

STAFF ACTIONS REQUIRED TO MITIGATE COVID RISKS WHEN WORKING IN GMIT 01/09/2021

Introduction: Our main priority is the health and welfare of our staff and students. Each member of the GMIT Community has a responsibility to take steps to halt the spread of Covid-19. Please contact the Covid officer (covidofficer@gmit.ie) or your manager / head of department if you have any questions with regard to COVID-19 or concerns regarding your health on campus.

KEY MITIGATING ACTIONS REQUIRED FOR ALL STAFF:

ACTION	INFORMATION
Vaccination	As per Government policy, all our staff and students are strongly encouraged to get fully vaccinated against COVID-19.
Ventilation	<ul style="list-style-type: none"> • Note that room capacities will now be based on the ventilation rate in each room (as per WHO guidelines). • Ensure all windows in all rooms are open by at least 30 cm at all times. • If there are windows on one side of the room only, then ensure that the door to the room is left ajar to facilitate airflow (door wedges will be provided) • In the event of an emergency, ensure the door is closed when everyone has evacuated the room.
<p>Do not attend campus if you are feeling unwell or have ANY of the Covid symptoms and contact your GP for advice.</p> <p>Every time you attend campus, please complete the “Daily Health Check Form” Daily Health Check Form This online form reminds you to check yourself daily for Covid symptoms</p>	<p>Note that the COVID symptoms have changed, and symptoms of the Delta variant include:</p> <ul style="list-style-type: none"> • Runny nose (hay fever like) • Headache, • Sore throat • New cough • Fever (38°C or more) • Shortness of breath • Loss or change to sense of smell or taste.
Mask wearing	<ul style="list-style-type: none"> • Everyone must wear a 3-layer fabric face covering or a disposable medical grade (blue) mask (changed daily). • Ensure it is well fitted and covers the nose and mouth. • Keep the duration of non-mask wearing (e.g., in canteen) to a minimum and when possible, eat outside.
Physical distancing	While room capacities will now be based on ventilation rates, it is still important to maintain physical distance from others when possible.
Sanitisation	<ul style="list-style-type: none"> • Sanitising wipes are located in every room, staff and students should sanitise work/study spaces before and after each use. • Wash / sanitise hands frequently.
Prior to returning to Campus, review a short ‘Staff Health & Safety Update’ video.	This video can be viewed here: Staff Health and Safety Update
If you live with someone with Covid symptoms	<p>Normally, if you live with someone who has Covid symptoms, you must immediately restrict your movements (i.e. stay at home) even if you feel well.</p> <p>However, you do not need to restrict your movements if you are fully vaccinated against Covid-19 or have had a positive Covid PCR test in the past 9 months.</p>
<p>If you are deemed a close contact of a Covid-positive person or if you live with a Covid-positive person.</p> <p>Notify covidofficer@gmit.ie if you are deemed a close contact or if you test positive for COVID-19.</p>	<p>Normally, if you are a close contact of a Covid-positive person or if you live with a Covid-positive person, you must immediately restrict your movements (i.e. stay at home) even if you feel well.</p> <p>However, close contacts and those who live with a Covid-positive person, who are fully vaccinated or have had a positive Covid PCR test in the past 9 months, and do not have Covid symptoms, need not restrict their movements.</p> <p>However, in certain cases this advice may change, so you must follow the specific advice given by the HSE Contract Tracing team. A contact tracer will tell you what you should do when they phone you.</p>

STAFF ACTIONS REQUIRED TO MITIGATE COVID RISKS WHEN WORKING IN GMIT 01/09/2021

If you develop symptoms at work	Contact your manager and covidofficer@gmit.ie and return home to isolate. If you (or a student) need to wait in GMIT prior to returning home, isolation rooms are available:	
	Dublin Rd Campus: Room 153	CCAM: Room 128
	Mayo Campus: Room B004	Letterfrack: Meeting Room 1
Practice good hand hygiene and good respiratory etiquette.	Frequent hand washing/sanitisation Cover nose/mouth with a tissue / inner elbow.	
Maintain a contact log	Keep your own record of staff/students that you meet.	
Download and use the Covid Tracker App	HSE COVID-19 Tracker App	

SPECIFIC MITIGATING ACTIONS REQUIRED FOR ACADEMIC STAFF:

Request that students sit apart when possible	<p>While room capacities will be based on the ventilation rate in each room, we plan to start off with small group teaching only, which will allow for physical distancing of students.</p> <p>Request that, where possible, students sit apart from one another and utilize the full size of the room. Students will also be advised of this directly.</p>
Request that students use the sanitizing wipes to sanitize their desk/work surface before and after use.	Sanitising wipes will be available in all rooms.
<p>Ensure student attendance and location within the room is recorded for each lecture/tutorial/practical session.</p> <p>Class Attendance & Location Record</p>	<ul style="list-style-type: none"> For contact tracing purposes, we need to record student attendance and location with the lecture room / lab. Attendance and location of each student may be manually recorded if preferred. If using the online form to record attendance, then at the start of each lecture/tutorial/lab remind the students to complete the Class Attendance & Location online form. (This records student name, seat number, room number and time). The form can be completed quickly using a smartphone. Seats will be numbered.
Students working in pairs	Students are permitted to work in pairs, but should be encouraged to maintain physical distancing when possible.
Daily Health Check Form	Remind students to complete this form before arrival on Campus each time.
Field trips	Field trips may proceed, see the updated policy on Field Trips on the website. COVID 19 Resources for Staff GMIT
Ventilation	<ul style="list-style-type: none"> Note that room capacities will now be based on the ventilation rate in each room. Ensure all windows in all rooms are open by at least 30 cm at all times. If there are windows on one side of the room only, then ensure that the door to the room is left ajar to facilitate airflow (door wedges will be provided). In the case of a fire or the fire alarm sounding, ensure door is closed when everyone has evacuated the room.