COVID-19 Access to Campus Protocol

Coronavirus COVID-19

Coronavirus **COVID-19** Public Health Advice

Who is at Risk?

- Anyone who has been to an affected region in the last 14 days **AND** is experiencing symptoms

- Anyone who has been in close contact with a confirmed or probable case of COVID-19 (Coronavirus) in the last 14 days **AND** is experiencing symptoms

How to Prevent

Wash
your hands well and often to avoid contamination

Cover
your mouth and nose with a tissue or sleeve when coughing or sneezing and discard used tissue

Avoid
touching eyes, nose, or mouth with unwashed hands

Clean
and disinfect frequently touched objects and surfaces

The Symptoms

> A Cough > Shortness of Breath > Breathing Difficulties > Fever (High Temperature)

Affected Regions

Check the list of affected regions on **www.hse.ie**

What to do if you are at risk

I've been to an affected region in the last 14 days and

I HAVE symptoms
1. Stay away from other people
2. Phone your GP without delay
3. If you do not have a GP
   Phone 112 or 999

I DO NOT HAVE symptoms
For advice visit **www.hse.ie**

I've been in close contact with a confirmed or probable case of COVID-19 (Coronavirus) in the last 14 days and

I HAVE symptoms
1. Stay away from other people
2. Phone your GP without delay
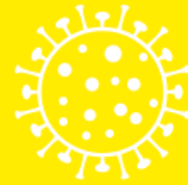3. If you do not have a GP
   Phone 112 or 999

I DO NOT HAVE symptoms
For advice visit **www.hse.ie**

For Daily Updates Visit
www.gov.ie/health-covid-19
www.hse.ie

Ireland is operating a containment strategy in line with **WHO** and **ECDC** advice

Rialtas na hÉireann
Government of Ireland

Coróinvíreas COVID-19

Cé na Daoine atá i mBaol?

- Aon duine a bhí i réigiún atá thíos leis an víreas sna 14 lá seo a chuaigh thart **AGUS** a bhfuil siomptóim air/uirthi

- Aon duine a bhí i ndlúth-theagmháil le cás deimhnithe nó dóchúil COVID-19 (Coróinvíreas) sna 14 lá seo a chuaigh thart **AGUS** a bhfuil siomptóim air/uirthi

Conas is Féidir an Víreas a Chosc

Nigh
do lámha go maith agus go minic chun éilliú a sheachaint

Cumhdaigh
do bhéal/do shrón le ciarsúr páipéir nó muinchille agus tú ag déanamh casachta nó sraotha agus faigh réidh leis an gciarsúr páipéir ansin

Seachain
teagmháil le do shúile, do shrón agus do bhéal nuair atá do lámha neamhghlan

Glan
agus dífhabhtaigh rudaí agus dromchlaí a dteagmhaítear leo go minic

Na Siomptóim

> Casacht > Giorra Anála > Deacrachtaí Análaithe > Fiabhras (Ardteocht)

Réigiúin atá Thíos leis an Víreas

Caith súil ar an liosta réigiún atá thíos leis an víreas ar **www.hse.ie**

Na nithe atá le déanamh má tá tú i mbaol

Bhí mé i réigiún atá thíos leis an víreas sna 14 lá seo a chuaigh thart agus

__TÁ__ siomptóim orm
1. Fan glan ar dhaoine eile
2. Cuir glao ar do lia-chleachtóir ginearálta gan mhoill
3. Mura bhfuil lia-chleachtóir ginearálta agat, cuir glao ar 112 nó ar 999

__NÍL__ aon siomptóim orm
Chun comhairle a fháil, téigh chuig **www.hse.ie**

Bhí mé i ndlúth-theagmháil le cás deimhnithe nó dóchúil COVID-19 (Coróinvíreas) sna 14 lá seo a chuaigh thart agus

__TÁ__ siomptóim orm
1. Fan glan ar dhaoine eile
2. Cuir glao ar do lia-chleachtóir ginearálta gan mhoill
3. Mura bhfuil lia-chleachtóir ginearálta agat, cuir glao ar 112 nó ar 999

__NÍL__ aon siomptóim orm
Chun comhairle a fháil, téigh chuig **www.hse.ie**

Chun an tEolas is Deireanaí a Fháil Gach Lá, téigh chuig
www.gov.ie/health-covid-19
www.hse.ie

Rialtas na hÉireann
Government of Ireland

Tá straitéis um shrianadh i bhfeidhm ag Éirinn faoi láthair, rud atá ag teacht leis an gcomhairle ón **Eagraíocht Dhomhanda Sláinte** agus ón **Lárionad Eorpach um Ghalair a Chosc agus a Rialú**

Document Control

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Document Owner	Chief Operations Officer
Approved by	Return to Teaching – Health & Safety Subgroup
Date	09th Sept 2020

Version Control

Version Number	Date issued	Author	Approver	Updated Information

Table of Contents

References

[NUI Galway Health & Safety](#)

[Roadmap for reopening Society and business](#)

[Return to Work Safely Protocol](#)

[HSA COVID-19 Advisory Information](#)

[NSAI COVID-19 Workplace Protection and Improvement Guide](#)

[Guidance for Further and Higher Education for returning to on-site activity in 2020: Roadmap and COVID-19 Adaptation Framework](#)

Guidance on Return to Research at NUI Galway

1. Introduction

The NUI Galway Campus closed on 13th March 2020 following Government Direction as part of Ireland's response to COVID-19. This COVID-19 Protocol sets out how the University aims to keep the level of risk and transmission as low as possible while balancing continuing restrictions proportionately with the need to return to Research, Teaching and Professional Support activities.

The purpose of this COVID-19 Protocol is to provide information on how the University will implement and oversee control measures that are designed to reduce or eliminate the risk associated with COVID-19. The University's priority is to ensure the health and safety of staff and students while offering students a rich and meaningful learning experience and sustaining research, scholarship and engagement.

The specific features and context of the NUI Galway campus requires that public health guidance is supplemented and supported by specific guidance and measures that address and accommodate the unique features of the campus and provide for their safe operation within the overall public health guidance framework.

This protocol outlines the specific measures that are intended to safely deliver teaching and research activities on-campus in autumn 2020.

Note: The protocol is a live working document and it will be reviewed on an ongoing basis and amended to take into account new guidance from www.Gov.ie, www.dbei.ie www.hse.ie, [www.hpsc.ie,](http://www.hpsc.ie) www.hsa.ie

2. Scope

This protocol applies to any person who will be returning to or arriving on campus following the implementation of the Government's Roadmap for Reopening Society & Business and the Government's Guidance for Further and Higher Education for returning to on-site activity in 2020: Roadmap and COVID-19 Adaptation Framework.

This protocol also applies to fieldwork.

Any derogations from this protocol must be approved by UMT in advance.

3. NUI Galway Responsibilities

NUI Galway is committed to providing a safe and healthy campus. This protocol has been developed to provide an overview of how the campus will operate in a safe and controlled manner. All personnel are responsible for the implementation of this plan and a combined effort will help contain the spread of the virus. NUI Galway will:

- continue to monitor the COVID-19 response and amend this protocol in accordance with Government and Public Health advice,
- provide up to date information on the Public Health advice issued by the HSE and Government,
- provide information on the signs and symptoms of COVID-19 and correct hand-washing techniques,
- provide an adequate number of trained Local COVID-19 Coordinators,
- inform all personnel of essential hygiene and respiratory etiquette and physical distancing requirements,
- adapt the campus to facilitate physical distancing by changing access, egress and circulation routes,
- keep a log of contact / group work to help with contact tracing in as much as is practical,
- have all personnel complete an induction / familiarisation briefing before arriving on campus,
- intensify cleaning in line with interpretation of government advice.

4. Protocol Adherence

All staff and students must follow NUI Galway and Public Health Guidelines related to reducing the spread of Covid-19 at all times. All staff and students are required to note that a breach of University guidance, protocols, policies & procedures related to reducing the spread of Covid-19 will be considered and managed under the relevant Code of Conduct or other applicable University policy where required.

5. Operating Principles

The following basic principles apply to how the University will outline, implement and oversee the control measures necessary to enable the campus to reopen and facilitate a phased return to research, teaching, professional support and community operations.

a. Adherence to Public Health Guidelines

The University will operate within the parameters of public health and safety advice at all times. Specifically, the Return to Work Protocol, Guidance for Further and Higher

Education for returning to on-site activity in 2020 and sector specific and public health guidance, as it develops on a rolling basis, will be adhered to.

b. Health & Safety

The safety and well-being of staff and students will be paramount in all cases.

c. Providing an on-campus student experience

The plans for reopening are centred on the critical importance of on-campus socially distanced interactions for certain teaching and research components of university activity. The on-campus experience is a fundamental and essential component of a third level education and the University is committed to providing all students with a meaningful on-campus experience.

d. Working from Home

Staff should continue to work from home where possible. Access to campus is being facilitated for work that cannot be delivered remotely. This means that for the majority of our staff, working from home, for at least a proportion of the week will continue for the foreseeable future in accordance with Government guidance. The University will endeavour to prioritise support for those who cannot work from home or are in an at risk group in returning to campus through additional control measures.

e. Personal Responsibility

Everyone has a role to play in minimising the risks of COVID-19 in the workplace. The main effort for ensuring that the control measures are effective lies within the University Community. All personnel must take personal responsibility for their actions while on campus and point out any non-compliance with the control measures. In addition, some personnel will be asked to take a more active role in ensuring that the control measures are operating effectively. Everyone at the University is asked to commit to following - Cúram Dá Chéile, our community promise.

6. Control Measures

The University has designed and is implementing appropriate and effective control measures to minimise the risks associated with COVID-19. All staff and students should expect and undertake the following minimum level of control measures throughout campus. Additional control measures are required depending on the activity being undertaken. **These control measures are under regular review.**

a. Health Status

Staff and Students are instructed that they must not attend campus in the following circumstances;

        i. They are experiencing one of the COVID-19 symptoms or have done so in the last 14 days. They should self-isolate and contact their GP for review and consideration of a test.

ii. They have been diagnosed with COVID-19 within the last 14 days or are awaiting test results. If positive, such individuals are required to self-isolate for a minimum of 14 days from the onset of symptoms, the last 5 days of which should be without fever[1]. If negative but still unwell, such individuals should contact their GP for advice before returning to campus.

iii. They are a close contact of someone who has been diagnosed with COVID-19 in the last 14 days. Such individuals are required to self-isolate for a minimum of 14 days from the onset of symptoms, the last 5 days of which should be without fever[2].

iv. They have presented to a GP with some respiratory tract infection symptoms, but do not meet the criteria for COVID-19 testing[3]. Such individuals are required to self-isolate for a minimum of 14 days from the onset of symptoms, the last 5 days of which they should be without fever.

v. They have been medically confirmed to be in the 'Very High' Risk Category unless specific control measures can be implemented to allow them to return to campus safely subject to government advice, risk assessment and health advisory input.

vi. They have returned to or arrived in Ireland from a non-green list country as identified by the Department of Foreign Affairs. Such individuals are required to restrict movement for a period of 14 days.

vii. They live with someone who is symptomatic of COVID-19 and awaiting a test result. They should restrict their movements until the outcome of the test is known.

b. COVID-19 Information

The University will provide information to Staff and Students on;

- signs and symptoms of COVID-19,

- how the virus is spread and,

- how to help prevent the spread of COVID-19,

c. Management of Time on Campus

Staff and students should manage their time on campus so that they are only on campus for the minimum amount of time required. When on campus they should

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[1] https://www.hpsc.ie/a-z/respiratory/coronavirus/novelcoronavirus/algorithms/COVID-19%20Telephone%20Assessment%20and%20testing%20pathway%20for%20patients%20(aged%2013%20and%20over)%20who%20phone%20GP.pdf
[2] https://www2.hse.ie/conditions/coronavirus/close-contact-and-casual-contact.html
[3] https://www.hpsc.ie/a-z/respiratory/coronavirus/novelcoronavirus/algorithms/COVID-19%20Telephone%20Assessment%20and%20testing%20pathway%20for%20patients%20(aged%2013%20and%20over)%20who%20phone%20GP.pdf

minimise their geographical footprint, both within buildings and across the wider campus.

d. Hand, Respiratory and General Hygiene

Good hand, respiratory and general hygiene is vital for reducing the risk of contracting or spreading COVID-19. Frequent hand washing is encouraged and hand sanitizers are also available across the campus.

e. Physical distancing

Physical distancing must be maintained when on campus. Access to, egress from, and circulation within buildings will be changed to enable effective physical distancing. This may entail the introduction of one way systems within buildings. The physical distance is measured on a nose to nose basis.

f. Signage

The University will provide sufficient signage to aid physical distancing, alert staff and students on the building layout including one-way systems where necessary and remind staff and students to practice good hand, respiratory and general hygiene.

g. Cleaning

In line with public health recommendations, the University has undertaken measures to prevent the community spread of COVID-19, which include enhanced cleaning and disinfection procedure. The procedures were developed in light of the guidance issued by the European Centre for Disease Prevention and Control (ECDC) in relation to cleaning. All staff should utilise a 'clean-in, clean-out' policy for their workspaces. The University has laid out a comprehensive cleaning protocol for the University campus to outline the cleaning and disinfection procedure on campus.

h. Minimising Contacts

Staff and Students should minimise their number of contacts to the fewest possible. Where possible, Staff and Students should only interact with the same group of people when on campus.

i. Contact Log

Public Health Guidelines require all personnel to maintain a log of all those they have been in close contact with while on campus. This information will be necessary for the HSE to complete contact tracing in the event of a positive diagnosis for COVID-19. The University will, to the greatest extent possible, record attendance at all events and retain records for 4 weeks in case required for contact tracing purposes.

    i. HSE COVID Tracker App

        Public Health Guidance also advises all personnel to download the HSE's COVID Tracker App. Personnel should download the App before they arrive on

campus and check-in on the App each day that they are on campus. The use of the App will enable personnel to;

1. be told if they have been in close contact with another app user who has tested positive for coronavirus,

2. be able to track any symptoms they have and get advice on what to do,

3. be able to anonymously warn close contacts if they test positive for coronavirus,

4. make contact tracing quicker for the HSE, and

5. help map and predict the spread of the virus.

j. Face Coverings

The University requires that all staff and students wear a face covering while indoors in public areas or shared spaces on campus. Appropriate face coverings are made from cloth or alternatively full-face visors can also be used[4]. Face coverings should also be worn in the following circumstances;

- Where physical distancing is difficult in outdoor areas.

- Where a specific activity requires it.

Face coverings are not recommended for anyone who:

- has an illness or impairment that would make wearing or removing a face covering upsetting or uncomfortable,

- has trouble breathing,

- is unconscious or incapacitated,

- is unable to remove it without help, or

- has special needs or who may feel upset or very uncomfortable wearing the face covering.

Face coverings may be removed temporarily in the following circumstances;

- While alone in an office where there is only one occupant,

- While talking to someone who has difficulties communicating,

- While providing emergency help or care to a vulnerable person,

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[4] https://www2.hse.ie/conditions/coronavirus/face-masks-disposable-gloves.html

- While taking medication,

- In order to verify your age or identity,

- While eating and drinking at a restaurant or café - wear one until you get to your table and when you are leaving, or

- While receiving medical treatment.

A full-face visor may be worn in lieu of a cloth face covering by anyone for whom a cloth face covering is not recommended. It is vital that the University community does not criticise or judge people who are not able to wear a face covering.

k. Gloves

Gloves should only be considered where the specific activity requires it. This is likely to be in certain laboratory environments in most cases. All personnel on campus are reminded that good hand, respiratory and general hygiene is vital for reducing the risk of contracting or spreading COVID-19 and is more effective than gloves. Gloves themselves may become contaminated and require appropriate disinfection and changing.

7. Communication & Cooperation

In keeping with the wider approach in society in response to the COVID-19 pandemic, it is recognised that the successful implementation of this protocol can only be achieved on a cooperative basis with shared responsibility between staff, students and university management. The key to a safe and continued return to campus requires strong communication and a shared collaborative approach between all involved.

a. NUI Galway App

All staff, students and visitors to campus are encouraged to download the NUI Galway App. The NUI Galway App and the alerts page of the NUI Galway website will be the main means of communication throughout the semester.

Appendix 1: Conduct of Teaching & Learning Activities on Campus

The University recognises the importance of the on-campus student experience and is implementing the following specific control measures to provide a safe, enjoyable and positive campus experience for both students and staff. The following measures support and are in addition to the minimum level of control to be implemented on campus.

1. **Health Status**

   Students should be reminded at the start of each session that they should leave if they have symptoms of COVID-19 or if they are a 'close contact' of a person that has been diagnosed with COVID-19.

2. **Physical Distancing**

   The University is planning that a physical distance of 2m is maintained in all campus settings 'where possible'.

   There are, however, 'many situations' where tuition can only be realistically delivered with less than 2m (but no less than 1m) distancing between students. 2m is therefore the default position, a departure from which is 'safe and should proceed' where essential to provide a meaningful learning experience. As a result of the planning undertaken by Heads of School and Vice Deans for Teaching and Learning, it is clear that 'in many situations' teaching at 2m between students will not provide a meaningful on-campus learning experience, and that in those instances moving to 1m physical distancing between students is then required.

   There are also some 'exceptional circumstances (confined to laboratory and practical tuition) where 2m distance cannot be maintained between staff and students'. In all cases, without exception, staff and students will be required to take appropriate mitigation measures which, as a university, we will support and put in place.

   The physical distance is measured on a nose to nose basis.

3. **Face Coverings and Face Visors**

   Staff and students must wear a face covering while indoors in public areas or shared spaces on campus.

   Face visors may be preferred by teaching staff in place of face coverings in the teaching context, particularly if teachers or lecturers have concerns around voice projection or if there is a requirement for students to see their face.

   A full-face visor may also be worn in lieu of a cloth face covering by anyone for whom a cloth face covering is not recommended.

   In 'exceptional circumstances (confined to laboratory and practical tuition) where 2m distance cannot be maintained between staff and students', staff must wear either a face covering or face visor but can wear both should they wish.

4. **Duration of Teaching Activities**

There is no maximum duration of a teaching session. However where possible, keeping face to face teaching scenarios to less than 2 hrs is recommended as this would prevent others from becoming close contacts in the event of a confirmed case. However, it is still possible to have teaching for greater than 2 hrs but the risk and additional control measures should be considered. E.g. maintaining the social bubble of the group, increasing physical distancing where possible, improving ventilation by opening windows where possible etc.

Where possible, the optimum duration of a teaching session that is timetabled for 1 hour is 40 minutes. This duration allows more time to enter and exit the room in an orderly fashion so as to avoid congregation outside the room and for self-cleaning of surfaces by students between different groups.

5. **Group Learning Activities**

Where group work is required, the groups should be as small as practical and in so far as practical the membership of groups should be consistent over the semester for as many activities as possible (pods) to minimise mixing of people.

6. **Building Use & Layout**

The capacity of a room and building will be in accordance with the prevailing public health guidance the maximum number of people allowed in a class will not exceed this. Students should only sit on designated seats, filling them from the front row to rear, and should self-clean their own workspace.

To the greatest extent possible, the entry and exit from teaching space and taking of seats should be managed to avoid congregation at the entrance and exit. Teaching durations of 40 minutes will aid this. Students should also exit the venue by following the arrows/signs which will direct them to an exit from the building.

In general, students will enter a classroom or theatre from a public corridor or space and will egress through a different dedicated exit leading to the outside of the building.

The University will, to the greatest extent possible, record attendance at all events and retain records for 4 weeks in case required for contact tracing purposes.

Teaching space should be laid out and managed in order to safeguard the health of both staff and students. Seats have been marked for non-use in theatres and seats have been removed from classrooms to facilitate this.

Staff teaching stations should be located 2m from students, or more where possible, and staff should maintain 2m physical distance insofar as possible.

Teaching and learning activities should, where possible, use rooms / lecture halls with good ventilation.

7. **Staff & Student Interaction**

Staff and student interaction should take place online. In particular, staff should not facilitate questions at the end of the session in order to avoid congregation around the teaching station.

Physical contact must be avoided.

Where offices are occupied and accessible to students, office hours should be organised to avoid students waiting in groups and where a face-to-face meeting is required, the meeting will take place by appointment with appropriate arrangements for distancing and mask use in keeping with Government Guidance.

Student supervision meetings for one to one or small group teaching should also take place online.

8. **Vulnerable Students**

The University will ensure that appropriate arrangements are in place whereby staff or students who are vulnerable can declare this via the appropriate route (HR or relevant College and School Offices) and the University will put specific support measures in place as may be appropriate.

Staff should be aware of and consider those students with specific support requirements.

9. **Summary of Control Measure Combinations**

Interaction	Staff - Student		Student - Student
Planned Physical Distance	2m	<2m (but no less than 1m)	2m (but no less than 1m)
Activity	Teaching Activity – distance between teaching station and student	Teaching Activity – distance between teaching station and student or direct instruction in a lab	In lectures, tutorials, practical classes
Occurrence	Planned / Common	Sometimes / where required	Planned / Common
PPE	Face Covering or Face Visor where appropriate	Face Covering or Face Visor where appropriate. Staff can wear a Face Covering & Face Visor if they wish. Hand sanitisation	Face Covering or Face Visor where appropriate

Appendix 2: Conduct of Labs

The University recognises the importance of labs in supporting the delivery of programmes. It is possible that the majority of a student's on campus experience will be in labs. The following additional measures should be considered.

1. **Preparation**

   Risk Assessments

   Risk Assessments are an integral part of NUI Galway's Safety Management System. All Units must update their Risk Assessments to take account of COVID-19 control measures. In addition, Risk Assessments need to consider the specific tasks in the context of the additional risks presented by COVID-19.

   Room layout

   The lab should be planned and managed in order to safeguard the health of both staff and students.

   Benches and worktops should be marked to indicate a student's workspace.

   Sanitisation Equipment

   The lab should contain sufficient equipment to clean equipment and workstations between sessions.

   Lab Structure

   The lab should be structured to allow the task to be completed so that the number of contacts is minimised. Where possible, students should only interact with the same group of people when on campus.

   Prior Information

   Students should receive as much information as possible prior to the lab in order for them to prepare accordingly. In particular, students should receive information on the safe conduct of the session.

2. **Conduct**

   PPE

   All students must wear the required PPE throughout the lab. The sharing of PPE, including lab coats and protective glasses is not permitted. In addition, schools will not rent PPE in the event that a student forgets it. Access to laboratories will not be permitted if a student does not present with PPE.

   Workspace

Students should not move outside their workspace.

Sanitisation

All equipment that must be shared for the conduct of the equipment should be disinfected before and after use.

Physical Distancing

Staff and students must maintain the planned Physical Distancing throughout the lab. The physical distance is measured on a nose to nose basis.

Face Covering

Face visors may be preferred by teaching staff in place of face coverings in the teaching context, particularly if teachers or lecturers have concerns around voice projection or if there is a requirement for students to see their face.

A full-face visor may also be worn in lieu of a cloth face covering by anyone for whom a cloth face covering is not recommended.

In 'exceptional circumstances (confined to laboratory and practical tuition) where 2m distance cannot be maintained between staff and students', staff must wear either a face covering or face visor but can wear both should they wish.

Appendix 3: Student Awareness

In keeping with the wider approach in society in response to the COVID-19 pandemic, it is recognised that the successful implementation of this protocol can only be done on a cooperative basis with shared responsibility between staff, students and university management. The key to a safe and continued return to campus requires strong communication and a shared collaborative approach between all involved.

The University is focusing on minimising the risk of introduction of the virus onto the campus. The success of this depends on the behaviour of the individual members of the campus community. It is vital that all members of the community minimise their risk of exposure to COVID-19 in their life off campus. This in turn reduces the likelihood that they become infected and reduces the risk that they introduce the virus onto campus.

1. **Personal Responsibility**

   Everyone has a role to play in minimising the risks of COVID-19. The main effort for ensuring that the control measures are effective lies within the University Community. All students must take personal responsibility for their actions while on and off campus. In addition, some students may be asked to take a more active role in ensuring that the control measures are operating effectively.

2. **Control Measures**

   Maintain vigilance and support others to ensure all recommended control measures are maintained.

   - **Prior Preparation**

     Students are requested to prepare for all activities on campus by reading all available information beforehand as it may contain information on the safe conduct of the session.

     Furthermore, students must arrive with all equipment required for the session. It will not be possible to share personal equipment or rent equipment for the session.

   - **Health Status**

     Students should only come to campus if they do not have any of the symptoms of COVID-19. Students are reminded that the symptoms of cold and flu can be similar to COVID-19.

     Students may be required to complete Health Declarations electronically via the NUI Galway App /website.

     Students must also inform the relevant School and College of any pre-existing health conditions.

   - **Hand, Respiratory and General Hygiene**

Good hand, respiratory and general hygiene is vital for reducing the risk of contracting or spreading COVID-19. Frequent hand washing is encouraged and hand sanitizers are also available across the campus.

- **Physical distancing**

  Students should ensure that there is a distance of 2m between them and others as much as possible on campus.

  There are, however, 'many situations' where tuition can only be realistically delivered with less than 2m (but no less than 1m) distancing between students. 2m is therefore the default position, a departure from which is 'safe and should proceed' where essential to provide a meaningful learning experience. As a result of the planning undertaken by Heads of School and Vice Deans for Teaching and Learning, it is clear that 'in many situations' teaching at 2m between students will not provide a meaningful on-campus learning experience, and that in those instances moving to 1m physical distancing between students is then required.

  The physical distance is measured on a nose to nose basis.

- **Contact Log**

  Public Health Guidance requires that all personnel maintain a log of all those they have been in close contact with.

  i. **HSE COVID Tracker App**

     Public Health Guidance also advises all personnel to download the HSE's COVID Tracker App. Students should download the App before they arrive on campus and check-in on the App each day that they are on campus. The use of the App will enable personnel to;

     1. be told if they have been in close contact with another app user who has tested positive for coronavirus,

     2. be able to track any symptoms they have and get advice on what to do,

     3. be able to anonymously warn close contacts if they test positive for coronavirus,

     4. make contact tracing quicker for the HSE, and

     5. help map and predict the spread of the virus.

  The University will, to the greatest extent possible, record attendance at all events on campus and retain those records for 4 weeks in case they are required for contact tracing purposes. Students are requested to download and use the Blackboard App to facilitate this.

- **Face Coverings**

  Staff and students must wear a face covering while indoors in public areas or shared spaces on campus.

  A full-face visor may be worn in lieu of a cloth face covering by anyone for whom a cloth face covering is not recommended.

- **Minimising Close Contacts**

  Students should minimise their close contacts to the fewest number possible. Where possible, students should only interact with the same group of people when on campus. Students should also avoid sharing personal items (pens, phones), beverages or food with others.

- **Minimising Time on Campus**

  Students should manage their time on campus so that they are only on campus for the minimum amount of time required. In addition, students should arrive on time and avoid congregating outside lectures, classrooms or labs.

3. **Maintain Awareness**

Keep up to date with the latest COVID-19 advice from Government and the University, including but not limited to;

- signs and symptoms of COVID-19,

- how the virus is spread,

- how to help prevent the spread of COVID-19,

4. **Cúram Dá Chéile**

Everyone at the University is asked to commit to following - Cúram Dá Chéile, our community promise:

- I will follow NUI Galway and Public Health Guidelines related to reducing the spread of Covid-19. I understand that this is likely to change regularly so I will take personal responsibility for ensuring I am up to date with the latest information which is available at https://www.nuigalway.ie/alert/.

- If I begin to suffer with Covid-19 symptoms I will report these using the processes within the University and follow guidance to self-isolate and get a test. I accept the role that I have to play in making sure that the areas where we live, work, and study are as safe as they can be.

- I will show empathy, respect and due consideration to others – my friends and peers, my colleagues, the wider Community, and all of those who help me achieve my goals whilst at University. I note that this commitment sits alongside the

University's policies around harassment and intimidation that I have a duty to assist in establishing an environment in which harassment, bullying, and victimisation are regarded as unacceptable.

- I understand the importance of providing friendship, helping people avoid loneliness and isolation, and supporting others. Therefore I will look out for my friends and those I live, learn or work with. If I have a concern about someone, I will raise this with an appropriate person (lecturer, student services staff, etc.) so that help and support can be offered.

- If I am challenged about my behaviour I will respond in an open, positive, and respectful manner – listening carefully to understand the concern, and changing my behaviour to remove it. I understand and accept that wilfully and repeatedly breaching University guidance is an act of misconduct and could lead to me being subject to disciplinary processes as outlined in the Student Code of Conduct. If I see situations that are contrary to guidance, I will remove myself from those situations as soon as possible.

- I know that this is an ever developing situation – one which requires everyone's ongoing vigilance and personal responsibility.

Appendix 4: Return to Working on Campus

The following measures support and are in addition to the minimum level of control measures on campus.

1. **Health Status**

   Personnel are instructed that they must not attend campus in the following circumstances;

   i.   They are experiencing one of the COVID-19 symptoms or have done so in the last 14 days. They should self-isolate and contact their GP for review and consideration of a test.

   ii. They have been diagnosed with COVID-19 within the last 14 days or are awaiting test results. If positive, such individuals are required to self-isolate for a minimum of 14 days from the onset of symptoms, the last 5 days of which should be without fever[5]. If negative but still unwell, such individuals should contact their GP for advice before returning to campus.

   iii. They are a close contact of someone who has been diagnosed with COVID-19 in the last 14 days. Such individuals are required to self-isolate for a minimum of 14 days from the onset of symptoms, the last 5 days of which should be without fever[6].

   iv. They have presented to a GP with some respiratory tract infection symptoms, but do not meet the criteria for COVID-19 testing[7]. Such individuals are required to self-isolate for a minimum of 14 days from the onset of symptoms, the last 5 days of which they should be without fever.

   v.   They have been medically confirmed to be in the 'Very High' Risk Category unless specific control measures can be implemented to allow them to return to campus safely subject to government advice, risk assessment and health advisory input.

   vi. They have returned to or arrived in Ireland from a non-green list country as identified by the Department of Foreign Affairs. Such individuals are required to restrict movement for a period of 14 days.

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[5] https://www.hpsc.ie/a-z/respiratory/coronavirus/novelcoronavirus/algorithms/COVID-19%20Telephone%20Assessment%20and%20testing%20pathway%20for%20patients%20(aged%2013%20and%20over)%20who%20phone%20GP.pdf
[6] https://www2.hse.ie/conditions/coronavirus/close-contact-and-casual-contact.html
[7] https://www.hpsc.ie/a-z/respiratory/coronavirus/novelcoronavirus/algorithms/COVID-19%20Telephone%20Assessment%20and%20testing%20pathway%20for%20patients%20(aged%2013%20and%20over)%20who%20phone%20GP.pdf

vii. They live with someone who is symptomatic of COVID-19 and awaiting a test result. They should restrict their movements until the outcome of the test is known.

All staff are required to complete a Return to Work Self-Declaration Form and COVID-19 Induction Training before they arrive on campus. Staff are asked to confirm that, to the best of their knowledge, none of the above circumstances (i-vii) apply to them. The Return to Work form must be submitted to their Line Manager at least **3 days** before they return to campus.

2. **COVID-19 Induction Training**

Every staff member must complete COVID-19 Induction Training before arriving on campus. This training has been made available online for all staff and staff are also required to successfully complete a short test to give assurance they have the required knowledge to return to campus safely. COVID-19 Induction Training is conducted in 2 parts;

a. General Training: This is to be completed online and contains general information on COVID-19.

b. Unit Training: This is to be completed at Unit level and includes information on the control measures specific to their local Unit or activity.

3. **Working Practices**

Units should change their work practices to minimise the number of contacts to the fewest necessary to complete the task. Where possible, personnel should only interact with the same group of people when on campus.

Personnel should leave campus as soon as their on campus task has been completed and should restrict their movements to only those locations that are required to complete the task.

4. **Meetings**

Units should plan to continue to utilise online meetings. Where face to face meetings are absolutely required, such meetings should be fewer, physically distanced and have the minimum number of attendees. Meetings should not exceed 2 hours so as to prevent the meeting attendees becoming close contacts. Additional control measures must be considered for meetings that exceed 2 hours.

5. **Management of Time on Campus**

Staff should manage their time on campus so that they are only on campus for the minimum amount of time required. At all times, staff should work from home where possible in accordance with Government guidance. Staff should limit their time on campus to those tasks that they cannot undertake from home. Once the on campus task has been completed they should leave the workplace. When on campus they should minimise their

geographical footprint, both within buildings and across the wider campus.

6. **Physical distancing**

Staff should ensure that there is a distance of 2m between them and others as much as possible on campus. The physical distance is measured on a nose to nose basis. Units should re-engineer working practices so that contact is minimised. In addition, access, egress and circulation routes within buildings have been changed to enable effective physical distancing. In the event that it is not possible to maintain physical distancing, Units must implement additional control measures to minimise the risk.

7. **Risk Assessments**

Risk Assessments are an integral part of NUI Galway's Safety Management System. All Units must update their Risk Assessments to take account of COVID-19 control measures. Those involved in COVID-19 specific research must complete a specific COVID-19 Risk Assessment and return it to the Health & Safety Office. In addition, Risk Assessments need to consider the specific tasks in the context of the additional risks presented by COVID-19.

8. **Task Specific Measures**

It may be necessary to implement additional measures in certain Units, such as PPE. This must be documented in the appropriate Risk Assessment. It must be noted that while correctly using PPE can help prevent some exposures, such equipment cannot take the place of other preventative measures as outlined above, which must also be in place.

   a. **Face / Barrier Screens**

   Units with student / customer / public facing desk functions with a high throughput should consider re-engineering the role to provide the service without a face to face requirement. Where this is not possible, Units should consider the use of Barrier Screens (Clear Plastic / Perspex or equivalent) between the staff member and student / customer / public. Where this also proves impractical, face screens may be considered to reduce the risk further.

9. **Particular Considerations**

Units will need to ensure that they have addressed practical COVID-19 safety requirements specifically:

   a. Units should be prepared to deal with a Suspect Case and the use of an Isolation Room where required. A template has been developed for each Unit/area should an employee develop symptoms at work and not be able to go home directly.

   b. Units should be aware and prepared for the fact that less First Aid Responders (FARs) will be present in the Unit so other staff need to know who they are and be prepared to assist the FAR more actively. FARs also need to be aware of the modified first aid procedures that apply as a result of COVID-19.

Appendix 5: Conduct of Sporting and Society Activities

Sporting activities will return in a phased manner in line with this protocol, government guidelines and relevant National Governing Body (NGB) policy.

1. **Decision making process**

    a. **Pitch/Field Based Sports and Water Sports**

    All restarts, not involving the use of buildings, would be assessed by the Director of Sport and Physical Activity against the drawn up protocol document and exceptions will be reverted to the University Management for approval.

    b. **Buildings**

    When buildings are being considered for use, in whole or in part, then a light (<200 m2) or full capacity planning exercise must be carried out.

    The Sport Unit will ensure the submission meets the requirements of the protocol and only then will the request be forwarded to Buildings & Estates and other stakeholders for approval.

2. **NUI Galway Clubs**

    All NUI Galway Clubs will be required to submit the following information before returning to sport and activity on campus;

    a. Compliance with any imminent University Policy for the return of Students to campus.

    b. Compliance with relevant NGB Policy for return to training and matches (i.e Rowing Ireland).

    c. Outline of how they will comply with these measures.

    d. All clubs must complete a risk assessment.

    e. Must complete online video induction before returning to sport

    f. Must also complete Brief subsequent Questionnaire similar to NUIG staff and numerous NGB's verifying the student understands the basic principles.

    g. Protocol for Hygiene and Equipment Use.

    h. Clubs must also submit their reasons to access university facilities (i.e International Athletes needing to train).

    i. All clubs must maintain a contact tracing log for all training and matches.

    j. Each club member must sign a health declaration prior to the resumption of training confirming they are fit to return.

k. 2 Local COVID Co-Ordinators for the club must be appointed. The Local COVID Co-Ordinator is the name used for the COVID-19 Officer in NUI Galway and is the term that will be used.

l. 2 Local COVID Co-Ordinators must attend NUIG COVID Coordinator training or undergo COVID Officer training from their NGB. It is imperative that the person holding the position receives the adequate training.

m. Based on the information they submit clubs will be designated a status: Approved – Pending – Not Approved.

n. Once approved an on-site safety talk will be delivered by a member of the Sports Unit Staff reinforcing the above protocols.

3. **Third Parties**

All Third Parties will be required to submit the following before returning to sport and activity on campus:

a. Compliance with relevant NGB Policy for return to training and matches (i.e Rowing Ireland).

b. Must submit a completed a risk assessment.

c. Must submit Covid-19 response plan.

d. Declaration/Checklist confirming they can maintain social distancing during all activities and that all attendees are in compliant with health criteria.

e. Letter of Indemnity for insurance purposes.

f. Once approved to use the University facilities the delivery of an on-site safety talk will talk place to reinforce the above protocols.

g. Confirmation that a contract tracing protocol is in place.

h. Name and contact information for the Local COVID Co-Ordinator or NGB equivalent.

i. The Local COVID Co-Ordinator is the name used for the COVID-19 Officer in NUI Galway and is the term that will be used.

j. The Local COVID Co-Ordinator must also have received adequate training from their NGB.

Appendix 6: First Aid Guidance

COVID-19 and Providing First Aid in the Workplace.

This guidance covers the current recommendations for First Aid Responders on CPR and for first aid in general in the workplace.

COVID-19 is primarily spread by person to person contact, transmission through close-proximity to infected individuals and surface transmission. Therefore the infection control measures covered in your First Aid Responder training are now more important than ever.

As First Aid Responders we need to use universal precautions i.e. to behave as if everyone including ourselves might be infected.
It is also worthwhile knowing the common symptoms of COVID-19 include:
- o   A fever (high temperature – 38 degrees Celsius or above);
- o   A cough – this can be any kind of cough, not just dry;
- o   Shortness of breath or breathing difficulties.
COVID-19 symptoms can be similar to a cold or flu and may take up to 14 days to present.

10 practical steps to minimise your risk while performing CPR

A person whose heart has stopped is unlikely to survive if CPR is not administered before the arrival of the ambulance service. Here is the current advice to minimise your risk and improve safety for all involved:

1.   At all times keep your hands away from your face. Put on your gloves, visor, apron and surgical mask.
2.   **Look for signs** of breathing and signs of life on the casualty.
3.   **Do not** place your ear and cheek close to the casualty's mouth to listen or feel for breathing.
4.   Dial 112 or 999 and ask for an ambulance. If COVID-19 is suspected, tell them when you call.
5.   Place the surgical mask provided (or a cloth/towel) over the casualty's mouth and nose and attempt compression-only CPR and early defibrillation until help arrives.
6.   Use an AED as soon as possible.
7.   **Perform chest compressions only.**
8.   **Do not give mouth to mouth** rescue breaths.
9.   Afterwards, clean your hands using soap and water or an alcohol-based hand sanitizer.
10. Clean and disinfect the AED if used.

Your Personal Protective Equipment (PPE)

The University will provide all NUI Galway First Aid Responders who have returned to work with a supplementary pack of personal protective equipment which includes gloves, surgical masks and hand santizer.

Practical steps to minimise your risk in providing first aid in the workplace:-

1. Maintain the necessary physical distance as far as possible – can the casualty treat themselves e.g. direct them how to stop their nose bleed, treat minor injury.

2. Put on your gloves, visor, apron and surgical mask if time is not critical and you are going to be close to the casualty.

3. One First Aid Responder only treats the casualty unless a major emergency.

4. Avoid touching your face and clean hands frequently with soap and water or if not available an alcohol-based hand sanitizer.

5. Afterwards, ensure you clean your hands using soap and water or an alcohol-based hand sanitizer

Resources and Updates:

- **PHECC COVID-19 Guidance**

- **HPSC CPR Lay Rescuers Guidance**

- **Health & Safety Office Updates**

Appendix 7: Cleaning & Disinfecting Workstations

The University has laid out a comprehensive [cleaning protocol](#) for the University campus.

1. **What to Use: Common Disinfectants**

   The most common disinfectants that are effective against Covid-19 are:

   - Isopropyl Alcohol

   - Sodium Hypochlorite

   Isopropyl alcohol at a concentration of 70%, such as that contained in Sanicloth wipes, is recommended. A solution with a percentage higher than 70% will evaporate too quickly to allow it to kill contagions. A contact time of 1 minute is recommended.

   Sodium Hypochlorite is the main ingredient in bleach. Products with sodium hypochlorite come in the form of tablets, liquid bleach and pre-made spray bottles. Bleach in its liquid form and in a pre-made spray bottle is stable, and is effective until the expiry date indicated on the bottle.

   However, when a bleach solution is made up with water, its pH is lowered and it therefore may not remain effective over a period of time. For this reason, solutions containing Sodium Hypochlorite should be freshly prepared every day.

   The recommendation of 0.1% (1000 ppm) in the context of COVID-19 is a conservative concentration that will inactivate the vast majority of other pathogens that may be present with a contact time of 1 minute.

   The full list of chemicals known by the EPA (Environmental Protection Society) to kill contagions is known as '[list N](#)'.

   Where possible, disposable cloths and cleaning materials should be used to clean surfaces.

   Note:

   - If an area has been unoccupied for the previous 7 days, the area will need only routine cleaning (10).

   - If a case of COVID-19 is suspected or confirmed in an area, the area should be closed off and left with windows open for 1 hour before cleaning begins.

2. **How to: Prepare a Bleach Solution**

   Actichlor or Chlor Clean Tablets:

   For both products, to achieve a solution of 1000ppm, dissolve 1 x 1.7g tablet in 1 litre of water;

   Actichlor and Chlor clean tablets are formulated to contain both a detergent and sodium

hypochlorite - which means they both clean and disinfect at the same time.

Household Bleach:

Sodium Hypochlorite concentrations in commercially available products vary between 4% and 6%. Check the concentration of sodium hypochlorite on the bottle's label and then use the following formula:

[% Sodium Hypochlorite desired ∕ % Sodium Hypochlorite in product] × 1000 = mLs of product for each litre of water.

For example, a bottle of Tesco own brand thick lemon bleach contains 4.6% sodium hypochlorite. I would like to make a 0.1% solution. Therefore:

[0.1% desired ∕ 4.6% in product] × 1 000 = 21.7 mLs.

So, dissolve 21.7 mLs of Tesco bleach in each litre of water used to make a 0.1 % chlorine solution.

3. **What to use: Surface Type**

Hard surfaces/Equipment:

Clean with a neutral detergent if visibly soiled, disinfect with 0.1% (1000ppm) sodium hypochlorite or 70% Isopropyl Alcohol.

Textiles/Soft Surfaces:

Firstly, consider removing soft and porous materials in high traffic areas or replacing with a disposable alternative.

When textiles require cleaning:

- Do not shake them out

- Place in a disposable or washable bag

Wash on a hot water cycle (60 degree Celsius or above) with regular laundry detergent OR a lower temperature with laundry bleach

Electronics:

Consider wipeable/disposable covers for touch screens and keyboards (e.g., clingflim). Use manufacturer guidelines for cleaning. If none, use an alcohol based cleaner of at least 70% isopropyl alcohol and allow to dry. Avoid bleach/alcohol/abrasives on touch screens.

Simulation Manikins:

Clean all manikins with soap and water prior to disinfecting. Laerdal and CAE recommend disinfecting with 70% isopropyl alcohol. CPR manikin faces can be disinfected with a sodium hypochlorite solution. Do not scrub manikin skins. Be aware that internal airway

cleaning of manikins may be required.

VR Equipment:

Use disposable covers and disinfect between users. Wet with 70% alcohol solution or other disinfectant and allow to completely dry. Do not use any cleaners on the lenses. Avoid UV light due to potential for burning the screens.

Appendix 8: Use of University Vehicles

Control Measures for the Use of Vehicles

- Do not enter a work vehicle with others if they have any symptoms or have had contact with a confirmed case of COVID-19.

- Maintain a log of all those using the vehicle.

- Single occupancy of vehicles is required unless an appropriate Risk Assessment is completed. Occupancy shall not exceed 2 people i.e. Driver and passenger.

- Multiple occupancy of vehicles must be considered in appropriate fieldwork risk assessments.

- Sit as far apart as the vehicle allows.

- It is advisable to limit the "churn" of people travelling together.

- When entering (and leaving) all vehicles the driver should clean all common areas using antibacterial that are liable to be touched including the external door handles, keys and other internal furnishings using antibacterial wipes or a soapy cloth.

- Dispose of used wipes / cleaning materials in a designated bin/sealed bag and wash hands afterwards.

- Limit the duration of the journey to less than 2 hours.

- Open a window where possible.
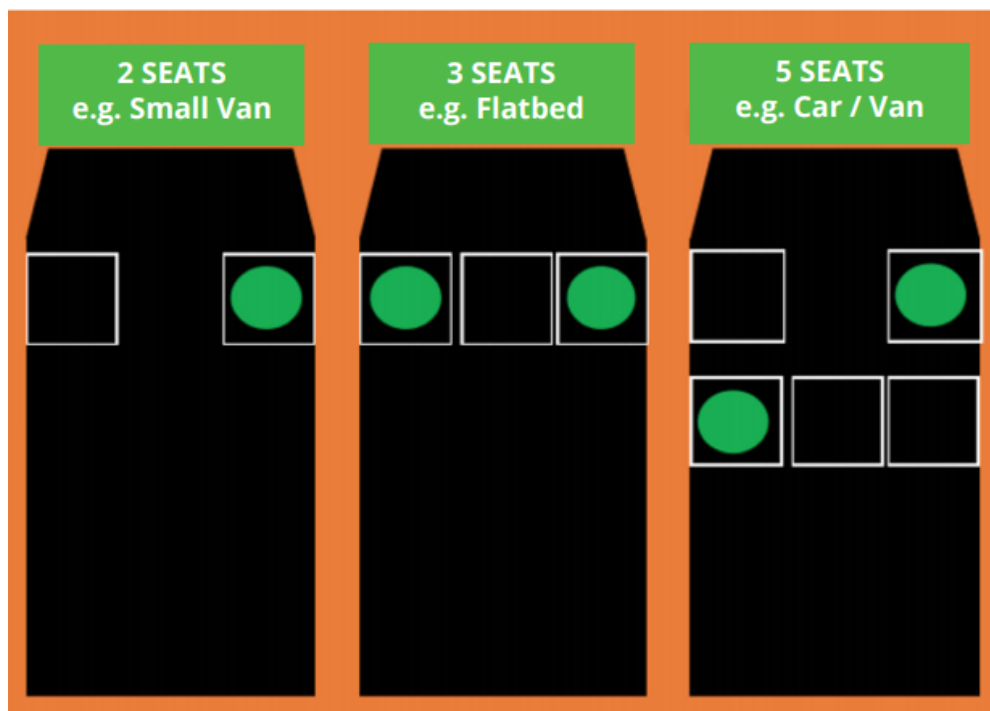
Appendix 9: Additional Resources

[COVID-19 Daily Checklist for Local COVID Coordinators and Others](#)

[Induction Checklist on Local COVID-19 Arrangement](#)

[COVID-19 Risk Assessment Example](#)

[Safe use of Face Covering](#)

[Glove Removal Guidance](#)