

Chemistry's return to labwork processes – updated 19 June 2020

Plans for movement through common areas of shared buildings have been agreed with the premises managers. Researchers in each location should follow the building guidelines for common areas and the School's guidelines for School-designated spaces. To ensure that there is reduced footfall in the School and that physical distancing guidelines can be upheld, the following general rules apply to Phase 1 of the School's plan, using the Pod schedule outlined below, which will repeat every two weeks:

Date	07:00-12:45**	13:15-19:00**
Monday 22 June 2020	Pod A	Pod B
Tuesday 23 June 2020		
Wednesday 24 June 2020		
Thursday 25 June 2020	Pod C	Pod D
Friday 26 June 2020		
Saturday 27 June 2020		
Sunday 28 June 2020		
Monday 29 June 2020	Pod C	Pod D
Tuesday 30 June 2020		
Wednesday 1 July 2020		
Thursday 2 July 2020	Pod A	Pod B
Friday 3 July 2020		
** Times may vary depending on the building/PI but duration of time to be split evenly with a gap between morning and afternoon groups		
This Pod pattern repeats every two weeks		
Once assigned to a Pod a researcher should not move to a different pod without a two-week break from College		

1. No offices or writing-up areas are to be used for anything other than storage of coats/bags.
2. Researchers must only attend the lab at their designated time slots, as defined by their Pod assignment (Pods A, B, C and D) and must ensure that they have left at or before their time slot ends to ensure that there is no overlapping of researchers from different Pods. Most groups will have the same people in for full days. This does not mean that someone must be in the lab for 12 hours – it provides flexibility for start and end times and researchers should remain in the lab only for the amount of time it takes them to carry out their experiment/act as a lab buddy for someone else in their group.
3. PIs/supervisors must complete the [PI Lab Sign-off](#) form giving details of their group members' assignment to Pods A, B, C and D.
4. Researchers must complete the online form available from the website to have their ID card reactivated.
5. Researchers must submit a 'Safe to Return to Work form' available on the website <http://chemistry.tcd.ie/Covid19> three days before returning to the lab. They must confirm to their PI daily that there is no impediment to them being in the lab and inform their PI

immediately if they become unwell or have been advised to self-isolate. Do not come to College if you feel unwell.

6. Researchers must sign in and out using the electronic forms available on the [School's Covid-19 webpage](#). If you have had significant contact with someone during the day, you should add that person's name to the contacts section of the electronic sign-out sheet.
7. PIs are responsible for ensuring that the Phase-1 maximum occupancy of their instrument rooms is adhered to.

Forms to be completed

There are a series of steps that need to be followed before a lab is allowed to reopen, as follows:

1. PI must complete the [PI Lab Sign-off](#) form outlining the members of each Pod
2. Before returning to work, each Pod member must complete the following forms:
 - a. [Chemistry Pre-Return to Work Form](#)
 - b. [*Reactivation of College ID Card Form](#)

*The mobile phone number from the Reactivation form will be retained by the School for use if needed for contact tracing

3. Before returning to work, each Pod member must complete the School's H&S Induction course and take the quiz (details in the Safety section of the Covid-19 webpage www.chemistry.tcd.ie/Covid-19). It is advisable to log in to Blackboard before clicking on the link on the Safety webpage so that you will be brought directly to the relevant module rather than to the login page. Those who have not had the opportunity to take College's H&S Induction Training course should do so when it is made available.
4. Electronic sign-in and sign-out forms for research-based staff/students should be filled in each time you enter/leave one of the buildings where the School of Chemistry is located (excluding CRANN). This is to determine who is in a building in case of an emergency and to facilitate contact tracing, if the need arises.

Sign In

Sign Out

5. Any non-lab-based staff member who has not already been set up for access to College will need to complete steps 2 and 3 above before returning to College. All work that can be carried out remotely should be done off-campus. If on campus, please sign in and out of buildings using the electronic forms below

Sign In

Sign Out

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.

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, 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 will be 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 a member of the COVID-19 Governance Team 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 to provide support/treatment, where practical,
- the accompanying person (usually a member of the Covid-19 Governance Team) 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 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 Discipline Safety Officer (Ms Alison Boyce),
- based on the doctor's advice the accompanying 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 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 to provide 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 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 that the person has been located.

Sample Analysis and Data Handling

NMR – Manuel Ruether (ruetherm@tcd.ie) or John O'Brien (nmr@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.