

Return To Campus Working Covid 19 Response Plan



Policy owner: SIRC Office

Approval date and body: August 7th 2020; SIRC

1. Purpose

The purpose of this document is to provide all employees, researchers and postgraduate students with details of the steps that are necessary to minimise the risk from Covid 19 during the return to campus working in line with the relevant Public Health and Sectoral Guidance.

The material within this document is informed by:

- The [Governments Return To Work Safety Protocol](#)
- [Guidance For Further and Higher Education For Returning To Onsite Activity In 2020](#)
- [Implementation Guidelines For Public Health Measures In HEI's](#)
- [Guidance and FAQ's For Public Service Employees During Covid 19](#)
- [HSE Advice](#)

This document will be kept under review and will be updated as required and as and when public health advice necessitates.

At all times information on Covid 19 is available from the [HSE](#).

2. Definitions

Physical Distancing

- The keeping of at least 2m between individuals without the wearing of a face covering
- The keeping of at least 1m between individuals whilst wearing a face covering or separated by a screen or similar.

Transient / Intermittent Contact

Spending less than 15 minutes within 2m of another person or persons, such as when passing in a corridor, sharing a toilet space, etc. [A distance of 1 metre is generally regarded as sufficient to minimize direct exposure to droplets however, for Public Health purposes, a close contact definition of 2 metres has been specified.](#)

Casual Contact

Spending less than 2hrs in a 24hr period in the same working space as other persons whilst still maintaining 2m distancing.

Sustained Contact

- Spending more than two hours per 24hr period in the same working space as other persons whilst maintaining 2m distancing
- Spending more than 15 minutes at between 1m and 2m distancing in the same space as other persons whilst wearing a face covering or separated by a screen or similar.

Higher Risk Contact

Spending more than 15 minutes at less than 2m distancing from another person(s) without wearing a face covering

Work Pods

Designated groups of up to 8 persons (or 12 in some circumstances) who can work together and whose *sustained contacts* are restricted to persons within their designated Working Pod.

Covid 19 Contact Diary

A personal diary recording the owners on campus activities and contacts; to be used for contact tracing purposes in the event of a positive Covid 19 case on campus.

UCD High Level Covid 19 Risk Assessment

A high level assessment of the risk from Covid 19 whilst working in UCD which has identified three levels of risk and a list of the control measures required to reduce the risk to as low a level as practicable. See Appendix 1.

Low Risk Work

Jobs and tasks that do not require *sustained contact* and involve only *casual contact* or *transient / intermittent contact* with people who could in theory be infected with Covid 19, but who are not known to have or are suspected of having Covid 19.

Acceptable Risk Work

Jobs and tasks that require *sustained contact* with people who could in theory be infected with Covid 19, but who are not known to have or are suspected of having Covid 19, and where the risk control measures and principles outlined in this document are applied

Work Requiring Task Specific Covid 19 Risk Assessment

Jobs and tasks with a potential for exposure to known or suspected sources of Covid 19 or where persons are required to engage in *Higher Risk Contact*. Such activities must be subjected to a *Covid 19 Risk Assessment*.

Task Specific Covid 19 Risk Assessment

A risk assessment that must be carried out when persons are required to engage in activities that may give rise to *Higher Risk Contact* or other Covid 19 risks. A template for such a risk assessment is available from [SIRC](#).

Relevant Approver

The Manager who reviews an individuals online health declaration in advance of their return to work. In the case of postgraduate students this would be the relevant Head Of School.

Return To Campus Working Online Submission Process

The online mechanism via InfoHub (staff and research students) or SISWeb (taught postgraduate students) by which individuals must submit a health declaration to their *Relevant Approver* for review as part of their return to on campus working. See Appendix 2.

Covid 19 Lead Worker Representatives

Persons appointed by each UMT member to act in this role as required under the [Governments Return To Work Safety Protocol](#)

Local Covid 19 Coordinator

A person(s) appointed by Manger to assist them and their relevant *Covid 19 Lead Worker Representative* in managing and monitoring Covid 19 risk management and compliance in their designated area.

Covid 19 Consultative Committee

A UCD Consultative Committee with the following terms of reference:

- To fulfil the requirements for worker consultation in respect of Covid 19 workplace health and safety matters as set down in the Government's Return To Work Safety Protocol
- To receive and consider feedback in respect of Covid 19 workplace health and safety matters from the Lead Worker Representatives, Trade Union Representatives and University employees.
- To support the implementation of the Government's Return To Work Safety Protocol in UCD.
- To consider Covid 19 workplace health and safety matters arising from the work of other UCD Committees in the context of the Government's Return To Work Safety Protocol.

Further information on this committee can be found [here](#).

On Line Sign In / Out

The mechanism all persons attending campus for work reasons must use to record their presence and activities on campus.

Personal Protective Equipment (PPE)

Equipment used to protect the individual from the risks of Covid 19.

Covid 19 Induction Training

Mandatory training that every person wishing to return to campus must undertake (see [SIRC](#)).

Return To Campus Working Manager Guide

A guide produced by [UCD HR](#) to guide Managers through the steps necessary to ensure a safe return of their team members to on campus working.

3. Scope

This document applies to those persons already working on campus and those who will be returning to campus in support of Trimester 1 operations between August and September 2020.

Where applicable the principles as outlined in this document also apply to those persons who need to reengage in fieldwork.

4. Principles

Local Ownership

The implementation of the provisions of this document must be carried out and overseen at a local level. Every person has a role to play in this, but in particular Heads of Schools and Units, Institute Directors, Facility Directors, other Senior Managers and Principal Investigators have a key role in ensuring that safe working practices are adhered to. Coordination and co-operation at a local level are critical.

Personal Responsibility

Everybody has a role to play in minimising the risks from Covid 19 in the workplace, for their own safety and that of their colleagues. Every person must take responsibility for ensuring that they take steps to minimise the risk, including adherence to current advice from the [HSE](#) and the provisions of this document and any applicable risk assessments. In some cases individuals will be expected to take an active role in keeping their workspaces clean and ensuring that they clean equipment and work benches before starting work / at the end of the working day.

Covid 19 Lead Worker Representatives

Each UMT member has appointed a *Covid 19 Lead Worker Representative* for their area of responsibility. The role of the Lead Worker Representative is to ensure ‘...that COVID-19 measures are strictly adhered to in their place of work’ and working ‘...collaboratively with the employer to assist in the implementation of measures and monitor adherence to the measures to prevent the spread of COVID -19.’ Covid 19 Lead Worker Representatives may be assisted in their work by *Local Covid 19 Coordinators*.

Local Covid 19 Coordinator

A Manager may appoint a Local Covid 19 Coordinator, in particular if they manage a complex or work intensive area with multiple Work Pods. Research Facilities and Institutes and Schools and Units with a high level of group activity or requiring task specific risk assessment are strongly encouraged to appoint such a person. Local Coordinators can assist and inform *Lead Worker Representatives* as they carry out their duties.

Local Covid 19 Coordinators should take steps to ensure that there is adherence to best practice with respect to Covid 19 risk management across their area of responsibility.

Covid 19 Consultative Committee

The *Covid 19 Consultative Committee* (C19CC) is UCD committee which acts as a forum for Lead Worker Representatives, Trade Union Representatives and others to consider matters related to Covid 19 health and safety and make recommendations to the UMT Covid 19 subgroup, other subgroups and to local management. The outputs of the C19CC are fed to the various subgroups across the University as necessary and ultimately to the UMT via the UMT Covid 19 Subgroup.

Health Status

Only those persons who are well and who have **not** been advised to self-isolate should attend campus (See Appendix 3). If an individual has any concerns at all about their Covid 19 status they must exercise caution and **not** attend the workplace.

At this time persons who fall into a [‘very high risk’](#) category are advised to avoid a return to the workplace. Those falling into a [‘high risk’](#) category should exercise caution and ensure that they adhere to HSE guidance when at work. Managers should liaise with the individual staff members in this regard and assess what if any additional safety measures may be required in order to facilitate a staff members return to on campus working. Further information on this process is available [here](#).

As part of their return to on campus working every person must in advance complete and submit a health declaration confirming that they are not currently exhibiting any Covid 19 symptoms. See [here](#).

Return To Campus Working Online Submission Process

Persons returning to on campus working must submit an online declaration via InfoHub / SISWeb to their relevant approver **at least three days before returning to campus**. This approval is only required on a once off basis and can be used for all subsequent campus access.

Approvers must satisfy themselves that:

- The person returning to work has declared themselves as free from the symptoms of Covid 19
- That the person has confirmed that they have completed online Covid 19 information training

Once satisfied the relevant approver can issue confirmation of their return to work to the applicant via InfoHub / SISWeb.

Covid 19 Induction Training

Every person returning to work on campus must complete Covid 19 induction training. This is a mandatory requirement and a declaration that the training has been completed is required as part of the online application to return to on campus work. Details of the training are available at [SIRC](#).

Physical Distancing

Physical distancing must be maintained when on campus. Working practises should be designed such that there is no requirement for persons to engage in *Higher Risk Contact*. In the event that *Higher Risk Contact* is absolutely necessary then it must be risk assessed and risk control measures identified.

Hand, Respiratory and General Hygiene

All persons must adhere to good hand, respiratory and general hygiene (see Appendix 4). Whilst hand sanitisers are not a replacement for good hand hygiene and frequent hand washing with soap and warm water, their use is beneficial when immediately hand cleaning is desired. Hand sanitiser will be made available to any person who wishes to obtain some (contact estates@ucd.ie). There will also be hand sanitising stations available on campus.

Online Sign In

All persons accessing the Campus for work reasons must 'sign in' and 'sign out' online via the Estate Services [website](#). Details on how to do so can be found [here](#).

This is mandatory and must be done for every campus visit at the start and end of the working day. This information will be used for contact tracing in the event of a case of Covid 19 on campus and for other safety and regulatory purposes related to the risk management of Covid 19. This is mandatory for all persons working on campus and must be done for every visit to the campus.

Work Pods

A key component in the management of the Covid 19 risk amongst employees and researchers in UCD is based around the formation of Work Pods and the associated changes in working practices.

Managers where necessary are required to develop working practices and structures that allow for the development of Working Pods of no more than 8 persons whose *sustained contacts* are restricted to persons within their designated Working Pod.

In dynamic working environments such as laboratories where the utilisation of additional risk control measures such as the wearing of PPE is practicable and appropriate, a Work Pod of up to a maximum size of 12 persons may be developed. Office type environments are not considered to be suitable locations at this time for larger pods utilising PPE, but laboratories and other dynamic locations where the wearing of PPE is a normal day to day risk control measure are considered to be suitable environments for utilising the larger pod size.

A single Work Pod may contain members from across different teams and Units, hence it is vital that locally Managers consult with each other when developing their Pods.

Members of a single Work Pod can engage in *sustained contact* with each other. Only one Work Pod may occupy a space at any one time, except in the case of large spaces such as some laboratories and open plan offices where it may be possible for more than one Work

Pod to occupy the space (See Appendix 5). However for this to occur there must be physical distancing between the members of different Work Pods of at least 5m or there must be a significant physical barrier between the members of each pod e.g. a bank of fume hoods; and there must be no recirculation of used air within the space (if in doubt check with your Building Manager or Estate Services).

Communication & Cooperation

The success of the Work Pod model and the application of effective physical distancing depends on communication and cooperation between all persons in the workplace. There must be sharing of information between Managers and team members around working and shift arrangements, use of shared spaces, cleanliness and hygiene, details of Work Pods in use, etc. A single Work Pod could contain members of different teams so this communication is essential.

Personal Protective Equipment

At this time the use of gloves by the wider University community is not considered appropriate.

For those persons engaged in Low Risk work it is not considered at this time that the wearing of any PPE is necessary whilst working.

Those persons who are engaged in Acceptable Risk work are required to wear a face covering if they are working at less than 2m physical distancing from others. At greater than 2m distancing face coverings are not necessary.

Those persons working in a laboratory or similar type dynamic environment are strongly encouraged to wear a face covering in the form of a face shield. It should be noted that face shields offer no impact protection and are not a substitute for eye protection, so where appropriate a face shield must be worn over safety glasses / goggles.

Face shields are relatively comfortable and can be worn for extended periods of time and can be washed regularly using soap and warm water and reused (see [here](#) for details of how to wash your face shield)

Face coverings will be made available to any person who wishes to use one (contact estates@ucd.ie).

For work that requires a task specific Covid 19 Risk Assessment additional PPE may be required; this should be detailed in the relevant risk assessment.

All persons should keep themselves informed of the current requirements around the wearing of face coverings in indoor settings, on public transport, etc via the [HSE](#).

UCD Return To Work Manager Guide

UCD HR have prepared a guide to assist Managers in planning for and executing a return to work for their team members. Further information can be found [here](#).

UCD High Level Covid 19 Risk Assessment

The measures contained within this document are based on the identification of three levels of risk from Covid 19 in the workplace (see Appendix 1). The risk control measures as identified within his risk assessment must be applied at all times. Every person has a responsibility to ensure that they adhere to the measures identified.

Covid 19 Contact Diary

All persons accessing the campus for work reasons are strongly encouraged to keep their own *Covid 19 Contact Diary*. This contact diary should be used to record details of the owners activities when on campus, including what locations they accessed, who they had contact with and for how long in each case. These diaries can then be made available to the HSE or others for contact tracing purposes in the event of a positive Covid 19 case on campus.

Government Covid Tracker App

All staff and students are strongly encouraged to download and to use the Government 's [Covid Tracker App](#). In particular users are encouraged to utilise the *Daily Check In* to monitor their own health status. Any person who exhibits symptoms of Covid 19 must not come to campus. If the symptoms begin when on campus persons should contact the UCD Emergency Line on 01 716 7999 / ext. 7999 for further instructions.

Inspection and Oversight

Lead Worker Representatives will be responsible for monitoring Covid 19 compliance in their designated area

In addition, members of the University's SIRC Office and Estate Services may also carry out random inspections of University premises and a review of records to ensure that the provisions within this document are being adhered to.

5. Roles and responsibilities

In order to ensure a safe working environment for all the cooperation of all University personnel is essential.

Vice Presidents / College Principals / Heads Of Schools / Institute Directors / Managers Of Facilities / Heads Of Units / Other Senior Managers

The above must ensure that they put in place a suitable Covid 19 risk management structure such that:

- That where necessary a task specific Covid 19 Risk Assessment is completed for tasks involving the potential for Higher Risk Contact.
- That persons in their area adhere to all of the provisions of this document and the prevailing sectoral and public health advice
- Work Pods and associated novel working practices and risk control measures are implemented as required (see [UCD HR](#) for further advice)
- Where deemed necessary *Local Covid 19 Coordinators* are appointed.

Principal Investigators / Academic Supervisors

Principal Investigators / Academic Supervisors must ensure that the activities of their research groups / students are undertaken in accordance with the provisions of this document and the prevailing sectoral and public health advice

All Employees & Researchers

- No person may access the campus if they are unwell or have been advised to self-isolate
- Before returning to Campus all persons must have submitted a health declaration and completed online Covid 19 Induction training (see [here](#))
- Any submission to return to on campus work must be made at least three days in advance
- When on campus such persons must adhere to the provisions of this document and current public health and sectoral advice.
- All persons **must** Sign In / Out via the online system every time they are present on site.
- Persons should seek guidance from their *Local Covid 19 Coordinator* (if one is appointed) or their relevant *Covid 19 Lead Worker Representative* if they are unsure of any workplace provisions in relation to Covid 19

If any employee or researcher experiences Covid 19 symptoms when on campus they must immediately call the Emergency Line on ext. 7999 / 01 716 7999 and await further instructions.

SIRC Office

The SIRC Office will:

- Provide online Covid 19 Induction training
- Provide advice and guidance on managing the risk from Covid 19 in the workplace

6. Related documents

- The [Governments Return To Work Safety Protocol](#)
- [Guidance For Further and Higher Education For Returning To Onsite Activity In 2020](#)
- [Implementation Guidelines For Public Health Measures In HEI's](#)
- [Guidance and FAQ's For Public Service Employees During Covid 19](#)

- [HSE Advice](#)
- [UCD HR Return To Work Manager Guide and information](#)

7. Version history

- Original Version. Issued May 14th 2020
- Rev 1. Issued June 8th 2020. Key changes:
 - Updated to reflect the provisions of Phase 2 of the Governments Roadmap For Reopening Society & Business
 - Increase in the maximum size of a UCD Word Pod from a maximum of 6 persons to 8 persons
 - The concept of a personal *Covid 19 Contact Diary* introduced
 - Symptoms of Covid 19 updated
- Rev 2. Issued July 7th 2020. Key changes:
 - Updated to reflect the provisions of Phase 3 of the Governments Roadmap For Reopening Society & Business
 - Increase in the maximum size of a UCD Word Pod from a maximum of 8 persons to 12 persons in specified circumstances
 - The definitions of *Transient / Intermittent Contact, Casual Contact, Sustained Contact and Higher Risk Contact* developed and refined.
 - UCD High Level Risk Assessment updated
 - Details of the online application to return to on campus working process updated
- Rev 3. Issued August 7th 2020. Key changes:
 - Updated to reflect the provisions of the document listed under Section 6 above
 - The definitions of *Transient / Intermittent Contact, Casual Contact, Sustained Contact and Higher Risk Contact* further developed and refined.
 - UCD High Level Risk Assessment updated

Appendix 1. UCD High Level Covid 19 Risk Assessment - August 6th 2020

Type Of Work	Risk Control Measures	Risk Rating
<p>Jobs and tasks that involve only <i>transient / intermittent contact</i> OR <i>casual contact</i> with people who could in theory be infected with Covid 19, but who are not known to have or are suspected of having Covid 19.</p> <p>Workers in this category have limited occupational contact with students, the public and co-workers. Any contacts they do have are with individuals who are not deemed to fall into a group where the prevalence of Covid 19 infection is deemed to be greater than in the general population.</p> <p>Examples include:</p> <ul style="list-style-type: none"> • Solitary office based workers • Workers whose only occupational contact with co-workers or students is of a <i>transient / intermittent</i> nature, e.g. passing within a corridor • Persons who have only <i>casual contact</i> with others, i.e. share the same space with others whilst maintaining 2m distancing for less than 2hrs in a 24hr period. 	<ul style="list-style-type: none"> • Only attending work when well • Vigilance to ensure physical distancing at all times when at work • Adherence to good hand, respiratory and general hygiene • Adherence to HSE guidance on self-isolation in specified circumstances • Keeping of personal contact diaries where possible • Use of Government Covid Tracker App 	<p>Low Risk</p>
<p>Jobs and tasks that require sustained contact with people who could in theory be infected with Covid 19, but who are not known to have or are suspected of having Covid 19.</p> <p>Any contacts are with individuals who are not deemed to fall into a group where the prevalence of Covid 19 infection is deemed to be greater than in the general population.</p> <p>Workers in this category include those who work in the same space as others for a sustained period of time, e.g. in multi occupancy offices or laboratories or who may be required to interact with others at between 1m and 2m for more than 15 minutes whilst wearing PPE.</p>	<ul style="list-style-type: none"> • As above. • Use of Work Pod model as appropriate • The use of face shields is strongly recommended for those working in dynamic environment such as laboratories and similar. • Wearing of face coverings when physical distancing of less than 2m but more than 1m can be maintained 	<p>Acceptable Risk</p>
<p>Jobs and tasks with a high potential for exposure to known or suspected sources of Covid 19 or involving <i>higher risk contact</i>.</p> <p>Workers in this category include:</p> <ul style="list-style-type: none"> • Healthcare workers and laboratory personnel collecting or handling specimens from known or suspected Covid 19 patients • Those working with persons who fall into a group where the prevalence of Covid 19 infection is deemed to be greater than in the general population • Persons engaged in tasks that require <i>higher risk contact</i> with others <i>i.e.</i> spending more than 15 minutes at less than 2m distancing from another person without wearing a face covering. 	<p><i>These activities require task specific risk assessments to be carried out to identify additional control measures.</i></p>	<p>TBD</p>

All policies and policy related documents and forms are subject to amendment. Please refer to the UCD Governance Document Library website for the official, most recent version.

Appendix 2. Return To Work Online Submission Process

Step 1

The person returning to work completes an online application via InfoHub (staff and research postgraduates) OR SISWeb (taught postgraduate students) and returns it to their relevant Line Manager (or Head of School in the case of postgraduate students) at least three days in advance of their planned return to work.

The application includes a health status declaration and confirmation that the applicant has viewed the online Covid 19 Induction training.

Step 2

The reviewer reviews the form and confirms that the applicant is fit to return to work and that they have confirmed that they have completed the online Covid 19 Induction Training.

Step 3

If approval is granted / not granted an email is issued via InfoHub / SISWeb automatically to the applicant

Step 4

The applicant can attend campus to work at the agreed times, and when doing so must sign in / sign out for every visit and adhere to all Covid 19 precautions.

Appendix 3. Health Status Guidance

Do not come to work

- If you are suffering from a temperature, any respiratory distress (e.g. sore throat, cough, etc) or are suffering from a loss or change to your sense of smell or taste
- If you have experienced any such symptoms in the previous seven days
- If you have been diagnosed with Covid 19 (until you are advised it is safe to do so)
- If you have been outside the island of Ireland in a non [green list country](#) in the last 14 days.
- If you are awaiting Covid 19 test results
- If you have been advised to self-isolate

Only come to work if you are well.

Symptoms of Covid 19 can be found [here](#).

If at any time you feel unwell at work / are exhibiting Covid 19 symptoms call the Emergency Line on ext. 7999 / 01 716 7999. You will then be given further instructions during the call.

Appendix 4. Hand, Respiratory and General Hygiene Advice

- Wash your hands with soap and warm water often
- If soap and water are not available then use an alcohol based hand sanitiser. All persons returning to campus will be issued with a persona bottle of hand sanitiser
- Always [wash your hands](#) after you have been to the bathroom and before you touch door handles
- Cover all coughs and sneezes with a tissue or the crock of your elbow
- Dispose of all used tissues in a suitable manner
- Clean as you go where you can – wipe down your desk and other commonly touched surfaces such as equipment controls regularly. Antiseptic wipes can be obtained from estates@ucd.ie
- Use your own dedicated cup plate, cutlery, etc. and clean after use
- Avoid sharing telephones, IT equipment, desks etc., unless a robust sanitizing regime is in place for shared equipment
- Avoid 'hot desking' where possible. If necessary ensure that you clean the desk before and after you have used it.
- Place all used tissues in a bin
- Do not touch your face with your hands, pick your nose, chew your fingernails, etc.
- Working surfaces, especially shared surfaces, should be wiped down with alcohol wipes or similar at the end of the working day
- Estate services will make provision for the regular cleaning of workplaces. However, in areas with restricted or limited access, such as laboratories, cleaning regimes may have to be implemented by the occupants.

Appendix 5. Utilising Space

Figure 1. Office Work Pod



Figure 1 shows an example of workers in the same Work Pod sharing space in the same office. Note how each worker is at least 2m from their nearest neighbour. The unoccupied workstations will be used by members of a different Work Pod when it is their designated time to use the office. Workstations spaces will not be shared between workers.

Figures 2 and 3. Large Work Spaces Accommodating More Than One Work Pod



Figures 2 and 3 and show examples of work spaces that have the potential to accommodate more than one Work Pod. Creative use of the space could allow for more than one Work Pod to be working in these spaces at the same time, as long as physical distancing of at least 2m was maintained between members of the same Work Pod and members of different Work Pods maintained a distance of at least 5m between each other or where separated by a significant physical barrier such as a bank of fume hoods

Appendix 6. Advice For All Employees and Researchers

Many of us have been utilising new ways to work over recent months. As we return to the workplace we need to continue to explore and utilise novel ways to work.

- Keep at least 2m away from others or if this is not possible wear a face covering and try to keep at least 1m away from others
- Wash your hands regularly
- Do not shake hands
- Adhere to good respiratory practices
- Use remote meeting tools rather than face to face meetings whenever possible
- Consider deferring tasks that require you to come into close contact with others
- Stay in touch with your colleagues who share your working space and discuss access arrangements with them regularly so as to minimise direct contact
- Know your Work Pod
- Do not share passenger lifts in buildings
- Do not congregate in groups
- Consider bringing your own lunch to work to avoid the need to visit food outlets
- Consider eating lunch at your desk
- Hot desking is to be avoided where possible
- Clean as you go
- Turn your head to the side when passing others on corridors or on stairs and try to keep 2m apart where possible