



Trinity College Dublin

Coláiste na Tríonóide, Baile Átha Cliath

The University of Dublin

RESUMPTION OF ACTIVITIES MASTERPLAN

SCHOOL/UNIT: Lloyd Building

LOCATION(S): Lloyd Building

PLAN DEVELOPED BY: Professor Sylvia Draper and Dr Katie O'Connor

PLAN TO BE IMPLEMENTED BY: FEMS Schools located in the Lloyd Building

DATE SUBMITTED TO E&F: 7th August 2020

CURRENT VERSION	PREPARED BY/UPDATE COMMENT	DATE
Version 1	Katie O'Connor in consultation with relevant stakeholders	20 th July 2020
Version 2	Katie O'Connor in consultation with relevant stakeholders	4 th August 2020
Version 2.2	Katie O'Connor in consultation with relevant stakeholders	5 th August 2020



Contents

RESUMPTION OF ACTIVITIES MASTERPLAN	1
1. INTRODUCTION.....	3
• School of Computer Science and Statistics (SCSS)	3
• School of Chemistry	4
• School of Maths	4
• Research IT	5
• School of Physics	6
• TCIN	6
Detailed Room Usage in TCIN Lloyd 4 th Floor (Phase 1)	7
Detailed Room Usage in TCIN Lloyd 3 rd Floor (Phase 2)	8
Detailed Room Usage in TCIN Lloyd Ground Floor (Phase 2)	9
2. BASELINE PRINCIPLES.....	10
3. GOVERNANCE	11
4. PROPOSED TIMELINE FOR THE PHASED REOPENING – STAFFING.....	11
5. PROPOSED TIMELINE FOR THE PHASED REOPENING - ACTIVITIES	12
6. GENERAL ACCESS TO AND USE OF THE BUILDING	12
7. ENSURING SOCIAL DISTANCING.....	13
9. RESPONSE PLAN FOR DEALING WITH A SUSPECTED COVID-19 CASE	16
10. GENERAL ASPECTS OF PLANNING AND PREPARING – CHECKLIST	17
11. SIGN-OFF.....	18
Appendix 1 – Guide to Accessing COVID19 General Induction.....	19
Appendix 2 – Pre-Return to Work Questionnaire.....	20
Appendix 3 – Daily 5-Point Self Checklist	22
Appendix 4 – Employee Contact Log	23
Appendix 5 - Floor plans	24
Appendix 6 – Flow of foot traffic	30
Appendix 7 - Drawings of physical distancing measures Lloyd 4th Floor (Restriction of 1 person per each yellow boxed area).....	31



1. INTRODUCTION

This plan relates to the Lloyd building which is a building shared by the following Schools:

- School of Chemistry (Dr Sinead Boyce- School manager/ Resumption coordinator)
- School of Physics (Dr Colm Stephens- School manager/ COVID19 coordinator)
- School of Computer science and statistics (Ms Olivia Lombard - School manager/ COVID19 coordinator)
- School of Maths (Ms Karen O’Doherty- School manager/ COVID19 coordinator)
- TCIN (Ciaran Connelly – safety officer)
- Research IT (Darach Golden - RIT contact)

The contents of this resumption plan have been discussed at the FEMS Faculty Executive Committee and at the FEMS safety committee. We have agreed on communications for internal and external stakeholders. This plan will be posted on the TCD Microsoft team platform so that the resumption committee has oversight and approval of all plans. Approved resumption plans will be posted by the resumption committee on the TCD COVID-19 website.

Coordination with COVID-19 Facilitators in shared buildings will be very important to ensure individual plans and procedures are compatible. Mr Ciaran Connelly is one of the main facilitators in the Lloyd Institute. Please find below a summary of each of the resumption school/unit plans in the Lloyd building:

- **School of Computer Science and Statistics (SCSS)**

The School of Computer science and statistics occupies a significant amount of space in the Lloyd building as shown below:

SCSS Lloyd Occupancy (Max)

Floor	No of Single Occupancy Offices	Offices (> 1)	Research Labs	Teaching Rooms/Lab	Other Rooms (meeting, library etc). To remain unoccupied for foreseeable future	Max SCSS Occupancy (excluding Teaching)
Basement	1	0	0	1	2	1
Ground	6	0	0	0	1	6
First	21	2	7	3	1	88
Second	2	0	2	0	1	22
Third	2	0	3	0	0	28
Totals	32	2	12	4	5	145

Michael Walsh (School Safety Officer) is the SCSS Lloyd Building Rep and Ciaran Connelly is the facilitator for the Lloyd Institute.



- **School of Chemistry**

Where staff/students are working in a shared building, they are charged with following all building-level regulations regarding entry/exit and movement through the building. The School of Chemistry has four staff offices and two labs in the Lloyd Building. They are all located on the second floor (2.31, 2.35, 2.36, 2.47, 2.13 and 2.03).

As part of the phased resumption planning for the School of Chemistry, a room capacity survey was conducted.

Location	Room no.	Function	Maximum Occupancy	Comment
2nd floor	2.36	Office	1	Graeme Watson's Office
	2.35	Office	0	Tony Morton-Blake's Office
	2.31	Office	1	Max Garcia Melchor's Office
	2.47	Office	1	Dónall Mac Dónaill's Office
	2.13	Comp Lab	4	Watson Lab - Group size: 2
	2.03	Comp Lab	2	Garcia Melchor Lab - Group size: 8

- **School of Maths**

The School of Mathematics is partially located in the Lloyd building, 2nd floor which contains staff and student offices and the M.Sc. in High-Performance Computing laboratory.

For the School of Maths, the full complement of staff and students (full-time) includes 12 in the Lloyd building. In Phase 1, a proposed roster for staff access ensures that a maximum of 2-3 in Lloyd offices. The roster will be available to all staff and students for local access on the School's webpage. There will be no staff change-over during a working day simplifying the safety and sanitary protocols, with shared spaces and offices cleaned as usual each day by our cleaning staff from Estates and Facilities.



- **Research IT**

The Research IT unit has rooms on the second floor of the Lloyd building which are detailed in the below table. Please note that the numbers of occupants listed refers to pre-COVID full occupancy and these rooms occupancy levels are being halved in most cases to adhere to social distancing protocols. In addition to the change in room occupancy, staff rotas will be utilised to abide by the COVID19 rules.

Room Number	No of Occupants at one time	Notes
201	Variable	This is the Viz room which is used as a meeting room for groups from across the University. These meetings may or may not use the large screen in this room
202	0	This is a Projector room for the screen in room 201
2.05	2	
*2.06	1	Inside office 205
*2.07	1	Inside office 205
2.08	4	
2.09	5	Digital Repository of Ireland (DRI) offices
218	Variable	This is the RIT data centre. It houses servers and HPC clusters used across the University

The RIT administration offices are operating remotely and any requests to work on campus should be emailed to the relevant contact. A staff rota is needed for RIT staff as administrative staff need to come in every few weeks to maintain servers in room 218 or in office 208.

Face covering will be worn at all times in room 218 if more than one person is present in the room. When installing new servers in room 218 staff may need to wheel heavy equipment to room 218 and lift heavy servers into racks. This will involve breaking 2m social distancing for the duration of the installation. 2m social distancing will be observed thereafter. RIT staff may also need to be onsite for the arrival of new equipment. When new equipment arrives (usually for room 218) it may be necessary to wheel the equipment to an elevator on ground floor - if 2m social distancing cannot be adhered to then a 1m distancing will be observed and face covering will be worn.



- **School of Physics**

Co-ordination with entities outside the School mainly involves co-ordinating with the School of Chemistry and Micro Electronics in SNIAM and Computer Science in the Lloyd. This will ensure that a common approach to shared problems is taken.

The process is more complicated at research group level owing to the need to interact with other research labs/facilities. As these facilities will likely be operating at reduced capacity, it is important to factor in their availability in your planning when deciding which researchers should come on campus on a given day. Coordination with College services such as Security, Safety and Estates and Facilities will be handled as usual by the Chief Technician and School Safety Officer.

For the School of Physics the following table outlines Lab capacities and building plans
Lloyd Building Second Floor:

Office Number	Office Owner	No of Occupants at one time
2.10	Post Grad Office	2
2.21	Post Grad Office	2
2.22	Post Grad Office	2
2.32	Andrea Droghetti/Stephen Power	1
2.33	David O'Regan	1
2.34	Paul Eastham	1
2.48	Charles Patterson	1
2.49	Mauro Ferreira	1

- **TCIN**

The TCIN administration offices will be operating remotely and any requests should be emailed to the relevant contact. TCD Mail services in in the Lloyd building are operational with mail delivered to the administration outer office (3.05). Courier services should be avoided or minimised and may have to operate from the Lloyd building attendants' desk (with permission on a case by case basis) or parcel motel (if couriers will not call to an office).

The TCIN Safety Officer or Deputy Director TCIN will liaise with Estates & Facilities and any Building User Group established to manage the safe running of the Lloyd building as a whole.

The director of TCIN and the TCIN Health and Safety officer will liaise with the relevant people in the Lloyd building (GBHI/Computer Science/Research Computing/Estates & Facilities) to ensure all building level requirements are being addressed. TCIN members will follow all building level instructions on how access/egress will be managed and how circulation and common space will be managed.

Stairs use will be designated as either upwards or downwards and agreed with other users of the Lloyd building. In case of Fire Alarm people should leave by the nearest Exit.



Detailed Room Usage in TCIN Lloyd 4th Floor (Phase 1)

Room No	PI Group	Activity/Procedure	No of People
4.02	Doyle	Office	1
4.03	Doyle	Tissue culture/analysis	1
4.04	Caldwell	Tissue culture/analysis	1
4.05	Shared	Tissue culture/analysis	1
4.06	Ramaswami	Imaging & Microscopy	1
4.07a	Ramaswami	Fly Prep Room	1
4.07b	Ramaswami	General lab area with fume hood	1
4.08	Ramaswami	Incubator lab	1
4.09	Ramaswami	Dark room	1
4.10	Tamara Boto	General lab area with fume hood	1
4.11	Aine Kelly	General lab area with fume hood	1
4.12	Lynch	General lab area with fume hood	1
4.13	Lynch	General lab area with fume hood	1
4.14	All	Fridge storage	1
4.15	Lynch	Tissue culture/analysis	1
4.16	Campbell	Tissue culture/analysis	1
4.17	TPI Ltd	Odyssey Equipment	1
4.18	Campbell/Ulysses Ltd	General lab area with fume hood	1
4.19	Shared	Ice Room/Dishwasher	1
4.20	Shared	Walk-in Fridge	1
4.21	Shared	ULT Freezers	1
4.22	Harkin	Tissue culture/analysis	1
4.23	Harkin	General lab area with fume hood	1
4.24	Harkin	General lab area with fume hood	1
4.26/4.27	O'Mara	Animal behaviour	1
4.28/4.29	O'Mara	Skinner boxes	1
4.31	O'Mara	General lab area with fume hood	1
4.32	McLoughlin	General lab area with fume hood	1
4.33	Shared	PCR room	1
4.34	Shared	Lift area	1
4.35/4.36	Shared	Male Toilet	1
4.37/4.38	Shared	Female Toilet	1
4.39	Ramaswami	Office	1
4.4	Ramaswami	Group office	1
4.41	Ramaswami	Group office	1
4.42	McLoughlin	Group office	1
4.43	Doyle	PI Office	1
4.44	Tamara Boto	PI Office	1
4.45	Caldwell	PI Office	1
4.46/4.47	Shared	Male Toilet	1
4.48	Shared	Disabled Toilet	1



4.49	Shared	Lift area	1
4.5	Lynch	ERP room	1
4.52	Lynch	Group office	1
4.53	Lynch	Group office	1
4.54	Lynch	PI Office	1
4.55	Bokde	PI Office	1
4.56	Clare Kelly	PI Office	1
4.57	Harkin	PI Office	1
4.58	O'Connell	PI Office	1
Phase 1		Total researchers allowed on 4th floor	31

We expect that in Phase 1 no more than 5 PIs will be present at any one time and that following all wet lab experimental procedures all subsequent analysis will be performed at home.

Detailed Room Usage in TCIN Lloyd 3rd Floor (Phase 2)

Room No	PI Group	Activity/Procedure	Number of People
3.01	O'Mara	Group office	1
3.02	Quarantine (Board room)	Quarantine	1
3.03	Conneely	Admin office	1
3.04	Hewitt/Hume	Admin office	1
3.05/3.06	Oliveira	Admin office	1
3.07	Closed	Common room	0
3.08	TPI room	Group office	1
3.09	Harkin/Kelly/Caldwell groups	Group office	1
3.10	Reilly group	Group office	1
3.14	R Byrne/C Kelly	Group office	1
3.21	Rhodri Cusack	PI office	1
3.22	Cusack	Group office	1
3.23	O'Connell	Group office	1
3.24	Newell	Group office	1
3.25	Newell	Group office	1
3.31	Test room	Test room	1
3.32	Test room	Test room	1
3.33	Test room	Test room	1
3.34	Test room	Test room	1
3.35	Test room	Test room	1
3.36a	Bokde	Group office	1
3.36b	Cannon, Doyle, O'Keane, Ulysses groups	Group office	1
3.37	Store	Store	0



3.39	Shared	Male Toilet	1
3.41	Shared	Ladies Toilet	1
3.43	O'Mara	PI office	1
3.44	Byrne	PI office	1
3.45	Newell	PI Office	1
3.46	Dockree	PI Office	1
3.47	Reilly	PI Office	1
3.48	Carson	PI Office	1
3.49	O'Connell	PI Office	1
3.50	Shared	Male Toilet	1
3.52	Shared	Disabled Toilet	1
3.56	McGrath, Gallagher	Shared PI office	1
3.57b	Max Bianci	PI office	1
3.57a	Kathy Ruddy	PI office	1
3.58	Reilly Group	Tech office	1
3.59	O'Keane	PI office	1
3.6	Dockree Group	Group office	1
3.61	Vanneste Group	Group office	1
Total with 1 person per shared lab/office			39
Less PI& Admin office/service areas occupancy			17
Maximum 3rd floor occupancy of researchers Phase 2			22

We expect that in Phase 2 no more than 5 PIs will be present at any one time and that following all experimental procedures all subsequent analysis will be performed at home.

Detailed Room Usage in TCIN Lloyd Ground Floor (Phase 2)

Room No	PI Group	Activity/Procedure	Number of People
0.41	Campbell	Admin office	1
0.42	Naci	PI office	1
0.45	Leroi	PI office	1
0.46	Vanneste	PI office	1
0.47	Romero-Ortuno	PI office	1
0.59	Glynn	Admin office	1
0.60	GBHI Ops	Admin office	1
0.73	Robertson	PI office	1
0.74	Lawlor	PI office	1
0.79	Cotter	Admin office	1
0.80	Whelan	PI office	1
0.81	Trepel	Group office	1
Total with 1 person per shared lab/office			12
Less PI& Admin office/service areas occupancy			
Maximum Ground floor occupancy of researchers Phase 2			12



2. BASELINE PRINCIPLES

This plan is a live document applicable to all staff in Lloyd building. This plan will be continuously reviewed and amended as public health guidelines are updated and as each phase passes. This plan was drafted by applying the following baseline principles:

- FEMS and Schools are working closely with the Premises Manager and Health and Safety Dept in relation to arrangements for access and circulation
- The measures implemented are in line with Government & University policies as listed on the TCD COVID-19 website <http://www.tcd.ie/about/coronavirus/>
- Sufficient supplies of PPE/hand sanitisers/signage will be provided by Estates & Facilities for the communal spaces.
- College Support Services will be required including Housekeeping, Estates & Facilities, Health and Safety, and Security.
- The plan complies with all prevailing social distancing protocols and health and safety recommendations as provided for by Estates & Facilities.
- The number of people accessing the building(s) at any one time will be restricted to ensure that social distancing of 2m/ 1m with face masks is observed or whatever distance prevails at the time. It has been suggested that the 2m/ 1m with face masks distance regulation may be amended to 1m social distancing with the provision that a mask is worn by all parties involved – if this regulation is implemented in place of the 2m/ 1m with face masks policy then amendments will be made to practises in respect to social distancing and masks will be provided. Signage indicting the places in which masks or PPE need to be worn will be established.
- Phasing of the return of staff will be risk assessed.
- In the event that lockdown is re-established, FEMS will follow College and Government advice, and all staff will revert to working remotely where possible until further advised.



3. GOVERNANCE

The Lloyd building plan will be changed and updated as required in line with instructions from the university regarding government advice and policy.

Lloyd building Governance Team

Name	Title	Function
Professor Sylvia Draper	Dean	Oversee development & implementation of Plan
Professor Sylvia Draper and respective Heads of Schools in each of the units	Dean ; respective Head of Schools	Development & implementation of Plan. Management of space & facilities Development of local induction plan Document revision and circulation
<ul style="list-style-type: none"> School of Chemistry (Dr Sinead Boyce- School manager/ Resumption coordinator) School of Physics (Dr Colm Stephens- School manager/ COVID19 coordinator) School of Computer science and statistics (Ms Olivia Lombard - School manager/ COVID19 coordinator) School of Maths (Ms Karen O’Doherty- School manager/ COVID19 coordinator) TCIN (Ciaran Connelly – safety officer) Research IT (Darach Golden - RIT contact) 	Each unit in the Lloyd building has its own Resumption /COVID Coordinator	COVID Coordinator/Facilitator and contact point Management of communications Compliance Officer and contact point Management of back-to-work declarations

4. PROPOSED TIMELINE FOR THE PHASED REOPENING – STAFFING

Each of these phases will be subject to review and progression to the next phase will be dependent on the achievement of compliance with the government’s ‘Return to Work Safely Protocol’. For details relating to staff returning to onsite work please refer to the respective school plan as this plan relates specifically to the Lloyd building, a shared space, as opposed to any one school’s resumption plan.

As part of the phased resumption planning a room capacity survey was conducted for the Schools in the Lloyd building which is outlined in section 1 of this plan.



5. PROPOSED TIMELINE FOR THE PHASED REOPENING - ACTIVITIES

Lloyd building

3 (prior to 29 th June)	4 (commencing 20 th July)	5 (commencing 10 th August)	6 (commencing 1 st September)	7 (commencing 15 th September)
Ordering of hand sanitisers; Ordering of Perspex screens; Ordering of signs; Ordering of PPE; Cleaning protocols agreed with Housekeeping	Markings/signs in place; Opening/closing hours agreed; Staff rotas agreed; Risk assessment undertaken for all activities Preparation of contact tracing log	Owner and processes in place for refilling cleaning/wipes; Establish protocols for disposal of wipes; Risk assessment; Response team identified; Isolation room identified	Expand access for all staff whilst adhering to social distancing; Review signage and marking; Review hygiene protocols; Carry out a full risk assessment Isolation room established	Expand access for all staff; Review signage and marking; Review hygiene protocols; Carry out a full risk assessment Isolation room established

6. GENERAL ACCESS TO AND USE OF THE BUILDING

Before staff return to work the following arrangements will be in place:

- Entrance to and exit from the building will be via the campus entrance and will be clearly signed. One door will be designated as 'entrance only' and the other will be designated as 'exit only'.
- Staggered arrival and departure times will be agreed if deemed necessary by the Governance Team
- Signage and markings to denote 2m/1m distances will be installed in open spaces
- One-way route signage will be installed clearly identifying entry and exit routes
- Lifts to be used only by people with mobility issues or carrying heavy materials and in these cases on a one person at a time basis. Signage is in place to remind people of this.
- Hand sanitisers/wipes will be available for clean-down in all offices, entrance areas and bathrooms
- The wearing of masks will be mandatory in lecture rooms for staff and students
- A stock of masks, gloves, safety glasses will be available for staff
- Procedures for removal and disposal of used PPE will be agreed
- Out of bounds areas such as lifts or meeting rooms will be clearly designated as out of bounds
- All staff will be requested to complete the Trinity COVID19 General Induction module (Appendix 1) and will receive a local induction plan



- All staff will be requested to complete the Pre-Return to Work questionnaire (Appendix 2)
- All staff will be requested to complete a daily health check prior to arrival in the building to determine if they are displaying any symptoms of COVID-19 (Appendix 3)
- Individuals with a pre-existing health condition placing them in a high-risk category will be advised to adhere to HSE guidelines and advice from their GP before coming on site
- All staff to be required to compile a daily contact tracker that is available from their Line Manager (Appendix 4)
- An isolation room (TCIN board room 3.02) with a window that opens will be identified and suitably equipped
- Access for staff returning at each phase will be sent to Human Resources and Estates & Facilities to ensure access

7. ENSURING SOCIAL DISTANCING

A one-way system for movement in the building and in all common areas (entrances and stairwells) and around the 2nd floor of the Lloyd building is already in place and clearly marked. Access to the 2nd floor of Lloyd is via the stairwell only (no use of the lift) and once on the second floor a one-way system is in place.

Before staff return to work, a maximum number of people per floor will be identified and a circulation plan will be agreed and clearly signed. Arrangements will also be agreed for the following areas/facilities to ensure social distancing in the Lloyd building:

1. Stairs and corridors: A one-way system has been drawn-up with stairs clearly identified and signed for ascent and descent.
2. Toilets: Signs have been placed on toilet doors reminding staff to maintain social distancing and a maximum occupancy number will be displayed.
3. Open Spaces with Seating: Furniture in open spaces will be set up in line with social distancing measures.
4. Define maximum occupancy levels for each room to allow a physical distancing of 2m (or 1m distancing while wearing a mask – dependent on the updated College and government guidelines)
5. Display a maximum occupancy level on each door
6. Instruct staff who can work from home to do so
7. Operate a shift system when required to achieve physical distancing
8. Agree and record a pattern of attendance for each laboratory
9. Operate a 1 person policy for lifts and encourage staff to use the stairs unless there are specific reasons not to do so (e.g. disability)
10. Provide an isolation space (TCIN board room 3.02)
11. Staff should use 'Microsoft Teams' instead of face to face meetings if all parties agree. Students could meet in person with supervisors (if both agree) as long as all social distancing, ppe etc guidelines are followed.



12. Issue pre-return to work forms, to be completed at least 3 days in advance of the return to work
13. Ask staff to self-declare each day before coming on-campus
14. Facilitate the requirements of college cleaning staff and other central services
15. Display information on the signs and symptoms of COVID-19 and provide information to workers as necessary
16. Ensure that workers do not come to the School if they have COVID-19 symptoms and remain out until all symptoms have cleared following self-isolation
17. The staff rota will specify patterns of attendance (e.g. day-on day-off, week on week-off, early/late daily shifts etc.) to ensure that only the permitted numbers of personnel and occupancy is not exceeded at any time.
18. **Use of shared spaces (Kitchen, toilets, M.Sc. computing lab) is as follows:**

Use of shared spaces including the kitchen area for food storage or eating will not be allowed. This is clearly indicated. Until further notice, lunch or refreshments should not be consumed in the Lloyd building common areas to prevent social distancing issues. Spar in Westland Row and a number of other businesses are open for lunch takeaway or people can bring something in and eat outside weather permitting.

Cleaning spray/wipes, sanitiser etc will be available to staff for use for example in shared bathrooms and for wiping down surfaces. The M.Sc. computing lab (Lloyd rooms 2.11/2.12) will remain closed throughout the summer period and the situation will be re-addressed in September.

8. HEALTH AND SAFETY BEHAVIOURS ON RETURN

Staff can gain access to the Lloyd building once they have signed and submitted the COVID19 Pre-Return to Work form (Appendix 2) and completed the Trinity COVID19 General Induction module (Appendix 1). They will also be advised of the requirement for:

- daily completion by each member of staff and by research students of a contact tracker which will be available from their Line Manager (Appendix 4);
- strict adherence to prevailing social distancing protocols.

To support Health and Safety behaviours on return to **Lloyd building** staff will be advised that:

- They must complete a daily health check prior to arrival in the building to determine if they are displaying any symptoms of COVID-19 (Appendix 3);
- Physical distancing, respiratory etiquette and hand hygiene are key to preventing the spread of COVID-19;
- Signage on all doors, kitchens, bathrooms, corridors must remain in place;
- Hand wipes will be available as well as resources for safe disposal.



- Wipe on/ wipe off practices will be promoted when using laptops, PCs, keyboards, phones and printers. All hard surfaces i.e. workstations, doors and all frequently touched surface points should be wiped down daily;
- Sanitising solutions and IPA wipes should be applied to the printer/copier contact points before and after use;
- There will be no sharing of utensils (all cutlery, cups, pots);
- The touch-points on the kettle/coffee machine must be cleaned after use using the wipes provided;
- If for any reason staff spend more than 15 minutes within 2m/1m of a colleague, they must keep a record of this in their contact log (Appendix 4);
- There must be no sharing of any form of PPE;
- It is highly recommended though not mandatory that the SafeZone app be downloaded and used by all staff.

The Lloyd buildings will be fully cleaned each morning by the College cleaners ensuring all door handles, stair rails are cleaned down and toilets cleaned.



9. RESPONSE PLAN FOR DEALING WITH A SUSPECTED COVID-19 CASE

The following are the guiding principles for dealing with a suspected case of COVID-19 in the Lloyd buildings:

- Anyone who feels unwell with 'flu or 'flu-like symptoms in advance of coming to work will be informed that they must stay at home, contact their GP and follow the guidelines provided by the HSE
- In cases where the onset occurs on campus, the person who feels unwell will immediately report to the isolation room and inform their line manager and COVID-19/ resumption Coordinator, maintaining strict social distancing of at least 2m throughout (or 1m distancing while wearing a mask – dependent on the updated College and government guidelines).
- The COVID-19 Coordinator, Line managers and the Response Team will be provided with a COVID Kit equipped with hand sanitiser, wipes, tissues, face masks and latex gloves
- The isolation room will be equipped with a hand sanitiser, wipes, tissues, face masks, latex gloves and a clinical-waste disposal bin
- The unwell individual will be instructed to wear a face mask at all times and to avoid touching people, surfaces and objects
- The COVID-19 Coordinator/Line manager/Response team will assist the unwell individual to contact the College Health Centre at (01) 896 1591/01 896 1556 or their own GP
- The COVID-19 Coordinator will report the incident and the use of the isolation room to College Security at (01) 896 1317
- The COVID-19 Coordinator/Line manager/Response team will note the names and contact details (address, mobile number) of all people who work in the same area as the unwell person or who have come into 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 office/area or have been <2m from the person for more than 15 minutes) will be advised to go home, avoiding public transport, and self-isolate for 14 days following HSE guidelines
- The COVID19 Coordinator for Lloyd buildings will contact Estates and Facilities to arrange a decontamination/deep clean of the building and specifically the areas where the person has been located.



10. GENERAL ASPECTS OF PLANNING AND PREPARING – CHECKLIST

- A COVID-19 Coordinator/Facilitator has been appointed to help advise colleagues and to monitor compliance with COVID-19 control measures in the workplace
- An isolation room has been identified that is suitably equipped
- A process for managing the contact logs has been put in place
- All staff have been informed that they must have staff ID, have completed the Trinity COVID19 General Induction module, have completed and Pre-Return to work Questionnaire and have SafeZone downloaded (this is not mandatory but is highly recommended) and activated before they can return to campus
- Staff returning at each phase have been notified to Human Resources and Estates & Facilities
- Risk assessments and safety statements have been updated
- Appropriate social distancing measures are in place throughout the building
- Local emergency plans have been updated, in particular to take account of physical distancing
- Staff have been informed that they must stay at home if sick or if they have symptoms
- Advised staff and research students to clean hands after using public transport before entering the building
- All appropriate signage is in place
- All required PPE needed for workers has been sourced ensuring no sharing



Trinity College Dublin

Coláiste na Tríonóide, Baile Átha Cliath

The University of Dublin

11. SIGN-OFF

1. HEAD OF SCHOOL/UNIT (as the unit is shared space)

SIGNATURE:

Professor Sylvia Draper

2. HEAD OF SAFETY

SIGNATURE:

Dr Katharine Murray

Katharine Murray

3. HEAD OF FACILITIES AND SERVICES

SIGNATURE:

Brendan Leahy

Mr Brendan Leahy

4. DEAN OF FACULTY/HEAD OF DIVISION

SIGNATURE:

Professor Sylvia Draper



Appendix 1 – Guide to Accessing COVID19 General Induction

Guide to accessing COVID19 General Induction – Returning to Work Safely


The Trinity COVID19 General Induction module is accessible via Blackboard and must be completed as part of an employee's preparation for resumption of work on campus.

To complete this training staff must log onto Blackboard and following these steps:

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.

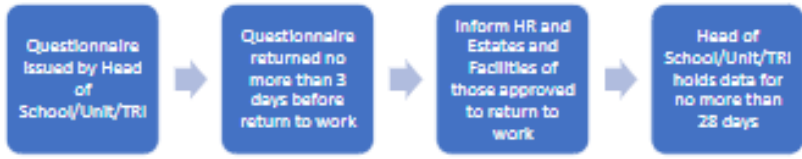


Appendix 2 – Pre-Return to Work Questionnaire



Trinity College Dublin
Coláiste na Tríonóide, Baile Átha Cliath
The University of Dublin

PRE-RETURN TO WORK QUESTIONNAIRE PROCESS



```
graph LR; A[Questionnaire Issued by Head of School/Unit/TRI] --> B[Questionnaire returned no more than 3 days before return to work]; B --> C[Inform HR and Estates and Facilities of those approved to return to work]; C --> D[Head of School/Unit/TRI holds data for no more than 28 days]
```


Below is the link to the template for the Pre-Return to Work Questionnaire. The person who issues the questionnaire should store returned questionnaire data in a secure location and should avoid making copies of the data or sharing the data with other members of staff. The data should be used for the purposes of the questionnaire only. For further information or assistance please contact Katharine Murray, Head of Safety: safetyoffice@tcd.ie.

[Pre-Return to Work Questionnaire Template](#)

Instruction on how to use the Template to create the questionnaire for your staff and postgraduate students is on the following page. It is critical that this instruction is followed correctly to ensure the data is returned to the appropriate person in your School/Unit or TRI.

1. The issued questionnaire must be completed by staff and postgraduate students returning to Campus for the first time and then must be completed again by Trinity staff and postgraduate students after any annual leave or absence of 1 week or greater.
2. The issued questionnaire must be completed no more than 3 days prior to returning to work. This will allow access to the campus to be permitted.
3. The Head of School/ Unit or TRI will inform HR and Estates and Facilities of those who have the permission to return to campus. [\(Insert Link\)](#)
4. The Head of School/ Unit or TRI should retain the returned information for 28 days and then delete it.

Return to work questionnaire Process. Rev 1.0 June 2020



Instructions on how to use the Questionnaire Template

A. Create your Form

1. Click on the [Return to Work template link](#) and this will open in Office365 Forms
2. Click on **Duplicate it** button to make a copy of this form and start to use it as your own. You may be prompted to login to Office365 with your Trinity Credentials.
3. Click on the **Share** button to open the **Send and collect responses** window and click on the **Copy** button. You will now have a copy of the link to the form.
4. Email your staff members and **paste a copy of the link** to the form into your message.

B. View and Delete the response after 28 Days

1. Login using your Trinity Credentials to <http://office.tcd.ie>
2. Response to the Return to Work form will be stored under the **Responses** tab in Office365 Forms.
3. In **Responses** click the **View results** button to see the responses on screen or click on **Open in Excel** if you want to view the responses in a spreadsheet.
4. In the **View results** window you can use ... option to **Delete Response** for each individual respondent after 28 days.

For staff who do not have access to a PC or SmartPhone to access the Office365 Forms, their results to the questionnaire must be recorded onto the questionnaire via a verbal communication between the staff member and the appropriate person who is holding the data.

C. Recording Return to Work Response for staff without access

1. Click on the **link** to the form that you have emailed to staff members
2. Complete the form and click on **Submit**

If you have queries MS Forms please contact itservicedesk@tcd.ie



Appendix 3 – Daily 5-Point Self Checklist



You must ask yourself these questions daily before coming to work

5 Point Daily Self-Checklist

Do you have:	Yes/No
A Recent Cough?	✓ / X
Shortness of breath?	✓ / X
A new respiratory illness?	✓ / X
Fever?	✓ / X
Have you been advised to self-isolate in the last 14 days since you last attended work?	✓ / X



If the answer to any of these questions is **Yes**, you are not permitted to come to work and must contact your GP immediately. You must also contact your Line Manager.



Appendix 4 – Employee Contact Log

Trinity College COVID-19 Employee Contact Log

While at work, a Contact Log must be kept by all staff. This Log requires each employee to log the name, time spent with and contact details of any person with whom they were in contact throughout the day, noting whether its close contact or otherwise (i.e.) close contact = less than 2 mts distance, for 15 mins or more.

Please ensure to complete this as necessary and make it available to your manager/HSE if requested to assist with contact tracing.

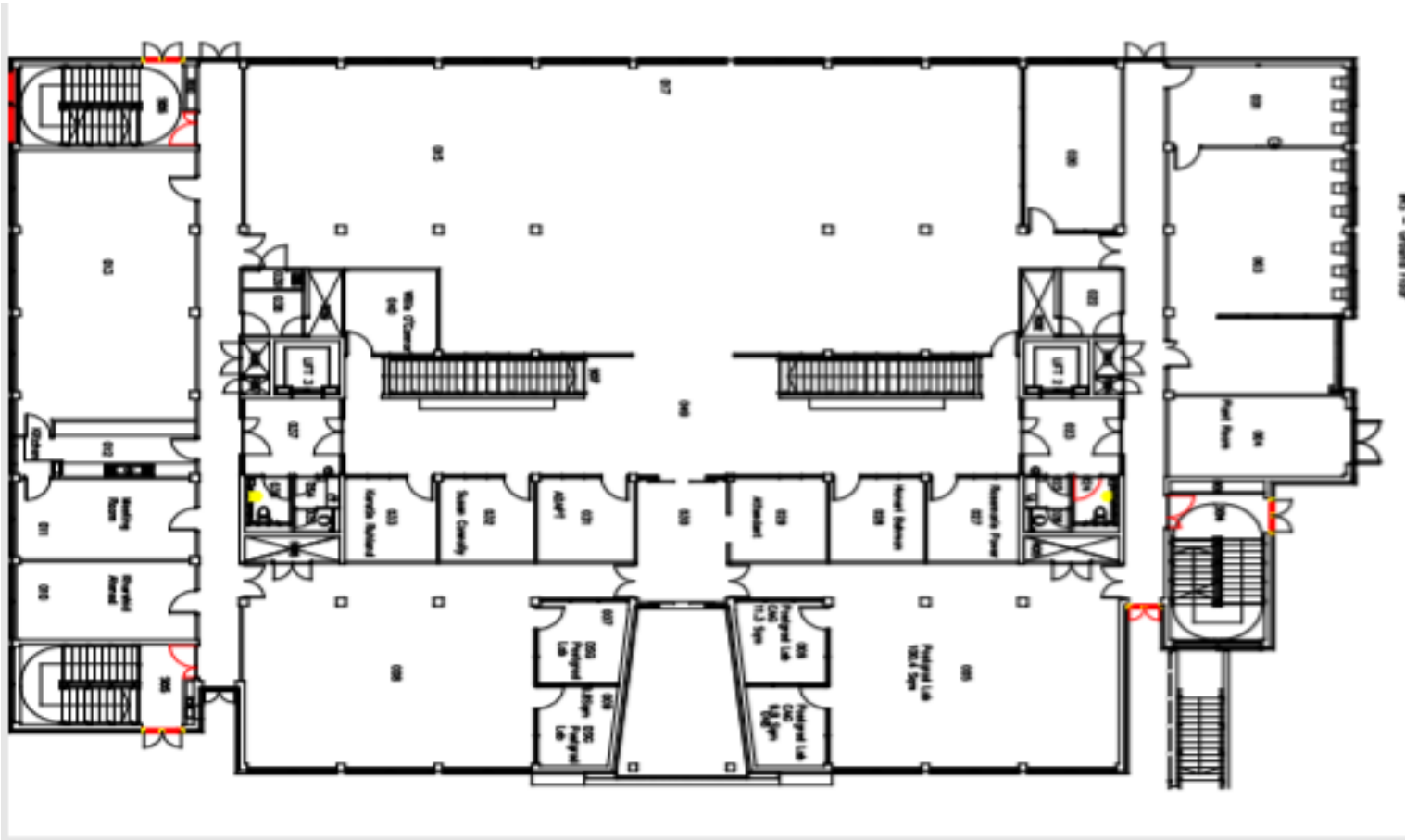
Employee's Name: _____

DATE	NAME of CONTACT	FROM	TO:	< /> 2 meters apart	CONTACT DETAILS (phone; email)



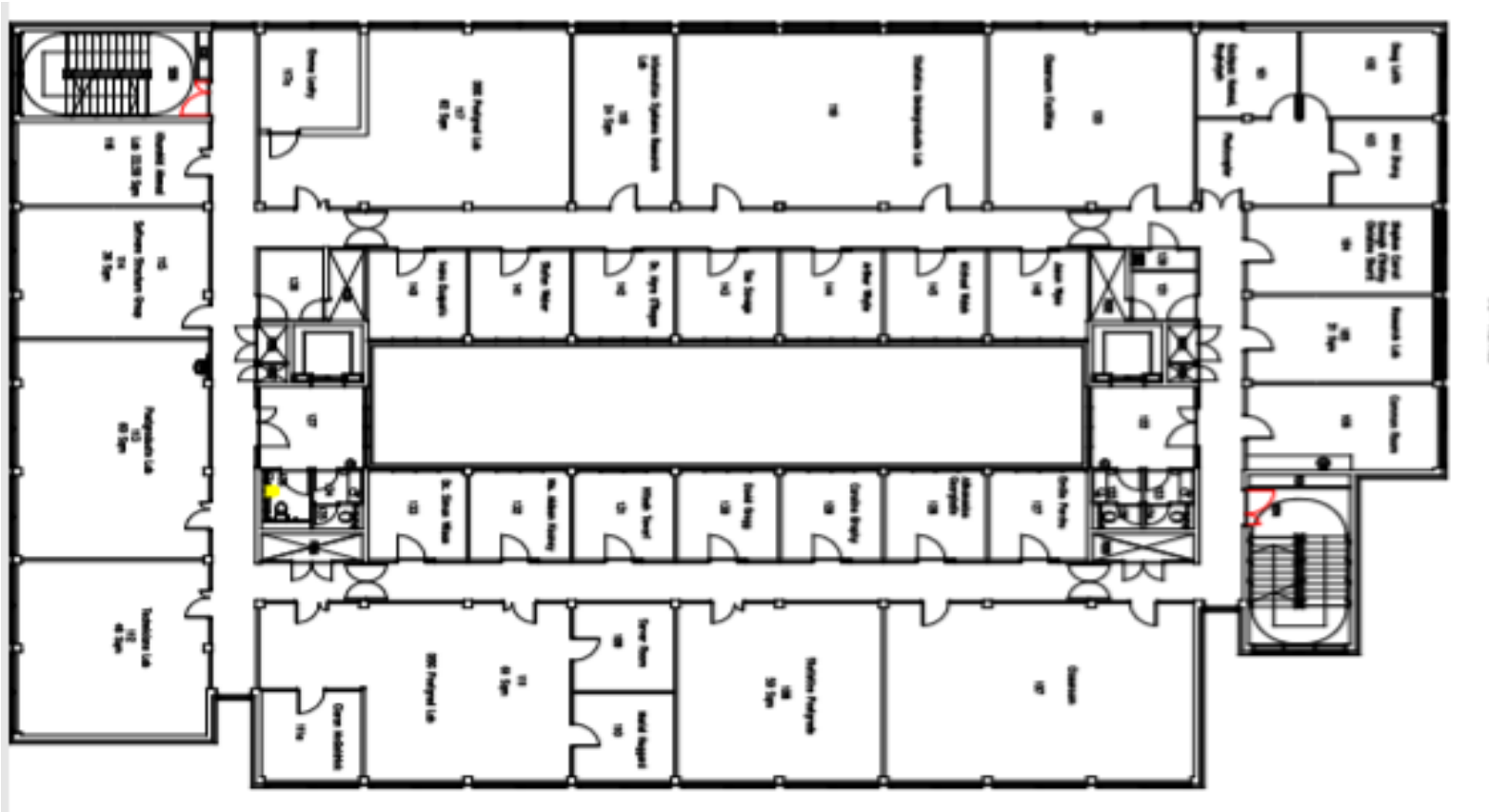
Appendix 5 - Floor plans

Lloyd floor 0



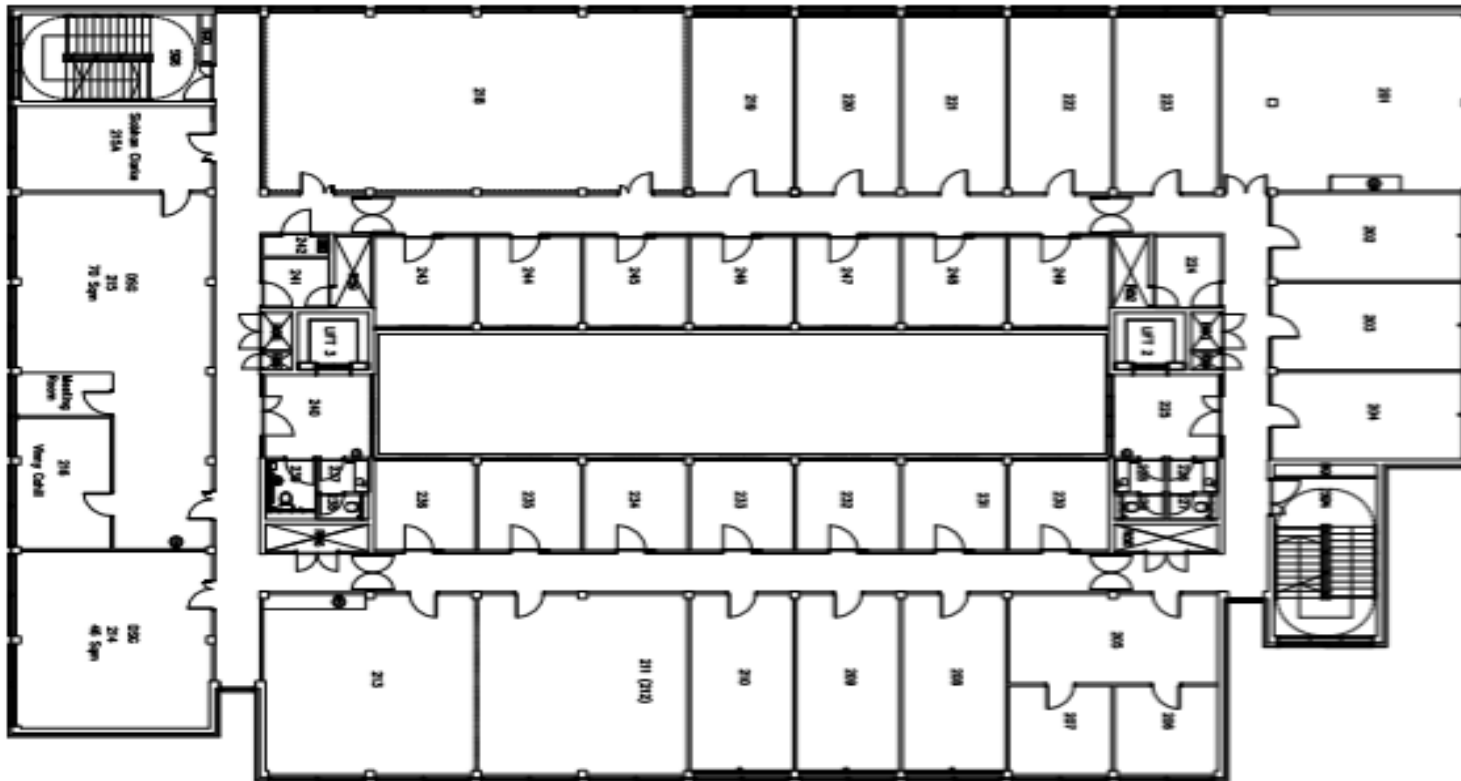


Lloyd floor 1





Lloyd floor 2



MS - Second Floor



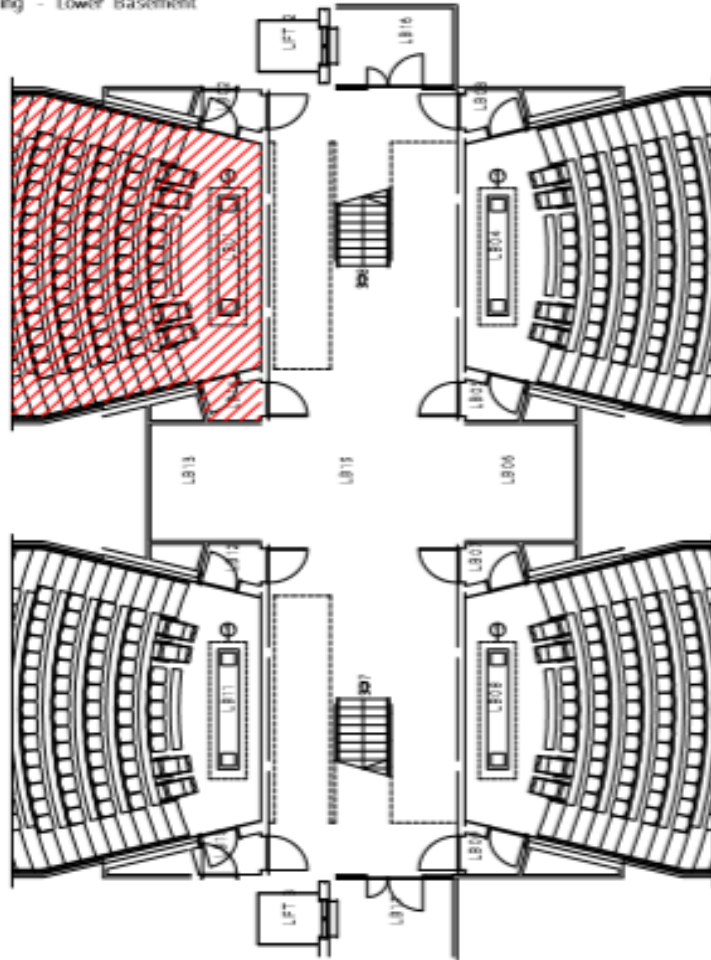
Lloyd floor 3





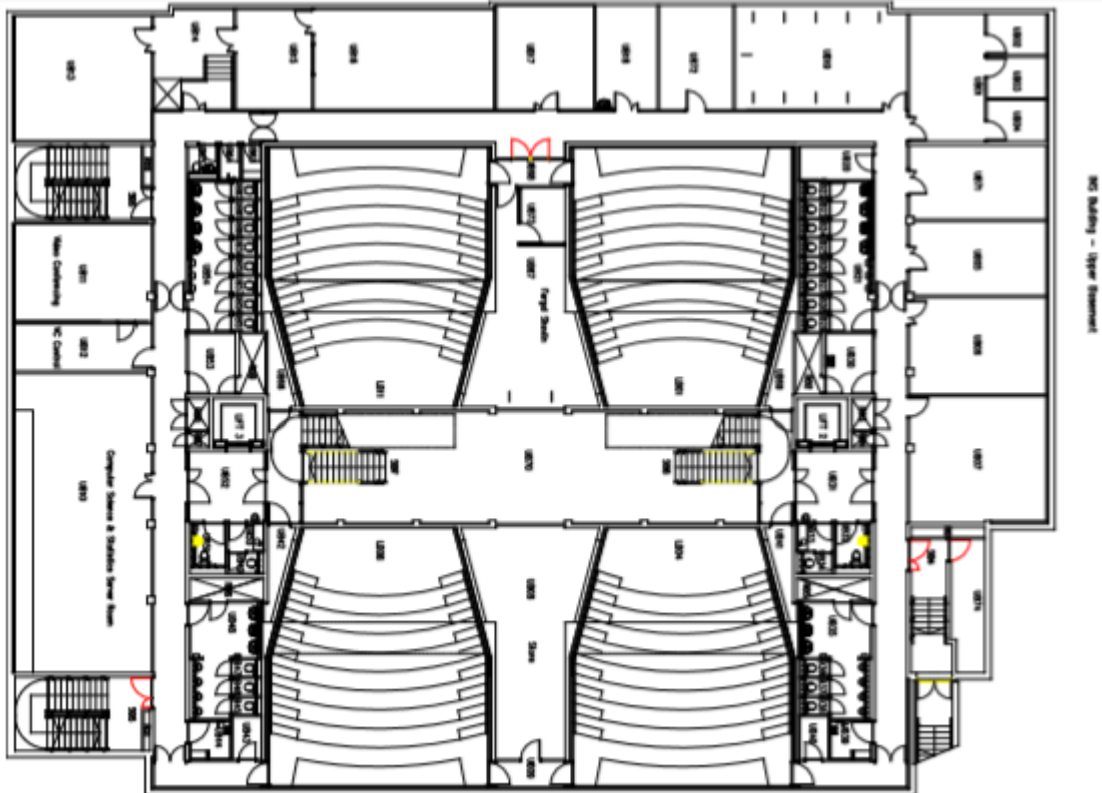
Lloyd lower basement

INS Building - Lower Basement





Lloyd upper basement





Appendix 6 – Flow of foot traffic





Appendix 7 - Drawings of physical distancing measures Lloyd 4th Floor (Restriction of 1 person per each yellow boxed area)

