

Chemistry's Return to Work Plan – Phase 2021-2, updated July 2021

The following general rules apply to **Phase 2021-2** of the School's plan for research labs in all buildings in which the School has a presence, with the exception of CRANN, namely the Chemistry Building, the SNIAM Building, the Lloyd and the TBSI. During this phase, use of a Pod system is at the discretion of the PI, so long as social distancing can be maintained. All other documentation remains as before and can be found at <https://chemistry.tcd.ie/COVID-19/>. Please note that, in addition to the details below, those in each building should follow any rules set out for that building.

Rules in place from 7 July 2021 until further notice are as follows:

- Only those who need to be on campus for a specific purpose should travel to campus; where it is possible to work from home, staff/students should continue to do so
- Academics with a single-occupancy office may use their office if needed; retired staff should continue to work remotely
- All meetings should be held virtually, using either Zoom or Teams
- Use of pods is at the discretion of the PI if social-distancing can be maintained. If a pod system is in place, only one pod should be scheduled per day in order to minimize the need to use public transport/limit numbers in buildings.
- Masks should be worn in all spaces, including corridors, the exception being labs, offices or write-up rooms where only one person is present (or while eating in a designated area/sole-occupancy space)
- The occupancy of the Schüler Room (designated eating space for those in the TBSI) has been increased from 4 to 8, so long as those using the room are from the same lab – use your discretion
- Social distancing should be maintained in write-up rooms, with priority given to their use by postgraduate students and research staff – any safety concerns should be raised with your PI
- The occupancy of instrument rooms has been increased from one person per room to one person per instrument
- New lab members should be encouraged to avail of the TriniScreen programme
- In so far as is possible, lab work should be carried out during normal working hours on normal working days (9am-6pm Monday-Friday excluding bank holidays). If working outside those hours, please ensure that you are using the buddy system and that you continue to log in and out. Undergraduates (both TCD and visiting students) should not work outside those hours.
- Members of labs should not travel between buildings unless absolutely necessary. A drop-off/pick-up service for samples is in place in each building and this should be used
- As stated previously, all those in a building should adhere to the rules in place for their building

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

1. Three days before returning to work after a break of one week or more, researchers need to
 - a. Complete the pre-return to work form
 - b. Have their College ID card activated **if they are new to College or have requested a replacement ID card** (as the issue number will have changed). All those who had their cards activated previously are on the School's Access List
2. 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)
3. Carry out a daily self-check and 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 back of the building. 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). 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 in the floor plan available on the School's Covid-19 website.
- Any movement from the third floor to the fourth and vice versa should be via the stairs at the South-East corner of the building where a keep-right policy should be followed.
- Room 0.29 has been designated as the Isolation Room.
- The School of Physics has kindly agreed to allow the SNIAM Conference Room to be used by Chemistry staff/students at lunch time so long as social distancing is maintained. Please ensure that you leave the space as you found it and use the available wipes to clean the area after you.

The Chemistry 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 (New Seminar Room) 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 SSR can be used as an overflow break room

The Lloyd Building

- Signage indicates traffic flow through the building. Separate doors for entrance and exit are labelled.
- The TCIN board room (room 3.02) has been designated as the Isolation Room.
- Furniture in open spaces will be set up in line with social-distancing measures.

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 lab group.

MANAGEMENT OF A SUSPECTED CASE OF COVID-19 DURING WORKING HOURS

The guiding principles for dealing with a suspected case of COVID-19 that occurs during working hours 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**; TCIN board room **3.02 in the Lloyd**; Room **0.29 in the SNIAM Building** or Room **7.08 in the TBSI**). If a window is available in the Isolation Room, it should be opened. 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 a mask, gloves and a lab coat when interacting with the unwell individual, maintaining a 2m distance at all times
- The accompanying person/Emergency Contact person will assist the unwell individual and contact the College Health Centre at ext. 1591/1556 or 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 (Peter Ó Briain; peter.obriain@tcd.ie)
- 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 on the day of the incident; the unwell person should have their Close Contact list available to send to their line manager/HSE
- Following a suspected case being confirmed as positive, advice will be sought from College Health Services and the HSE and their advice will be implemented

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); ext. 4268 (office)

| 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.

Checklist for new staff/students

Once you have your username and ID number, you should self-enrol on the Module CH1999-A-Y-201617, which you can access from the links on the Safety page at <https://chemistry.tcd.ie/COVID-19/Safety.php>. The password to use is Chemistry2020. If you have any problems gaining access, please contact Ben Power (powerbe@tcd.ie). You should complete this module before you start in a lab.

There are a couple of other steps that you need to take before coming to campus, as follows:

Once you get your ID card, fill in the **ID card reactivation form** at <https://chemistry.tcd.ie/COVID-19/>. If you are working in the TBSI you will need to swipe your ID card to move around the building so add 'TBSI' as a location to which you need access on the form. Only staff members can access buildings outside normal hours so should be the only ones to request access to a building for that purpose. You will be notified when your card has been activated (although it may take a further 24 hours for the card to update). Without an activated card, you will not be able to gain access to College.

In the safety section of <https://chemistry.tcd.ie/COVID-19/> - you will need to complete the School of Chemistry's **Pre-return to work form** 3 days before attending College.

Download and keep a **Personal Contacts Log** (people you are in close contact with who are not members of your lab). A copy of the form can be downloaded from <https://chemistry.tcd.ie/COVID-19/Documentation.php>.

It is also important that you follow any rules set out for the building in which you are working in addition to those specified by your PI or the School.

You should sign in and out of each Chemistry building you are in throughout the day using the relevant sign-in/out forms [(1) visiting students or summer students; (2) researchers and postgraduates 2021 or (3) academic, admin and technical staff)], all available at <https://chemistry.tcd.ie/COVID-19/>. You should not move between buildings unless absolutely necessary and, if you need to, sign out of one building before signing in to the other building