

GENERAL COVID INFORMATIONS FOR DUBLIN CAMPUS

HSE (Health Service Eire)

<https://www2.hse.ie/coronavirus/>

GOVERNMENT (Irish Government)

<https://www.gov.ie/en/campaigns/c36c85-covid-19-coronavirus/>

LIVING WITH COVIS FRAMEWORK

5 stages. We are currently at level 5 until the 1st of December.

 THE IRISH TIMES	Level 1	Level 2	Level 3	Level 4	Level 5
 Visitors	10 from 3 households	6 from 2 or 3 households	1 other household	No visitors permitted	No visitors permitted
 Gatherings	50 outside your home or garden	6 indoor 15 outdoor	No social or family gatherings	No indoor gatherings	No Except funerals or weddings
 Weddings	100 people can attend	50 people can attend	25 people can attend	6 people can attend	6 people can attend
 Indoor events	100 Up to 100 can attend indoor gatherings	50 But up to 100 in larger venues	No indoor gatherings	No indoor gatherings	No indoor gatherings
 Sports fixtures	100 indoor 200 outdoor	50 indoor 100 outdoor	No matches or events (except elite sport)	No matches or events (except elite sport)	No matches or events
 Bars, cafes & restaurants	Open with protective measures in place	Open 6 people from up to 3 households	Open. Take away or delivery. Outdoor dining only. Max 15 patrons	Open. Take away or delivery. Outdoor dining only. Max 15 patrons	Open. Take away food or delivery only.
 Wet pubs	Open	Open Groups of six from 3 households	Open Additional restrictions	Open outdoor only limited to a max of 15	Only offer takeaway or delivery service
 Domestic travel	No restrictions	No restrictions	Stay in your county/region apart from work/education/essential purposes	Stay in your county/region apart from work/education/essential purposes	Stay at home except to exercise within 5km from home
 Public transport	Travel off-peak hours or walk/cycle, if possible	Peak hours essential workers/ purposes only; 50% capacity	All hours essential workers/ purposes only; 50% capacity	Avoid public transport, essential workers/ purposes only; 25% capacity	Avoid public transport, essential workers/ purposes only; 25% capacity

Graphic: Paul Scott/IRISH TIMES GRAPHICS

EM DUBLIN RETURN TO WORK PROTOCOL

In line with the Irish Government 5 Levels for living with COVID 19 EM Normandie Dublin have adopted the following procedure:

Level 1 & 2

- Face coverings to be worn by all staff and students in circulation areas.
- When staff are stationed at their desk (set up so that a 2m distance can be maintained at all time) they may remove their face coverings.
- When students are stationed at their desk (current set up allows for 2m distancing) face coverings may be taken off.

Level 3 & 4

- Face coverings worn at all times.

Level 5

In the event of a level 5 advise from government will be adhered to.

Approval to enter Ulysses Buildings and management of Access

- In accordance with the requirement in the “Return to Work Safely Protocol COVID-19 Specific National Protocol for Employers and Workers”
 - Staff will submit a pre-return to work form at least 3 days in advance of the return to work.
 - Students will submit a similar form before presenting on the first day of their course.
- Staff and students will continuously monitor their own health and will not attend work if showing any symptoms of COVID 19.
- Occupancy levels for each room have been established, in according with the Government and UCC policies in place, updated as any of the policies change. See annex 1.
- Mgmt. will put clear signage on the outside of each room as to the number of people permitted in the room at any time. No person can enter a room if they will exceed the number of permitted occupants
- Due to the requirement to maintain social distancing, the capacity of each room in the building may be significantly reduced.
- Risk assessments have been prepared to demonstrate the safe use of the building.
- Where necessary, mgmt. will authorise access to each separate workstation in the particular room and will ensure that the new room capacity is not exceeded.
- Where necessary, mgmt. will inform all staff who might normally expect to use the room at any given time, confirming who has permission to use the room and at what workstation, on what dates and for what period of time.
- Where necessary, a rota of staff and timeslots should be developed for any particular room, and where possible ensure that staff on different timeslots don't mix to prevent cross-infection of staff.

Building Entrance/Exit

- Once Ulysses Building reopens;
 - Entrance will be ONLY via the main entrance off Foley Street
 - Exit is via the emergency staircase to the south side of the building.
 - Entrances and exits are clearly marked on the maps (Annex 1)
- Please note the Covid-19 signage on display around the entrance.
- There are hand sanitizing stations at entrance and exit. Everybody entering the building must use a hand sanitizing station.

Circulation around the Building

- Drawings showing circulation routes, access/egress, and signage details are attached in Annex A
- Access to the 4th floor is via the lift (limited to 1 person) and main staircase.
- There is a one way system around the space.
- When using a corridor, please check that the corridor is clear. The aim is to avoid “passing” anybody in corridors, however if you inadvertently find yourself in that situation, ensure that you keep as close as possible to the side wall and pass promptly by the other person without engaging in any communication, until separated by 2m.
- When entering/exiting any doors, please look left and right and proceed if clear.
- If you see someone approaching any door, please stand back until they are clear.
- When using the lift, please ensure that the lift is empty before you enter. Only 1 person allowed in a lift at any one time, please give priority to disabled / elderly persons.
- The stairs have been designated as:
 - 1-way only
 - signs will be placed on each staircase, and are also shown on the drawings in Annex 1, indicating which flights are UP and which are DOWN
- EN Normandie staff and students have no reason to leave the 4th floor to access the 3rd, 2nd etc. in and out of the building only.

Frequently Touched surfaces

- Staff will be supplied with sanitizing wipes, 70% Ethanol or Virkon to sterilise surfaces. This is the responsibility of mgmt. team.
- A specialist cleaning contractor will clean the space twice daily. Once at 12 noon (after the first round of lectures and once at 5pm ahead of the morning classes. Offices, kitchen, bathrooms and frequently touched surfaces will be cleaned.
- Staff will routinely clean frequently touched surfaces, such as door handles, table-tops, kitchen equipment in common areas and in personal spaces (e.g. offices).
- On entering their workspace staff will sanitize their hands before occupying their workstation.

Deliveries

- Deliveries to the school are limited and will continue to be.
- All deliveries will be controlled by one person, NAME
- Deliveries will be stored in a suitable space under lock and key. Where materials are required immediately the delivery controller will clean down the materials and make available to staff. Staff are also obligated to wipe down any materials they handle.
- The delivery controller will regularly apply hand sanitiser.
- Deliveries, where the recipient has not arranged to meet the Delivery persons/courier, may be rejected.
- Handling of delivered goods by staff should be delayed where possible i.e. left in the designated storage area.
- Any person placing an order must supply their mobile number on the order with the instruction that couriers are to make contact with them upon delivery. This will reduce the chain of handling and ensure that individuals are aware of their order in the absence of any administrative assistance.

Eating:

- All building occupants to bring prepacked lunches.
- Kitchenettes are not to be used to prepare food.
- Social distancing guidelines will be maintained in the kitchen (3 people max) at all times.
- Staff/students will use their own cutlery/sipper type cup and wash them at home.
- Fridge, Microwave, Burco/Kettle use only.
- Nothing to remain in the fridge overnight. Sealed food containers only during the day.

- Sanitize on entry/exit.
- Housekeeping in these areas is essential. When using one of the three designated spaces in the kitchen staff must clean down on arrival and departure.
- The breaks from each of the three classrooms will be staggered.
- Staff and students are also encouraged to go outside to park (adjacent to building) for lunch, while ensuring social distance is maintained.
- Absolutely no eating is allowed in the classrooms

Occupancy levels

- All areas will comply with national social distancing guidelines.
- Mgmt. have rearranged the desks in the three classrooms to ensure social distancing. 2m social distancing being achieved. Tape is positioned on the floor to confirm the distance to be maintained from the lecturer.
- The results of this capacity estimate are identified in the drawing in Annex 1.
- Mgmt. will also apply their own knowledge and consideration of activity in the room such as moving small equipment etc. to ensure social distancing, and to map the best work locations accordingly in each space and will adjust the capacity estimate accordingly.
- The 2-metre rule should be adhered to when operating normally within the building.
- Solitary work within the building is according to normal EM Normandie policy but is discouraged unless absolutely necessary.
- First thing each day and last thing before leaving, staff should sanitise “touch areas” of equipment i.e. desktop, keyboard, touchscreens, on-off buttons etc.

3rd Party Access (Contractors, Consultants, Professionals etc.)

- Access to third party visitors should only be granted where strictly necessary i.e. where third parties are required to complete a critical service in support of Building / Company operations.
- Staff members are encouraged to avoid face-to-face meetings with third parties where possible. All meetings with third parties should continue to be held remotely where possible.
- Where access is required, duration should be kept to the minimum time necessary.
- All visits must comply with the requirements outlined for Contractors/Visitors in the Government’s [Return to Work Safely Protocol](#)

- Any adjustments to ongoing work in the vicinity to be planned in advance for example stopping EM Normandie staff working within 2m of the third party should be documented in advance.
- Confirmation must be sought from the contractors/service providers that third-party visitors have completed a return to work form and induction with their own employer in advance of the visit.
- Once the visit has been approved, visitors will need to receive third-party induction in advance of entering the building. This should consist of a briefing on all site infection prevention and control protocols in place. This can include sending a copy of the protocols (single page document or similar) to the third party in advance of entering the building and requesting confirmation that the document was received and understood. Confirmation that this has been completed should be recorded locally.

Third Party Visitor Responsibilities

- Third party visitors should have completed a Pre-Return to Work form and induction with their own employers in advance of visiting the premises.
- Third party visitors accessing EM Normandie facilities must comply with all site infection prevention and control protocols with the exception of EM Normandie Staff Induction and Pre-Return to Work Form.
- It is recommended that third party visitors should keep a personal log of their daily interactions, which would qualify as a direct contact as per the HSE guidelines (i.e. 15 minutes, within 2 metres, etc.).

- Items of equipment should not be used simultaneously e.g. printer.
- A rota/agreement for rotating use of common or shared equipment should be put in place if there is a high demand on the equipment.
- Staff should sanitise “touch areas” of equipment before and after use i.e. keyboard, touchscreens, on-off buttons.

Ventilation

- Building Floor Plans showing circulation routes, access/egress, capacity etc.

