



Dundalk Institute of Technology (DkIT) COVID-19 Return to Work Operating Plan – Section 7

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 7 Amendments:	09-09-20	Amended Plan to include reference to use of face coverings at b. Deliveries. New Public Health guidance issued 10 th August 20
	25-09-20	Amended Plan part b. Deliveries and c. Car parking to include reference to amended Hand Sanitisation/Station Policy noted as Appendix 6.

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

Section 7
Campus Facilities

a. On-Campus Catering 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.

Kitchenettes will remain open. However, all utensils, cups, plates etc will be removed. All staff to bring their own utensils. Staff are reminded that they should not bring their own kettles etc into their offices. Kettles will continue to be provided in the kitchenettes for use by staff.

b. Deliveries

Campus management should

- Ensure that all delivery transactions enforce physical distancing.
- Agree a delivery protocol with suppliers and hauliers.
- All deliveries must be planned with allocated times for collections/appointments/deliveries.
- Make arrangements for paperless delivery acceptance and acknowledgements with suppliers to ensure materials management and material reconciliations are accurate.
- Ensure that hand washing facilities are available convenient to set down and goods inwards locations. Refer to amended (September 20) Hand Sanitiser / Station Policy – Appendix 6.
- Ensure there are appropriate sanitising arrangements at points of site access, egress and set down areas for raw materials and stock.
- Ensure all delivery personnel are adhering to the protocol of wearing face coverings.

c. Car Parking including Visitor Car Parking

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 until its removal in early August 2020
- Bicycle bays remain in operation
- Hand sanitizers are available at all main entrances and exits. Appendix 6 Hand Sanitiser / Station Policy as amended September 2020.