



lyit

Institiúid Teicneolaíochta Leitir Ceanainn
Letterkenny Institute of Technology

Coronavirus
COVID-19



Plan for a Safe Return to LYIT

September 2021

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Document Approval

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Documentation Location/Publication

The document will be made available via the college webpage to all managers, staff and students. All Heads of School/Heads of Function/Managers must communicate this document to their staff, students, visitors and contractors on a regular basis as this is a live document.

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LYIT Staff Members
LYIT Students
LYIT Contractors
CoLab Tenants
LYIT/CoLab Visitors

Contents

1.	LYIT COVID-19 Policy Statement	1
2.	Purpose	2
3.	Scope.....	3
4.	Definitions.....	3
5.	COVID-19 Response Structure	3
5.1	LYIT COVID-19 policy.....	3
5.2	President	3
5.3	Executive Board	3
5.4	Local Management.....	4
5.5	Lead Worker Representatives (LWR).....	4
5.6	Staff Responsibilities	5
5.7	Student Responsibilities.....	7
5.8	Advice and Guidance Updates	8
6.	Returning to Work	8
6.1	Return to Campus Procedure.....	8
6.2	Absence/Sick Leave.....	8
6.3	Pregnant Employees	9
6.4	Mental Health and Wellbeing	9
7.	Returning to Study	9
7.1	Library COVID-19 Response Protocol.....	9
7.2	Attendance on Campus.....	12
8.	Communication.....	13
9.	Control Measures.....	13
9.1	Contact Logging / Contact Tracing.....	13
9.2	Restricted Movements and Self-Isolation.....	14
9.3	Face Coverings	15
9.4	Access/Egress.....	15
9.5	Signage	15
9.6	Meeting Rooms.....	15
9.7	Office Accommodation	15
9.8	Teaching Accommodation	16
9.9	Customer Facing Reception Desks.....	16

9.10	Circulation Areas	16
9.11	Cleaning.....	17
9.12	Toilets and Washrooms	17
9.13	Hand Hygiene Facilities and Materials.....	17
9.14	Drinking Water Dispensers	18
9.15	Showers.....	18
9.16	Building Maintenance	18
9.17	Ventilation.....	18
9.18	Catering Facilities	20
9.19	Isolation Rooms.....	21
9.20	Antigen Testing	21
10.	COVID-19 Protocol for Resumption of Sport and Recreation.....	22
11.	CoLab Companies and External Organisations	22
12.	Visitors, Contractors and Deliveries.....	22
13.	Events.....	23
14.	Travel.....	24
15.	Compliance	24
16.	Suspected COVID-19 Case Protocol	24
17.	First Aid	29
18.	Risk Assessment.....	29
19.	Review.....	30
	Appendix 1 – Risk Assessment Guidance, Blank Template and Example	31
	Appendix 2 – LYIT COVID-19 Safe Return to Campus Checklist	58
	Appendix 3 – LYIT COVID-19 Induction	60
	Appendix 4 – Contact Log Form	62
	Appendix 5 – COVID-19 Enhanced Cleaning Policy and Protocols.....	64
	Appendix 6 – COVID-19 Protocol for Resumption of Sports & Recreation in September 2021 ...	75
	Appendix 7 – COVID-19 Health Status Self-Declaration Form for Visitors	85
	Appendix 8 – First Aid Responder Guidance.....	87
	Appendix 9 – COVID-19 International Student Protocol 2021/2022	97
	Appendix 10 – Air Quality Monitor Poster	97

1. LYIT COVID-19 Policy Statement

Higher education has been designated as an essential service under the ‘*A Safe Return to on site Further and Higher Education and Research*’, July 2021 [Link](#). In addition, the Institute will adhere to the provisions of ‘*The Reframing the Challenge Continuing our Recovery and Reconnecting*’, 3 September 2021’ [Link](#).

Letterkenny Institute of Technology (LYIT) is committed to providing a safe and healthy workplace for all our staff, students, and campus users. To ensure this we have developed this “*Plan for a Safe Return to LYIT*”. All Managers, Employees, Students and Campus Users will play a part in continuing to follow public health guidelines. A combined effort and personal responsibility will help contain the spread of the virus.

LYIT will:

- Encourage all students and staff to avail of COVID- 19 Vaccinations and boosters as they become available.
- Continue to monitor COVID-19 public health guidance and amend this plan accordingly in consultation with our campus users.
- Provide up to date information to campus users on public health advice issued by the HSE and Gov.ie.
- Display information on the signs and symptoms of COVID-19 and correct handwashing techniques.
- Inform campus users of essential hygiene and respiratory etiquette and physical distancing requirements whilst applicable in accordance with public health advice.
- Implement cleaning and ventilation protocols in line with public health advice.
- Follow relevant protocols when notified of a positive case from an employee/student/tenant, who is self-isolating.
- Follow the relevant protocol in the event of an employee/student/tenant showing symptoms of COVID-19, while on campus.
- Communicate and engage with all stakeholders.
- Nominate Lead Worker Representatives, provide them with adequate training, ensure their roles and responsibilities are clearly defined and that they are easily identifiable to campus users. Communicate and engage with all stakeholders.

Signed:



Paul Hannigan
President

Date: 13 September 2021

2. Purpose

The purpose of this document is to identify and prepare a road map which is aligned with national public health guidance that facilitates the resumption of LYIT activities on campus from September 2021.

This document aims to provide staff and students with details of the steps that are necessary to minimise the risk from COVID-19 on campus.

This plan has been developed in accordance with national and sectoral guidance, including the following:

'Reframing the Challenge, Continuing our Recovery and Reconnecting', published May 2021 and updated 3 September 2021. [Link](#)

'A Safe Return to on-site Further and Higher Education and Research', published June 2021 and updated July 2021. [Link](#)

'Work Safely Protocol COVID-19 National Protocol for Employers and Workers', issued May 2021 by the Department of Enterprise, Trade and Employment. [Link](#)

'Guidance and FAQs for Public Service Employers during COVID-19', issued March 2021 by the Department of Public Expenditure and Reform. [Link](#)

'NSAI COVID-19 Workplace Protection and Improvement Guide' by NSAI. [Link](#)

Government Guidance documents on Ventilation in Schools published on 27 May 2021 and updated on 24 August 2021. [Link](#)

'Returning Safely to the Workplace from 20 September - Guidance Note from LEEF Consultative Group on the Work Safely Protocol', 7 September 2021. [Link](#)

The Reframing the Challenge Continuing our Recovery and Reconnecting document represents a significant shift in approach. It entails a change from protection at the population level through regulations and restrictions to protection at a personal level, each of us taking simple measures to protect ourselves and others, such as staying home and self-isolating when symptomatic, observing good respiratory and hand hygiene, and wearing a face covering (to protect others from your respiratory droplets and aerosols) in crowded and congregated settings.

This plan considers staff safety, health and welfare; student safety, health and welfare; teaching, learning and assessment requirements; general operational requirements, campus and building logistics. It is aimed at providing high level guidance that will inform the development of more detailed planning in respect of each specific school/department/functional area of the Institute.

This is a living document, which means as Government restrictions and public health guidelines evolve, this document will also evolve to reflect new Government advice and changes to protocols, as they emerge. This plan can be accessed on the staff hub [Link](#). Students may access the plan on the student hub [link](#) and on Blackboard.

LYIT invites staff and students to contribute to the measures taken to mitigate the risk of COVID-19 on campus.

3. Scope

This document applies to LYIT staff, students, third party service providers, contractors, tenants, visitors and members of the public.

This document can and should be adopted in part or in full by departments wishing to draft relevant guidance for staff or students in their area.

4. Definitions

Below are definitions of common phrases used in this document:

- Casual Contact - brief or infrequent contact with someone that lasts less than 15 minutes, e.g. when passing in a corridor or on stairs.
- Close Contact - is defined by the HSE as: somebody **spending more than a total of 15 minutes of face-to-face contact within 2 metres of someone** who has COVID-19, indoors or outdoors, over a 24-hour period. living in the same house or shared accommodation as someone who has COVID-19 - this includes sexual partners.
- Household Contact - is defined as persons living or sleeping in the same home, individuals in shared accommodation sharing kitchen or bathroom facilities and sexual partners.

5. COVID-19 Response Structure

5.1 LYIT COVID-19 policy

The COVID-19 Policy Statement signed and dated by the President, outlines our commitment as an employer to implementing the necessary plans to protect the safety, health and welfare of our staff, students and campus users and to help prevent the spread of the virus.

5.2 President

The President is the Chief Executive of the Institute and is responsible for the management and operation of the Institute. The President is accountable to the Governing Body of the Institute. The President has oversight of all aspects of the Institute, and this has not altered by virtue of COVID-19.

5.3 Executive Board

The President is guided by and supported by the members of the Institute's Executive Board (EB). The members of the EB are VP for Academic Affairs and Registrar; VP for Research, Equality and External Affairs; VP for Finance and Corporate Services; Head of Faculty of Engineering and Technology; Head of Faculty of Business; and Head of Faculty of Science and Health. Each member of the EB is responsible for and accountable to the President for the staff, students and operations under their area of control and collectively, the Executive Board is responsible for the overall management of the Institute and ensuring that this *Plan for a Safe Return to LYIT* is developed, approved and applied in

all areas of the Institute under the direction of the President as per the Return to Work Safely Protocol and other relevant national and sectoral guidance.

5.4 Local Management

Unless there is a proposed deviation from the provisions of this Institute Plan and/or national guidance, local plans may be agreed and approved locally. The implementation and supervision of the provisions set out in this document and in local plans must be carried out at a local departmental level.

Heads of Department, line managers and supervisors will be instrumental in ensuring the effectiveness of these provisions, and ensuring effective channels of communication, consultation, and feedback from staff.

Heads of Department/Line Managers will liaise with the Health and Safety Coordinator [Keara Patton on (074) 9186114 or keara.patton@lyit.ie] and regularly:

- Work with nominated Lead Worker Representatives.
- Conduct reviews and risk assessments of work areas and activities in their function such as office areas, labs, workshops, prep. rooms, stores etc and develop local plans to address the risks of COVID 19 in their area.
- Communicate this *Plan for a Safe Return to LYIT* and local plans to the employees in their department/area.

5.5 Lead Worker Representatives (LWR)

The role of the LWR is to monitor day-to-day activities on campus to ensure specified control measures are being maintained to protect health and reduce the spread of the coronavirus. In particular, the LWR should:

- Work collaboratively with management to assist in the implementation of measures and monitor adherence to the measures to prevent the spread of COVID-19.
- The person undertaking the role will receive training in what the role will entail.
- The role is supported by site management and employees.
- In instances, where there is non-conformance with specified control measures. The person should make management aware of any COVID-19 concerns.
- Report any areas of non-compliance to LYIT Management and the COVID-19 Response Planning Team to ensure these are addressed. Managers, supervisors, and workers should engage with the worker representative(s), to highlight concerns, report defects, submit ideas and identify improvements in the workplace.
- Work collaboratively with the employer to ensure, so far as is reasonably practicable the safety, health, and welfare of employees in relation to COVID-19.
- Communicate the health advice around COVID-19 in the workplace. Promote good hygiene practices such as washing hands regularly and maintaining good respiratory etiquette in accordance with public health advice. Help keep colleagues up to date with the latest COVID-19 advice from Government.
- Assist with the implementation of measures to suppress COVID-19 in the workplace.
- Consult with colleagues on matters relating to COVID-19 in the workplace. Make representations on behalf of their colleagues on matters relating to COVID-19 in the workplace to LYIT management.
- Help with putting the COVID-19 control measures in place.
- Carry out regular checks that COVID-19 control measures are in place.

- Monitor adherence to the measures put in place to prevent the spread of COVID-19.
- Keep a record of non-compliance with COVID-19 workplace controls.
- Assist in managing anyone with symptoms of COVID-19 at the workplace.

The following staff members are Lead Worker Representatives:

<i>Lead Worker</i>	<i>Telephone</i>	<i>Email</i>
Tommy Duddy	074-9186115	Thomas.Duddy@lyit.ie
Karl McNulty	074-9186666	Karl.McNulty@lyit.ie
Pat Campbell	074-9186297	Patrick.Campbell@lyit.ie
James Molloy	074-9186937	JamesMolloy@lyit.ie
Cathy McGowan	074-9186410	Cathy.McGowan@lyit.ie

5.6 Staff Responsibilities

Staff have a vital part to play in mitigating against outbreaks of COVID-19 in our campuses. You have a personal role to play in this plan and a vested interest to protect your livelihood and the future of our students. From the moment you leave the house in the morning, to the moment you arrive home, the measures set out in this document and summarised below will help you to do that.

STAY	WELL
Stay apart do not congregate in groups.	Watch out for symptoms (cough: a new cough – this can be any kind of cough, not just a dry cough; fever: high temperature over 38°C; runny or blocked nose; shortness of breath or breathing difficulties; loss or change to your sense of smell or taste; flu-like symptoms; nausea; vomiting or diarrhoea; sore throat; headache). If you have any symptoms you should self-isolate and if you are a: Staff Member > Contact your GP Student > Contact your GP or the LYIT Health Centre T: Letterkenny campus 074 9186855 T: Killybegs campus 074 9186670
Sanitise hands on arrival and departure and throughout the day. Do not shake hands and avoid touching your face.	Wear face coverings. Remove only when eating/drinking and after leaving the building.
Step back to allow others space and sit in designated seats only.	Wash hands regularly and for 20 seconds, especially before and after meals.
Show respect and understanding for the concerns of others and adhere to instructions.	Walk as directed by wayfinding signage.
Sharing of materials / equipment should be avoided.	Wipe down workstations, chairs, and shared equipment before use.
Sneeze or cough into you sleeve or elbow.	Windows must be opened when rooms are occupied to improve ventilation. Wear extra layers of clothing to keep warm.
Use the COVID Tracker App	#protecteachother

LYIT advises all staff members to avail of COVID-19 vaccinations and boosters to protect yourself and others against the disease.

As a **staff member** you are also expected to:

- Notify your manager and HR of any COVID-19 illness.
- Keep your office workstation and floor clear to facilitate cleaning by cleaning personnel.
- Use the cleaning materials provided to keep your workstation and other high touch points clean, particularly where they may be shared by others, and inform Estates maintenancerequests@lyit.ie (Letterkenny campus) or MaintenanceRequestsSOT@lyit.ie (Killybegs campus) when cleaning materials require replenishment.
- Wear face coverings whilst required by public health guidelines and Institute protocols, which require face coverings to be worn in all indoor areas in campus.
- Open your window to ventilate your office space and wear additional layers of clothing to keep warm.
- Refrain from calling/dropping into other offices unnecessarily.
- Report any unsafe behaviour or concerns to your manager and/or the relevant COVID-19 Lead Worker Representative
- Staff in charge of student class groups should lead by example by following the guidance to encourage students do likewise.
- In particular, in classrooms and other teaching rooms you should ensure that students:
 - Continue to wear face coverings whilst required by public health guidelines.
 - Arrive and depart rooms in an orderly fashion to avoid congregation
 - Do not move furniture from room to room.
 - Use the cleaning and hand sanitisation materials provided at the Sanitisation Stations in accordance with the accompanying instructions.
 - Open windows for ventilation at the commencement of class and where the room air quality monitor indicates that action is required. Open doors also if necessary, to provide cross-ventilation. Leave windows open between classes.

These measures are extremely important in protecting you and anybody who frequents our campuses. These measures may be challenging, but they are there to protect you and others.

We must work together to suppress the risk of COVID-19 on campuses. We can all contribute to the achievement of this common goal if we all play our part by taking personal responsibility and behaving accordingly.

Aside from the usual day to day responsibilities that staff must comply with, COVID-19 brings challenges that staff need to be aware of so that the campuses can be safely occupied.

Staff are advised not to attend on campus if they have any symptoms of COVID-19 common symptoms are listed at section 16 below.

5.7 Student Responsibilities

Students have a vital part to play in ensuring a safe return to our campuses. You have a personal role to play in this plan and a vested interest to protect your livelihood and the future of our students. From the moment you leave the house in the morning, to the moment you arrive home, the measures set out in this document and summarised below will help you to do that.

STAY	WELL
Stay apart do not congregate in groups.	Watch out for symptoms (cough: a new cough – this can be any kind of cough, not just a dry cough; fever: high temperature over 38°C; runny or blocked nose; shortness of breath or breathing difficulties; loss or change to your sense of smell or taste; flu-like symptoms; nausea; vomiting or diarrhoea; sore throat; headache). If you have any symptoms you should self-isolate and if you are a: Staff Member > Contact your GP Student > Contact your GP or the LYIT Health Centre T: Letterkenny campus 074 9186855 T: Killybegs campus 074 9186670
Sanitise hands on arrival and departure and throughout the day. Do not shake hands and avoid touching your face.	Wear face coverings. Remove only when eating /drinking and after leaving the building.
Step back to allow others space and sit in designated seats only.	Wash hands regularly and for 20 seconds, especially before and after meals.
Show respect and understanding for the concerns of others and adhere to instructions.	Walk as directed by wayfinding signage.
Sharing of materials / equipment should be avoided.	Wipe down workstations, chairs, and shared equipment before use.
Sneeze or cough into you sleeve or elbow.	Windows must be opened when rooms are occupied to improve ventilation. Wear extra layers of clothing to keep warm.
Use the COVID Tracker App	#protecteachother

LYIT advises all students to avail of COVID-19 vaccinations and boosters to protect yourself and others against the disease.

Similar to the guidelines for staff, in classrooms and other teaching rooms students should:

- Wear face coverings whilst required by public health guidelines and Institute protocols, which require face coverings to be worn in all indoor areas in campus.
- Arrive and depart rooms in an orderly fashion.
- Do not move furniture from room to room.
- Use the cleaning and hand sanitisation materials provided at the Sanitisation Stations in accordance with the accompanying instructions.

- Open windows for ventilation at the commencement of class and where the room air quality monitor indicates action is required. Open doors also if necessary, to provide cross-ventilation. Leave windows open between classes.
- Wear additional layers of clothing to keep warm.

Students are advised not to attend on campus if they have any symptoms of COVID-19 common symptoms are listed at section 16 below.

5.8 Advice and Guidance Updates

Staff and students must keep themselves updated on the latest advice and guidance from the LYIT website, Government and the HSE. They must also co-operate in maintaining the control measures put in place to help prevent the spread of the virus and report any issues or concerns they may have to the Lead Worker Representative and/or Head of Faculty/Head of Department/Manager.

6. Returning to Work

According to the *'Returning Safely to the Workplace from 20 September - Guidance Note from LEEF Consultative Group on the Work Safely Protocol'*, 7 September 2021, businesses can begin a phased return to workplaces for specific business requirements from 20 September 2021 [Link](#).

Higher education has been deemed an essential service according to DFHERIS *'A Safe Return to on-site Further and Higher Education and Research'* [Link](#). In order for LYIT to meet our specific business requirement to provide an essential higher education and research service, it is necessary for all staff required to provide a direct student service to work on campus from 20 September 2021, with other staff returning on a phased basis by 22 October 2021.

6.1 Return to Campus Procedure

- Staff returning to work must complete the Safe Return to Campus Checklist at Appendix 2. Where you have answered yes to any of the questions on the checklist you must return the completed checklist to HR, cathleen.mcmurrough@lyit.ie.
- Staff returning to work must familiarise themselves with this *Plan for A Safe Return to LYIT*. Should staff have any queries please contact Estates and/or HR as appropriate.
- If an individual has any concerns at all about their COVID-19 status, please contact HR, cathleen.mcmurrough@lyit.ie.
- In some instances, HR may engage the services of an Occupational Health Specialist to assist in assessing a staff member's fitness to return to campus.
- Employees do not have a right to continue to work remotely and their place of work is in accordance with their contract of employment. However, a remote working policy is an upcoming legislative priority for government.

6.2 Absence/Sick Leave

Where an employee has a confirmed case of COVID-19, special leave with pay may be granted. Special leave with pay in certain circumstances, supported by medical evidence, may continue up to a maximum of 28 days. If an employee is still unwell after 28 days, they will move to ordinary sick leave arrangements. Medical certificates confirming a positive COVID -19 test result should be forwarded to cathleen.mcmurrough@lyit.ie.

6.3 Pregnant Employees

Pregnancy does not put an employee on the list of “People at higher risk from COVID-19”. All pregnant employees should consult with the HR Manager, who will consider each employee on a case-by-case basis and will also consider whether a referral to occupational health is deemed necessary for COVID -19. The HR Manager will also refer the employee to the safety coordinator for a workstation risk assessment.

6.4 Mental Health and Wellbeing

Monitor your wellbeing - Infectious disease outbreaks like coronavirus (COVID-19) can be worrying and can affect your mental health. Staff returning to the workplace after a period of isolation are likely to have concerns about the risk of infection or changes to their job due to the implementation of measures to prevent the spread of COVID-19. Communicate regularly with your manager and colleagues.

HR will continue to deliver wellbeing events to support you in your return to work. Support and guidance are also available for all staff through the LYIT EAP Services provided for you and your family:

The EAP is operated by VHI Healthcare, is a completely free, confidential service for all Institute employees and their immediate families (those living at home with them who are 18 years of age and older). You can avail of emotional support and counselling services where required by calling free and in confidence 24/7, 365 days a year – 1800 995 955.

The EAP also offers a wide range of supports via their online hub.

Employee Assistant Programme:

T: 1800 995 955 (ROI) or 0800 282 193 (NI),

E: eap@vhics.ie

Additional Support Links:

Mental Health Ireland [Link](#)

Community Work Ireland [Link](#)

HSE [Link](#)

7. Returning to Study

7.1 Library COVID-19 Response Protocol

Library services and resources continue to be available online and on campus to students and staff.

The physical Library spaces are open to staff and students.

The following services and resources are available from the Library website:

- eBooks
- Online journals and magazines
- Online Library information videos
- Dedicated Research Guide
- Research@THEA – the online institutional repository for THEA institutes

- Links to open access material
- Guides to support students in their studies
- Online chat service with Library staff
- Facility for staff to order material for the Library
- Enhanced e-resources including a new eBook collection comprising 197, 863 titles
- Blackboard Toolkit for all information relevant to accessing the library resources
- Study and computer facilities
- Hard copy books from the library collection.

Library Opening Times – Letterkenny Campus

Term time from 20 September, 8.45 am – 5.00 pm, Monday to Friday.

Late night opening times 8.45 am – 8.45 pm, Monday – Thursday and 8.45 am – 5.00 pm Friday.

Commencement date for late night opening will be notified by the library.

Information Desk Opening Times

10.00 am – 12.30 pm and 2.00 – 4.30 pm, Monday to Friday.

Library Opening Times – Killybegs Campus

Term time from 20 September, 8.45 am – 5.00 pm, Monday to Thursday, and 8.45 am – 1 pm Friday.

Late night opening times from 4 October, 8.45 am – 8.45 pm, Monday – Thursday, and 8.45 am – 1.00 pm Friday.

Accessing the Library Collections

Staff and students can access the shelves to browse and borrow books. It is advisable to use the self-issue machine on the ground floor to borrow and return items. The self-issue machine must be sanitised after each use by the person last using it. The Library has adopted an ‘online where possible’ policy and will make textbooks and research material available via the Library website and online discovery system.

Library users who do not want to visit the library to borrow material should use the following click and collect option.

Click & Collect

From the library homepage <https://library.lyit.ie/> scroll to the Click & Collect icon. The Click & Collect service enables Library users to request items for borrowing in advance of visiting the Library. Library staff will retrieve the requested items and issue them to the Library user’s account. Library users will then be contacted by email to inform them that they can collect items from the ‘Click & Collect’ point in the Library without any interactions with staff or equipment.

Returning Items to the Library

The book return boxes will be located outside of the Library entrance on the first floor and Library exit on the ground floor. Library items on loan should be returned to these book return boxes.

Accessing the Library

All staff and students are permitted to visit the library during opening times. Students must have a valid LYIT student card to access the library. It is a public health requirement that face coverings are mandatory for those visiting libraries. All LYIT staff and students visiting the Library will be expected to wear a face covering and comply with the Institute’s policy on face coverings.

Computer Suite Access – Letterkenny Campus

There is an exit door and entry door to the computer suite on the first floor (Level 2). Students wishing to use the computer suite are encouraged to enter and leave by these doors.

There is one disabled access point on the first floor (Level 2) allowing access to the Library Reading Areas and Computer Suite.

Library Access – Letterkenny Campus

Exit and entry is on the ground floor via main library door. In addition, there are a number of emergency exit doors throughout the Library. The door will open at 8.45 am to avoid congregation in the lobby outside the library. Students queuing to access the Library must do so in an orderly fashion to avoid congregation. A one-way flow system is in operation in the Library. Direction of travel is designated by floor arrows.

Using the study spaces in the Library

The study space is subject to ventilation risk assessment outcome at which stage capacity will be reviewed.

Library Mail

Library users should, in the first instance, avail of the online Library information services including the online chat facility available from the Library website, via the Library Facebook page and the Library mail library@lyit.ie.

IT Facilities in the Library

Subject to ventilation risk assessment, maximum capacity numbers for the Library Computer Suite will be calculated. The Library computer suite, including photocopying and printing services, continue to be available to students. Library users must follow signposted instructions regarding cleaning IT equipment both before, and after, use.

ICT Equipment Cleaning Regime

Library study stations will be cleaned daily, and cleaning materials will be made available to students and staff who use computers so they can self-clean their study stations, keyboards and mice before use.

Printers/photocopiers will be cleaned twice a day and at time of paper refilling. Cleaning materials will be made available for use at printers/photocopiers for self-cleaning during the intervening time

Study Rooms & Room Capacities

Subject to ventilation risk assessment maximum capacity numbers, which can be safely accommodated in each study room, will be calculated for the Library. These capacities also take account of national guidelines available at the time of the assessment and pay particular attention to, but are not limited to, circulation requirements, fire safety, emergency evacuation and first-aid requirements. The maximum capacity numbers may be adjusted up or down as new guidelines are issued by the government. The maximum capacity for each room will be signposted on the door to each room and will include staff members present as well as students.

Planning and Layouts

Based on the physical layout of each individual space the Estates Office, in consultation with the Librarian, has determined the maximum capacity of the space. Furniture not being used, will wherever possible, remain in the spaces but will be clearly marked as not available for use by the occupants, this will be reviewed on 22 October and in line with current public health guidelines.

Cleaning Regime

All spaces will be cleaned to the required COVID-19 Enhanced Cleaning standard by the Institute cleaners. In addition, both floors of the Library will be provided with sanitisation stations containing cleaning wipes and instructions to allow students to clean high touch surfaces hygienically and to clean any personal items brought in from home. Cleaning supplies will be restocked on an as-needed basis by Estates. Library staff and users are expected to maintain a clean workspace in the Library. Hand sanitiser will also be available at sanitisation stations.

7.2 Attendance on Campus

The majority of people over 18 in Ireland have now been vaccinated (September 2021), and so planning has been based on full resumption of on-site activity.

In accordance with ‘*A Safe Return to on-site Further and Higher Education and Research*’, published June 2021 and updated July 2021, the following will take place on site from 20 September [Link](#):

- Laboratory teaching and learning
- Classroom based teaching and learning
- Tutorials
- Workshops
- Smaller lectures
- Research
- Workspaces
- Libraries
- Canteens – operational in accordance with public health advice on workplace canteens
- Sports facilities – operational in accordance with public health advice
- Clubs and societies – operational in accordance with public health advice
- Bars – operational in accordance with public health advice.

All classes/lectures/labs/practicals on the Letterkenny campus should start on the half hour and be of 50 minutes’ duration to allow students to leave and enter without congregating on the corridors.

On the Killybegs campus all classes/lectures/labs/practicals should start on the hour and be of 50 minutes’ duration to allow students to leave and enter without congregating in the corridors.

Where there are double classes a break should be built in to facilitate both staff and students.

Students must complete the online general Student Campus Induction on Blackboard. Students (first year and continuing) must also complete Departmental specific inductions.

These arrangements will be subject to ongoing review of the public health situation and guidance.

8. Communication

General Communication

The contents of this document and other associated controls will be communicated clearly through signage, designated COVID-19 support information locations on the Institute webpage, social media, campus TV screens and internal line management structures.

This Plan is being made available to all staff and students and is available on our website. Induction for staff and for students is delivered online.

Student ambassadors, class representatives and staff will play an important role in bringing the controls to the attention of students and in regularly reminding them of the controls. Through visible and unambiguous behaviour, they will have an exemplary impact on creating and maintaining the new social behavioural norms necessary to protecting the Institute community from the virus.

Communication from Staff and Students

Staff and students will possibly have some concerns regarding a return to campus for work and/or study purposes. This Plan will provide many of the answers and will go some way towards alleviating such concerns, staff and students may still have queries that require a response.

Separately, individual staff members and/or students will have suggestions to make, based on their individual expertise, which may provide additional and/or improved control measures for the Institute.

Concerns and/or suggestions may be made through the following channels:

Staff Members:

- Line Management Structure
- Lead Worker Representatives
- Health and Safety Committee

Students:

- Students' Union
- Class Representatives
- Academic Programme Staff

9. Control Measures

9.1 Contact Logging / Contact Tracing

Contact tracing can be very beneficial in limiting the spread of infection following a suspected or confirmed case. To be effective it does need to be efficient and accurate.

Following recommendations from the Department of Education and Skills in relation to the maintaining of contact logs, institutions are required to advise staff and students to ensure they keep records of instances where they have been in 'close contact' with other individuals.

The contact log should include the names of persons who commute to campus together or travel for LYIT business purposes together .

According to HSE “close contact” is defined as:

- Close Contact - is defined by the HSE as: somebody **spending more than a total of 15 minutes of face-to-face contact within 2 metres of someone** who has COVID-19, indoors or outdoors, over a 24 hour period living in the same house or shared accommodation as someone who has COVID-19 - this includes sexual partners.

Staff and students attending face-to-face meetings should keep their own record of such meetings and the attendees to facilitate close contact tracing if necessary, by public health.

A sample contact tracing log is provided at Appendix 3 below. This log relates to your contacts in LYIT only and is not intended to act as a log for your personal contacts outside of LYIT.

Lecturers are required to keep class attendees lists. These lists and timetabling information will be made available to the HSE contact tracing team if requested.

Contact log information should be kept for a minimum of one month to facilitate contact tracing by the HSE public health contact tracing team.

It should be noted that, if contact tracing is required this will be carried out by the HSE public health contact tracing team.

The COVID-19 Tracker is a free app for your mobile phone. According to the HSE it will help us to protect each other and slow the spread of coronavirus (COVID-19) in Ireland. For more information on this please access the following [link](#).

9.2 Restricted Movements and Self-Isolation

A person deemed by the HSE contract tracing team deemed to be a “close contact” may be asked to self-isolate or restrict their movements.

Self-isolating means staying at home and maintaining your physical distance from others at all times. If you start to develop symptoms, you must contact your GP and follow their advice. For further information from the HSE on **self-isolation** please access this HSE link [here](#).

Restricting your movements means staying at home as much as possible to avoid contact with other people.

Staff or students who are restricting their movements must work/study from home for further information on **Restricting Movement** please access this HSE link [here](#).

Steps to be taken by staff and students deemed by the HSE contact tracing team as close contacts will depend on their vaccination status’.

Fully vaccinated Staff and Students

Students / staff deemed by the HSE contact tracing team as close contacts, who are **fully vaccinated** and **do not have symptoms** of COVID -19 may not need to restrict their movements or get a test; the HSE contact tracing team will advise you.

If you develop symptoms of COVID -19 even if fully vaccinated, self -isolate and get tested for COVID -19 in accordance with the instruction / advice issued by the HSE: [link](#)

Unvaccinated Staff & Students

Unvaccinated students / staff deemed by the HSE tracing team as close contacts will be requested to self-isolate for 14-days and undergo COVID-19 testing.

9.3 Face Coverings

Face coverings are mandatory at LYIT until public health restrictions designate otherwise and normal disciplinary procedures will apply where individuals fail to wear a face covering without medical certification. In Institute buildings, high numbers of staff and students move across the campus and through buildings during a normal day.

The Institute expects that staff and students will wear face coverings at all times in Institute buildings including, but not limited to, lecture theatres, classrooms, studios, workshops, the library and common circulation and seating areas and specifically in instances and areas where very close contact cannot be avoided.

The Institute and the public health advice also acknowledge that face coverings are not suitable for all individuals, for example those with breathing problems or with special needs. We request that staff and students respect that some individuals may not be able to wear face coverings and that they continue to follow all other public health control measures.

It should be noted that face coverings are not PPE and should not be used in place of appropriate task specific PPE (e.g. welding shield) as determined by a risk assessment.

9.4 Access/Egress

Access to campus will be available to students, staff and visitors during opening times as published in the academic calendar and opening times on <https://www.lyit.ie/About/Academic-Calendar-Opening-Times>.

Access/Egress is via designated points as directed by signage.

9.5 Signage

Directional signage has been installed to direct staff/students and visitors into, out of and through buildings. Other signage has been posted throughout campus to highlight public health compliance requirements. Signage will be altered and amended as public health guidance evolves.

9.6 Meeting Rooms

Cleaning materials are provided in each meeting room to facilitate cleaning of table surfaces and IT equipment prior to use. Windows should be opened to maintain good ventilation.

9.7 Office Accommodation

Office accommodation has been risk assessed. Risk assessments have been undertaken in conjunction with administrative and technical staff representatives. Where it was not found possible to provide two metre physical distancing between persons in the existing office layout, screens/screen extensions have been installed between workstations.

Academic staff offices were risk assessed for physical distancing over the summer months 2020. It was found that physical distancing could be achieved without additional screening in two-person staff offices and four-person offices, where central shelving/filing acting as a natural barrier between workstations. Physical distancing could also be achieved with the addition of screen extensions in four-person offices where staff are seated opposite each other and separated by a central privacy screen.

Where physical screening was not feasible, other measures such as limiting staff members in offices using rotas with some staff working from home are necessary in the following situations:

- Three or four-person academic staff offices with a single run of workstation along a wall
Letterkenny campus 2240A, 2464, 2465, 2456, 2248, 3311, 2260, RR101A
- Five-person or larger academic staff offices Letterkenny campus 1160, 1163, 2455, 2220, 2242
RR108A, RR109.

These measures are required while social/physical distancing remains part of public health measures.

Ventilation to office accommodation has been risk assessed during July / August 2021. Further details are provided at Section 9.17.

9.8 Teaching Accommodation

Clarification on physical distancing has been provided to the national steering group and this advice is adhered to in the Institute's planning.

Teaching spaces are laid out and managed in order to safeguard the health of both staff and students. Physical distancing is no longer a requirement in teaching spaces; however, staff and students take appropriate mitigation measures such as the following:

- a) *As in all circumstances, good hand hygiene and cough/sneeze etiquette is of paramount importance.*
- b) *Face coverings should normally be worn in teaching situations.*
- c) *Physical contact should be avoided where possible, otherwise staff should wear face coverings or other protective equipment.*

Staff teaching stations are fitted with physical barriers providing a safe teaching context.

The maximum occupancy allowed in teaching rooms will be determined by a risk assessment which takes account of ventilation and physical room characteristics.

9.9 Customer Facing Reception Desks

Physical screening has been installed at all reception areas and other face-to-face contact points throughout both campuses. Where necessary, intercom devices have also been installed at these locations. Queue marking has also been introduced.

9.10 Circulation Areas

Circulation areas include entrance lobbies, corridors, stairways etc. Controls have been introduced to avoid congregation in groups in these areas. Controls include wayfinding signage, queue marking, crowd control barriers, direction on use of seating and rerouting to avoid pinch-points.

Traffic flow through circulation areas is managed through a system of 'one-way', 'two-way' and 'give-way' systems with floor markings and other signage to indicate flow direction. A 'keep right' convention operates. Building users must 'give-way' to others already in dead end corridors or on narrower stairways where the flight is visible. Some narrower stairs are 'one-way' only and fire escape stairs are deployed to extend flow options. Where no alternative route is available, convex mirrors are deployed in narrow stairs to provide visibility to facilitate 'give-way' flow.

Building layout drawings illustrating wayfinding, isolation/reserve isolation rooms, hand wash/sanitising facilities, COVID-19 Information points, are available with COVID-19 guidance on the Institute website.

9.11 Cleaning

The **COVID-19 Enhanced Cleaning Policy and Protocols** at Appendix 5 are in place. These have been developed in accordance with public health guidance including practical guidance from the European Centre for Disease Control (ECDC). Protocols include cleaning for prevention and cleaning and disinfection following identification of a positive case.

In addition to enhanced cleaning by contract cleaning personnel, staff and students are required to take personal responsibility for cleaning down shared surfaces and equipment prior to use. Sanitisation stations are provided for this purpose throughout all teaching areas and the library. Lecturers and technical staff in charge of classes will ensure sufficient time is allocated at the beginning of each class for this purpose. Technical staff will plan and oversee the implementation of enhanced context specific cleaning in labs, studios workshops and specialist workspaces.

A clean desk policy is in operation. In order to facilitate daily cleaning of office areas, desks and floor areas must be kept clear each evening.

9.12 Toilets and Washrooms

Capacity limits have been introduced to minimise congregation. Some toilet cubicles, wash hand basins and urinals have been taken out of service and some physical screening has been introduced between basins to enable adequate social distancing while such restrictions apply.

Hand dryers have been taken out of service and replaced by paper towels to promote hand washing/drying and additional waste bins have been provided.

Signage has been posted to remind people of how to wash hands and observe good hygiene practices.

Enhanced cleaning is being undertaken in accordance with the **COVID-19 Enhanced Cleaning Policy and Protocols** at Appendix 5.

9.13 Hand Hygiene Facilities and Materials

Hand sanitisation dispenser units are located in entrance lobbies, dining areas and other busy locations. Sanitisation stations are provided in all teaching areas and the library to facilitate cleaning of shared surfaces and equipment prior to use.

Stocks of essential consumables such as wipes, sanitiser fluids, paper towels, etc. will be held on campus to ensure a sufficient supply is maintained. Sanitisation stations will be checked frequently to

ensure wipes and hand sanitisation stocks remain available. Staff and students should notify Estates at MaintenanceRequests@lyit.ie (Letterkenny Campus) or MaintenanceRequestsSOT@lyit.ie (Killybegs Campus) or reception if stocks run out in the interim.

All toilets and wash areas have sufficient hot water, paper towels, waste disposal bins etc. to provide for safe hand hygiene.

Additional hand wash stations have been installed near the main restaurant and in the staff dining area in the Letterkenny campus to facilitate hand washing before and after meals.

Cleaning materials have been distributed to staff to keep their desks cleaned between daily cleaning by contract cleaning personnel.

9.14 Drinking Water Dispensers

Drinking water fountains have been taken out of service and replaced with water bottle filling stations. A hand sanitiser unit is located adjacent to each station to facilitate hand sanitisation before and after operating the switch. Water bottle filling stations are regularly cleaned throughout the day as part of the high touch point cleaning protocol.

9.15 Showers

The use of showers is currently restricted. Prior to and after reopening showers, legionella control protocols will be implemented.

9.16 Building Maintenance

Statutory and emergency maintenance continues throughout the pandemic in accordance with standard procedures. In addition to standard legionella control maintenance procedures, water systems in areas closed during the shutdown period have been flushed out prior to being reopened.

9.17 Ventilation

Room users are required to ensure that windows in offices, classrooms and other areas are opened when rooms are occupied by more than one person. Opening windows will improve ventilation which will remove and dilute any COVID-19 aerosols that may be present. Lower temperatures arising from enhanced ventilation measures may cause some discomfort. Staff and students are requested to wear additional layers of clothing to stay warm.

Our buildings are designed in accordance with the building regulations and the relevant engineering standards prevailing when buildings were designed. Design includes for adequate ventilation based on room capacity and function. Smaller rooms and offices are ventilated naturally by opening windows. Rooms without windows, such as toilets and lecture theatres, are ventilated by mechanical ventilation systems which supply fresh air and extract stale air. Where required, due to room proportions, some rooms with windows also have mechanically assisted extract ventilation e.g., deep-plan classrooms, studios, and laboratories.

Our mechanical ventilation systems are maintained in accordance with standard procedures on an ongoing basis. Our ventilation systems were risk assessed in August 2020 for safe operation during COVID-19. The risk assessment was conducted by building services engineering specialist consultants in professional practice. Our operating protocols have been reviewed and enhanced in accordance with the control measures recommended in the risk assessments based on current best practice.

These control measures include:

- Extended running times – 2 hours before and after occupancy times
- 100% fresh air supply – no recirculation
- Increased hot water temperature to heating coils to compensate for heat loss
- Increased fan speeds
- Maintenance measures to ensure window opening devices are functional
- Air Quality Monitoring using CO₂ sensors
- Ongoing monitoring of operation.

A room-by-room risk assessment was carried out by Estates in July 2021. This risk assessment took account of existing ventilation strategies i.e., natural ventilation, mechanically assisted ventilation, or ventilation by means of air handling units. It identified areas which could benefit from additional local ventilation enhancement measures such as window fans and air quality monitoring.

Following this risk assessment, window fans have been installed to boost natural ventilation in 30 rooms, and 214 air quality monitors have been fitted in rooms with a further 6 portable monitors are available to check other areas if required.

The Institute operates the following air quality monitoring strategies:

Automatic Reactive Air Quality Monitoring

Mechanical ventilation systems with integral air quality monitoring systems which make a direct input in real time to the mechanical ventilation system to automatically increase ventilation rates in response to reduction in air quality. The systems operate in the following areas on the Letterkenny campus:

- Lecture Theatres 1101-1104
- Science Laboratories 3701-3713
- Classrooms 2268a-2273
- Library reading areas
- Main restaurant
- Staff dining room
- Main Concourse.

These systems are currently set to provide 100% fresh air. These sensors are monitored and adjusted as necessary by Estates via the Building Energy Monitoring System.

Room Display Air Quality Monitoring

Air quality monitoring devices have been installed in many naturally ventilated rooms and in rooms with mechanically assisted natural ventilation with occupancies of more than two persons. These monitors provide live information on CO₂ levels measured in parts per million (PPM). They have 'traffic light' colour coding and emit a sound notification to alert room occupants that rooms may not be adequately ventilated so that they take action to improve ventilation i.e., open windows and doors if necessary, or leave the room for a short period. Notices have been posted alongside each monitor for the information of room users. These provide details of actions to be taken in the event that air quality levels exceed safe thresholds. A copy of the poster is included at Appendix 10

In the event that measures taken by room users are not effective in returning the air quality to safe levels, they should contact Estates at MaintenanceRequests@lyit.ie (Letterkenny campus) or MaintenanceRequestsSOT@lyit.ie (Killybegs campus).

Room monitors are also monitored by Estates to identify areas for improvement where possible, or for reduction in room occupancy where further improvements to the ventilation system is not feasible.

At the time of writing, a further risk assessment of air flow rates delivered by our mechanical ventilation systems is underway. This will establish the air flow rates delivered to rooms. Rates will be compared with the World Health Organisation (WHO) and the Chartered Institute of Building Services Engineers (CIBSE) recommendation of 10 litres per second per person to ensure good ventilation during the COVID-19 pandemic. It may be necessary to reduce room occupancies to achieve this rate as the ventilation systems in place were designed to lower standards applicable at the time of design.

Initial indications from a pilot assessment indicate that occupancy of our larger lecture theatres should reduce as follows:

- Lecture Theatres 1101 and 1104 – 90%
- Lecture Theatres 1102 and 1103 – 96%
- Lecture Theatre 1452 – 78%

Recommendations for other teaching rooms will be provided to the timetabling group as soon as they become available.

9.18 Catering Facilities

The Letterkenny campus catering concession operator O’Hehirs, have implemented their own Return to Work protocols for their staff in line with the National Return to Work Protocol, Restaurant sectoral guidance including the HSPC COVID-19 guidance for Food Service Businesses.

A minimum of 1m will be maintained between tables in dining areas. A maximum of 6 people is allowed at tables. Dining pods are available for outdoor dining.

Menus have been reconfigured to provide for additional pre-packed grab and go options self-serve from the chilled cabinets. A hot and cold food menu will be served from behind glazed screens at the food servery. Pre-wrapped cutlery will be issued to customers.

Reusable cups cannot be refilled by catering staff; however, they may be filled at the self-service beverages machines. Where hot beverages are served in crockery at the coffee dock, the contents of the cup may be decanted by the customer into their own reusable cup.

One-way flow systems, queuing markers and physical screening have been introduced. Contactless payments facilities are in place and use is encouraged whenever possible.

Enhanced cleaning protocols will be operated by the concession operator and by School of Tourism Catering personnel. Tables will be cleaned down after each use. All staff will wear face coverings, disposable gloves and clean aprons. Customers must deposit used crockery/cutlery at the dish-wash

carousel or other designated collection point. Catering personnel will wash all crockery/cutlery in the dishwasher at a water temperature exceeding 60° C.

9.19 Isolation Rooms

In the event of a student or staff member experiencing any COVID-19 symptoms while attending campus and are unable to go directly home to self-isolate immediately, they should go to the nearest isolation room from where they may contact their GP or the LYIT Health Centre and make arrangements for transport to leave the campus. Travel home should be by private transport where possible.

The following rooms have been designated as Isolation Rooms and Reserve Isolation Rooms as contingency rooms in the event of more than one suspected case at any one time:

Table 1

<i>Campus</i>	<i>Building</i>	<i>Isolation Room</i>	<i>Reserve Isolation Room</i>
Letterkenny campus	Main	Copier room adjacent to main reception DH113	Universally accessible w.c. 1146a
	CoLab	Baby Changing room CL114	accessible w.c. CL108b
	An Dánlann	Universally accessible w.c. ground floor external changing area AD 130	Ladies Toilet Ground Floor AD 117
Killybegs campus	Main/Original	Universally accessible w.c OB133	Nurses Office OB131
	Millennium	Universally accessible w.c. at lobby M101c	N/A
	Tourism	Universally accessible w.c. TB 105b	N/A

Each room is mechanically ventilated or has a window capable of being opened. Each room has a door that may be closed and a pedal operated, closed bin with a plastic liner.

Isolation room packs are available for use by isolating staff/students and first aiders. Packs are located in isolation room DH113 and are available from reception in each of the other buildings. Packs contain, tissues, hand sanitiser, wipes, disposable apron, face masks and gloves.

After the isolation room has been vacated, a deep clean will be undertaken by cleaning personnel in accordance with the **COVID-19 Enhanced Cleaning Policy and Protocols** at Appendix 5.

Staff/Health Centre/First Aiders will notify Estates of the room or isolation area occupied by the suspected case. Estates will immediately arrange for securing and cleaning of the relevant room/isolation area.

9.20 Antigen Testing

At the time of writing antigen testing is not a feature of this plan, this may however change in accordance with government directions.

10. COVID-19 Protocol for Resumption of Sport and Recreation

Please see appendix 6 - COVID-19 Protocol for the Resumption of Sport and Recreation in September 2021.

11. CoLab Companies and External Organisations

CoLab Tenant Companies

Each CoLab company must provide evidence to LYIT of compliance with the national COVID-19 protocols prior to returning to work. Physical distancing in tenant offices has been risk assessed. Additional physical barriers have been installed where feasible by Estates and any additional physical distancing control measures such as staff rotas are a matter for the tenant companies whilst such public health restrictions remain in place.

External Organisations

External organisations requesting use of LYIT facilities for evening and weekend classes/training programmes are encouraged to use online delivery channels where possible. Where this is not possible, external bookings of LYIT facilities will be accepted subject to additional control measures and increased charges to cover the additional costs of cleaning after classes.

Control measures include the following:

- Admission by arrangement via LYIT room booking procedure.
- The person in charge of the class must maintain a register for contact tracing purposes.
- Attendees must go directly from the main entrance to the assigned room(s) and use only the assigned rooms and nearby toilet facilities. After class they must go directly to the exit.
- Parents, guardians, siblings or others accompanying attendees must not enter the building. They may wait outside.

12. Visitors, Contractors and Deliveries

The following protocols will apply until final COVID- 19 restrictions are removed

Visitors

Visitors to campus should continue be on an essential/limited basis to conduct essential business that is not possible to conduct in virtual meetings. Each visitor must complete the Visitor COVID-19 Health Status Self-Declaration Form at Appendix 7 and present it at reception on arrival. The form should be emailed by the host to the visitor in advance. The host should also inform reception of any expected visitors. Unannounced visitors must complete the form at reception on arrival. Signage has been posted at all campus entrances confirming that access is restricted to LYIT/CoLab staff, students and visitors on official business only, and that all visitors must report to reception.

Contractors

The host of contractors is responsible for their activities whilst on campus. Control measures such as contractor's registration, health status declarations, and hand hygiene and sanitisation processes.

Controls are in place to ensure that all maintenance service personnel and contractors coming to site comply with the COVID-19 control measures. Estates implement the following minimum controls:

- All contractors must provide a Risk Assessment/Method Statement in respect to COVID-19.
- Site visits are scheduled for pre-agreed dates and times.
- An Estates staff member is assigned responsibility for each contractor and will be on site to undertake induction and to oversee the work from start to finish.
- Dedicated contractors' welfare facilities are provided on campus. On works projects, contractors must provide their own dedicated site welfare facilities.

Any contractor arriving on site who fails to comply with these control measures will be asked to leave.

Deliveries

Post is delivered to main reception each morning and collected each evening. Postal delivery personnel abide by An Post or courier company COVID-19 protocols.

Delivery and receipt protocols are as follows:

- Deliveries will be planned with allocated times arranged with Finance personnel where possible.
- On the Letterkenny campus, delivery personnel to place goods directly in Goods Inward (GI) store under supervision of Finance staff. Goods may be quarantined in the GI store for 72 hours prior to onward distribution.
- Food deliveries to the Killybegs campus are taken directly to the food store where they may be quarantined on storage racking. Larger deliveries such as consumables may be retained on pallets for 72 hours prior to onward distribution. Designated shelving is provided for smaller packages in Office OB104 pending expiry of quarantine periods.
- No personal deliveries should be arranged for any LYIT campus.
- Arrangements will be made where possible with suppliers for paperless delivery acceptance and acknowledgements to ensure materials management and material reconciliations are accurate.
- Delivery personnel will not normally be permitted to enter the premises beyond the designated set-down points.

Caretakers/reception/stores/finance personnel must keep handling to a minimum and wear disposable gloves when handling delivered goods. All surfaces where incoming mail is stored should be regularly sanitised before and after handling mail/deliveries.

13. Events

Events are may be held and risk assessed in accordance with the LYIT Event Safety Procedure [link](#) and national public health guidelines.

The government has limited the numbers of persons permitted to attend mass gatherings. LYIT will follow national guidelines.

14. Travel

As of 19 July 2021, new advice and rules for international travel came into effect in Ireland. COVID - 19 is still a threat, but with continued public health measures, vaccination and testing, it is possible to travel internationally. You will need to plan your travel carefully.

When traveling from Ireland to other destinations it is important to check the public health advice, document requirements and restrictions in place in the country you plan to visit.

<https://www.dfa.ie/travel/travel-advice/coronavirus/general-covid-19-travel-advisory/>

Employees should log on to www.dfa.ie immediately prior to their return to Ireland to ensure they are fully apprised of any requirements to restrict their movements on their return.

International Students:

Arrival of international students to the Institute will be in accordance with the *International Student Protocol V3.5* (Appendix 9) and as per the advice and rules for international travel.

When organising transport services for international students please follow all guidelines for public transport and travel arrangements and complete a risk assessment.

15. Compliance

Health and Safety Authority

The HSA has overall responsibility for ensuring that the risks from COVID-19 are being managed appropriately in the workplace. They have the power to inspect any workplace at any given time. Please keep this in mind and be aware that risk assessments must be available in the event of an audit.

LYIT Management

Area supervisors, senior members of staff, line managers and Heads of Function should all lead by example and promote safe behaviour at all times. They should always be mindful of any lapses in COVID- 19 protective measures and take appropriate action.

LYIT Students and Staff

All students, staff and campus users will play a part in continuing to follow public health guidelines. A combined effort and personal responsibility will help contain the spread of the virus.

16. Suspected COVID-19 Case Protocol

This protocol has been prepared to inform all LYIT staff and students about what they need to do in the event of a suspected case of COVID-19 on campus. All managers must adhere to this protocol and communicate the plan and this protocol to their staff, students, visitors, tenants and contractors coming to campus.

No person with COVID -19 symptoms as outlined under the HSE guidelines attends our campus. It should be noted that as research continues into the virus, additional symptoms have become and continue to become included in the list. Staff and Students should review the symptoms list on a periodic basis as outlined by public health and HSE.

Symptoms vary but at the time of writing include:

- Cough: “A new cough – this can be any kind of cough, not just a dry cough
- Fever: high temperature over 38°C
- Runny or blocked nose
- Shortness of breath or breathing difficulties
- Loss or change to your sense of smell or taste
- Flu like symptoms
- Nausea, vomiting or diarrhoea
- Sore throat
- Headache.

For updates on symptoms, please follow the [link](#).

Students with Symptoms

If students are experiencing symptoms of COVID-19, they should follow the **GUIDANCE FOR STUDENTS WHO BECOME UNWELL WITH POSSIBLE COVID-19 SYMPTOMS WHILE ON CAMPUS** in the flowchart at **Figure 1.0** below.

Students should also notify their Head of Department by phone and/or email. When requested, the Head of Department will provide the HSE contact tracing team with the student’s class list and recent attendance lists for contact tracing purposes.

Staff with Symptoms

If staff are experiencing symptoms of COVID-19, they should follow the guidance for **GUIDANCE FOR STAFF WHO BECOME UNWELL WITH POSSIBLE COVID-19 SYMPTOMS WHILE ON CAMPUS** in the flowchart at **Figure 2.0** below.

Staff should notify their Line Manager /Head of Function and HR by phone and/or email.

Isolation Rooms

For students and staff experiencing symptoms and who cannot go home immediately, or isolate in the room they are in, they may isolate in the nearest isolation room. Isolation rooms are located in accordance with Table 1 at section 9.20.

Confirmed Cases

In the event that a student or staff member tests positive for COVID-19, the HSE contact tracing team will make contact with the case directly in the first instance and will request details of their recent contacts including their contact log. The HSE team will conduct a risk assessment of the case and the case setting. If necessary, depending on the circumstances of the case, they will contact the Institute to request details including class lists and recent attendance lists. The HSE will then make contact with persons they deem “close contacts” and may advise them to self-isolate and undergo testing. There is no requirement for classmates, or fellow staff members, to self-isolate unless they are contacted by the HSE contacting tracing team and instructed to do so.

Close Contacts

Students/staff identified by HSE as a “close contacts” who are experiencing symptoms and are not vaccinated, should leave campus and self-isolate in accordance with the instructions/advice issued to

them by the HSE [link](#), and undergo COVID-19 testing. They should communicate this as soon as possible to their Manager/Head of Department and household companions (by telephone or email).

Students / staff who are close contacts, fully vaccinated and **do not have symptoms** of COVID -19 may not need to restrict their movements or get a test, the contact tracer will advise you.

If you develop symptoms of COVID -19 even if fully vaccinated, self -isolate and get tested for COVID -19 in accordance with the instruction / advice issued by the HSE: [link](#)

Household Contacts

“Household contacts” are defined as persons living or sleeping in the same home, individuals in shared accommodation sharing kitchen or bathroom facilities and sexual partners. “Household contacts” of suspected cases, must **restrict their movements** in requested with HSE guidance [link](#).

Privacy Statement

Articles 6(1)(c), Articles 9(2)(b) and (g), along with section 53 of the Data Protection Act, 2018 (which permits the processing of special categories of personal data for purposes of public interest in the area of public health) is the legal basis for collection this information by LYIT. LYIT will treat all information and personal data that you provide as confidential and hold it securely. Your personal data may be exchanged with the Health Service Executive/Public Health to facilitate contact tracing and notification purposes of suspected case of COVID-19. Full details of the LYIT's data protection policy as well as information regarding your rights as a data subject are available on our Policies and Publications page or on request by emailing dpo@lyit.ie.

GUIDANCE FOR STUDENTS WHO BECOME UNWELL WITH POSSIBLE COVID-19 SYMPTOMS WHILE ON CAMPUS

If you feel unwell and have symptoms of COVID-19 you should stay at home, self-isolate and telephone your GP on the HSE (1850 24 1850)

In the event that you begin to feel unwell on campus, during your working day, and particularly if you experience symptoms associated with COVID 19 e.g. cough shortness of breath, breathing difficulties, fever or chills, loss or change to taste or smell, diarrhoea, you should take the following steps immediately:

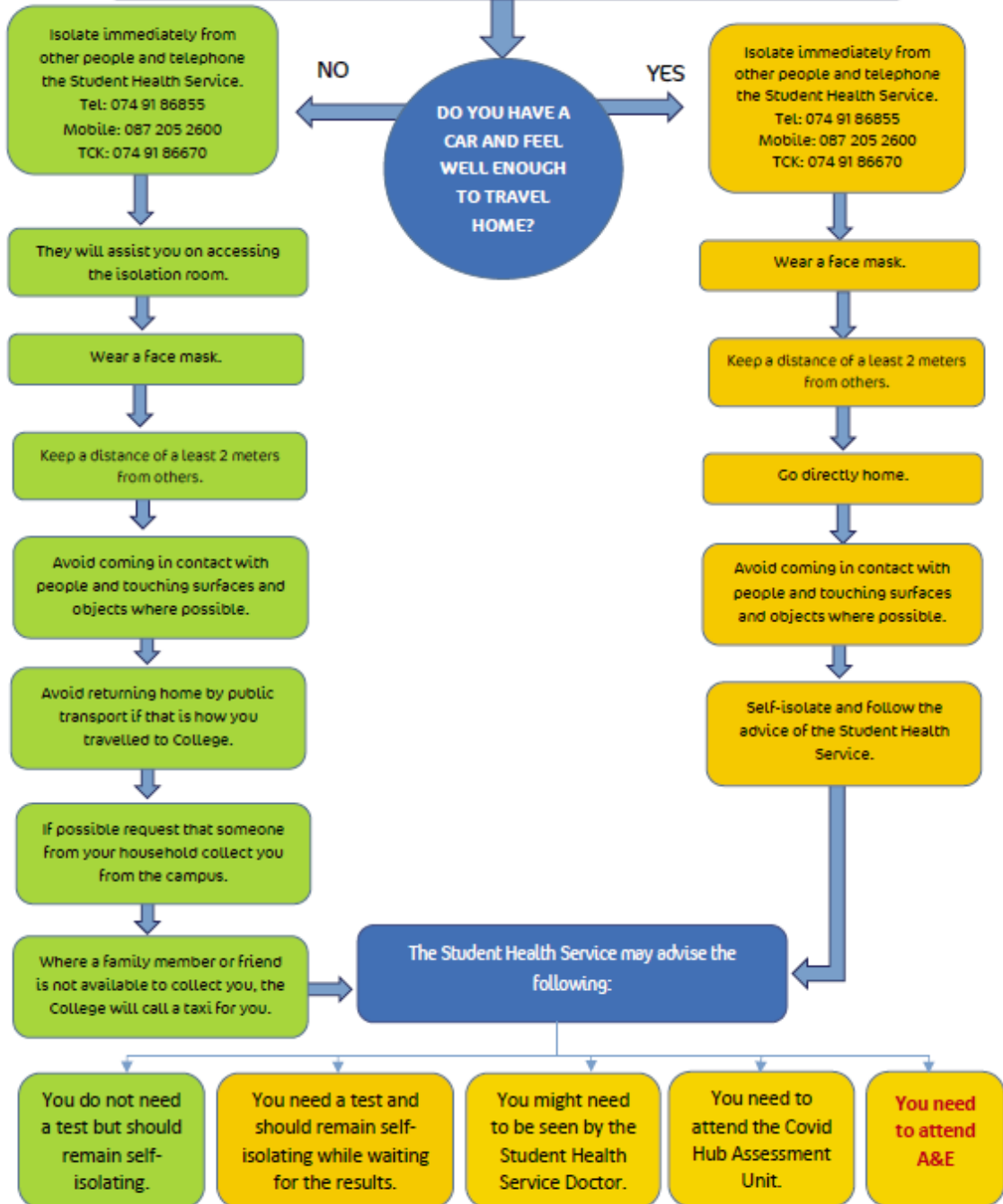


Figure 1.0 Student Guidance

GUIDANCE FOR STAFF WHO BECOME UNWELL WITH POSSIBLE COVID-19 SYMPTOMS WHILE ON CAMPUS

If you feel unwell and have symptoms of COVID-19 you should **stay at home, self-isolate and telephone your GP on the HSE (1850 24 1850)**

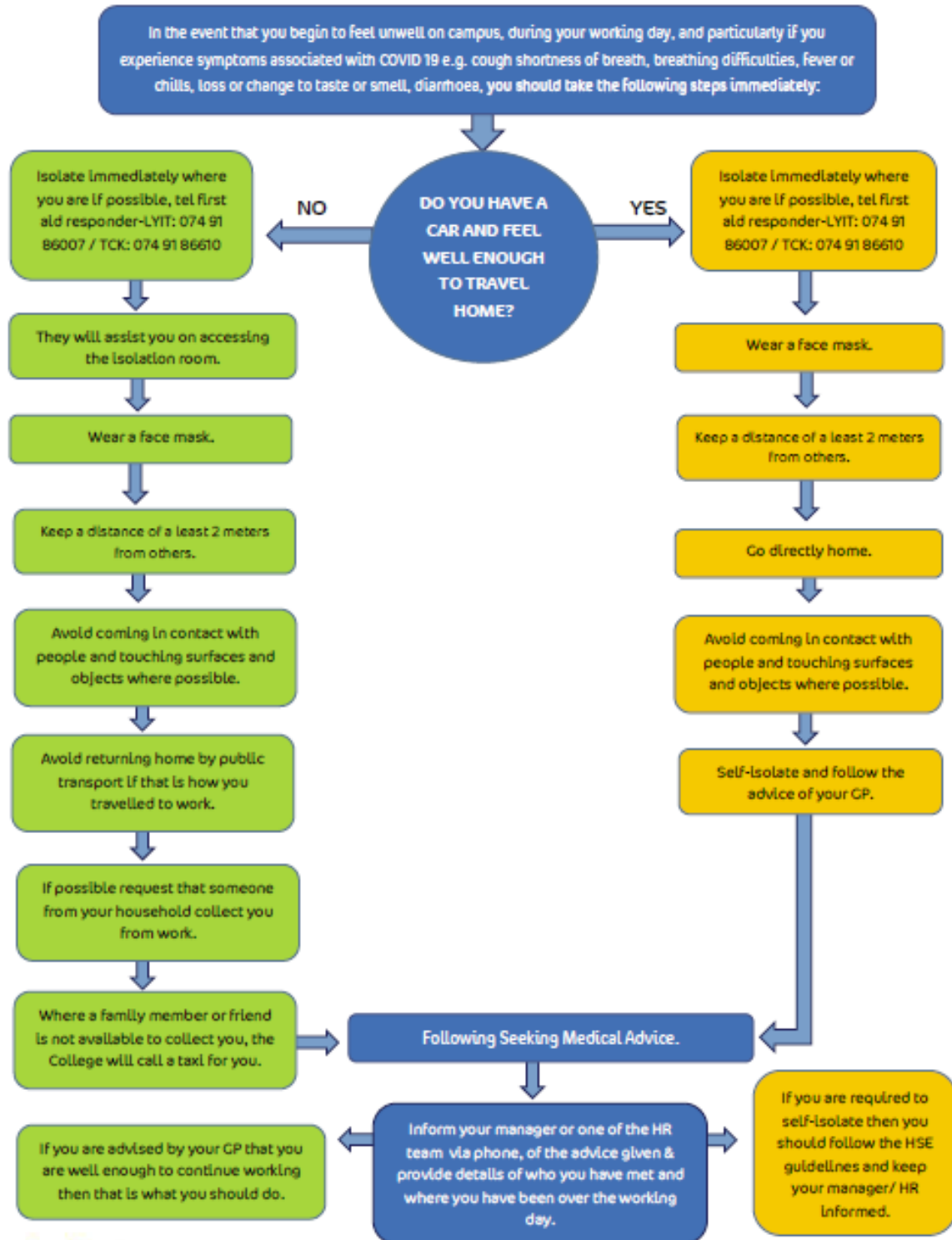


Figure 2.0 Staff Guidance

17. First Aid

If you require first aid assistance, please dial the numbers outlined below:

Health Centre Letterkenny 074 9186850
Nurse Killybegs 074 9186670

Letterkenny Campus First Aider 074 9186007
Killybegs Campus First Aider 074 9186610

First Aid Responders or First Aiders can find guidance available in appendix 8.

18. Risk Assessment

Health and safety risk assessments, control measures, protocols and safety statements will stay in full operation. Any changes made to control measures must compliment or enhance occupational safety, not detract from it.

There may be exceptional circumstances where COVID-19 control measures will take precedent over existing measures. These measures will be decided by Head of Faculty or Head of Function and will be implemented when necessary.

Departmental Risk Assessments

If there is a proposed deviation from the provisions of this Institute Plan and/or national guidance, local plans may be agreed and approved locally. The COVID-19 Risk Assessment template at Appendix 1 includes generic risk assessments that apply to all campus area, activities and processes. Departments may carry out additional specific risk assessment of the areas, activities and processes under their control e.g., Work/study areas, labs, workshops, training kitchens, sports facilities etc. where not covered by generic risk assessment. This risk assessment should include COVID-19 hazards and control measures and should be reviewed regularly.

Only once a risk assessment has been completed, reviewed and approved by the HOF/HOD/Line Manager should a work/academic activity commence. The manager must be satisfied that the risk of human contact or hygiene measures are such that the risk has been sufficiently mitigated.

Please see appendix 3 for further guidance on COVID-19 risk assessments, blank template risk assessment and example of risk assessment for use by each department/area. Please note this is a non-exhaustive list of examples and should be developed to be area/activity /process specific.

Once complete, the departmental risk assessment and this *Plan for a Safe Return to LYIT* must be communicated to staff, students and other persons affected by your work/academic activities within the department e.g. staff, students, contractors, visitors, tenants or members of the public to ensure they are aware of the risks and associated control measures.

19. Review

LYIT Executive Board and Safety Committee will keep the suspected case protocol under review on a regular basis.

**Appendix 1 – Risk Assessment
Guidance, Blank Template and
Example**



Guidance on how to complete the COVID-19 Risk Assessment

This guidance and examples are not likely to cover all scenarios within your School or Functional area and each Head of Function/Manager **must risk assess the COVID-19 risks specific to their area's own circumstances and activities**. This should be a working document in line with national guidance. For additional guidance on completing risk assessments please refer to HSA [guide](#). For HSA guidance on COVID-19 risk assessment and checklists see [here](#)

Risk Assessment Guide

Step 1 – Determine the department, assessor, approver and identify the room/building/process you are assessing. E.G. office, group of offices, a whole building, lab, workshop or it may be activities such as deliveries, transfers, operating machinery or equipment etc.

Step 2 – identify who can be harmed. This is important, as you need to communicate the risks and control measures to them. This may be staff, students, visitors, contractors, members of the public. Note: in this section, the hazard and risk do not change. This assessment is purely for COVID-19. You should use this assessment to supplement or update existing departmental risk assessments.

Step 3 – familiarise yourself with the risk rating matrix. This matrix is how we determine the risk rating, which will dictate if an activity can proceed or not.

You must choose 2 factors – the probability that the risk will occur, and the severity of the risk.

Once this is done, Probability x Severity will provide the risk rating. For example, a serious risk that is likely to occur gets a score of 9. The risk rating table tells us this is a high risk and cannot proceed.

KEY		
PROBABILITY	SEVERITY	RISK RATING
Probable 3	Critical 3	6-9 High Risk
Possible 2	Serious 2	4 -5 Medium Risk
Unlikely 1	Minor 1	1-3 Low Risk
Risk Rating = Probability x Severity		

Note: For COVID-19, the severity is always 'serious'. The only factor that can change is the probability. The only time the severity may change for COVID-19 is when a large amount of people may be exposed, rather than individuals or small groups. In this instance, the severity can be raised to 'Critical'.

Once you have your Risk Rating, take note of the guidance corresponding to it. Activities that merit a risk rating of high must not proceed.

Step 4 - Read the category in the left column (Area/Activity/Process/Risk Factor) and decide if it applies to you. Remove that category if necessary. Add new categories where necessary if they have not been included.

Step 5 – Apply an 'Initial Risk Rating'. This risk rating is before any controls have been applied. Be practical and exercise common sense.

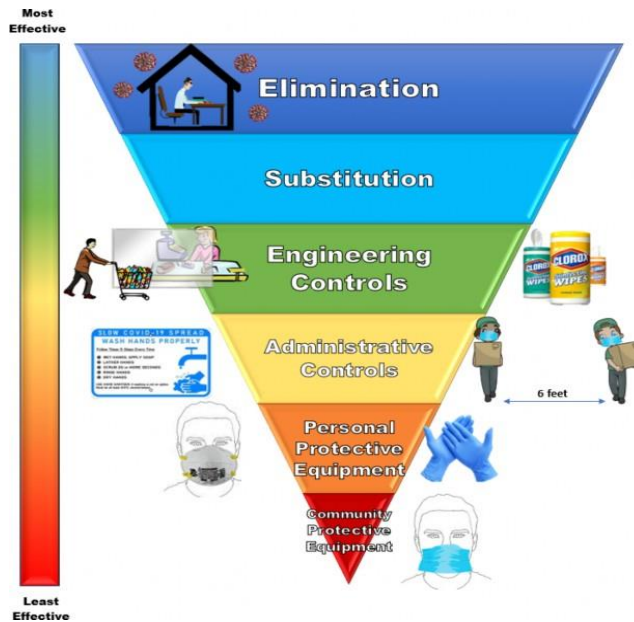
As detailed above, choose the 'Probability (P) and the Severity (S) to obtain your Risk Rating (RR). This must be done for all categories.

Step 6 – Identify controls that you can apply to reduce the risk in the 'Control Measures' column. This has been filled out with example control measures – remove what does not apply to you, and change/add as necessary.

Hierarchy of Control Measures:

Ensure safety of all by starting at top of Hierarchy Triangle or Hierarchy of Control Measures first. Please see non-exhaustive list of control measures below for examples of the controls. Please refer to example template for additional controls measures.

1. **Eliminate.** Can you physically remove the hazard?
2. **Substitution** – Can you replace the hazard?
3. **Engineering controls** - e.g. increasing **air flow** or, increasing ventilation rates. Installing physical barriers.
4. **Administrative controls** – change the way people work **e.g.**
 - Require sick persons to stay at home.
 - Minimizing contact among staff by replacing face-to-face meetings with virtual communications.
 - **Reduce time** of exposure. keep **distance** of 2M from one another. Markings on floors etc.
 - Ventilating room by opening windows and doors.
 - Discontinuing nonessential travel to locations.
 - Develop emergency communications plans, and if feasible forum for answering staff & student concerns.
 - Handwashing and hand sanitizers facilities
 - Providing staff and students with up-to-date education and training on COVID-19 risk factors and protective behaviors (e.g., hand hygiene, cough etiquette actions and use of PPE).
 - Managers to monitor compliance with all requirements/control measures they identify in their risk assessment.
5. **Personal Protective Equipment** –
 - Never used alone – always in conjunction with other controls.
 - Only for specific risks and situations as identified by your managers risk assessment.
 - PPE wearing carries potential to contaminate therefore training in use and care of equipment.



Step 7 – Apply a Residual Risk Rating. This is the risk rating once the control measures have been identified and implemented. The risk rating must have been reduced to Medium or Low before an activity can proceed.

Step 8 – fill out the actions required and responsible persons column to ensure control measures are implemented and who is responsible for implementing them. Identify any further action required.

The risk assessment must be developed, reviewed and approved by the Head of Function/Head of Department/Line Manager. The assessment must be kept locally in writing and communicated with relevant persons outlined in the risk assessment.

For further guidance and information on risk assessment please www.hsa.ie

COVID 19 - Risk Assessment -Generic Example

	Institiúid Teicneolaíochta Leitir Ceanainn Letterkenny Institute of Technology	COVID 19- Risk Assessment
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Department:		Room/Building/Process:	
Assessed by:		Date:	Sept 2021
Approved by HOF/HOD/Mgr:		Revision:	

Hazard & Associated Risks	
Hazard:	COVID-19
Risk	Serious illness, fatality, spread to LYIT population and wider community.
Persons at risk:	Staff, students, contractors, visitors, members of the public.

Risk Rating Methodology

All risks to be assessed in accordance with the table below:

KEY		
PROBABILITY	SEVERITY	RISK RATING
Probable 3	Critical 3	6-9 High Risk
Possible 2	Serious 2	4 -5 Medium Risk
Unlikely 1	Minor 1	1-3 Low Risk
Risk Rating= Probability x Severity		

Area / Activity / Process	Initial Risk Rating (Probability X Severity)	Control Measures	Residual Risk Rating (Probability X Severity)	Responsible Person & action required
<p>COVID 19 Infection entering the Campus</p>	<p>High</p>	<p>All students, staff, visitors are responsible for their own safety.</p> <p>All COVID -19 control measures in place within the campuses apply to all persons and locations. Follow all control measures in line with public health guidelines.</p> <p>All students and staff to undertake the induction outlining the safety measures in place throughout the campuses.</p> <p>Follow all signage throughout the campus including directional signage and circulation routes.</p> <p>Handwashing and sanitisation facilities are available throughout the campuses.</p> <p>Handwashing is encouraged before leaving home, on arrival at the workplace / college, before and after eating and at regular intervals throughout the day.</p> <p>Face coverings are mandatory at LYIT.</p> <p>(Each Dept / function to inert any additional specific requirements here specific to their area/ activity or process including laboratories, kitchens, workshops etc.).</p>	<p>Medium</p>	<p>LYIT Staff</p> <p>LYIT Students</p> <p>LYIT Contactors, Visitors & Delivery personnel</p>

Area / Activity / process	Initial Risk Rating (Probability X Severity)	Control Measures	Residual Risk Rating (Probability X Severity)	Responsible Person & action required
<p>Return of staff & Students to Campus</p>	<p>High</p>	<p>All students to complete the induction.</p> <p>Be familiar with the LYIT Safe Return to Campus Plan.</p> <p>Complete the Safe Return to campus checklist.</p> <p>Staff and students must complete the contact logging process in line with the LYIT policy, all staff and students may also download the COVID-19 Tracker App and have it active on their phones.</p> <p>Staff and students to maintain a log of daily contacts that could assist with contract tracing.</p> <p>Follow the LYIT evacuation procedure and ensure public health measures are maintained during evacuation and at the assembly point.</p> <p>Staff and students will receive facemasks and face coverings are mandatory in LYIT.</p> <p>Avail of COVID-19 vaccinations and boosters to protect yourself and others against the disease.</p> <p>(Each Dept / function to inert any additional specific requirements here specific to their area/ activity or process including laboratories, kitchens, workshops etc.).</p>	<p>Medium</p>	<p>LYIT Staff</p> <p>LYIT Students</p> <p>LYIT Contactors, Visitors & Delivery personnel</p>

Area / Activity / process	Initial Risk Rating (Probability X Severity)	Control Measures	Residual Risk Rating (Probability X Severity)	Responsible Person & action required
<p>Contact with Common Surfaces</p> <p>(Hand Hygiene & Respiratory Etiquette)</p>	High	<p>HSE posters and signage are displayed on hand hygiene, respiratory hygiene and cough etiquette throughout the campuses.</p> <p>Hand washing and hand sanitisation facilities are available throughout the campuses to accommodate adherence to hygiene measures.</p> <p>All personnel including staff and students are requested to sanitise their workstation before and after use.</p> <p>Provision of adequate sanitisation equipment is provided to staff and students for use in individual works spaces.</p> <p>Hygiene Facilities are regularly monitored and restocked as required.</p> <p>Use the cleaning materials provided to keep your workstation and other high touch points clean, particularly where they may be shared by others, and inform Estates maintenancerequests@lyit.ie (Letterkenny Campus) or MaintenanceRequestsSOT@lyit.ie (Killybegs Campus). when cleaning materials require replenishment.</p> <p>Always maintain respiratory etiquette – Cover mouth and nose with a tissue or elbow when coughing or sneezing as per the public health guidelines.</p> <p>Avoid touching face, nose or eyes with unwashed hands.</p>	Medium	<p>LYIT Staff</p> <p>LYIT Students</p> <p>LYIT Contactors, Visitors & Delivery personnel</p>

		<p>Any tools / equipment which may be shared between staff / students must be cleaned before and after use, using the cleaning and sanitisation materials provided.</p> <p>(Each Dept / function to inert any additional specific requirements here specific to their area/ activity or process including laboratories, kitchens, workshops etc.).</p>		
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Area / Activity / process	Initial Risk Rating (Probability X Severity)	Control Measures	Residual Risk Rating (Probability X Severity)	Responsible Person & action required
Social (Physical)Distancing	High	<p>Social distancing to be maintained as per current public health guidelines.</p> <p>Wear face coverings and/or face shields or other protective equipment if tuition requires you to be less than 2m from students, whilst the public health measures are required.</p> <p>Open your window to ventilate your office / teaching space.</p> <p>Arrange rotas with other staff sharing your office where it is not possible to achieve social distancing and where it has not been feasible to install physical barriers.</p> <p>Open windows for ventilation at the commencement of class and where the room air quality monitor indicates.</p> <p>In classrooms and other teaching rooms you should ensure students:</p> <ul style="list-style-type: none"> • Continue to wear face coverings whilst required by public health guidelines • Arrive and depart rooms in an orderly fashion whilst maintaining social distancing • Face coverings are mandatory at LYIT until public health restrictions designate otherwise. <p>Social distancing also to be adhered to in common areas e.g. corridors canteen area, toilets and designated smoking areas.</p> <p>Observe floor markings/queue system in all areas of the campus.</p> <p>(Each Dept / function to inert any additional specific requirements here specific to their area/ activity or process including laboratories, kitchens, workshops etc.).</p>	Medium	<p>Insert actions required and responsible persons (HOS/HOF/HOD/Manager/S supervisor) here.</p>

Area / Activity / process	Initial Risk Rating (Probability X Severity)	Control Measures	Residual Risk Rating (Probability X Severity)	Responsible Person & action required
<p>Shared Work Items High Contact Points</p> <p>These items and surfaces are a source of contact transmission and should be eliminated if possible or cleaned in between each use.</p>	<p>Medium</p>	<p>Eliminate the need to share work items, each staff member has their own designated work items.</p> <p>Hot desking should be avoided. Where desks are shared, they must be cleaned before and after use, using the cleaning and sanitisation materials provided</p> <p>PPE is not to be shared.</p> <p>Staff provided with cleaning materials to clean all frequently used items.</p> <p>Pens at sign in/out should be eliminated where possible.</p> <p>Use contactless payments methods where possible.</p> <p>Card swipe machines should not be handled.</p> <p>Identify all high contact points in the work area.</p> <p>Occupants of work area provided with cleaning materials.</p> <p>Any tools / equipment which may be shared between staff / students will be cleaned before and after use using the cleaning and sanitisation materials provided.</p> <p>(Each Dept / function to insert any additional specific requirements here specific to their area/ activity or process including laboratories, kitchens, workshops etc.).</p>	<p>Low</p>	<p>Insert actions required and responsible persons (HOS/HOF/HOD/Manager/Supervisor) here.</p>

Area / Activity / process	Initial Risk Rating (Probability X Severity)	Control Measures	Residual Risk Rating (Probability X Severity)	Responsible Person & action required
<p>Unwell or Displaying Symptoms of COVID -19</p> <p>Symptoms of COVID 19:</p> <ul style="list-style-type: none"> • Cough: “A new cough – this can be any kind of cough, not just a dry cough • Fever: High Temperature over 38°C • Runny or blocked nose • Shortness of Breath or Breathing Difficulties • Loss or change to your sense of smell or taste • Flu like symptoms • Nausea, vomiting or diarrhoea • Sore throat • Headache 	High	<p>No person with COVID – 19 Symptoms as per the HSE guidelines should attend campus.</p> <p>Persons to be familiar and aware of symptoms.</p> <p>If unwell at work / college refer to LYIT Suspected COVID-19 Case Protocol outlined in COVID-19 LYIT Safe Return to Campus Plan 2021</p> <p>Isolation rooms are available should a person present with symptoms on campus and cannot leave immediately. They may isolate in the nearest isolation room as per the list below.</p> <p style="text-align: center;"><u>Isolation Rooms</u></p> <p>Letterkenny Campus</p> <ul style="list-style-type: none"> • Main Building Copier room adjacent to main reception DH113; Reserve - wheelchair accessible w.c. 1146a • CoLab – Baby Changing room CL114; Reserve - wheelchair accessible w.c. CL108b • An Dánlann – Wheelchair accessible w.c. AD130; Reserve - Ladies Toilet Ground Floor AD 117 	Medium	<p style="color: red;">Insert actions required and responsible persons (HOS/HOF/HOD/Manager/Supervisor) here.</p>

Isolation Rooms

Killybegs Campus

- Main Building wheelchair accessible w.c OB133;
Reserve-Nurses Office OB131
- Millennium building wheelchair accessible w.c. at
lobby M101c
- Tourism building disabled wheelchair accessible TB
105b
-

Managers must communicate the Suspected COVID-19 Case Protocol to their staff.

Person unwell should wear masks.

Maintain 2m social distance at all times.

(Each Dept / function to inert any additional specific requirements here specific to their area/ activity or process including laboratories, kitchens, workshops etc.).

Area / Activity / process	Initial Risk Rating (Probability X Severity)	Control Measures	Residual Risk Rating (Probability X Severity)	Responsible Person & action required
<p>Use of Personal Protective Equipment (PPE)</p> <p>Note: PPE use cannot take the place of other preventative measures.</p>	<p>Medium</p>	<p>Continue to wear PPE in areas where it is already mandatory and as identified in specific risk assessments e.g. Laboratories, kitchens, workshops and maintenance etc.</p> <p>All PPE is unique to each person and should never be shared.</p> <p>Dispose of PPE (disposable facemasks and gloves) in appropriate bins provided.</p> <p>Ensure any reusable PPE (e.g. face coverings) are stored in a hygienic manner and cleaned / washed according to manufacturer's instructions</p> <p>Washing hands and use sanitiser after doffing PPE.</p> <p>(Each Dept / function to inert any additional specific requirements here specific to their area/ activity or process including laboratories, kitchens, workshops etc.).</p>	<p>Low</p>	<p>Insert actions required and responsible persons (HOS/HOF/HOD/Manager/S upervisor) here.</p>

Area / Activity / process	Initial Risk Rating (Probability X Severity)	Control Measures	Residual Risk Rating (Probability X Severity)	Responsible Person & action required
<p>Cleaning</p>	<p>Medium</p>	<p>Cleaning protocols have been reviewed and updated in line with return to work protocol including ECDC technical report.</p> <p>In addition to enhanced cleaning by contract cleaning personnel, staff and students are required to take personal responsibility for cleaning down shared surfaces and equipment prior to and after use.</p> <p>Sanitisation and cleaning equipment have been provided and all staff and students to adhere to the cleaning instructions outlined on the sanitisation stations and any additional cleaning requirements outlined by staff.</p> <p>Students and staff are required to wipe down regularly touched objects such as your desk/workstation, chair touch points and equipment before use. Disinfectant wipes are provided at Sanitisation stations in all rooms for this purpose.</p> <p>Adhere to the cleaning instructions outlined on the sanitisation stations and any additional cleaning requirements outlined by LYIT staff.</p> <p>(Each Dept / function to inert any additional specific requirements here specific to their area/ activity or process including laboratories, kitchens, workshops etc.).</p>	<p>Low</p>	<p>Insert actions required and responsible persons (HOS/HOF/HOD/Manager/Supervisor) here.</p>

Area / Activity / process	Initial Risk Rating (Probability X Severity)	Control Measures	Residual Risk Rating (Probability X Severity)	Responsible Person & action required
Administering First - Aid	High	<p>All first aiders to be aware of the COVID 19 Advice for First Aid responders as per the Safe Return to Campus Plan and follow the first aid procedure and updated first aid training.</p> <p>Using the general PHECC principals;</p> <ul style="list-style-type: none"> • Complete a preliminary assessment. The preliminary assessment to involve the screening questions for COVID-19. • Ensure appropriate PPE is worn before attending to the patient. <p>All designated first aiders to have been provided with updated guidance on infection prevention and control principles including performance of hand hygiene and appropriate use of personal protective equipment when delivering first aid.</p> <p>(Each Dept / function to inert any additional specific requirements here specific to their area/ activity or process including laboratories, kitchens, workshops etc.).</p>	Medium	<p>Insert actions required and responsible persons (HOS/HOF/HOD/Manager/S supervisor) here.</p>

Area / Activity / process	Initial Risk Rating (Probability X Severity)	Control Measures	Residual Risk Rating (Probability X Severity)	Responsible Person & action required
Visitors	Medium	<p>Visitors to campus should be on an essential/limited basis to conduct essential business</p> <p>Each visitor must complete the Visitor COVID-19 Health Status Self-Declaration Form at Appendix 7 of the Safe Return to Campus Plan prior to arrival to campus and adhere to all on campus public health guidelines. The form should be emailed by the host to the visitor in advance.</p> <p>The host should also inform reception of any expected visitors.</p> <p>Unannounced visitors must complete the form at reception on arrival.</p> <p>Signage is erected at all campus entrances confirming that access is restricted to LYIT /CoLab staff, students and visitors on official business only, and that all visitors must report to reception.</p> <p>Wash hands / use hand sanitiser when entering and leaving campuses.</p> <p>(Each Dept / function to insert any additional specific requirements here specific to their area/ activity or process including laboratories, kitchens, workshops etc.).</p>	Low	<p>Insert actions required and responsible persons (HOS/HOF/HOD/Manager/Supervisor) here.</p>

Area / Activity / process	Initial Risk Rating (Probability X Severity)	Control Measures	Residual Risk Rating (Probability X Severity)	Responsible Person & action required
Contractors	Medium	<p>The contractors host will be responsible for their activities on campus including the following:</p> <ul style="list-style-type: none"> • Contractors Registration • Health Status Self Declaration form • Hand Hygiene & Sanitisation process <p>Controls are in place to ensure that all maintenance service personnel and contractors coming to site comply with the COVID-19 control measures.</p> <p>(Each Dept / function to inert any additional specific requirements here specific to their area/ activity or process including laboratories, kitchens, workshops etc.).</p>	Low	<p>Insert actions required and responsible persons (HOS/HOF/HOD/Manager/Supervisor) here.</p>

Area / Activity / process	Initial Risk Rating (Probability X Severity)	Control Measures	Residual Risk Rating (Probability X Severity)	Responsible Person & action required
Deliveries	Medium	<p>Postal delivery personnel abide by An Post or courier company COVID-19 protocols.</p> <p>Delivery and receipt protocols are as follows:</p> <ul style="list-style-type: none"> • Deliveries will be planned with allocated times arranged with Finance personnel where possible. • On the Letterkenny Campus, delivery personnel to place goods directly in Goods Inward (GI) store under supervision of Finance staff. Goods may be quarantined in the GI store for 72 hours prior to onward distribution. • Food deliveries to the Killybegs Campus are taken directly to the food store where they may be quarantined on storage racking. Larger deliveries such as consumables may be retained on pallets for 72 hours prior to onward distribution. Designated shelving is provided for smaller packages in Office OB104 pending expiry of quarantine periods. • No personal deliveries should be arranged for any LYIT Campus. • 	Low	<p>Insert actions required and responsible persons (HOS/HOF/HOD/Manager/S supervisor) here.</p>

		<ul style="list-style-type: none">• Arrangements will be made where possible with suppliers for paperless delivery acceptance and acknowledgements to ensure materials management and material reconciliations are accurate.• Delivery personnel will not normally be permitted to enter the premises beyond the designated set-down points. <p>Caretakers/reception/stores/finance personnel must keep handling to a minimum and wear disposable gloves when handling delivered goods. All surfaces where incoming mail is stored should be regularly sanitised before and after handling mail/deliveries.</p> <p>(Each Dept / function to inert any additional specific requirements here specific to their area/ activity or process including laboratories, kitchens, workshops etc.).</p>		
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Area / Activity / process	Initial Risk Rating (Probability X Severity)	Control Measures	Residual Risk Rating (Probability X Severity)	Responsible Person & action required
<p>Manual Handling</p> <p>During manual handling activities, there may be:</p> <ul style="list-style-type: none"> • Exposure due to lack of social distance in 2-man lifts • Contract transmission due to infected surfaces <p>Cross contamination due to changing hands of items with infected surfaces</p>	<p>Medium</p>	<p>All personnel must carry out safe manual handling as per manual handling training.</p> <p>Complete Manual Handling risk assessment with your manager.</p> <p>Use regular hygiene measures – washing hands thoroughly before and after lifts. Use hand sanitiser where not available.</p> <p>Consider alternative methods of liftings other than to avoid lifting in close contact with a colleague.</p> <p>Keep 2-man lifts to low duration and use PPE where it cannot be avoided.</p> <p>Clean down all equipment before and after use.</p> <p>(Each Dept / function to inert any additional specific requirements here specific to their area/ activity or process including laboratories, kitchens, workshops etc.).</p>	<p>Low</p>	<p>Insert actions required and responsible persons (HOS/HOF/HOD/Manager/S upervisor) here.</p>

Area / Activity / process	Initial Risk Rating (Probability X Severity)	Control Measures	Residual Risk Rating (Probability X Severity)	Responsible Person & action required
Travel / Trips	High	<p>As of the 19th July 2021, new advice and rules for international travel came into effect in Ireland. COVID -19 is still a threat, but with continued public health measures, vaccination and testing, it is possible to travel internationally. You will need to plan your travel carefully.</p> <p>When traveling from Ireland to other destinations it is important to check the public health advice, document requirements and restrictions in place in the country you plan to visit. https://www.dfa.ie/travel/travel-advice/coronavirus/general-covid-19-travel-advisory/</p> <p>Employees should log on to www.dfa.ie immediately prior to their return to Ireland to ensure they are fully appraised of any requirements to restrict their movements on their return.</p> <p>International Students: Arrival of international students to the Institute will be in accordance with the International Student Protocol – Academic Year 2021/2022 – 27th July 2021 V3.5 Appendix 9 and as per the advice and rules for international travel.</p>	Medium	Insert actions required and responsible persons (HOS/HOF/HOD/Manager/S upervisor) here.

		<p>When organising transport services for trips/travel please follow all guidelines for public transport and travel arrangements. and complete a risk assessment. Plan and arrange all controls prior to the trip seeking authorisation from your line manager.</p> <p>Business trips and face-to-face interactions should be reduced to the absolute minimum and, as far as is reasonably practicable, technological alternatives should be made available (e.g., telephone or video conferencing).</p> <p>Workers, contractors or visitors visiting workplaces where there are restrictions arising from the risk of COVID-19 should follow the site infection prevention and control measures and take into account public health advice around preventing the spread of COVID-19. A system for recording visits to the site(s) by staff/others as well as visits by staff to other workplaces should be put in place by line managers and completed by staff as required.</p> <p>All visits by staff and students for work / study purposes should be recorded in the contact logs retained by individuals</p> <p>(Each Dept / function to insert any additional specific requirements here specific to their area/ activity or process including laboratories, kitchens, workshops etc.).</p>		
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Blank Template for additional / specific risk assessments

Area / Activity / process	Initial Risk Rating (Probability X Severity)	Control Measures	Residual Risk Rating (Probability X Severity)	Responsible Person & action required
Insert department specific area, activity, process or risk factor here not covered above		<p>Insert control measures here.</p> <p>For example:</p> <ul style="list-style-type: none"> • Social distancing distance achieved? • Hand Hygiene measures in place? • Respiratory Hygiene advised? • Cleaning regime reviewed? • Sneeze guards in place? • PPE identified and acquired? 		<p>Insert actions required and responsible persons (HOS/HOF/HOD/Manager/Supervisor) here.</p>

**Appendix 2 – LYIT COVID-19 Safe
Return to Campus Checklist**



Safe Return to Campus Checklist

To help prevent the spread of COVID-19 in the workplace, every employee must complete the questions below by the 20th Sept.

Employee Name:	Manager Name:
Workplace Address:	
Question	Yes / No
1. Do you have symptoms of cough, fever, high temperature, difficulty breathing, loss or change in your sense of smell or taste now or in the past 14 days?	
2. Have you been diagnosed with a confirmed or suspected COVID-19 infection in the last 14 days?	
3. Are you awaiting the results of a COVID-19 test?	
4. In the past 14 days, have you been in contact with a person who is a confirmed or suspected case of COVID-19? <i>If YES, follow and implement current HSE advice on close contact requirements, https://www2.hse.ie/conditions/covid19/contact-tracing/close-contact/</i>	
5. Have you been advised by the HSE to self-isolate at this time?	
6. Have you been advised by the HSE to restrict your movements at this time?	
7. Are you returning from outside the Island of Ireland? <i>If YES, follow and implement the advice issued from the Department of An Taoiseach available at https://www.gov.ie/en/publication/b4020-travelling-to-ireland-during-the-covid-19-pandemic/</i>	
8. Are there any other circumstances relating to COVID-19, not included in the above, which may need to be considered to allow your safe return to campus?	

If you are considered by your doctor at very high risk from COVID-19, or if you have answered yes to any of these questions, please contact your line manager and Cathleen.mcmurrough@lyit.ie, HR Office. If your situation changes after you complete the questionnaire, please inform your line manager.

Appendix 3 – LYIT COVID-19

Induction



LYIT COVID-19 Induction

Staff

Staff should familiarise themselves with this COVID -19 Safe Return to Campus Plan. Line managers will be communicating department specific inductions with their staff.

Students

Students must complete the COVID-19 Student Induction on Blackboard.

Please note this is a live document which is being updated by the LYIT on a regular basis.

Appendix 4 – Contact Log Form



Example of Contact Log

COVID-19 Contact Log¹

Please keep a record of your daily contacts for the purposes of contact tracing. This information should be stored securely and be readily available upon request by the HSE. LYIT will not ask you for a copy of this information unless specifically instructed to do so by the HSE.

Contact Log for: _____

Date	Names of person(s) you had contact with?	Approx. duration of exposure with contact (<15min or >15min)?	Was exposure close contact ² i.e. <2metres	Area where contact occurred (e.g. office, canteen, class group etc)	Campus/Building

¹ This log relates to your contacts in LYIT only and is not intended to act as a log for your personal contacts outside of working hours

² Please note Close contact is defined by the HSE as spending more than 15 minutes within two metres of an infected person

**Appendix 5 – COVID-19 Enhanced
Cleaning Policy and Protocols**



Document Location

The document will be made available via the college webpage to all managers, staff, students and CoLab tenants.

Revision Number	Revision Date	Summary of Changes	Changes
Draft 001	22.07.2020	Preliminary draft for CRPT review	
Draft 002	14.09.2020	Proposed Final Draft incorporating feedback from CRPT and SOT Food & Beverages Technician and evolving national/HEI guidance	
Draft 003	19.01.2021	Incorporates Appendix D: HSE/HSPC Cleaning Guidance for use in non-healthcare settings	
Draft 004	09.09.2021	Incorporates updated links to HSE/HSPC Cleaning Guidance for use in non-healthcare settings	

Approvals

This document was approved by:

Title	Date
Estates Manager	09.09.2021

Considerations:

In alignment with The Return to Work Safely Protocol, as issued by the Department of Business, Enterprise and Innovation and the Department of Health, the Institute is taking measures to prevent community spread of COVID-19, which includes undertaking enhanced cleaning and disinfection procedures as set out in this document.

Policy:

The following arrangements have been implemented:

1. Thorough and regular cleaning of frequently touched surfaces. The Cleaning Protocols are described in **Appendix A**. The Schedule of High Contact/Touch Point Cleaning (COVID-19 related) is set out in **Appendix B**.
2. Cleaning options are carried out in accordance with the ECDC Technical Report attached in **Appendix C** as referenced in the Return to Work Safely Protocol. Further HSE/HSPC Cleaning Guidance for Use in Non-Healthcare Settings is attached at **Appendix D**.
3. Office Cleaning will take place twice weekly. Staff have been provided with essential cleaning materials to keep their own workspace clean (disinfection spray, paper towels and electronic equipment cleaning wipes).
4. Classroom and Laboratory cleaning will be undertaken on a daily basis. Essential cleaning materials have been provided in each room for use by students and staff to keep their own workspace clean at all other times.
5. All other general cleaning will continue as normal.
5. In the event of a suspected COVID-19 case within the Institute, an enhanced Cleaning and Disinfection protocol will be carried out. This is set out in **Appendix A**, Section 2.
6. Any area or item not included in **Appendix A** or **Appendix B** should be brought to the attention of the area manager and a review and decision on a cleaning protocol will be carried out.

Appendix A: Cleaning Protocols

Appendix B: Schedule of High Contact/Touch Point Cleaning (COVID-19 related)

Appendix C: ECDC Technical Report

Appendix D: HSE/HSPC Cleaning Guidance for use in Non-Healthcare Settings

Appendix A: Cleaning Protocols

In alignment with public health recommendations, the Institute is taking measures to prevent community spread of COVID-19, which includes undertaking enhanced cleaning and disinfection procedures. The following measures are addressed during the COVID-19 public health situation.

1. Enhanced cleaning and disinfection for prevention
2. Enhanced cleaning and disinfection after notification of a confirmed case of COVID-19

1. ENHANCED CLEANING FOR PREVENTION

- (i) Increase the frequency of cleaning and disinfecting, focusing on high-touch surfaces, such as, restrooms, kitchenettes, dining tables and chairs, gym equipment, tables/workstations, buttons, handrails, taps, door handles etc. Increased frequency of cleaning and disinfecting with attention to these areas helps remove bacteria and viruses, including the novel coronavirus.

The following arrangements have been implemented:

- Modified cleaning intervals for washroom facilities and communal spaces. Cleaning is performed at least twice per day and whenever facilities are visibly dirty
- High contact/touch points are cleaned at least twice daily and when visibly dirty.
- Offices will be cleaned twice weekly and staff have been provided with essential cleaning materials to keep their own workspace clean (for example wipes/disinfection products, paper towels and waste bins.).
- A clean desk policy operates. Staff are required to keep their desk and floor area clear to facilitate cleaning.
- Staff have been provided with appropriate cleaning materials to clean the hot desks/shared areas including staff self-serve kitchenettes/tea rooms and CoLab dining areas before using.
- Cleaning and disinfection is carried out by contract cleaning personnel each evening. In addition, cleaning materials are available in classrooms, other teaching spaces, and library reading areas for students and staff to clean their own space prior to use.
- Wipes specifically for use on IT equipment are available in all photocopier rooms for staff and students to clean the equipment prior to use.
- Enhanced context specific cleaning protocols for teaching laboratories and other specialized teaching areas will be developed by individual academic departments.

- Enhanced operational plans and protocols for cleaning personnel have been developed by FM Services Group, cleaning contractors for the Letterkenny Campus, and by the School of Tourism Food & Beverages Technician for every area of the Killybegs Campus. These are available for staff access on the P Drive. The School of Tourism has also updated their cleaning records to include their new protocols and have drafted context specific risk assessments for COVID-19.
- Enhanced frequency of cleaning of the LYIT Health Centre is undertaken - deep cleaning is undertaken daily in lieu of weekly.
- Enhanced frequency of cleaning of self-serve kitchenettes and dining areas is undertaken. Cleaning of all high-touch points is undertaken at hourly intervals and signed off on checklists. Cleaning materials are provided to help users clean high touch points in between cleaning by cleaning personnel.
- All cleaning personnel have received training in the enhanced protocols.

(ii) Practice good hand hygiene:

a) Wash hands often with soap and warm water for at least 20 seconds.

<https://youtu.be/lsgLivAD2FE>

b) If soap and warm water are not readily available, use an alcohol-based hand sanitiser that contains at least 60% alcohol. Hand sanitiser dispensers are located at main reception areas and other locations throughout the buildings.

(iii) If a COVID-19 case is confirmed in the Institute community, the guidance for Enhanced Cleaning and Disinfection after Notification of a Confirmed Case of COVID-19 outlined in Section 2 below will be followed.

2. ENHANCED CLEANING AND DISINFECTION PROTOCOL AFTER NOTIFICATION OF A CONFIRMED CASE OF COVID-19

This protocol is for enhanced cleaning and disinfection of areas where a person with COVID-19 spent time in Institute spaces. After notification of a person with confirmed COVID-19 on campus, the area will be closed off and cleaning will be carried out by contract cleaning personnel in accordance with the following cleaning and disinfecting protocol:

A. Buildings and/or specific rooms and areas where a COVID-19 positive person spent time will be assessed on a case-by-case basis.

The cleaning scope will be implemented based on the risk of potential contamination as determined by the Health Services Executive.

- B. Estates Office will do the following (as applicable):
- (i) Communicate in writing the scope of cleaning required to the cleaning contractors.
 - (ii) Identify areas that require restricted access during and immediately following enhanced cleaning.
 - (iii) Communicate with impacted department(s).
- C. When cleaning and disinfecting rooms with increased surface area due to large numbers of desks, tables, and other furniture, and where a spray application of disinfectant is needed, the Estates Office will notify the relevant building occupants in advance. Advance notice allows the building occupants to be appraised of the schedule for disinfection of the space and any areas that may require restricted access during cleaning.
- D. The cleaning personnel will:
- (i) Follow the Enhanced Cleaning for Disinfection guidance outlined at **Appendix C** of this document.
 - (ii) Open windows to the outside to increase air circulation, if possible.
 - (iii) Wait a minimum of 1 hour after the ill person was present in a space prior to beginning cleaning and disinfection. If the room is not required for other purposes, leave overnight and clean the following day.
 - (iv) Submit the proposed scope of work, including the products and their respective safety data sheets (SDSs), and application methods. These must be reviewed by the Estates Office prior to work commencing.
- E. The cleaning personnel will wear the required personal protective equipment (PPE) during cleaning and disinfecting:
- (i) Disposable gloves, gowns or a lab coat to protect contamination of clothing.
 - (ii) Safety glasses/goggles when there is a potential for splashing/spraying the disinfectant.
 - (iii) All cleaning personnel staff must be fully trained on donning and doffing required PPE to prevent cross contamination. Further guidance is available from the following links:
<https://www2.hse.ie/conditions/coronavirus/face-masks-disposable-gloves.html>
<https://www.hpsc.ie/az/respiratory/coronavirus/novelcoronavirus/guidance/primarycareguidance/videoresources/>
- F. Waste from the area will be double bagged, labelled and retained for 72 hours pending disposal in the normal waste stream.

A detailed protocol for cleaning isolation areas on the Killybegs campus has been developed. These protocols will be reviewed as required by the COVID Response Planning Team (CRPT).

Appendix B: Schedule of High Contact/Touch Point Cleaning

Cleaning and disinfection is undertaken by cleaning contractors each evening.

In addition the following high contact/touch points are cleaned by cleaning personnel twice daily and whenever visibly dirty.

Catering service operators are responsible for cleaning between uses in areas managed by them. In other self-serve kitchenettes/tea rooms and CoLab dining area, users will clean high contact touch points prior to and after use.

Where noted, users are responsible for cleaning of certain high contact/touch points prior to use.

The following is a non-exhaustive schedule of high contact/touch points:

1. Handrails

- External handrails at ramps and steps
- Internal handrails at stairwells etc.

2. Circulation Area Furniture & Fittings

- Bin Tops
- Reception Area seating
- Informal seating areas
- Light switches

3. Doors

- External Doors - Glazing, pull handles, push pads, pull handles
- Internal Doors – Lever handles, pull handles, push plates and adjoining door surfaces
- Glazed vision panels

4. Self-serve Kitchenettes/Dining Areas/ Tea Stations

- Sink
- Sink Taps
- Worktop surfaces
- Dining tables and chair backs
- Fridge Handle
- Kettle handle, lid and on/off switch
- Boiler handle (if applicable)
- Microwave Handle, and on off/power setting control

- Dishwasher handle and switches

In addition to twice daily cleaning by cleaning contractor personnel, users to clean prior to use using cleaning materials provided.

5. Dining areas managed by catering contractor

- Table tops
- Chair backs

To be cleaned by catering contractor personnel between users.

6. Dining Areas Killybegs Campus

- To be cleaned by School of Tourism cleaning personnel after each break.

7. Water Bottle Filling points

- Switches
- Bottle shelf

8. Restrooms/Shower and Changing Areas

All hand dryers have been switched off and paper towels installed.

The following are cleaned using a virucidal disinfectant or a 0.1% sodium hypochlorite solution

- Taps
- Basins
- Soap dispenser buttons
- WC pans
- Toilet seats
- Entry/exit door handles and push points
- Cubicle Door Handles and push points
- Shower push buttons
- Coat hooks
- Window winder handles
- Flush Plates/Buttons
- Worktops
- Toilet Roll Dispensers
- Waste bins
- Mirrors

- Floors

9. Teaching Rooms and Library study desks

- Sanitisation Stations are provided in all teaching spaces and the library and other locations where furniture and equipment is shared by many users. The stations contain wipes to be used by students and staff to wipe down all table/desk tops /workstations/, keyboards, mice, window handles and shared equipment prior to use. Liquid hand sanitiser is also provided at each station to facilitate hand hygiene. Instructions for use are provided at each station. Lecturers/technical staff will allow time for, and oversee, the sanitisation process at the beginning of each class.
- Other context specific cleaning materials as appropriate will be provided by academic departments to laboratory users to clean their workspaces and equipment prior to and after use.

10. Office workstations

Staff and CoLab tenants and research students are provided with essential cleaning materials to keep their own workspace clean (for example wipes/disinfection products, paper towels and waste bins.)

A clean desk policy will operate. Staff are required to keep their desk and floor area clear to facilitate daily cleaning by cleaning personnel each evening.

11. Gyms/Exercise Rooms

- Sanitisation stations are provided in each area.
- Equipment must be cleaned by users prior to use with the detergents and disinfectant products provided. Sports center staff will oversee this process.

12. Vending Machines

- Control panel and money return slot and retrieval flap

13. ATM

- Control panel and screen

14. Lifts

- External control panel
- Internal control panel

15. Photocopiers

- Cleaning by users with specialist wipes located in each photocopy room.

16. Hand Sanitising Stations

- Clean push buttons
- Check and replenish sanitizing stock

This list will be maintained under review.

Appendix C: ECDC Technical Report

Available [here](#)

Appendix D: HSE/HSPC Cleaning Guidance for Use in non-Healthcare Settings

Available [here](#)

**Appendix 6 – COVID-19 Protocol for
Resumption of Sports & Recreation in
September 2021**



COVID-19 PROTOCOL FOR RESUMPTION OF SPORTS & RECREATION IN SEPTEMBER 2021

Letterkenny Institute of Technology (LYIT) - Draft

The Resumption of Sport and Recreation.

The primary aim of this protocol is to ensure the safe and sustainable return to sport and recreational activity for the Institute clubs, groups and individuals.

The protocol is guided by:

- The Department of Health guidelines
- The Government document 'Reframing the Challenge – Continuing our Recovery and Re-Connecting', August 2021
- Sport Ireland
- Student Sport Ireland

The Government has designated three Autumn dates for the return to sport. LYIT sport will be guided by these dates, and the guidelines provided, but will exercise caution and monitor activity throughout the re-opening phases and beyond. This will be done by LYIT sports management engaging with coaches, club persons, individuals, the Students Union and sports staff pre use of the facilities and regularly throughout the semester(s).

In the event of a COVID-19 alert, appropriate restrictions may be re-implemented as necessary, steered by public health guidance.

Personal responsibility is advocated throughout the re-opening phases, and beyond, not only as a protective health measure, but to help ensure a sustainable plan.

Dates Towards a Full Re-opening

- From September 6th 2021 organised indoor and outdoor sports activity are permitted.
- From September 20th 2021 organised indoor and outdoor activity can resume with capacity limits (participant numbers) depending on venue size and the vaccination status of users.
- From October 22nd 2021 full resumption of sport and recreation, indoor and outdoor, is permitted.

Continuance of Health Measures

LYIT Sport advocates the continuance of public health measures, regardless of calendar dates, such as good respiratory and hygiene etiquette, social distancing when possible and mask wearing indoors, including spectators, as much as is reasonably practicably when participating in sport.

Note: The sports hall, and changing rooms, shall be unavailable for sport and activity until October 11th 2021, post vaccination centre use.

Re-opening Plan

Table 1. Sequential Re-Opening Plan

Status	Users with proof of vaccination or immunity	Users with mixed immunity status
1. From September 6 2021		
Indoor activity/sport	Up to 60% capacity with appropriate protective measures. Sign in required.	Not applicable.
Outdoor activity/sport	Up to 75% capacity with appropriate protective measures. Sign in required.	Up to 50% subject to protective measures including social distancing between groups, face masks etc. Sign in required.
2. From September 20 2021		
Indoor activity/sport	Up to 100 people, including spectators, with appropriate protective measures. Sign in required.	Pods of up to 6 (excluding coaches/leaders/instructors). Amount of pods is dependent on venue size. For Lyit, 4 pods maximum in the hall. 2mt distancing between individuals in classes. Face masks required. Maximised ventilation. Sign in required.
Outdoor activity/sport	Pods of 15 no longer required.	12 pods maximum on the pitch.
3. From October 22 2021		
Indoor and outdoor activity/sport	Removal of restrictions but caution is to be exercised. Protective measures continue to be advocated as much as are practicable for sport. Competition is permitted for all levels and ages groups. The situation to be monitored by sports staff, coaches, teachers, club leaders. Appropriate restrictions to be re-introduced if Covid emerges in any individual or group.	High levels of caution to be advised by coaches/leaders/instructors. The situation to be monitored by leaders. Protective measures are advocated as are practicable for sport. Appropriate restrictions to be re-introduced as necessary if Covid emerges in any individual or club.

Vaccination Status

Up to October 22, sign in by all users to the Sport Centre will be required requesting COVID-19 status information. The record will be both manual or by an electronic checklist, seeking a self-declaration of symptoms and immunity status. The Sports Staff will not be expected to seek vaccination status.

Pre October 22 2021:

- For clubs, a downloadable electronic check list will be in operation, to be checked by the coach/leader at each session.
- Access to the gym is via an online booking system. This system seeks confirmation of users' symptom/immune status pre booking. Access is denied if this information is bypassed.
- For hall users, sign-in documents will be located outside the main hall door.

- Student or staff number will be requested in lieu of a name.
- These documents are to be checked pre the commencement of activity, by the coach/leader/staff.
- Personal responsibility is advocated but if the presence of symptoms are indicated, the person will be asked not to continue with their activity plan and to return home immediately.
- Where a person indicates that they have not been vaccinated, sections 1 and 2 in Table 1, above, will apply.
- The hard copy documents will be collected daily and retained and disposed of in line with LYIT's data protection regulations, by the sports staff/coach/leader.

Post October 22 2021:

Personal responsibility is advocated. Self-declaration will no longer be required though the situation will be monitored. HSE guidance will still be adhered to.

Clubs may continue with their self-declarations if desired and as/if advised by their National Governing Bodies (NGBs).

OUTDOOR CLUBS

COVID-19 Compliance Officers

All clubs must retain their COVID-19 Compliance Officer up until October 22nd and continually monitor for and be alert to COVID-19 emergence thereafter.

The COVID-19 Compliance Officers must be notified to the Head of Sport before commencement of their first training.

Each club must ensure, through their Compliance Officer, that all coaches and players are fully aware of their responsibilities in regard to the reopening guidelines and self-responsibility.

These requirements apply to the following clubs using the pitch for training:

- Gaelic Football Ladies Club
- Gaelic Football Men's Club (Sigerson and Freshers Teams)
- Hurling Club
- Soccer Ladies Club
- Soccer Men's club
- Rugby Club

Venue Preparation

- Limited changing rooms availability, 60% capacity, until October 22.
- Teams will be encouraged to shower at home post activity.
- Players will be required to attend in full training kit with boots and training shoes.
- Toilet facilities will be provided for players and coaches.
- Toilet facilities will be cleaned after the final session each evening.
- Hand sanitisers will be in place at the main entrance to the pitch for use before, during and after training.
- Access and egress from the training pitch must be coordinated and must comply with social distancing guidelines pre October 22. Caution to be exercised thereafter.
- Pre October 22, all training equipment, including goalposts and balls must be sanitised before each training session. This is to be undertaken/designated by the coaches. Caution is to be exercised beyond this date.
- Pertinent COVID-19 signage will remain, clearly visible, throughout the training facility.

Signage

Fewer but appropriate signage in line with public health guidelines will remain in strategic places within the Sports Centre, emphasising social distancing, hand hygiene, respiratory hygiene, avoidance of close personal contact, shaking hands etc.

Pitch Side

Pre September 20, players and essential team personnel only should have access. Medical personnel (physios, doctors) should wear masks. Attendances for matches can be up to 50% of capacity up until October 22nd, increasing after this date. This will be monitored. Pre October 22, agents for disinfecting balls, sliotars, hurleys, helmets, gloves etc. will be available and are to be used after use.

Players

Self-responsibility is advocated.

- All players and coaches must bring their own water bottle labelled in their own name. It is the responsibility of each member to ensure that no other player uses any bottle other than their own.
- All players using gloves during the session must wear their own gloves.
- All players using hurling equipment must use their own hurl and head protection only.
- Players are advised to keep up to date with HSE guidelines via [hse.ie/coronavirus](https://www.hse.ie/coronavirus).
- Players must bring all personal items home with them after training.
- Players in need of attention, where possible, should be treated on the pitch.
- A designated room, where necessary, can be used for treating an injured player.
- Shaking hands, clapping hands, 'high fives' and embracing to be completely avoided.
- Minimise events such as team meetings – eliminate all non-essential gatherings and put robust control measures in place for essential interaction.
- A player suspected of a new onset of COVID-19 must be given a face mask and must be isolated from the rest of the training attendees and return home immediately.
- A player suspected of contracting COVID-19 must be advised to contact their GP as soon as possible.
- Players who are attending a training/game (home and away) must complete a COVID-19 Self-Declaration in the hours directly preceding the training/game. This process will be carried out up until October 22nd and will be monitored thereafter.

Pre October 22 players must stay at home if:

- The player has been in contact with someone with COVID-19, or a probable case of COVID-19 in the 14 day period prior to training.
- The player has been overseas or exposed to someone with COVID-19 in the 14 day period prior to training.
- The player has flu-like symptoms or is feeling unwell.
- Post October 22 this will ease but personal responsibility must be adopted.

Coaching Responsibilities

- All coaches must be aware of the conditions set out in this protocol.
- Coaches must ensure that all participants in the training sessions are briefed on the procedures set out in this document and any relevant information provided by the Institute's COVID-19 committee and the Department of Health.
- Coaches must continue to maintain a register of attendees at each training session for contact tracing purposes, regardless of dates.
- All Coaches/COVID-19 Compliance Officers must check that all attendees complete a COVID-19 Self-Declaration which indicates no COVID-19 symptoms.
- This process will be carried out up until October 22nd and will be monitored thereafter.

- Coaches must ensure that access and egress from the training area is in compliance with social distancing guidelines.
- Players and coaches are required to practice sneezing and coughing etiquette.
- Players and coaches must use hand sanitisers as they enter and leave the training pitch.
- Where possible, team meetings should be held outdoors or in spaces that allow for compliance with government social distancing guidelines (currently 2 metres), and last no longer than 10 minutes.
- All other meetings should be held online.
- All physiotherapy staff must wear PPE as appropriate.
- Social distancing must be applied for any training group meetings regardless of calendar dates.
- All clubs should hold regular de-briefing meetings with coaches, player representatives and the COVID-19 Compliance Officer.

Return to Competitive Games

Confirmed dates for the return of competitive games for Third-Level teams, yet to be confirmed, will be post October 22, possibly in late October/November.

Before Each Competitive Game

Safe return to contact sports is the personal responsibility of each player and backroom member.

Preventative Measures to Remain Indefinitely

- Frequent hand washing.
- Maintain social distancing
- Avoid touching eyes, nose and mouth.
- Practice respiratory hygiene
- Players are advised not to attend the venue if they feel unwell.
- For those feverish or with a cough or with difficulty breathing, seek medical attention should be sought early.
- CALL YOUR GP. DO NOT VISIT THE DOCTOR'S SURGERY OR TRAINING FACILITY. Stay home if you feel unwell.
- Teams should arrive at the venue as close to the start time as feasible, having regard for the requirements of the match officials and the completion of match cards.
- All players should travel to the game in line with HSE guidelines.
- Players should travel prepared in their gear and have their own food and water bottle in a sealed plastic bag.
- Players should observe and obey COVID-19 signage in the Sports Centre.
- Social distancing should continue to be observed where possible, regardless of calendar dates.
- Hand greetings continue to be dissuaded.

Warm-Up for the Game (outdoors)

- Players must observe social distancing where possible.
- Only consume liquids from their own labelled bottles.
- Use hand sanitiser before and after the warm-up session.
- Spitting is not permitted.
- Spitting out chewed gum is not permitted.

Player/Match Official Welfare

- A coach or physiotherapist can attend to a player during the match on the pitch, wearing a mask and gloves.
- A designated room - where applicable - can be used for treating an injured player.
- The room will be cleaned after each use.

- Touch points should be wiped down after each individual treatment session.
- Physiotherapists must wear PPE for prolonged treatment sessions.
- These sessions must last no longer than 15 minutes.

Away Matches

The following measures will be carried out by all teams up to October 22nd and will be continually monitored thereafter.

- Transport to away games can be utilised by teams. This transport must be in the form of bus and up to a maximum of 75% of the buses total capacity.
- All Coaches/COVID-19 Compliance Officers must ensure an electronic COVID-19 Self-Declaration is completed by all players in the hours directly preceding the departure of the team to an away match and check if symptoms are disclosed.
- This process of players completing a COVID-19 Self-Declaration will be carried out up until October 22nd and will be continually monitored thereafter.

Visiting Teams

Visiting or external Clubs must identify their COVID-19 Compliance Officer(s) to LYIT Head of Sport and include the person's name and contact in their risk assessment, in advance of bookings. The compliance officer will have responsibility for:

- Ensuring the club is compliant with COVID-19 guidance and government guidance.
- Ensuring procedures and protocols are adhered to.
- Risk assessment planning, implementation and adherence.
- Ensuring screening of all players and officials for each training session or game.
- Ensuring self-declaration forms are completed by all attending a training session or match.
- Reading and checking these forms and taking appropriate action if necessary
- Storage of this data.
- Act appropriately and knowledgeably if symptoms are reported after a session.
- To be the first contact regarding, and to action as necessary, the club's contact-tracing procedures.
- To be aware of protocol and isolation procedure in the event of suspected cases
- To inform HSE and LYIT Sport Centre asap.

INDOOR SPORTS AND RECREATION

Basketball - All users - Recreational and Competitive

The basketball resumption plan is guided by Basketball Ireland (BI), the sport's governing body.

All registered BI clubs use a custom made COVID-19 tracker app. LYIT clubs and visiting clubs will be expected to use this app, led by their coaches, up to October 22. Post this date, clubs may continue to use it and have declared that they intend to do so.

College training is not expected to resume until the week beginning October 11 when the hall is available post use as a vaccination centre. Restrictions as per section 2 in Table 1 will apply. National league matches will resume on November 6 2021 when restrictions have eased. However BI has indicated that it will continue to monitor players and visitors.

Indoor Facilities

- Post September 20 up to 100 people are permitted in the hall including players, officials and spectators. This is to be monitored to ensure social distancing is possible. (See Table 1, section 2).
- Designated officials as identified in the club's risk assessment will monitor this. The Sport Centre staff will monitor this also.
- Ventilation will be maximised during hall activity by the activation of the built-in system and opening windows or doors when possible in order to reduce aerosol spread.
- Sport Centre staff only are permitted in the store room and to set up and take down equipment.
- Bleacher seating use will resume with some social distancing measures as appropriate. This will be reviewed before and after each use.
- A new bottle filler only water font is in situ. Drinking water fonts have been permanently removed.
- Waste bins, open and closed, will continue to be provided in and outside the hall.
- Bin bags for biological waste such as blood and other will be provided for basketball matches.
- Some COVID-19 signage will remain in place, to be gradually phased out by the end of 2021. Appropriate signage will be displayed prominently.

The Gym

- Gym bookings will continue to be online.
- Capacity limits will be in accordance with the guidance in Table 1.
- Pre September 20, 10 people will be permitted per hour. Post October 22, 16 people maximum will be permitted.
- Self responsibility regarding cleaning of machines and equipment post use is essential.
- Cleaning agents in spray bottles and paper towels are provided.
- Signage requests that cleaning is to be done by all users post use. Self responsibility.
- Personal hand towels are requested to be brought to the gym for hygiene purposes.
- The above points are relayed to all users during their gym induction.
- Designated 15 minute periods three times daily will be set aside for the sports staff to conduct cleaning, followed by an in-depth cleaning post closing time.

Changing Rooms

Post September 20 and pre October 22, changing rooms will open but at 60% capacity, that is, 4 per changing room. Users will be encouraged to come dressed and prepared for their activity and shower at home where possible. All users are encouraged to bring their own small hand towel and disinfectant wipes for hygiene purposes before and after workouts, training or matches.

Hair dryers will be reinstated and lockers made available again post October 22.

Post October 22, changing rooms are to fully reopen (capacity of 6) but the situation will be monitored thereafter.

Toilets

Pre September 20, restrictions continue to be in place regarding access to toilets with indicative signs posted on doors. Handwashing facilities and soap are available.

Post October 22, there will be a full reopening.

Minimising Contact

While team and recreational sports involve close contact, physical distancing as much as possible will continue to be encouraged. High-fives, shaking hands, hugging, etc. are dissuaded.

Repeated hand washing and sanitising will continue to be advocated.

COVID-19 Compliance Officer

Visiting or external clubs must identify their COVID-19 Compliance Officer(s) to the Head of Sport in advance of bookings. The compliance officer will continue to have responsibility for:

- Ensuring the club is compliant with COVID-19 guidance and government guidance
- Ensuring procedures and protocols are adhered to
- Risk assessment planning, implementation and adherence
- Ensuring screening of all players and officials pre October 22.
- Reading and checking these forms and taking appropriate action if necessary
- Storage of this data and deletion of this data appropriately.
- To act appropriately and knowledgeably if any COVID-19 symptoms are reported.
- To be the first contact regarding, and to action as necessary, the club's contact-tracing procedures
- To be aware of protocol and isolation procedure in the event of suspected cases (even post October 22)
- To inform the HSE, LYIT's Head of Sport and their NGB as soon as possible should a COVID-19 incident emerge.

Risk Assessment

Visiting or external clubs must provide a COVID-19 risk assessment a minimum of 5 days before planned play. This is to continue post October 22. The risk assessment is to include:

- Method of travel to the venue
- Self-declaration pre October 22. It is discretionary after this date.
- Hygiene measures pertaining to personal, facilities and equipment
- Medical/first aid management and PPE
- Emergency medical plan
- Incident documentation and reporting method to HSE, BI, and LYIT
- Action to be taken if symptoms or suspected cases of COVID-19 arise pre, during or post activity
- Sharing and cleaning of balls, equipment including table, microphone music system etc.
- No sharing of whistles
- Referees' role regarding COVID-19 and their expected conduct
- Cleaning of spills, including body fluids (e.g. sweat, saliva, blood)
- Food & drink and drinks bottle etiquette, court side and generally
- On court behaviour i.e. high fives, hugging, spitting etc.
- Supervision measures for children U-18.

Leaders/Coaches' Responsibility (Indoor)

All leaders, coaches and officials must be aware of the conditions set out in this protocol as well as their own NGB's protocol and act accordingly.

- Coaches are to ensure that all participants and players are made aware of the procedures and etiquette expected as set out in this protocol. A pre-training brief of same must be undertaken at each session.
- Respect of each other, of players and staff, respect of the facility and protocols is expected and is to be guided by the coach(es).

- Coaches are to ensure that players and others arrive at the designated time of training or game and not arrive in advance of that time. Waiting at reception or early entry to the hall will not be permitted.
- Coaches are to ensure that social distancing is still practiced to as much as is reasonably practical especially off court/ pitch and when accessing or exiting the facility.
- Coaches are to ensure that training takes place in small groups when possible and that personal equipment, such as racquets and balls are used. Sharing of balls in training should only happen if a necessity and only in groups of 2-3.
Post October 22 this requirement is eased but as COVID-19 will remain, caution is advised.
- Personal labelled water bottles only must be used per player and not shared.
- Spitting is forbidden and must be relayed to the players pre-training.
- If spills from blood, spitting, sweat occur they must be cleaned up immediately by the coach/designated person using warm water and detergent or/and disinfectant wipes. The Sports Staff must be informed immediately.
- Coaches should ensure players wash their hands before and after training and games. Cough and sneeze etiquette should also be observed at all times.
- Coaches and players should have their own tissues, wipes and cloths ready for use.

Player's Responsibility

- Players should abide with the above points.
- Players should bring their own personally labelled water bottle and not share drinks.
- Players should bring their own personal labelled equipment for training and casual play.
- Players should have their own tissues and wipes and hand sanitiser on their person and in their sports bag at all times.

Referees Changing Room

- Post October 22, changing room(s) for the referee will be provided and will be cleaned thoroughly after use.
- Touch points should be wiped down after each use.
- Social distancing is still advised within the changing room.

Post Games

- Players and Match Officials are advised to observe social distancing at the final whistle and when exiting the pitch.
- Hand shaking is not advised in favour of fist pumps.
- Good coughing and sneezing etiquette is still advised.
- Spitting is not permitted.
- Spectators will be advised to practice social distancing and mask wearing as the norm.
- Post-game meetings should be brief and last no longer than 10 minutes.
- Hand sanitiser / washing hands, should be used post training / game.

Monitoring / Implementation during the Reopening Phases and Beyond

The sports management team will closely monitor the COVID-19 situation during the re-opening phases and post October 22 when restrictions are fully lifted. Necessary and appropriate actions will be taken and restrictions reintroduced to prevent a potential resurgence of the infection. All actions will be based on public health guidelines.

Personal responsibility is to replace regulation enforcement.

Michael Murphy

Helen Kennedy

9/9/21

**Appendix 7 – COVID-19 Health Status
Self-Declaration Form for Visitors**



Covid19 Health Status Self-Declaration Form for VISITORS

Under the current Government advice in relation to COVID-19, LYIT require all visitors to LYIT campuses to fill-out the self-declaration form below for public health reasons. LYIT will make a decision on access to the premises based on the answers provided below.

Each visitor must complete this form and hand-in at the Main Reception on arrival. N.B. Every question must be answered

Name: _____ Contact Number: _____

Date/Time seeking to visit LYIT: _____

Campus: _____

Purpose of visit to LYIT: _____

	Yes	No
Do you have symptoms of (Cough: "A new cough – this can be any kind of cough, not just a dry cough, Fever: high temperature over 38°C, Runny or blocked nose, Shortness of breath or breathing difficulties, Loss or change to your sense of smell or taste, Flu like symptoms, Nausea, vomiting or diarrhoea, Sore throat Headache.)now or in the past 14 days?		
Have you been diagnosed with confirmed or suspected COVID-19 infection in the last 14 days?		
Are you a close contact of a person who is a confirmed or suspected case of COVID-19 in the past 14 days (i.e. less than 2 metres for more than 15 minutes accumulative in 1 day)?		
Have you been advised by a doctor to self-isolate or cocoon at this time?		
Are you awaiting the results of a COVID-19 test?		
1. Are you returning from outside the Island of Ireland? <i>If YES, follow and implement the advice issued from the Department of An Taoiseach available at https://www.gov.ie/en/publication/b4020-travelling-to-ireland-during-the-covid-19-pandemic/</i>		

This document will be retained confidentially by LYIT for no longer than 30 days from the date of your visit unless a longer period is required by public authorities.

Signature: _____ Date: _____

Private Data Protection Notice:

We are collecting and processing this personal data on the basis of Art. 6 (1) (f) and Art.9 (2) (i) Regulation (EU) 2016/679 (GDPR) being necessary for the purpose of the legitimate interests pursued by LYIT and necessary for protecting our staff, students and visitors against all serious threats to health. We do this as preventive measures for our community to mitigate the risk of a COVID19 outbreak at any of our campus locations.

LYIT is logging this data which allows us to support local authorities in case of an outbreak in our community. In such a case, the data will help the authorities to trace transmission of the virus. This data sheet will be stored confidentially (for no more than 30 days) and is not shared with any third party. However, should there be an official request by local authorities for reasons of public interest in the area of public health, then your data may be shared, in accordance with the law. Your data will be deleted one month after collection, unless a longer period is required by the public authorities. Thank you for your cooperation!

**Appendix 8 – First Aid Responder
Guidance**



Letterkenny Institute of Technology

LYIT Advice for First Aid Responders: COVID-19

Table of Contents

Introduction.....	91
Symptoms of COVID-19 and How COVID-19 is Spread.....	91
No 1. Scene Safety Providing First Aid Assistance.....	91
No. 2 Providing First Aid Assistance Physical Distancing and Patient Assessment	92
Cardiopulmonary Resuscitation (CPR) & COVID-19.....	94
What to do after the First Aid Situation	95
What to do if you become unwell following contact with someone who may be at risk of COVID-19.....	95
Additional Information	96

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- Rev 001 Draft Sept. 2020

Approvals

This document was approved by:

Title	Date
Executive Board	21 September 2020
Governing Body	
COVID-19 Response Planning Team	17 September 2020

Introduction

The COVID-19 crisis presents unique challenges to the provision of First Aid and of care to people that are injured or sick. This is because of the risk of cross infection and the recommended separation distance (currently 2m) is mostly unachievable when providing first aid assistance or pre-hospital emergency care. Responders may encounter patients displaying symptoms of COVID-19- 19 on campus or when attending an emergency incident

This guide is intended to provide some practical guidance and reassurance to First Aid Responders (FAR) in LYTT.

Symptoms of COVID-19 and How COVID-19 is Spread

First Aid Responders should be familiar with the symptoms of COVID-19, as per graphic below.

The most up to date advice on symptoms is available at

<https://www2.hse.ie/conditions/coronavirus/symptoms.html>

Symptoms	Coronavirus Symptoms range from mild to severe	Flu Abrupt onset of symptoms	Cold Gradual onset of symptoms
Fever or chills	Common	Common	Rare
Cough	Common (usually dry)	Common (usually dry)	Mild
Shortness of breath	Common	No	No
Lost or changed sense of smell or taste	Common	Rare	Rare
Fatigue	Common	Common	Sometimes
Aches and pains	Common	Common	Common
Sore throat	Sometimes	Sometimes	Common
Headaches	Sometimes	Common	Rare
Runny or Stuffy Nose	Sometimes	Sometimes	Common
Feeling sick or vomiting	Rare	Sometimes	No
Diarrhoea	Rare	Sometimes in children	No
Sneezing	No	No	Common

The World health Organisation (WHO) currently advise that respiratory secretions containing the virus are likely to be the most critical means of transmission; these are produced when an infected person coughs or sneezes. There are two key ways people can become infected with COVID-19:

- (1) Secretions can be directly transferred into the mouths, eyes or noses of people who are nearby (within 1m) or possibly could be inhaled into the lungs.
- (2) It is also possible that someone may become infected by touching a person, a surface or object that has been contaminated with respiratory secretions and then touching their face.

No 1. Scene Safety Providing First Aid Assistance.

1. Where possible two responders should attend each callout.

2. Both standard and full PPE kits must be brought to the area where the First Aid Responder(s) are requested to attend.
3. To minimise risk, it is advised that the “scene safety” assessment should be undertaken by the initial responder from a distance of 2 meters and preferably initially by telephone. Where it is possible, i.e. the patient is conscious ask for the patient’s phone number, make contact, introduce yourself and explain that safety protocols require responders arriving at the scene of any incident to make preliminary assessment in this manner. Ask the patient if they are experiencing any of the following symptoms or if any of the “Other Relevant Questions” apply.

Symptoms	Other Relevant Questions
Fever (High Temperature)	Travelled overseas in the past 14 days
A Cough	In contact with a person diagnosed with COVID-19 in the past 14 days
Shortness of Breath	
Breathing Difficulties	
Loss of taste or smell	

If yes to any question or if the patient is unconscious: regard the patient as suspect COVID-19.

If no to all questions: regard the patient as low risk of COVID-19

NOTE: All patients are treated as potentially COVID-19 positive it is the level of risk that changes.

4. If the telephone assessment determines that the patient is conscious and not displaying symptoms of COVID-19 i.e. low risk of COVID-19 the initial responder will don standard PPE, enter the room and complete the assessment of scene safety at a distance of 2 meters.
Standard PPE: gloves, face mask and face visor.
5. If the area is occupied by others, ask them to leave the immediate area but ensure contact details are documented i.e. class attendance roll sheet with telephone numbers to be returned to the responder.
6. The second responder arriving at the scene will confirm their attendance but remain outside the door and/or 2meter zone and await instructions on the status of the patient. The initial responder will continue to remain at a distance and communicate the status of the patient as follows:

Status (a) Supervised Self Help: where the patient has answered no to all questions and it is possible to assist from a distance of 2 meters with no other responder required in the room/area at this time.

Status (b) Intervention Treatment: where it is necessary to enter the 2 meter zone in order to assist the patient. NOTE: Full PPE must be worn inside the 2 meter zone.

Full PPE: long sleeved gown, gloves, FFP2 face mask, face visor and clinical waste bag.

No. 2 Providing First Aid Assistance Physical Distancing and Patient Assessment

Once the scene is deemed to be safe and the status of the patient confirmed, the process will be as follows: **Process (a) Supervised Self Help:** the patient will be verbally assisted to self-help by the initial responder from a distance of greater than 2 meters. The patient, if appropriate, may be permitted to remain on campus.

Process (b) Intervention Treatment: initial responder will continue to maintain a 2 meter distance at all times, instruct the second responder to don full PPE and take over the care of the

patient. The initial responder will assist by completing the patient report form and call for additional assistance if required.

NOTE: additional responders that are required to provide intervention treatment **must** also don **Full PPE**.

1 x Full PPE pack to be used by each responder providing Intervention Treatment.

Intervention Treatment

The steps required to safely intervene and further assess and treat a patient are as follows:

Face Masks: a surgical face mask is available and must be worn by the patient who may don it themselves. If the patient is unable to don the mask, e.g. unconscious, the responder should apply the mask to the patient. It is worthy of note that there may be a situation where a mask cannot be applied i.e. nose bleed. Therefore PPE packs selected by the Institute for responders required to provide Intervention Treatment contain an FFP2 mask and visor to ensure protection and permit treatment of the patient in such a situation.

Assess and Treat: assess and treat the patient as per Clinical Practice Guidelines (CPG's) or First Aid Response (FAR CPG's) as appropriate.

Outcomes

Provision of first aid may have one of the following outcomes:

- (a) Return to work or study with no follow up care required
- (b) Transfer or advise referral to LYIT medical practitioner (LYIT Health Centre)
- (c) Advise GP follow up
- (d) Advise transfer to hospital where ambulance is not required
- (e) Call 999 or 112 for emergency ambulance

Action to be taken on Outcomes

- **If b) is required, whether the patient is stable or unstable but in the low risk category:**
- Ring the health center or doctor's surgery in advance for advice on possible transfer either to surgery or hospital (See below for contact telephone details).
- **If c) or d)** are advised, they can self-transport or ask a friend or family member for support.
- **If e)** is advised, remain with the patient until ambulance arrives and inform the crew that the patient is in the low risk of COVID-19 category.

NOTE: PPE should **not** be removed until after patient handover is completed.

If the patient is stable and in the suspect COVID-19 category: one of three options are available

1. They can self-transport home by means of their own vehicle.
2. Leave the patient in place to await collection by friend or family member.
3. Transfer the patient to the designated isolation room a on campus to await collection by friend or family member see table below:

Campus	Building	Isolation Room	Reserve Isolation Room
Letterkenny Campus	Main	Copier room adjacent to main reception DH113	Universally accessible w.c. 1146a
	CoLab	Baby Changing room CL114	accessible w.c. CL108b
	An Dánlann	Universally accessible w.c. ground floor external changing area AD 130	Ladies Toilet Ground Floor AD 117
Killybegs Campus	Main/Original	Universally accessible w.c. OB133	Nurses Office OB131
	Millennium	Universally accessible w.c. at lobby M101c	N/A
	Tourism	Universally accessible w.c. TB 105b	N/A

NOTE: PPE should not be removed until after patient handover is completed.

If the patient is unstable and in the suspect COVID-19 category:

1. Dial 999 or 112 and inform the control center that your patient is unstable and in the risk group.

NOTE: In any situation where a first responder classifies a patient as “Suspect COVID-19”, the patient must be:

- Advised to request COVID-19 test-(students by contacting the LYIT Health Center, staff by their GP)
- **NOT ATTEND COLLEGE** for the statutory 14 day period, and adhere strictly to medical and public health requirements and advice.

Cardiopulmonary Resuscitation (CPR) & COVID-19

Cardio-pulmonary resuscitation (CPR) and use of an automated external defibrillator (AED) are vital to the survival of people who have a cardiac arrest. If CPR is required, the following protocol must be implemented:



1. **Provide chest compression only, do not give mouth to mouth rescue breaths**
2. Avoid contact with the airway and cover the mouth and nose with a standard surgical mask from the PPE pack.
3. Avoid any contact of your hands with the airway (for example putting your hands into the mouth).
4. Keep your hands away from your face and thoroughly clean your hands (soap and water or alcohol hand rubs) as soon as you finish attending to the patient.
5. Follow the doffing process.

COVID-19 and Adult CPR

If an adult's heart stops and you're worried that they may have COVID-19, you can still help by performing Hands-Only CPR.



American Heart Association.

Step 1	Step 2	Step 3	Step 4
			
Phone 999 or 112 for an ambulance. Ask for an AED to be brought to the scene	Cover your own mouth and nose with a face mask or cloth.	Cover the person's mouth and nose with a face mask or cloth.	Perform Hands-Only CPR. Push hard and fast on the center of the chest at a rate of 100 to 120 compressions per minute.
			Use an AED as soon as it is available.

What to do after the First Aid Situation

The area should be demarcated by asking the Caretakers to lock the room and display “Do not Enter” signage which is to remain in place until after the space is cleaned by FM Cleaning team.

All surfaces, that the patient has come into contact with, must be cleaned by:

- Disinfecting and cleaning the areas by ensuring all affected surfaces, floor areas etc. are appropriately cleaned with an anti-viral solutions such as Oasis Pro-20
- Using a Bio-Hazard spillage kit if there has been a body fluid spill. The used kit should be double bagged and disposed as clinical waste in an appropriate manner
- Appropriately disposing of all PPE used during the First Aid and cleaning processes. Current HSE guidance recommends waste such as cleaning waste, tissues etc. from a person suspected of having COVID-19, first aid responder ppe should be double bagged, outer bag labelled appropriately with date and time and stored in a secure area for 72 hours before being presented for general waste collection.
- Document and report the incident to the Safety Officer on PHECC report forms.
- PHECC report forms are available for all FAR responders.

What to do if you become unwell following contact with someone who may be at risk of COVID-19

LYIT First Aid Responders who have come into contact with persons known or suspected to have COVID-19- 19 should monitor themselves for symptoms, (fever, cough, breathing difficulties/shortness of breath, or other symptoms) in the 14 days following contact. If these symptoms occur within the 14 days of contact, they should self-isolate and immediately contact their healthcare provider.

Do not come to work:

- If you are suffering from a temperature or any respiratory distress (e.g. sore throat, cough, etc.)
- 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 are awaiting COVID-19 test results
- If you have been advised to self-isolate
- Only come to work if you are well.

Additional Information

- [HSE Coronavirus \(COVID-19\)](#)
- [Department of Health COVID-19 \(coronavirus\)](#)

LYIT Contact Details for First Aid Support	
Letterkenny Campus	074 9186007
Killybegs Campus	074 9186610
LYIT Isolate Area & Cleaning Contact Details	
Estates	074 9186900
Contact Details for LYIT Doctors and /or Further Medical Advice	
Letterkenny Student Health centre	074 9186855
Killybegs Student Health centre	074 9186670
HSE Live	1850241850
Emergency Services	999 or 112

Appendix 9 – COVID-19

International Student Protocol

2021/2022



Document Version 3.5 September 2021

1. Preamble

Based on the experience of the safe and well-received arrival of international students in 2020, and on the changes in the public health situation in the interim, this protocol has been created and approved by the higher education sector, with input from the Department of Further and Higher Education, Research, Innovation and Science (DFHERIS), among other national stakeholders. This document serves as a framework for the safe arrival of all international students into Ireland for the academic year 2021/22. In the context of COVID-19, the protocol is designed to prioritise the protection of public health, including that of students, staff, and the wider community.

International students are of strategic importance to all of Ireland's HEIs, and are a major component of the national strategy for internationalisation. Ensuring their safe and managed arrival will preserve the national and institutional brand values, and will enable the higher education sector to advance towards the targets and goals set for internationalisation.

With Ireland committed to resuming safe levels of openness, and with vaccinations, PCR/Antigen testing, and behavioural guidelines well established, we are in a substantially improved position compared to last year. Nonetheless, the guiding principles of vigilance and agility remain in place.

This Protocol has drawn extensively on current Government guidance (public health and international travel advice), international best practice, and institution-specific needs. The situation will continue to evolve, and the details of implementation of this framework will shift as necessary.

2. Scope and definitions

For the purposes of this document, International Arrivals, will be understood to include students domiciled outside of Ireland who arrive in the State from abroad for the purpose of beginning or resuming a course of study in a higher education institution (HEI).

Mandatory Hotel Quarantine (MHQ) refers to the statutory requirement for defined categories of arrivals to enter into State-managed and monitored quarantine. This process is beyond the authority of the HEIs.

Self-Quarantine, also called "quarantine at home", requires individuals to remain in their accommodation for up to 14 days or until an authorised negative RT-PCR is produced at least 5 days after arrival.

3. Pre-departure

To the best of their ability, HEIs will advise all incoming international students:

- 3.1 To comply with requirements currently and publicly in place by the Irish Government in respect to international travel and arrival into Ireland.
- 3.2 To reinforce Government guidelines that recommend refraining from travel to Ireland if they have symptoms or have tested positive for COVID-19 in the 14 days prior to travel.
- 3.3 In addition, institutions will provide advice on complying with public health measures on their journey to campus.
- 3.4 Advise all students, where possible, to be fully vaccinated before travelling to Ireland.
Communication will emphasise that those who are fully vaccinated against COVID-19 (with an EMA/Irish recognised vaccine) do not currently need to enter mandatory hotel quarantine.

What 'fully vaccinated' means

A full course of any one of the following vaccines	Regarded as fully vaccinated after:
2 doses of Pfizer-BioNtech Vaccine: BNT162b2 (Comirnaty®)	7 days
2 doses of Moderna Vaccine: CX-024414 (Moderna®)	14 days
2 doses of Oxford-AstraZeneca Vaccine: ChAdOx1-SARS-COV-2 (Vaxzevria® or Covishield)	15 days
1 dose of Johnson & Johnson/Janssen Vaccine: Ad26.COV2-S [recombinant] (Janssen®)	14 days

Note: The information included in this table is correct at date of publication and is subject to change. Please check the latest information at www.gov.ie

4. Travel to Ireland

The table below provides an overview of international travel policy and HEI responsibilities based on proposed travel advice post-19 July 2021 when the EU Digital COVID Certificate (DCC) will be introduced.

4.1 HEIs will advise students of their legal requirements on arrival in Ireland including requirements for mandatory hotel quarantine, self-quarantine, and PCR testing post arrival.

5. Managed Arrival in Ireland

For all students, under the current and planned travel policy, HEIs will:

5.1 Seek the travel and accommodation details of all international arrivals.

5.2 Advise students on the requirement to complete a COVID-19 Passenger Locator Form (as requested for all incoming passengers).

Pre-Arrival	Arriving from EU/EEA (and not outside the EU/EEA in 14 days prior to arrival in Ireland)			Post Arrival
Institutions will provide all incoming international arrivals with: Advice on international travel requirements A briefing on how they can comply with prevailing public health measures in Ireland	With valid DCC	Standard public health measures	Advise to observe public health restrictions and to present for post-arrival testing if symptomatic. Greet and guide to appropriate airport transfer options.	Institutions will request all incoming international arrivals to: Inform them of accommodation arrangements Complete a COVID-19 Passenger Locator Form on arrival Download and use the HSE track and trace app Follow prevailing public health measures
	Without valid DCC/ No DCC	As above + Required negative PCR test (<72 hours before arrival)		
	Arriving from outside EU/EEA not on the designated state list ('emergency brake')			
	Proof of vaccination	Standard Public Health Measures	As above	
	No proof of vaccination	As above + Self-Quarantine + Require negative PCR test (< 72 hours before arrival) + Post-arrival HSE PCR test	As above + Provision of supports for self-quarantine + Refer students to a HSE test post arrival	
	Arriving from countries outside EU/EEA on the designated state list ('emergency brake')			

	Proof of vaccination	As above + Self-Quarantine + Require negative PCR test (< 72 hours before arrival) + Post-arrival HSE PCR test	As above + Provision of supports for self-quarantine + Refer students to HSE test post arrival	
	No proof of vaccination	MHQ-Mandatory Hotel Quarantine Require negative PCR test (< 72 hours before arrival) Post-arrival HSE PCR test	Managed by the State Pre-Booked (before arrival) by traveler	

Planned travel policy (Post 19 July 2021)

(Green) For passengers arriving from EU/EEA (and not outside the EU/EEA in 14 days prior to arrival in Ireland) with Digital Covid Certificate (DCC) OR Passengers arriving from outside EU/EEA where an emergency brake has not been applied with recognised proof of full vaccination or DCC equivalent documentation. For passengers arriving from inside the EU/EEA with no Digital Covid Certificate (or equivalent), a negative PCR test (<72 hours before arrival) will need to be provided.

HEIs will:

- 5.3 Advise these students to observe public health restrictions and to present for post-arrival testing if they develop symptoms of COVID-19.
- 5.4 Guide International Arrivals to appropriate airport transfer options.

(Amber) Passengers arriving from countries outside EU/EEA, from nations with no ‘emergency brake’, with no proof of vaccination **OR Passengers from outside the EU/EAA, from nations with ‘emergency brake’, but with recognised proof of vaccination.**

HEIs will:

- 5.5 Guide International Arrivals to appropriate airport transfer options.
- 5.6 Provide support for students in self-quarantine
 - 5.6.1 Advise students of the government requirements which apply during the period of quarantine.
 - 5.6.2 HEIs will endeavour to guide students into appropriate accommodation. Where possible, on-campus accommodation should be used for this and HEIs have agreed to cooperate in maximising the use of on-campus accommodation.
 - 5.6.3 HEIs will advise students on COVID-19 symptoms and how to access medical supports should they be required.
 - 5.6.4 HEIs will use reasonable endeavours to support their students in complying with quarantine requirements, using consistent risk-management procedures during the students’ quarantine period.
 - 5.6.5 In the event of an international student testing positive for COVID-19, HEIs will provide support to facilitate isolation in line with public health advice.
 - 5.6.6 Refer students to a HSE test post arrival

(Red) For passengers arriving from outside EU/EEA, from nations with 'emergency brake', with no proof of full vaccination.

HEIs will:

- 5.7 Advise all students of the expected requirement for mandatory hotel quarantine (MHQ) and associated costs, and direct students to sources of further information and advice. These students become the primary responsibility of the state for the period of MHQ.
- 5.8 Provide appropriate, institution-specific supports (could include regular check-in phone call, access to academic classes, access to online social activities) to students undergoing mandatory hotel quarantine.
- 5.9 Following MHQ, students become Green status and will be offered advice on appropriate public and private transportation option to their campus.

Mirroring current practice and recognising that both vaccinated and non-vaccinated students can transmit the virus, HEIs will work to ensure that all students are advised and supported to follow best health advice to minimise infection.

6. Public Health issues

Public health advice on travelling to Ireland must be complied with by all International Arrivals. This advice will evolve over the coming months, and it is the responsibility of the institutions to ensure that all arriving students are aware of the most up to date public health advice.

In addition, HEIs should:

- 6.1 Encourage all international students to download the HSE track and trace App.
- 6.2 Ensure that all incoming international students receive the appropriate briefing on prevailing public health measures.

7. Institution-level sign off

Institutions have signed off on this protocol as a consistent framework for the sector and are in agreement with the principles described. Where institutions are not themselves assured that they take in international students in ways which meet these principles, they will need to take the appropriate alternative actions, which may include choosing to delay bringing students into Ireland and/or offering online provision until the students can be safely accommodated.

Appendix 10 – Air Quality

Monitor Poster

AIR QUALITY MONITORS

Good ventilation is important in preventing the spread of the SARS-CoV-2 virus. The use of CO2 monitors can provide a useful general indication that areas/rooms may not be adequately ventilated and can prompt occupants to take action to improve ventilation. Please note Air quality monitors do not detect the presence or otherwise of the virus in the environment.

This air quality monitor will monitor the following within this room:

- Carbon dioxide (CO2) levels.
- Relative humidity levels.
- Temperature.




Carbon Dioxide Monitoring:

This monitor both provides a reading of the level of CO2 detected in the room in parts per million (ppm) and has a visual **green/yellow/red** indicator which responds to pre-set CO2 thresholds.

These thresholds are consistent with Public Health advice in respect of the CO2 levels in naturally ventilated rooms (ie rooms with openable windows or vents). The first threshold is set at 800ppm, i.e. double the levels in the open air in an urban environment.

How to read the monitor:

- The top left hand reading indicates the temperature detected in the room in °C.
- The top right hand reading indicates the relative humidity detected in the room as a %.
- The large central reading indicates the CO2 level detected in the room in ppm.
- The black rectangle moves between **green/yellow/red** as the CO2 levels change.
- The chart below explains the thresholds and what action should be taken to make the room comfortable for everyone.

visual indicator	threshold levels (ppm)	what the monitor is telling you
	0-799	CO2 levels detected are within the acceptable/normal range.
	800-1499	CO2 levels are rising and a response by the occupants should be taken – open windows/vents to increase fresh air intake.
	1500+	CO2 levels are relatively high. The monitor will beep to indicate the threshold level has been reached. A response by the occupants is required – open windows/vents and doors to increase fresh air intake and occupants may consider vacating the room for a short period of time to allow adequate fresh air intake to bring CO2 levels below 1500ppm.



lyit

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