

Chemistry's Return to Research Process – Phase 2.75, updated 13 August 2020

The following general rules apply to **Phase 2.75** of the School's plan, using the Pod schedule outlined below, which will repeat every two weeks:

PHASE 2.75	TBSI, SNIAM and Chemistry Buildings		Phase 1	Lloyd Building	
Date	9am - 6pm		Date	07:00-12:45	13:15-19:00
Monday 17 August 2020	Pod A		Monday 17 August 2020	Pod A	Pod B
Tuesday 18 August 2020			Tuesday 18 August 2020		
Wednesday 19 August 2020			Wednesday 19 August 2020	Pod C	Pod D
Thursday 20 August 2020			Thursday 20 August 2020		
Friday 21 August 2020			Friday 21 August 2020		
Saturday 22 August 2020			Saturday 22 August 2020		
Sunday 23 August 2020			Sunday 23 August 2020		
Monday 24 August 2020	Pod A		Monday 24 August 2020	Pod C	Pod D
Tuesday 25 August 2020			Tuesday 25 August 2020		
Wednesday 26 August 2020			Wednesday 26 August 2020	Pod A	Pod B
Thursday 27 August 2020			Thursday 27 August 2020		
Friday 28 August 2020			Friday 28 August 2020		

1. Anyone who can work remotely should continue to do so.
2. Retired staff should continue to work off-campus.
3. No face-to-face meetings are to take place.
4. Single-occupancy offices may be used.
5. Write-up rooms can be used. If social distancing cannot be maintained, face masks must be worn.
6. For those not in the Lloyd, the split shift system will be replaced by general working hours of 9am to 6pm, with people only being in a lab when they need to. If there is a large group, members should decide among themselves who needs to be in each day. If social distancing cannot be maintained face masks must be worn.
7. PIs are responsible for ensuring that their instrument rooms are operated in a safe manner.

Checklist – all forms and links to safety material can be found at <https://chemistry.tcd.ie/COVID-19/>

1. PI to update PI Lab sign-off form
2. Before returning to work, researchers are to complete safety training and the forms:
 - a. Pre-return to work
 - b. Reactivation of College ID card (& await confirmation that it has been reactivated)
3. All those entering or leaving a Chemistry Building should sign in/out using the relevant form (do this each time you enter/leave a building)
4. Carry out a daily self-check (form circulated). Stay away from College and inform your PI if you are displaying any symptoms of Covid-19

Location specific rules and floor plans

SNIAM

- ID card access is via the front door only and exit is via the Exit at the rear. Access is only possible during working hours and signage indicates the direction to travel within the building.
- The bridge to/from the Fitzgerald is to be used only as an emergency exit.
- The lift is only to be used by people with impaired mobility or for the transport of goods (capacity limited to one person). E&F will implement a cleaning schedule and hand sanitiser will be available in all lift lobbies. Access from the ground floor to all upper floors should be via the main stairs, with movement to the ground floor from the upper levels by the rear stairs on the South East side of the building as indicated on the plan in Appendix A.
- Any movement from the third floor to the fourth and vice versa should be via the stair at the South-East corner of the building where a keep-right policy should be followed.
- Room 0.21 has been designated as Chemistry's *Isolation Room.
- The breakout area in the front hall will be closed for the present but the conference room on the ground floor can be used as a break room so long as social distancing is maintained.

The Chemistry Building

- ID card access is via the front door only. If working in facilities on the ground floor, exit is via the Large Lecture Theatre; for those working in the Extension, exit is via the Tilda door fronting onto Lincoln Gate; for all others, exit is via the main door to the building.
- Signage indicates traffic flow through the building. A walk-to-the right system is in operation where signage is not posted.
- Room 1.26 has been designated as the *Isolation Room.
- The coffee room on the first floor can be used as an eating area so long as no more than four people are present at any one time and social distancing is maintained.

The TBSI Building

- Entrance is by the door on the left and exit by the other door. These are signposted.
- Please follow the signs in communal areas.
- Use the stairs if possible and, if you need to use the lift, only one person is to travel in the lift at any given time. The service lift is reserved for use by E&F and for deliveries.
- Room 7.08 has been designated as an *Isolation room and the Schüler room can be used as a break room so long as social distancing is maintained.
- The shower room in the TBSI will be closed until further notice.
- While the Knowledge Exchange is now open, please do not use it. It is far more likely that you would come into contact with an infected person there than by mixing only with your Pod

MANAGEMENT OF A SUSPECTED CASE OF COVID-19 IN THE SCHOOL OF CHEMISTRY

The guiding principles for dealing with a suspected case of COVID-19 in Chemistry are outlined below. In all such cases the safety of the person seeking attention and the accompanying person is paramount.

Protocol

- An individual who feels unwell with flu or flu-like symptoms in advance of coming to work should stay at home, contact their GP and follow the guidelines provided by the Health and Safety Executive (HSE)
- In cases where the onset of illness occurs in a Chemistry location and the person is not debilitated, they should leave the building immediately using the stairs (not a lift), contact the Emergency Contact person in the School (**Manuel Ruether at 089-4230715** or his nominee at the same number) and make their way home without using public transport
- In cases where the onset of illness occurs in a Chemistry location and the person is too unwell to go home immediately, the person should make their way to the relevant Isolation Area (Room 1.26 in the Chemistry Building; Room 0.21 in the SNIAM Building or Room 7.08 in the TBSI). The offices in Chemistry and the SNIAM Building have a window that opens. All isolation rooms are equipped with hand sanitiser, 70% IPA wipes, tissues, face masks and a clinical-waste disposal bin
- Anyone who becomes unwell while in Chemistry should immediately make this known to the Emergency Contact (Manuel or his nominee at 089-4230715) and their PI/Manager, maintaining strict social distancing of at least 2m throughout
- The unwell individual should wear a face mask at all times when in the company of other people and avoid touching people, surfaces and objects
- Only one accompanying person is to provide support/treatment, where practical
- The accompanying person/Emergency Contact person must wear appropriate PPE including mask, gloves and lab coat when interacting with the unwell individual, maintaining a 2m distance at all times. A face shield is suitable if a mask is not available
- The accompanying person/Emergency Contact person will assist the unwell individual and contact the College Health Centre at 01 896 1591/01 896 1556 or/and the individual's GP,
- The College Medical Officer and College Safety Officer must also be informed and an Incident Report Form submitted by the School Safety Officer (Prof. Bob Baker)
- Based on the doctor's advice the accompanying person/Emergency Contact person will assist the unwell person to make transport arrangements to go home or to hospital for medical assessment. Public transport of any kind should not be used. The taxi company Lynk has screened-off taxis that protect the driver from passengers and they are willing to transport potentially infected people. This company should be used in cases where the person is unable to arrange their own transport.
- the COVID-19 Governance Team will record the names and contact details (address, mobile number) of all people working in the same area as the unwell person, or who have come in close contact with the unwell person so that details can be provided to the HSE for the purposes of contact tracing,
- following a suspected case being reported, the individuals in the building who have been in close contact (working in the same lab/area or have been <2m from the person for more than 15 min) will be advised to go home, avoiding public transport and to self-isolate for a period of 14 days or until a negative test result is obtained, following the HSE guidelines,
- the COVID-19 Governance Team will contact all other individuals scheduled to be in the building that day advising them to go home and will close the building. The COVID-19

Governance Team will contact Estates and Facilities to arrange a decontamination/deep clean of the building and specifically the areas where the person has been located. The isolation room will be locked for a period of 72 hours prior to the deep-clean, however the entire building may need to close for 14 days or at the very least the areas in which the person had been located.

ACCESSING COLLEGE'S HEALTH AND SAFETY TRAINING MODULE ON BLACKBOARD

1. Login to Blackboard via mymodule.tcd.ie
2. In the Module Search box, type in 'Returning to Work Safely' and click on Go.
3. You will see a module called COVID-INDUCTION, click on it.
4. Click on the Enrol button on the left side of the page. (if you can't see the Enrol button, you may need to click on the blue bar to the left of the screen to make it visible.)
5. Click on the Submit button on the bottom right of your page.
6. Your page will then say you have been enrolled. Click on the OK button on the bottom right of the page to access the module.

Sample Analysis and Data Handling

NMR – Manuel Ruether (ruetherm@tcd.ie) or John O'Brien (nmrchem@tcd.ie); ext. 1050

XRD – Brendan Twamley (twamleyb@tcd.ie); ext. 4448

MS – Gary Hessman (Gary.Hessman@tcd.ie)

X-ray	NMR	Mass Spec
USERS' data will be stored on the XRAY server and can be downloaded via FTP on campus. If you are outside campus contact us and we can email the data to you	USERS' data will be stored on the NMR server and can be downloaded via FTP on campus. If you are outside campus contact us and we can email the data to you	Spectra/Reports stored on MS server for internal access on campus. For outside access please contact us and data will be sent via Microsoft Teams

Sample Drop-Off (contact the relevant Experimental Officer prior to sample drop).

Building	X-ray	NMR	Mass Spec
TBSI	B2.18 by arrangement only	L7.36 (NMR room) by arrangement only. Samples will be collected/returned usually twice a day. For urgent requests contact us	L7.36 (NMR room) by prior arrangement.
Chemistry	Window ledge by NMR 0.4 by arrangement only	Window ledge by NMR 0.4 by arrangement only	Sample-In table outside MS lab 0.5 by prior arrangement
SNIAM	Room 3.22 in specially designated area by arrangement only.	Room 3.22 in specially designated area by arrangement only. Samples will be collected/returned usually twice a day. For urgent requests contact us	Room 3.22 in specially designated area by prior arrangement

If you need to book equipment and are not able to access the booking system, please email Manuel and he will book it for you if it is available.