

Protocol for field trips during the Covid-19 pandemic

1. All travel within Ireland must be deemed ESSENTIAL (i.e. crucial) and field trips should not take place if alternative teaching can be devised that covers the learning outcomes.

The lecturer(s) involved must make the case for the essential nature of any proposed field trip, and the lack of alternatives to their Head of Department and Covid officer (covidofficer@gmit.ie) who would then authorize the field trip.

2. Travel is undertaken on the basis that it is done in safest manner possible and with the likelihood it may change at any time due to local restrictions or change in public health requirements. Consider staff/ students resident in counties under restriction who may not be permitted to travel. Consider health status of persons travelling.
3. The current public health advice is followed at all times: [Government Advice on COVID](#) and [HSE advice on COVID](#)
4. Overnight trips are currently not permitted.
5. No travel is permitted outside Ireland.
6. All persons travelling must complete the [Daily Health Check and Attendance Form](#) prior to departure.
7. Ideally people would travel on their own to the site. If a bus is used, it should be booked so that it is only used at 50% capacity, which will enable students to physically distance while travelling. No breach of the physical distancing should occur when travelling.
8. Suitable quantities of sanitizing wipes should be brought on board, and the seating area should be sanitized before passengers' board the bus. The seating area includes seat, arm rests, back of seat facing the passenger, any fold-down tables, other areas that may be touched such as storage areas above seats etc. Sanitizing wipes and sanitizer should be obtained well in advance by emailing: covidppe@gmit.ie
9. Suitable quantities of hand sanitizer should be brought on board so that everyone sanitizes their hands every time that they board the bus.
10. Ventilation is critical, so windows on both sides of the bus should be open at all times. Advise all to layer up.
11. Face coverings are mandatory at all times indoors and when travelling on a bus or in close contact/ crowded places.
12. Persons to sit in same seat on journeys to and return, labels may be needed to ensure this occurs.
13. If journey is over 2 hours, a 15-minute break is needed at or before the 2-hour mark, and full ventilation of the bus should occur during the break.
14. Adhere to any regional restrictions in operation at your origin, stop-off, and destination points
15. A risk assessment for the field trip must be completed which considers all risks associated with the field trip, including the COVID-19 risk. The supervision ratio is as per normal. The risk assessment should detail a system to deal with a person who gets ill while on the field trip, how to isolate them from the group, and that GP/Health unit be contacted, and Covid officer informed (covidofficer@gmit.ie)
16. Staff and students to complete the [Daily Personal Contact Log](#) at the end of the field trip.