

Chemistry's Return to Research Process – version 3 - updated 3 July 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 6 July 2020	Pod A	Pod B
Tuesday 7 July 2020		
Wednesday 8 July 2020		
Thursday 9 July 2020	Pod C	Pod D
Friday 10 July 2020		
Saturday 11 July 2020		
Sunday 12 July 2020		
Monday 13 July 2020	Pod C	Pod D
Tuesday 14 July 2020		
Wednesday 15 July 2020		
Thursday 16 July 2020	Pod A	Pod B
Friday 17 July 2020		

Members of Pods should not be swapped around; add additional people to existing pods

Shift times are at the discretion of the PI but should not start before 07:00 or end after 19:00 Monday-Friday

Nobody should be on campus/enter a Chemistry Building outside of their assigned times

1. Anyone who can work remotely should continue to do so.
2. No face to face meetings are to take place.
3. No offices or writing-up areas are to be used for anything other than storage of coats/bags or the printing of forms.
4. Researchers must only attend the lab during 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.
5. For Phase 2, four-person labs will be able to add an additional person to the lab, bring maximum occupancy to five. Where the lab is shared, each PI will be able to add a person to two of their pods (details in accompanying document). Occupancy will not be increased in two-person labs.
6. PIs/supervisors must complete [PI Lab Sign-off Form - Phase 2](#) giving details of additional group members' assignment to Pods A, B, C and D, to the maximum occupancy detailed in the PI Lab sign-off Phase 2 PDF document. If you have had a limited number of researchers in your group for full weeks to date (in Pods A,B,C and D), you should leave those people

- together and form a new grouping for say, Pods C & D. Do not move researchers from one group to another without a 14-day break from campus.
7. New researchers must complete the online form available from the website to have their ID card reactivated and must wait to be notified that their card has been reactivated before returning to work.
 8. 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.
 9. Researchers must complete the School's Safety Course (Powerpoint slides and Blackboard quiz – details at <https://chemistry.tcd.ie/COVID-19/>) as well as the College's Health and Safety training course (details below)
 10. 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 (more than 15 minutes at a distance of less than 2m), you should add that person's name to the contacts section of the electronic sign-out sheet.
 11. PIs are responsible for ensuring that their instrument rooms are operated in a manner that maintains social distancing.

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 - Phase 2](#) form to include new 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 at 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. Before returning to work, those who have not attended College's H&S training session through Zoom must complete their course on Blackboard (details below).
5. Electronic sign-in and sign-out forms for all staff and postgraduate 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. Forms are available on the School's Covid-19 webpage at <https://chemistry.tcd.ie/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 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 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 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 (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.