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

Athena SWAN Bronze Award

School of Chemistry

Phased Return To Work Plan & Risk Assessment

Membership of the School of Chemistry's COVID-19 Coordination Committee

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Changes from version 1 are highlighted in the document; all supplementary material is in the Chemistry Floor plans and procedures document

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1. Introduction

The School of Chemistry has put together a plan for the re-opening of the research laboratories within the five School locations (both on- and off-campus). This plan is designed to be executed in several phases (**Phases 1-3**) over the coming weeks, and is structured in such a manner that it will allow for the phased return of the School's researchers to a safe laboratory environment.[1] Each 'phase' will last a minimum of 2 weeks (*c.f.* details below). The transition between these phases will only commence following a review by the School's Covid-19 Committee (see below) and sign-off by the Executive Committee. Design of the plan and preparations to allow for the successful execution of **Phases 1-3** is considered **Phase 0**. The safety of all staff and students is paramount. This plan relates only to experimental work that cannot be carried out off-campus. It is expected that those who can work remotely will continue to do so and that all non-laboratory work will continue to be done remotely. If a postgraduate student or researcher does not feel that they can return to campus at this time they should discuss this with their supervisor/PI.

Research activities/laboratories within the School of Chemistry are housed in several locations across the University. The objective of **Phase 1** of this plan is the safe resumption of laboratory-based research both in wet and dry (*e.g.* instrumental/equipment-based) laboratories (both shared facilities and those specific to a research group) in all of these locations. Access will only be made available to trained and authorised users where the School can maintain social-distancing requirements. In cases where the research group is larger than allowed by the Phase number, the order in which students and research staff return to the lab will be determined by the PI. Unless a research group is located in CRANN and TBSI or the PI decides to split a working day into two shifts, it is expected that researchers will attend the lab at times that suit them (so long as these are within normal business hours for the building and agreed with their PI/supervisor). Researchers must adhere to all rules laid down for the building in which they work.

A Covid-19 webpage will be added to the School's website containing details of this plan, forms and processes that need to be completed and links to the plans for buildings in which members of the School are located.

All School personnel must take the *COVID-19 Induction Course before returning to work*. The College induction programme is coordinated by HR and requires registration in advance.

[1] All members of the School (for their own safety and that of their colleagues) have a role to play in minimising the risks from Covid 19 in the workplace. Everyone has to take responsibility for ensuring that the risk is minimised, and as such should obey the advice from the HSE and TCD at all time.

The School of Chemistry's plan covers the following (research) locations[2]:

- **Main Chemistry Building** (which also holds the main school administrative office)
- **The Sami Nasr Institute of Advanced Materials (SNIAM)** (*c.f.* further details in the Physic's plan for common areas)
- **The Trinity Biomedical Sciences Institute (TBSI)** (*c.f.* further details in the TBSI plan for common areas)
- **The Naughton (CRANN) Institute** (*c.f.* this plan must be followed by all researchers located there)
- **The Lloyd Building** (There is no coordinated building plan for the Lloyd Building. As Chemistry staff and students located in this building carry out computational work that can be done remotely, it is expected that staff and students will continue to work remotely. Academics who wish to use their office may do so once they (1) register their ID card details with Estates and Facilities, via the HoS and (2) install and activate the SafeZone app (See Annex 2)).

The School will operate a one-way system when moving around the common areas of these building and laboratories. Where necessary, entrance and exit routes as well as one-way routes for the movement of staff and goods around buildings have been agreed with other building users (*i.e.* CRANN, SNIAM and the TBSI). In order to ensure social distancing it will be necessary to restrict the number of people accessing laboratories and buildings at any given time. All research work will be operated in shifts using *Research Pods*, comprising PhD students, research assistants/fellows and technical/experimental officers. The size of a Pod will depend on the size of the laboratory and its location. In **Phase 1**, access to any building is strictly limited to carrying out laboratory work/having breaks. In **Phases 1** & **2**, research work will be restricted to experienced researchers only and any desk-based work is to be carried out remotely until **Phase 2** (where a maximum of two people will be permitted to occupy a write-up room if social distancing of 2m can be maintained).

Academic staff and independent PIs who have single-occupancy offices can use their offices during the time when their building is open for business but should minimise their attendance on campus. It is anticipated that full access to laboratories and laboratory write-up areas will be implemented in **Phase 3**.

The School will aim to operate a **five-day working week**. In some buildings, the week will be divided up into two 'shifts', with laboratory access only.[3] The exact shift times will vary depending on the location of the laboratory (*e.g.* CRANN and TBSI access rules have already been agreed by all schools occupying those buildings). It is anticipated that no laboratory work will be carried out outside reasonable and normal working hours, except when it is needed to facilitate E&F and Housekeeping, *etc.*). In addition to the normal morning service with an additional focus on touch points, Housekeeping will provide an additional afternoon service to bathrooms and

[2] In order to ensure social distancing, it will be necessary to restrict the number of people accessing any of these building at any one time. In the case of 'shared' locations, researchers will have to adhere to agreed protocols and regulations.

[3] It is important to point out that some joint facilities (*i.e.* TBSI and CRANN) do allow their staff and researchers to access the building outside the five-day working week. As such, the five-day working week might be reviewed for operational reasons in later phases of this plan.

touchpoints. It is up to all users of the building to ensure that they leave surfaces and equipment in a clean state after use.

In **Phase 1**, no face-to-face meetings should take place; video calls using Microsoft Teams or similar should be used for all one-to-one and group interactions and no office-based work is to be undertaken.

A booking programme has been put in place for any common instruments (*via* LabCup), and a cleaning protocol has been drawn up to ensure that these instruments are left in a safe condition for use by others. All measures align with Government1 & University policies as listed on the TCD COVID-19 website.

The School of Chemistry is engaged in both highly focused and interdisciplinary research work. Many PIs work in close collaboration with other TCD Schools and research centres. The return of researchers to the School of Chemistry to carry out their work is thus critical, and is based on, but not limited to, the following criteria:

- Academic members of the School are engaged in what is deemed by the School to be essential research.
- Focused Covid-19 research is already being funded and carried out within the School.
- The School has a large cohort of postgraduate students and postdoctoral researchers. Many of these are due to finish studentships/contracts in the near future and consequently need urgent access to the School's laboratories to complete their research work. There is no guarantee that funding agencies will extend the stipends/contracts of these researchers.
- The School's research is almost entirely funded by both national and international research funders, as well as through direct industry engagement (*e.g.* short and long-term funded projects) and consultation. It is essential that any further impact of the COVID-19 shutdown on these activities is minimised.
- A number of campus-based companies, which also generate direct revenue for the School, are located within the School of Chemistry's premises.

All members of the School returning to campus are asked to read and sign-off on this document as part of the pre-return process, by conformation e-mail to the School. Access will only be granted to users who have done this. Physical distancing must be maintained when on the TCD campus and within all School of Chemistry buildings/premises.

2. Governance

The School of Chemistry *Work Plan & Risk Assessment* document has been designed by the Covid-19 Coordination Committee* and has been agreed upon by the School Executive Committee. The plan will be managed and monitored by the Head of School, the Covid-19 Coordination Committee, and the Covid-19 Coordinator. The School's Chief Technical Officer, Experimental Officers, technical and administrative staff will be asked to be available (either in person or remotely) to deal with all matters arising. As normal, the School will fully comply with the safety requirements and capacity

constraints of all central services, both within and outside the School. This includes, but is not limited to, Estates and Facilities, Housekeeping, HMF, Security and deliveries. The School's plan will be updated in accordance with guidance from the University, the Health and Safety Authority (HSA) and Government.

2.1 Committee membership

***The School of Chemistry's COVID-19 Coordination Committee comprises:**
Professor Michael Lyons (*Head of School*), Dr Sinéad Boyce (*School Manager*), Professor Robert Baker (*Inorganic Chemistry and Safety Officer*), Mr. Peter Brien (*Chief Technical Officer II and Deputy Safety Officer*), Professor John Boland (*Physical Chemistry*, and *Director of Teaching & Learning, Postgraduate*), Professor Wolfgang Schmitt (*Head of Inorganic Chemistry*), Professor Joanna McGouran (*Organic Chemistry*) and Professor Thorfinnur Gunnlaugsson (*Organic Chemistry and Covid-19 Coordinator*).

2.2 Implementation

Details of the phased resumption of research activities are given in the Table below. Given that there are restraints on the occupancy of labs, no undergrads, Erasmus or summer students are to be given access to labs until normal business resumes.

Phase Number	Start Date	Objective	Review Date*,**
0	April 2020	Preparation for the return to laboratory work (sourcing and ordering PPE; design of signage and signposting, mapping of premises, *etc.*)	N/P
1	22 June	As per the occupancy listed in Table 2 below unless located in CRANN or the TBSI, in which case their attendance rules apply	26th June
2	6 July	Maximum of 2/3 of research personnel onsite at any time	10th July
2.5	20 July	Review of 2/3 of research personnel onsite with a view to ramping to full resumption of all research activities	17th July
3	27 July	Assuming successful review, full resumption of all research activities	

*Each of these phases will be subject to review. Progression to the next phase will be dependent on successful compliance with the government's 'Return to Work Safely Protocol' and sign-off by the School's Executive Committee.

**The review will include inputs from other College stakeholders as needed (*e.g.* partner schools, FEMS, Estates and Facilities, HR and College management).

2.3 Local Covid-19 Managers

A number of onsite COVID Managers, tasked with ensuring compliance with safety protocols, are being identified and will be given appropriate training. Scheduling of these managers will be facilitated through a booking system that can be viewed by all personnel.

The manager will (under College guidance):

- oversee activities during working hours (*e.g.* physical distancing).
- ensure compliance with the safety measures being put in place and outlined in this document.
- be a contact point should anyone develop symptoms while on site. An 'isolation room' has been identified in each of the Chemistry buildings/locations.[4]

2.4. School Responsibility

The School will:

- provide access *via* the College Safety Officer to Covid-19 induction training for all workers.
- issue *pre-return to work forms*, to be completed by all researchers/staff members at least 3 days in advance of their return to work.
- organise the supply of hand sanitizers, soap and alcohol wipes. These will be located at entrance areas, in laboratories, offices and bathrooms.
- assist the shared services units within the School (such as shared instrument rooms) with sourcing of PPE as required.
- organise the initial supply of gloves, masks and safety glasses from the stock secured during **Phase 0** for PIs and laboratories and will assist them in sourcing additional stocks if/when needed.
- define maximum occupancy levels for each room to allow a physical distancing of 2m in **Phase 1** (See Room Occupancy Table below, Table 2). Signs that state the maximum occupancy level have been generated and will be displayed on each door.[5]
- draw up and clearly display directional flow information for movement of researchers around and between the various Chemistry premises.
- display information on the signs and symptoms of Covid-19 and provide information to workers as necessary in accordance with College guidelines.
- in conjunction with relevant PIs, design and operate a shift system, which will adhere to the physical distancing measures outlined above and in the Room Occupancy Table below.
- agree and record a pattern/timetabling of attendance for each laboratory (managed by the PI or PIs in the case of shared laboratories)
- provide an isolation room in all premises for use by staff displaying symptoms of Covid-19, and maintain a contact list for each laboratory/pod to facilitate contact tracing as required by HSE/College protocols.
- Be cognisant of the impact of the pandemic on the mental health of all, especially PhD students. The whole cohort will be made aware of student counselling services via email.
- Provide dedicated facilities to allow workers to take breaks and facilitate food consumption, provided the maximum occupancy signs are observed and researchers and staff sits well apart to ensure physical distancing.

[4] Anyone who becomes unwell should immediately make this known to the designated onsite COVID-19 manager and maintain 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. They should avoid touching people, surfaces and objects, and isolate in identified locations. The COVID-19 manager/response team should wear appropriate PPE including face shields, gloves and lab coat when interacting with the unwell individual, maintaining a 2m distance at all times. TBSI has also identified a common isolation room for the TBSI building (B118).

[5] The School will encourage staff to use the stairs unless there are specific reasons not to do so (*e.g.* disability, movement of goods, *etc.*). The School has, as indicated above, agreed to joint common area plans for TBSI, CRANN and SNIAM. The School policy will remain throughout **Phases 1-3** that non-laboratory work should be carried out from home.

- Keep breakout areas clear for most of the day and limit visits to 20 minutes/person. Where breakout areas are shared with other schools and institutes (*e.g.* CRANN, SNIAM and TBSI) break times will be staggered.

2.5 PI/Group Responsibility

The School plan **requires that each PI develop a lab-occupancy plan** for their assigned labs or part of a shared lab using the designated occupancy level for the lab given in the table below. This takes the form of assigning members of their lab to one or more of the Pods A, B, C or D as detailed in the Chemistry Floor plan and processes document.

The PI should also allocate time slots to researchers within their group/particular lab space, agree the research to be carried out, and ensure that it is carried out in line with social-distancing and lab-safety requirements. No researcher is allowed to work alone when carrying out synthetic chemistry, or when there is a potential foreseen danger. Hence, the PI should ensure that all relevant safety forms are completed, signed (by an authorised person) and clearly displayed **both** at the entrance to the laboratory **and** within the laboratory itself (such as at the front of a fume hood or instrument). These should be removed ASAP after use.

2.5.1 Each PI/Researcher will:

- be in compliance with the School/College health and safety recommendations/protocols and the HSE regulations on social distancing at all times.
- carry out a risk assessment and fully understand the Laboratory Health and Safety protocols for the School, which are available on the School's website at https://chemistry.tcd.ie/safety/.
- install the College SafeZone app and use the app at all times while on campus/in the TBSI etc.
- not come to the School if they have Covid-19 symptoms and should remain out of work until all symptoms have cleared following self-isolation in accordance with HSE regulations.
- sign in and sign out using electronic and manual logs at the entrance and exit to the School's laboratories/building/institutes.
- clean their workspaces (and instruments) with appropriate material, such as the WHO-recommended sanitiser solution (containing 70% ethanol), disinfectant wipes, *etc*. at the beginning and the end of their shift or before and after using an instrument (see further details below in Section 6).
- declare each day before coming into College that they are fit to do so by communicating this in writing to their line-manager or supervisor/PI.
- individuals who are trained in the use of fire extinguishers should disclose this to their PI/line manager as they may be called upon to act as temporary fire wardens during their time in the laboratory.[6]

[6] In the event of a fire or other emergency, evacuation of the building should follow the standard routes and the one-way system will not apply. The standard assembly points remain in operation although people must also observe social distancing at these locations.

In addition to the above, each researcher should ensure that:

- **PPE is not to be shared**; this includes lab safety glasses, laser safety glasses, face shields, solvent gloves, acid-resistant gloves and aprons, and any other specific PPE. In addition lab coats will be separated into 'clean' and 'in use' and stored in a different location in each laboratory (Information on PPE is outlined below in Section 6)
- they leave the laboratory upon completing their scheduled work.
- they strictly adhere to their designated break time and location.
- upon completing their work, they carry out complete wipe downs within their own laboratory area and use a disinfectant spray on lab coats.

2.5.2 Design of experiment

Each researcher will ensure that:

- A plan of the experiment and risk assessment will be completed before starting the experiment. This will be guided by the checklist in Annex 1.
- The experiment will not use or generate unstable or explosive materials or highly toxic materials on a large scale.
- If an operation requires two people to be in close proximity (*i.e.* where physical distancing cannot take place) then masks must be worn.
- Long processes (e.g. column chromatography) will be planned to ensure the shift can be completed safely.

3. Access and Return to School Premises[7]

All individuals authorised to enter School buildings must complete *a pre-return to work form* at least 3 days in advance of their return to work. This form confirms that the individual, to the best of their knowledge, has no symptoms of COVID-19 and is not self-isolating or awaiting the results of a COVID-19 test. Isolation procedures and room locations are given in the Chemistry Floor plan and processes document. Details of schedules are given in the document Chemistry Floor plans and processes as are details of the system being implemented to schedule lab attendance and daily sign-in and out procedures.

Weekly schedules for each laboratory within the School will be inputted to a file on a SharePoint site that can be accessed by all members of the School of Chemistry for those laboratories that are not in CRANN, where the same practise exist. It is recommended that a system of check-in communication *via* text/call/email be implemented by each laboratory (Pod) user group.

In **Phase 1**, the proposed prioritisation will include:

[7] Housekeeping: Each of the Chemistry buildings/locations will be fully cleaned each morning by the College cleaners. A member of the housekeeping staff will be in the building during the morning to wipe down of door handles, stair rails and cleaning of the toilets as needed.

- researchers carrying out industry- or publicly funded research with deliverables that are due in the next three months that cannot be rescheduled, or researchers whose contracts are due to terminate within the next 6 months.
- PhD and MSc students where laboratory work is needed to complete their study in 2020.
- PhD students who need to carry out corrections to PhD theses.
- researchers engaged in commercial (industry) activity with legally binding facility access agreements in place, as well as those engaged in Campus Companies hosted within the School of Chemistry.
- No office-based work is to be carried out on-site during this phase

4. Access to Joint Infrastructure

The School of Chemistry provides several shared instrumentation services across its buildings. These include NMR, X-Ray and MS services. The following outlines access to these for the foreseeable future**.** Disinfecting materials will be at hand to wipe down equipment and areas after use.

4.1 General

As outlined above, a booking system is in place for the use of these facilities. However, in some locations, and in line with maintaining a 2m distance between users, only one user can be permitted per instrument room. Users will thus have to book an "instrument room" rather than individual instruments.

- If required, samples can be run by the Experimental Officers to minimize access to these facilities.[8]
- PPE is recommended for use within these instrument rooms.

4.2 NMR Facilities

- Users should leave samples for collection outside the NMR Room (0.4, Main Chemistry Building). A sample holder will be provided. The Experimental Officers should be contacted prior to sample delivery if necessary.
- Given the 2 m distancing, only one user can enter the NMR laboratory at any given time. PPE is recommended (masks and gloves) in a multi-use research area.
- All samples will be returned in consultation with the person who submitted them.
- All NMR data are saved on a server and users can download the files for processing. With a VPN connection the servers can be accessed from outside campus.

4.3 X-ray Facility

- Booking on-line will be mandatory, and rigid compliance with the booking schedule will be implemented. No casual drop in to use a microscope *etc*. will be allowed. The booking form can be accessed at http://134.226.174.192/xraysubmissionform.html
- Users can only arrive at or after booking time has commenced.

[8] It is foreseen that this will take time and there will be a waiting period before results will be available. Results will be sent electronically, or be made available on the School server for users to access.

- Given the 2m distancing requirement, only one person will be allowed per instrument (due to movement to sample preparative area, *etc*.).
- All X-ray data are saved on a server and users can download the files for post-processing.
- All samples will be returned in consultation with the person who submitted them.

4.4 Mass Spectrometry Facilities

- The Mass Spectrometry Facilities operate as a sample drop-off and pick-up service so there is no need for staff/student interaction for samples to change hands.
- All MS data are saved on a server and users can download the files for post-processing.
- All samples will be returned in consultation with the person who submitted them.

5. Access to Services

5.1 Delivery of Goods

Procedures for deliveries/collection of goods will be determined at a building level. The School will work closely with shared services to ensure that their logistical requirements are taken into account. An agreement is already in place for CRANN, TBSI and SNIAM. With this in mind, the School has organised a general plan that harmonises the plans already outlined for the aforementioned locations. This includes, but is not limited to:

- operating a one-way system for the collection of goods, and complying with assigned collection times for each laboratory group
- each lab using its own trolley (to prevent the requirement for disinfection of the shared services equipment) when needed.
- each research using their own pen to sign for deliveries to prevent cross-contamination

5.2 Delivery of Liquid Nitrogen

The School has an established procedure within the main campus of TCD, which has been approved by the College Safety Officer. The dispensing of liquid nitrogen will remain in the hands of the School's experimental officers. The same procedure will be implemented for other gases.

In the case of shared facilities (TBSI and CRANN in particular), the School and the researcher will co-operate with agreed procedures that will include:

- complying with staggered collection times, where research groups will arrive one at a time after being called.
- operation of a one-way system and observing floor markings.

5.3 Hazardous Materials Facility (HMF or 'Hazmat')

The School will work closely with HMF staff to ensure that School personnel will fully comply with the safety procedures implemented by the **HMF** facility. All users must contact *hazmat@tcd.ie* prior to using the service during the coming months and must wear a facemask. In addition to the existing requirements, researchers must comply with all location-specific protocols and one-way systems. Researchers must wait outside any solvent/storerooms until called upon to enter, and must adhere to instructions given by HMF.

6. PPE Required

6.1. General

It is a requirement that all researchers must wash their hands with warm soap and water for 20s and use hand sanitizer provided.

The basic PPE required to work in any School facility, workshop or instrument room is: SAFETY GLASSES, LABORATORY COAT and GLOVES.

All synthetic work will be carried out in fume hoods that will be single occupied at any given time.

In situations where social distancing is not possible a FACEMASK should be worn (surgical style).

In situations where more than one person is required in a small space a FACESHIELD should be worn.

6.2 PPE Hygiene

Any PPE must be washed/cleaned regularly.

- Safety glasses should be washed in soapy water and allowed to dry.
- Gloves should be properly removed and disposed of regularly.
- Laboratory coats should be cleaned periodically using a laundering service.
- Facemasks should be worn in situations where a 2m distance cannot be maintained. Facemasks should be replaced when damp or when removed to eat etc.

6.3 PPE Disposal

All PPE created in a laboratory environment must be disposed of as hazardous waste.

7. Maximum Room Occupancy Limits

The following table outlines the maximum room occupancy limits within the School of Chemistry (per building), that is to be implemented in **Phase 1** (excluding CRANN). Single-use offices and writing areas are not to be used during this phase. The procedure for use of isolation rooms is given in the Chemistry Floor plans and processes document.

Maximum Room Occupancy limits (Table 2):

School of Chemistry Maximum Occupancies for Physical Distancing to comply with the Government's 'Return to Work Safely Protocol'				
Location	**Room no.**	**Function**	**Occupancy**	**Comments**
TBSI	6.25	Office	1	DG
TBSI	6.26	Office	1	BT
TBSI	6.27	Office	1	MOS
TBSI	6.28	Office	1	MOS
TBSI	6.29 / 6.30	MASS SPEC / IR Spectroscopy	1	GH, MF, MR
TBSI	6.31	Office	1	JMcG
TBSI	6.32	Office	1	AMcD
TBSI	6.33	Office	1	CT
TBSI	6.34	Write Up Space	0	AMcD
TBSI	6.35	Lab	4	AMcD
TBSI	**7.08**	**ISOLATION ROOM**		**COVID**
TBSI	7.09	Office	1	MS
TBSI	7.10	WILHELM SCHULER SEMINAR ROOM	0	School
TBSI	7.11	Office	1	ES
TBSI	7.12	Office	1	TG
TBSI	7.13	Office	1	SC
TBSI	7.14	Office	1	IR
TBSI	7.15	Write Up Space	0	IR/MOS
TBSI	7.16	Lab	4	IR/JMS
TBSI	7.18	Write Up Space	0	SC, JMcG, EMS
TBSI	7.19	Lab	4	EMS, JMcG
TBSI	7.20	Lab	4	SC
TBSI	7.21	Instrument Room	4	MR
TBSI	7.22	Lab	4	TG
TBSI	7.23	Lab	4	MOS
TBSI	7.24	Write Up Space	0	MOS, TG
TBSI	7.30	Instrument Room	1	MR
TBSI	7.31	Shower Room	1	School
TBSI	7.32	Tea Station	1	School
TBSI	7.33	Store	1	
TBSI	7.34	Store	1	MOS
TBSI	7.36	N.M.R ROOM	1	MR
TBSI	7.37	Store Room	1	
TBSI	7.39	Instrument Room	1	MR
TBSI	7.40	Instrument Room	1	

TBSI	B2.18	CHEMISTRY X-RAY ROOM	2	BT
TBSI	B2.19	CHEMISTRY X-RAY ROOM	1	BT
TBSI	B2.43	Write Up Space	0	KMcK
Location	**Room no.**	**Function**	**Maximum Occupancy**	**Comments**
TBSI	B2.44	Instrument Room	2	AMcD, TG
TBSI	B2.45	Instrument Room	1	TG
TBSI	B3.06	Instrument Room	3	KMcK; Experimental Officers

Location	Room no.	Function	Maximum Occupancy	Comments
SNIAM	0.18	Chemistry Stores	1	
SNIAM	**0.21**	**ISOLATION ROOM**		**COVID**
SNIAM	0.24	Advanced Materials Teaching Laboratory 50% Chemistry	3*	Patsy
SNIAM	0.27	Advanced Materials Teaching Laboratory 50% Chemistry	3*	Patsy
SNIAM	0.28	General Store & Office	1	Fred / Maura
SNIAM	1.16	Research Laboratory - Dr. Schmitt	4	Wolfgang Schmitt
SNIAM	1.29	Inorganic Chemistry Lab	4	Peter Dunne
SNIAM	2.02	Office - Prof Gunko	1	
SNIAM	2.03	Office - Dr. Schmitt	1	
SNIAM	2.04	Office - Prof Larisa Florea	1	
SNIAM	2.05	Office - Prof. Sylvia Draper	1	
SNIAM	2.06	Office - Prof. Peter Dunne	1	
SNIAM	2.07	Physical Chemistry Teaching Laboratory	0*	Tom / Patsy
SNIAM	2.10	Glass Blowing	1	School
SNIAM	2.13	Write-up Area for Laboratory 2.16	0	
SNIAM	2.15C	Research Laboratory	2	Steve Comby / SMD
SNIAM	2.16	Write-up room		Peter Dunne
SNIAM	2.17	Instrument Room	1	
SNIAM	2.18	Nano-Second Laser Photolysis Room	1	Steve Comby
SNIAM	2.22	Write-up Area for Laboratory 2.23	0	
SNIAM	2.23	Research Laboratory - Dr. Schmitt	4	Wolfgang Schmitt
SNIAM	2.26	Instrument Room - CD / emission Dept	1	
SNIAM	2.27	Physical Chemistry Teaching Laboratory	16*	Tom / Patsy
SNIAM	3.19	Write-up Area for Laboratory 3.20	0	Sylvia Draper
SNIAM	3.20	Research Laboratory	4	Sylvia Draper
SNIAM	3.23	Instrument Room - Solvent Purification	1	MR
SNIAM	3.31	Write-up Area for Laboratory 3.32	0	
SNIAM	3.32	Research Laboratory	4	Yurri Gunko
SNIAM	0.24A	Research Laboratory - XRD	0	Brendan Twamley
SNIAM	2.07a	Instrument Room for Laboratory 2.07		Tom / Patsy
SNIAM	2.07b	Preparation Room for Laboratory 2.07		Tom / Patsy

SNIAM	2.16a	Research Laboratory - Prof. Peter Dunne		Peter Dunne
SNIAM	2.17a	Spectroscopic & Flourescent Room	1	MR
SNIAM	2.27a	Preparation Room		Tom / Patsy
SNIAM	2.27b	Instrument Room		Tom / Patsy

Location	Room no.	Function	Maximum Occupancy	Comment
CHEMISTRY B.*	0.03	Store Room	1	
CHEMISTRY B.	0.5	Instrument Room & PC Room	3	John O'Brien / Gary Hessman
CHEMISTRY B.	0.11	Lecture Theatre - Chemistry Large Lecture Theatre [160PL]	0*	School
CHEMISTRY B.	0.12	vacant storage room under the theatre	1	School
CHEMISTRY B.	0.13	Instrument Room	2	Paula Colavita
CHEMISTRY B.	0.14	Larisa Florea Research lab	4	Larisa Florea
CHEMISTRY B.	0.15	Larisa Florea Research write up room	0	Larisa Florea
CHEMISTRY B.	0.4	Research Laboratory - NMR	2	John O'Brien
CHEMISTRY B.	1.1	Technicians Tea Room	2	
CHEMISTRY B.	1.1A	photocopy room	1	
CHEMISTRY B.	1.09	Office	0	
CHEMISTRY B.	1.17-1.19	Research laboratory (Mezzanine Floor)	2	Mike Lyons
CHEMISTRY B.	1.2A	Research Laboratory -	2	Paul Colavita
CHEMISTRY B.	1.2B	Research Laboratory -	2	Bob Baker
CHEMISTRY B.	1.21	Office – HoS - Prof. Mike Lyons	1	
CHEMISTRY B.	1.22	Office - Admin Support - AnneMarie Farrell, Ben Power	2	
CHEMISTRY B.	1.23	Research Laboratory – Prof. Paula Colavita	2	
CHEMISTRY B.	1.24	Staff Room / Common Room	4	
CHEMISTRY B.	1.25	Science Lecture Theatre	0	School
CHEMISTRY B.	**1.26**	**ISOLATION ROOM**		**COVID**
CHEMISTRY B.	1.3	Office - Write Up Room	0	Paula Colavita / Bob Baker
CHEMISTRY B.	1.3A	Instrument Room	1	MR
CHEMISTRY B.	1.3B	Office / Instrument Room		Paula Colavita
CHEMISTRY B.	1.4	Instrument room	1	MR
CHEMISTRY B.	1.5	Office - Colavita	1	
CHEMISTRY B.	1.6	Office - Baker	1	
CHEMISTRY B.	1.7	Used by Botany		
CHEMISTRY B.	2.2	Lab	4	Parvaneh Mokarian/CP
CHEMISTRY B.	2.2	Office Dr Scully	1	
CHEMISTRY B.	2.4	Office - Prof. Corish	1	
CHEMISTRY B.	2.5	Office - Dr Parvaneh Mokarian	1	
CHEMISTRY B.	2.6	Office - Prof Mc Murry	1	
CHEMISTRY B.	2.7	Office - Prof John M. Kelly	1	
CHEMISTRY B.	2.8A	Write-up Area Lyons	0	Mike Lyons

CHEMISTRY B.	2.8B	Computer room	1	Graeme Watson
CHEMISTRY B.	3.1	Office Teaching fellows	1	Carl / Steffi
CHEMISTRY B.	3.2	Office - Dr. M. Lyons	1	
CHEMISTRY B.	0.08.ST1	Storage - Lab Related	1	
CHEMISTRY B.	1.01C	Preparation Room for Dark Room	1	
CHEMISTRY B.	1.01D	Dark Room	1	
CHEMISTRY B.	1.14A	Lecture Theatre - Upper Part of Theatre (void)	0	
CHEMISTRY B.	1.22B	Office - T. McDonnell	1	
Location	**Room no.**	**Function**	**Maximum Occupancy**	**Comment**
CHEMISTRY B.	1.26B	Write up Room (Lyons)	0	
CHEMISTRY B.	1.26a	Seminar room	6*	
CHEMISTRY B.	1.7B	Office		
CHEMISTRY B.	2.1B	Hot Desk room	1	School
CHEMISTRY B.	2.3A	Office - Dr. Sinéad Boyce	1	
CHEMISTRY B.	2.3B	Office - Dr. John O'Donoghue	1	

* Teaching rooms not required for early phases of the plan

** CHEMISTRY B. = The Main Chemistry Building

Annex 1

Return to laboratory checklist, School of Chemistry

Before conducting my experiment, I have:

☐ Written a risk assessment

☐ Have all required chemicals, solvents etc.

☐ Ensured that I have enough PPE to conduct the whole experiment

☐ Ensured that long operations (e.g. column chromatography) are scheduled with enough time to complete the process before leaving at the end of the shift

☐ Ensured that all waste streams have been identified and I am aware of HMF's procedures

☐ Liaised with experimental officers and/or booked instrument times, if needed

☐ Noted the point at which the experiment is safe to leave until the next shift

☐ Have a lab buddy in my pod

Annex 2

Steps to take before returning to the College campus

Electronic access to buildings was removed from all ID cards except those of designated essential staff when College closed. In order to have your access to buildings reactivated, you must complete the online ID card reactivation form at https://forms.office.com/Pages/DesignPage.aspx#FormId=jb6V1Qaz9EWAZJ5bgvvlK_FndEWF-vlLrursFhKa0oJUQjVSUTM5T0VUUFozWVBNQlI1T1Q2QThRTS4u.

In addition, you must install the SafeZone app on your smartphone and activate it. Details on how to do this can be found on Trinity Research's FAQ page at https://www.tcd.ie/research/about/covid-19/ or the School website at https://chemistry.tcd.ie/COVID-19/