.dkit.ie/human-resource/forms
- Complete the COVID-19 Induction training programme either on line from Legal Island or Powerpoint presentation Appendix 2.
- Advise your Manager or HR if you are in the At Risk/High Risk group or if you are aware of any circumstances that might prohibit you from working on campus.https://www2.hse.ie/conditions/coronavirus/people-at-higher-risk.html#high-risk
- Do not attend the Institute if you are displaying symptoms associated with COVID-19. Self-isolate and contact your GP promptly for further advice.
- If feeling unwell at work, contact your manager immediately who will assess the situation as to whether the employee can safely be directed to go home, call their doctor and self-isolate at home.
- If employee is suspected to have COVID-19 the employee should follow directions with regard to going to the isolation area in the Institute and may be accompanied by a member of staff. They will be assisted in calling their doctor and should take on board advice as to wearing a mask and the avoidance of touching people and objects and the etiquette of covering of their mouth and nose if sneezing and/or coughing. If transport is required, this can be organised for the individual.
- The employee should provide their manager with their most up to date Contact Log.
- The employee should follow their GP, Government and HSE guidelines as to self-isolation and/or restriction of movement depending on being diagnosed with COVID-19 or having been in contact with a person who has tested positive.
- Staff should refer to the amended Sick Leave Policy May 2020 Appendix 1 for instructions with regard to advising of sickness in regard to COVID-19. Also on link: https://www.dkit.ie/system/files/sick_leave_policy_may_2020_to_include_covid_19.pdf
- Any staff member living with someone who is self-isolating or waiting on a COVID-19 test must restrict their movements for 14 days.
- Staff returning from COVID-19 sick leave should submit a fitness to return to work certificate prior to returning and complete the Pre Return to Work declaration form Appendix 3 and submit to Human Resources. Also available on link: https://www.dkit.ie/human-resource/forms
- Staff returning from any other extended leave such as maternity leave, career break and so on should complete the Return to Campus Work declaration form, Appendix 3 or on link https://www.dkit.ie/human-resource/forms and complete the Induction COVID-19 training programme either module provided by Legal Island or Powerpoint presentation at Appendix 2.
- All employees should familiarise themselves with all amended and new policy documentation.
- All employees should follow COVID-19 Return to Work prevention and control measures as adopted and communicated by the Institute in line with Public Health/Government advice.
- All staff should maintain a Contact Log on a daily basis and submit to their manager weekly. See log template Part A of Appendix 16 Management of Contacts in Workplace.

- All staff should adopt a Clean Desk policy including clean floor space to enable cleaning to take place. Staff should clean their own desk phones, and keyboards and touch screens regularly.
- Staff should not share items such as pens, cups, phones etc.
- Staff should use plastic bags as issued as part of sanitisation pack to dispose of any items such as used tissues etc. The bag should be tied tightly and then placed in the normal waste disposal bin.
- Staff should wear face coverings whenever less than 2 metres social distancing can be followed and in any public or communal areas of the Institute. As per Government Guidelines issued September 2020.