

STAFF ACTIONS REQUIRED TO MITIGATE COVID RISKS WHEN WORKING IN GMIT 23/09/2020

Introduction:

Our main priority is the health and welfare of our staff and students, and each member of the GMIT Community has a responsibility to take steps to halt the spread of Covid-19.

Everyone must do as much as possible in order to prevent contracting or spreading the disease on campus.

It is important to read and understand the actions listed below, and to follow the instructions given. GMIT students and staff must work hard and cooperate together in order to prevent the spread of COVID-19 on campus. Please contact the Covid officer (covidofficer@gmit.ie) or your manager / Head of Department if you have any questions on any aspect of our response to the COVID-19 pandemic.

Key actions required:

DO NOT ATTEND CAMPUS IF YOU ARE FEELING UNWELL OR HAVE ANY OF THE COVID SYMPTOMS

- COUGH (ANY KIND OF COUGH, NOT JUST DRY)
- FEVER (A TEMPERATURE OF 38°C OR MORE)
- SHORTNESS OF BREATH OR BREATHING DIFFICULTIES
- LOSS OR CHANGE TO SENSE OF SMELL OR TASTE

If you develop any of the above symptoms, do not ignore them, and act immediately:

- If you are at home, stay at home, [self isolate](#) and contact your GP by phone
- If you are off campus, return home by the safety means possible (avoid public transport if possible), [self isolate](#) and contact your GP by phone.
- If you are on campus, inform your manager / Head of Department immediately by phone or email. You can also contact the Covid officer (covidofficer@gmit.ie or phone 091 742708 / 0852092713). You will be given instructions on what to do. See below for further details.

All staff must adhere to the latest [HSE Covid Health Advice](#) and the guidance from GMIT detailed in the [GMIT Covid Response Plan](#) which is summarised below.

Note: If you have travelled into Ireland recently, you must restrict your movements for 14 days before attending campus. See: [Restriction of movements following travel into Ireland](#)

Remember the key actions required daily on campus:

M ask wearing	<ul style="list-style-type: none">• Everyone must wear a face covering
A ttendance log	<ul style="list-style-type: none">• Everyone must complete the Daily Health Check and Attendance Form• Keep a record on your campus activities, e.g. meetings attended, social activities etc.• If you have established any 'close contacts' during the day in GMIT, then, before you leave, you must complete the Daily Personal Contact Log• Lecturers – ensure student attendance is recorded at all sessions, and student name and location in the lab / practical space is recorded. See below for more details.
P hysical distancing	<ul style="list-style-type: none">• Keep 2 m distance from others. Plan your work to minimise contact with others.• Stick with your immediate co-workers (your POD) when visiting common areas.
S anitize	<ul style="list-style-type: none">• Sanitize your <u>hands</u> frequently• Sanitize your workspace before and after use– sanitize <u>work area</u> before and after use

STAFF ACTIONS REQUIRED TO MITIGATE COVID RISKS WHEN WORKING IN GMIT 23/09/2020

IMMEDIATE ACTION REQUIRED:	COMMENT:
<p>Complete the online Return to Campus protocol <u>as soon as possible</u>. The link to the induction training and the Health Declaration form is here: Return to Campus Protocol Please ensure you complete both parts of this protocol <u>as soon as possible</u>.</p>	<p>The protocol consists of two parts:</p> <ul style="list-style-type: none"> • Watch the short training video and complete the associated quiz and download the digital badge upon completion. <p>AND</p> <ul style="list-style-type: none"> • Complete the Campus Access Health Declaration Form.
<p>All staff must watch the Staff COVID-19 safety induction video</p>	<p>It is critical to view this video as it outlines the procedures to follow when attending campus.</p>
DAILY ACTIONS REQUIRED:	COMMENT:
<p>Daily Health Check & Attendance form: Prior to arriving in GMIT each day, staff and students are required to complete a daily health check & attendance form. This form is available here: Daily Health Check and Attendance Form. Fill in the form <u>on the day</u> for that day's attendance.</p> <p>This form can also be found on gmit.ie/covid and for ease of use please link this form to the home page of your phone, see instructions on how to do this on Staff FAQs on gmit.ie/covid</p>	<p>Only attend GMIT if feeling well.</p> <ul style="list-style-type: none"> • This form will also serve to record your presence on campus which may be used for any subsequent contact tracing work. • It is important that this form is completed for every day of attendance at GMIT. • Form must be filled in on the day for that day's attendance.
<p>Daily Personal Contact Log: Keep a record on your campus activities, e.g. meetings attended, social activities etc. This information may be needed for subsequent contact tracing work. Ensure you stay within your work pod when moving to any common area e.g. canteen.</p> <p>If you have established any 'close contacts' during the day in GMIT, then, before you leave, you must complete the Daily Personal Contact Log This form can also be found on gmit.ie/covid.</p> <p>Note – students will also use this online personal contact log, but only for close contacts created outside of timetabled class.</p>	<p>Your record of activities may be used subsequently by the HSE for any contact tracing work required.</p> <ul style="list-style-type: none"> • Developing a close contact in GMIT should be a rare event if you adhere to physical distancing advice. • A close contact is someone you have spent more than 15 minutes of close contact with, within 2 metres (indoor or outdoor) whether wearing a face covering or not; OR someone you have spent more than 2 hours with, in an indoor setting, whether wearing a face covering or not.
<p>Face coverings are mandatory for everyone (staff, students, visitors, contractors) at all times in GMIT except when eating or working alone.</p>	<ul style="list-style-type: none"> • Face coverings should be made as per World Health Organization guidelines and consist of three layers. • GMIT has purchased suitable reusable face coverings and visors for use by staff. Staff in the Dublin Rd Campus can collect these at the Northern Entrance reception. In other campuses please contact your head of function to collect same.

DAILY ACTIONS REQUIRED:	COMMENT:
<p>Travel to Campus: Staff should ideally travel to campus alone. It is recommended to avoid public transport if possible, by walking, cycling, or driving by oneself.</p>	<ul style="list-style-type: none"> • If it is necessary to share a lift or to use public transport, then face coverings must be worn. • All non-essential Institute travel is prohibited. • Travel for Institute business within Ireland is permitted on an as-needed basis and subject to the normal prior approval.
<p>Physical distancing: Plan your work so that you minimise direct contact with others. Avoid busy areas such as the canteen (consider takeaway canteen service). Keep 2 metres apart from others.</p>	<ul style="list-style-type: none"> • Follow designated walking routes and all signage especially floor signs - in GMIT this means 'keep right and keep moving'. • Most practical areas are designed with 2m distancing between students, and in certain exceptional cases, distancing between 1m and 2m will be used.
<p>All staff must sanitize their work area before and after use.</p>	<ul style="list-style-type: none"> • Sanitizing wipes will be provided at all work areas. • This action is critical to prevent spread of virus. If more are required email: covidppe@gmit.ie
<p>All staff and students are strongly encouraged to download and use the HSE COVID-19 Tracker App</p>	<p>Use of this HSE App will facilitate the generation of a list of close contacts should this be required.</p>
<p>Office capacities have been established based on 2 metre physical distancing.</p>	<p>Contact your Head of Department/Function to determine your office capacity, and local arrangements should be put in place to manage the reduced capacities of shared office accommodation.</p>
<p>Health & Safety when working from home:</p>	<p>You are advised to complete a home workstation risk assessment here: https://learnonline.gmit.ie/course/view.php?id=1154</p>
<p>Visitor access: Ideally meetings should be conducted online. If a visit is essential: Ensure your visitor completes the Daily Health Check and Attendance Form</p>	<p>If you need to meet a visitor in person, then:</p> <ul style="list-style-type: none"> ▪ Visitor must complete daily attendance form ▪ You must meet your visitor at reception and ensure compliance with the daily attendance form ▪ Explain required procedures such as mask wearing, physical distancing, sanitizing of hands and workspaces (before and after use), and ensure that they leave campus immediately upon completion of the visit.

STAFF ACTIONS REQUIRED TO MITIGATE COVID RISKS WHEN WORKING IN GMIT 23/09/2020

DAILY ACTIONS REQUIRED:	COMMENT:								
<p>If anyone (staff, student, or visitor) develops symptoms when attending GMIT they should self-isolate immediately and inform their line manager/head of department by phone or email and contact covidofficer@gmit.ie / phone 091 742708 / 0852092713.</p> <p>If you need to stay in GMIT for a period before you can travel home, there are a number of isolation rooms established for this purpose.</p>	<p>Isolation rooms are located at:</p>								
	<table border="1"> <tr> <td>GMIT Dublin Rd Campus</td> <td>Room 153 (ground floor, old building) and Room 1034 (first floor, new building)</td> </tr> <tr> <td>GMIT CCAM Campus</td> <td>Room 128 (ground floor)</td> </tr> <tr> <td>GMIT Mayo Campus</td> <td>Room B004 (ground floor)</td> </tr> <tr> <td>GMIT Letterfrack</td> <td>Meeting Room 1 (ground floor) and Student services room (1st floor)</td> </tr> </table>	GMIT Dublin Rd Campus	Room 153 (ground floor, old building) and Room 1034 (first floor, new building)	GMIT CCAM Campus	Room 128 (ground floor)	GMIT Mayo Campus	Room B004 (ground floor)	GMIT Letterfrack	Meeting Room 1 (ground floor) and Student services room (1 st floor)
	GMIT Dublin Rd Campus	Room 153 (ground floor, old building) and Room 1034 (first floor, new building)							
	GMIT CCAM Campus	Room 128 (ground floor)							
	GMIT Mayo Campus	Room B004 (ground floor)							
GMIT Letterfrack	Meeting Room 1 (ground floor) and Student services room (1 st floor)								
<p>See protocol 'Guidance for the actions required if students /staff / visitors become unwell with possible COVID-19 symptoms while on campus'. This is at gmit.ie/covid.</p>									
<p>Notify GMIT if you become ill with COVID or you are a close contact of someone with COVID. You must notify GMIT immediately by contacting your manager and the Covid Officer (covidofficer@gmit.ie or phone 091 742708 / 0852092713 if:</p> <ul style="list-style-type: none"> You receive a positive test outcome for COVID-19 OR You have been identified as a close contact of a confirmed case of COVID-19 OR You live with someone who has symptoms of COVID-19 (even if you yourself feel well) and must restrict your movements for 14 days. 	<p>After the Covid Officer has been notified that a staff member or student has tested positive for COVID-19, contact tracing will be conducted to determine if there was exposure to other members of our community so that GMIT can assist Public Health to take appropriate next steps to mitigate further spread of the virus.</p> <p>Consistent with GDPR governing patient confidentiality, the Institute will not share any patient's contact details or private medical information.</p>								
<p>Practice good hand hygiene Wash or sanitize hands before leaving home and on arrival on campus. Use hand-sanitising stations at campus entrances. Do not share objects with others</p>	<ul style="list-style-type: none"> A 20 second minimum contact time of suds or solution is necessary to render the virus inactive. Avoid touching your eyes, mouth, or nose with unclean hands. 								
<p>Practice good respiratory etiquette Cover nose/mouth with a tissue when coughing/sneezing / If no tissues are available, cough or sneeze into the inner elbow rather than into the hand).</p>	<p>Carry out hand hygiene after coughing or sneezing.</p>								
<p>Human Resource Procedures For COVID-19 Cases Human Resources have developed procedures for staff availing of COVID-19 sick leave or self-isolation.</p>	<p>All affected staff cases will be followed up by HR and the appropriate leave arrangements will be put in place: HR policies for special leave associated with Covid-19</p>								
<p>Volunteer Lead Worker Representatives (LWRs) are required to assist in implementation and monitoring of adherence to COVID-19 requirements.</p>	<p>LWRs will receiving training and the average time requirement is flexible depending on the relevant on-campus activities. Please contact rtc@gmit.ie if you wish to volunteer as an LWR.</p>								
<p>Handling paper processed by other people / handling student assignments submitted</p>	<p>There is no absolute need to leave paper handled by other people for a number of days before processing it, good hand hygiene after handling such paper is recommended</p>								

See below for specific actions required by academic staff.

SPECIFIC ACTIONS FOR ACADEMIC STAFF	COMMENT:
<p>VENTILATION: Ensure that all windows in the room you are teaching are open (specifically a 30 cm opening) for the duration of the session.</p>	<ul style="list-style-type: none"> • Ventilation plays a major part in reducing the spread of virus. • All windows in the room where teaching occurs must be kept at least 30 cm open for the duration of the class.
<p>ATTENDANCE: Ensure attendance is recorded for all teaching activities.</p> <p>Each student will have a location number within the lab, please record the student name and location number.</p>	<ul style="list-style-type: none"> • Student attendance records (name and location number) will be very important if we have to perform contact tracing. • Lecturers must maintain student attendance records for all teaching activities. • Remind students that as far as practical, they should use the same room location every time.
<p>STUDENT PODS: As far as practical, ensure that students remain within their pod for all their various class activities</p>	<p>A pod represents a small group of students working closely together. Ideally students should remain in their pod when they take class in different labs / practical sessions.</p>
<p>STUDENT SAFETY VIDEO: Ensure students watch the Student Covid Induction Video at their first class – where on site or online. Covid-19 Student Safety Induction Video</p>	<ul style="list-style-type: none"> • We are obliged to ensure that all students have watched this safety video. • Even if course is fully online please ensure that all students view this video, as some online students may visit campus to access library / other services.
<p>STUDENTS MUST SANITIZE WORKSPACE: Ensure students sanitize their workspace including: Chair, bench/table, and other relevant areas BEFORE and AFTER their practical session.</p>	<ul style="list-style-type: none"> • Sanitizing workspaces before and after use is a critical action to prevent the spread of virus. • Sanitizing wipes will be provided. If more are required email: covidppe@gmit.ie
<p>CHECK STUDENTS ARE COVID-19 SYMPTOM FREE: Ask all students if they are COVID-19 symptom free before each on site session.</p>	<ul style="list-style-type: none"> • This action is required as part of the guidelines for third level
<p>DAILY ATTENDANCE FORM: Remind students to fill out the Daily Health Check and Attendance Form</p>	
<p>COVID-19 TRACKER APP: Remind students to download the HSE COVID-19 Tracker App</p>	
<p>FIELD TRIPS: Field trips are authorized on a case by case basis, and should not take place if alternative teaching can be devised that covers the learning outcomes</p>	<p>See “<i>Protocol for field trips during the COVID-19 pandemic</i>” – at gmit.ie/covid. Head of Department in consultation with the Covid officer will determine if the field trip is essential on a case by case basis.</p>