

Protocol for Staff Attending Campus during Covid-19 Crisis

Background

As you are aware Ireland and the world is undergoing a major international crisis relating to the spread of the Covid-19 Corona Virus.

In reaction to this crisis, the Government has ordered the shut-down of classroom teaching to all students in higher education with effect from 12th March 2020 amongst a wide range of other measures.

The Government, while requesting that all higher education staff work from home wherever possible, has not ordered the closure of higher education institutions.

In the light of the Government directive, the President in consultation with the Chairperson of the Governing Body and the Executive directed the closure of the IADT Campus from 12th March.

Campus Opening

While the decision was taken, by the President in consultation with the Executive and based on the Government Directive, to close the Institute from 12th March, it is acknowledged that some staff may need to come in at various times to carry out key routines or access information or other materials they require to enable them to continue working from home. With that in mind, we are arranging for access by arrangement with the relevant manager for such staff between 10am to 4pm Monday to Thursday of next week i.e. 23rd March to 26th March inclusive.

In order to limit the numbers of staff present on campus at any one time and to protect staff members through social distancing, please contact your Head of Department/ Departmental Manager to let them know that you wish to avail of this opportunity. Please do not simply turn up. Your Head of Department/Departmental Manager will inform you of the times on which you can attend during this opening period. This may be done by e-mail or by way of a doodle poll. Your Head of Department/Departmental Manager will endeavour to facilitate your and your families needs where you wish to access campus, but in the event of large numbers selecting certain days or times, you may be allocated a day or time that is not the most suitable for you.

Please note that this is not a compulsory attendance period although some staff may need to be rostered to ensure the safety and security of staff and the campus during this period. Therefore, if you are currently able to continue to perform your roles and responsibilities remotely and there are no routines that you need to complete or information or materials that you need to collect, there is no requirement for you to be in attendance. We would be grateful if you could also let your Head of Department/Departmental Manager know this to enable scheduling for other staff.

Following this initial re-opening a schedule of controlled access will be considered by the Executive in accordance with HSE and Department of Education and Skills guidelines and protocols. In considering these, your wellbeing will always be at the forefront of our decisions.

Social Distancing

Thus far there is no record of a member of the IADT community having contracted the Virus. However, the rate of infection changes daily and there is no guarantee that our colleagues and our community will avoid infection. It is our intention to keep the campus safe and free from infection.

It is important at this time, even if you are well and have not been exposed to the Virus, to maintain a safe social distance from others.

Social distancing requirements mean that each Head of Department/Departmental Manager will need to ensure that multiple staff members are not in the same office/area simultaneously.

There will be no meetings held on Campus.

While it is recognised that staff members will wish to interact with their colleagues and this crisis has imposed challenges on us all, we would ask that while on campus, you refrain from assembling or congregating in corridors and other social spaces. We will not be opening the canteens during this period. If you need refreshments during your stay on campus, please bring these with you from home and please take your refuse away with you afterwards. Please note that during the shut down, we have significantly reduced our cleaning commitments on campus in order to protect the cleaning staff from the potential to catch the virus.

Who may be in attendance?

Only staff members may be in attendance on Campus.

Who should not be in attendance?

As per current protocols students will not be permitted on Campus under any circumstance.

Staff Members who are required by the HSE to be self-isolating should not be in attendance.

Staff Members who are unwell (whether or not due to Covid-19), display symptoms of Covid-19 or who are particularly vulnerable to exposure to the Virus should not be in attendance.

Staff members who have caring responsibilities for or are living in close proximity to vulnerable people should not be in attendance. Vulnerable people can be elderly people or people with underlying conditions that make them more vulnerable to catching viruses or infections of any kind.

Some things to Note

Entrance to the Campus will be by way of the main Campus entrance (at the Media Cube) only.

For the safety of all of our community, all staff members will be required to identify their attendance on campus as follows:

PMASS Staff will record their arrival and departure from Campus by way of the clocking in system at any of the three clocking points on campus (Atrium Building, Carriglea Building or Quadrangle Building) or on their Institute Computer. Please do not congregate close to the clocking terminals, please practice social distancing.

Academic Staff will record their arrival and departure from Campus by way of two e-mails to [insert contact here]

We are collecting this information a number of purposes:

1. Contact Tracing in the event of a Virus notification and the Institute needs to know who was on Campus and at what times.
2. Ensuring that the Campus is empty at the required close up time.

There will be no canteen or kitchen facilities available on Campus.

Staff members are reminded of the need to maintain hygiene by regularly washing hands with soap and water details in respect of Covid-19 have been previously circulated.