A plan for the phased return of laboratory and field-based research and administrative activities in the School of Natural Sciences / BOTANY

This document has been developed by the School of Natural Sciences with input from the Disciplines and Units within the School using the best available guidance and advice from the University, the Health and Safety Authority (HSA), the Health Services Executive (HSE) and the ‘Return to Work Protocol’ issued by the Department of Business, Enterprise and Innovation.

The purpose of this document is to protect staff, students, their families and the community whilst facilitating a gradual and phased resumption of normal working activities.

The protocol also incorporates current advice about measures to reduce the spread of COVID-19 in the community issued by the National Public Health Emergency Team (NPHET). As the advice issued by NPHET continues to evolve, this protocol and the measures employers, employees and students need to take may also change. Therefore, it should be noted that the attached details are non-exhaustive and subject to change.

The Plans for each building/unit comprise two Parts (1 - general information on School protocols; 2 - specifics relating to each building/unit including occupancy levels and local arrangements)

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INTRODUCTION

The COVID-19 pandemic has impacted severely on every part of our society.

We have all contributed to the progress that Ireland has made in containing the spread of the virus. We are now beginning to move to the next phase in reducing the spread of the virus, while starting to gradually re-open our economy and our society. In doing so, we still need to ensure that we adhere to the rules of the new way of living and working, so that we maintain the gains we have made, and continue to suppress the spread of the virus.

This document sets out the protocol and operational procedures for a phased and gradual return to work relative to Covid-19 for the School of Natural Sciences, Trinity College Dublin. This School comprises four Disciplines (Botany, Geography, Geology, and Zoology; several units: tCRAG Lab in the Panoz Building and the Centre for the Environment in TILDA (Chemistry Extensions) and the Anatomy Building; two laboratories in TTEC (Units 6 and 7), the Geological Museum in TTEC (Unit 24), and the Botanic Gardens in Dartry. Return to work plans are based on specific areas occupied by the School to which a general preamble is given (Part 1). Adherence to this protocol will only be achieved if we embrace a shared responsibility to implement the measures contained therein. The overarching goal is the safe resumption of field- and lab-based research and administrative activity within the School of Natural Sciences in a phased manner that protects the health and safety of staff, students and the wider community. The underlying principles applied are to identify key control measures in the areas of Hygiene and PPE, Social Distancing and Risk Assessment that must be undertaken to ensure safe opening.

The measures implemented are in line with Government & University policies as listed on the TCD COVID-19 website (http://www.tcd.ie/about/coronavirus/).
GOVERNANCE

- The Head of School, Head of Disciplines and School Safety Officer have overall Governance responsibility for the development and implementation of this plan in partnership with the Governance Teams for each Discipline and Unit where appropriate.
- The Governance Team will provide local oversight for the planned reopening. The team will meet on a weekly basis to review progress and any issues that have arisen. Additional meetings will be scheduled as required. This meeting will be chaired by the Head of Discipline or nominated designee.
- A Compliance Officer will be appointed to ensure adherence to the protocol and for communications with relevant stakeholders.
- Members of the Governance Team will also act as key personnel to ensure compliance with protocols and to act as contact points should an individual develop COVID symptoms while in the building.

School of Natural Sciences Governance Team

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Function</th>
</tr>
</thead>
<tbody>
<tr>
<td>Patrick Wyse Jackson</td>
<td>Head of School</td>
<td>Executive chair, overall responsibility for development of protocol, compliance and contact point</td>
</tr>
<tr>
<td>Jenny McElwain</td>
<td>Head of Botany</td>
<td>Chair Discipline Governance team; management of discipline buildings, staff, contact point</td>
</tr>
<tr>
<td>Iris Moeller</td>
<td>Head of Geography</td>
<td>Chair Discipline Governance team; management of discipline buildings, staff, contact point</td>
</tr>
<tr>
<td>David Chew</td>
<td>Head of Geology</td>
<td>Chair Discipline Governance team; management of discipline buildings, staff, contact point</td>
</tr>
<tr>
<td>Ian Donohue</td>
<td>Head of Zoology</td>
<td>Chair Discipline Governance team; management of discipline buildings, staff, contact point</td>
</tr>
<tr>
<td>Quentin Crowley</td>
<td>Director CoE</td>
<td>management of CoE space, staff, contact point</td>
</tr>
<tr>
<td>Mary Foody</td>
<td>School Manager</td>
<td>Management of admin offices, staff, contact point</td>
</tr>
<tr>
<td>Alison Boyce</td>
<td>School Safety Officer</td>
<td>Compliance Officer, communications to key stakeholders, lab- and field-based risk assessments</td>
</tr>
</tbody>
</table>

Note: in some cases buildings are occupied by more than one School, Discipline or Unit and responsibility lies for Discipline/Unit areas within them.

This document describes the steps that we all must take in order to reduce the risk of the spread of COVID-19 in the workplace. It is our collective responsibility to keep up to date with the latest measures introduced by Government and any advice issued as a result. For more general matters related to occupational health and safety (OSH) requirements, please refer to the relevant legislation, guidance and advice available on the Health and Safety Authority: www.hsa.ie.

Your continued co-operation with the measures described here is essential and very much appreciated.

Sign-Off
Pro. Patrick Wyse Jackson (Head of School, Natural Science)
<table>
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<tr>
<th>Version</th>
<th>Date of Revision</th>
<th>Detail of Amendments (section, description)</th>
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<tr>
<td>1.</td>
<td>09.06.2020</td>
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<tr>
<td>2.</td>
<td>16.06.2020</td>
<td>Phase alignment; addition on recommendations re. laundering of lab coats; prioritised listing of staffing; addition of flow arrows on maps.</td>
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<td>3.</td>
<td>?.01.2021</td>
<td>Old Anatomy Lab &amp; Offices moved to Tilda.</td>
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<td></td>
<td></td>
<td>Tilda is Chemistry Extensions</td>
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</table>
CORONAVIRUS: KEY CONTROL MEASURES

COVID-19 is an illness that can affect your lungs and airways. It is caused by a new (novel) Coronavirus virus called CoronavirusSARS-CoV-2. Current evidence suggests that the virus is significantly more infectious than the flu that circulates every winter. Viruses can be easily spread to other people and patients are normally infectious until all the symptoms have gone. COVID-19 may survive on surfaces for up to 72 hours. A combination of good personal hygiene and management of social distancing can protect from infection. This principle is at the core of this document.

The following are key control measures required for managing the spread of the virus in the workplace:

- **Symptoms**
  - ensuring no person with symptom/s attends work: fever (temperature), cough, shortness of breath, breathing difficulties. Persons displaying symptoms must self-isolate and not attend work for 14 days. Also, any person living with someone who is self-isolating or waiting a COVID-19 test must restrict their movements for 14 days. It should be noted that recent studies have suggested that COVID-19 may be spread by people who are not showing symptoms.

- **General health**
  - personnel living with ‘at risk groups’ as defined by the HSE, must consider if there is a heightened risk from attending work.

- **Travel**
  - persons returning to the island of Ireland should inform their manager/supervisor and refer to national advice issued by the HSE and the Department of Foreign Affairs.

- **Hand hygiene**
  - washing hands regularly and thoroughly is known to be an effective deterrent to the spread of the virus.

- **Social/physical distancing**
  - maintaining a 2-metre (2m) physical separation insofar as possible while working, when using toilets, working in laboratories etc. Also, to promote social distancing when travelling to and from work (public transport) and in their daily lives, in order to limit exposure.

- **Cough etiquette / Respiratory hygiene**
  - ensuring people cough / sneeze into sleeve or elbow, always cover up, dispose of tissues.

- **Cleaning**
  - ensuring that all frequently touched objects and surfaces are regularly cleaned and disinfected.

The above-mentioned control measures are elaborated on throughout this document and all individuals need to take personal responsibility to advise their manager/supervisor of any Covid-19 symptoms immediately.
TIMELINE FOR A PHASED RESUMPTION OF ACTIVITIES

In order to obtain College approval to re-commence activities, each School /Discipline must submit a return to work plan. Established working routines and practices have changed. These routines and practices are comprehensively addressed elsewhere in this document. The return to work plan will be split into several phases. Each phase will last a minimum of 2 weeks and progression from one phase to the next will only take place after a review of the previous phase, assessment of effectiveness of procedures and implementation of necessary updates as required. Users must complete a local and College Safety Office COVID-19 induction process and a Return to Work Declaration Form before access is granted. The induction process outlines the measures in place, most of which are detailed in this document.

A maximum occupancy for each area is provided in the Plans for each Discipline/Area. The numbers calculated are based on the 2m physical distancing protocol and our local knowledge of particular areas. To facilitate an equitable booking of spaces local on-line booking systems have been established, noting that during the first phase of operation, buildings will open on a 9am-5pm basis where possible.

Progression of this plan is dependent on approval by the Faculty, the Safety Office & Estates and Facilities.

A successful return to work depends on collective compliance, in full, with the measures being introduced. Failure to do may result in access for you or your group being revoked.

| Preparation of building, agreement on protocols, establishment of Governance Team | \|---|---|---|
| Phase 0 | Establishment of COVID 19 Governance team | Signage and floor markings in place | Scheduling processes agreed and approved by COVID 19 Governance Team |
| 20th May - 15th June | Ordering of PPE to ensure sufficient supply in advance of reopening of laboratories. | Physical distancing signage in place | Sign off of return to work plan by Governance Team |
| | Signage ordered, and/or prepared in-house | Rooms cleared to enable physical distancing | COVID-19 Compliance Officer appointed |
| | Agree cleaning protocols with Housekeeping | Understand available supports from E&F, Hazmat etc | Risk assessment of access processes reviewed by Governance Team |
| | | Return to work policy prepared | Identification of process for contact tracing |

| Approval from College for opening laboratories on a limited and phased basis (target 15th June) | \|---|---|---|
| Phase 1. | Process in place for replenishing PPE and cleaning. | Designated laboratories and supporting areas open to authorised users | Updated risk assessments for all lab-based tasks submitted for review by Safety Officer. |
| 15th June - 29th June | Review process for monitoring PPE safe use and disposal | | Publish plans on School and Discipline webpages |

| Governance team to review processes and effectiveness of measures. Decision to remain in Phase 1 or to expand limited opening of laboratories – subject to College and Government measures | \|---|---|---|
| Phase 2. | | | Updated risk assessments for all lab-based tasks submitted for review by Safety Officer |
| 29th June - 13th July | | | |

| Governance team to review processes and effectiveness of measures. Decision to remain in Phase 1 or to Expand limited opening of laboratories – subject to College and Government measures | \|---|---|---|
| | | | |
Phase 3.
Post - 13th July

Updated risk assessments for all lab-based tasks submitted for review by Safety Officer.

Prioritised staff lists aligned to these phases is given at the end of the plan for each unit or Discipline.
COVID-19 Return to Work Form

To help prevent the spread of COVID-19 in the workplace, every worker must complete and sign this form before returning to work. On review of the form, management may contact you and ask you not to return to work immediately and will discuss a suitable future date for your return. N.B. Every question must be answered.

Name:                      Supervisor / Line Manager name:

Workplace Address/Location:

<table>
<thead>
<tr>
<th>Question</th>
<th>Yes / No</th>
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<tbody>
<tr>
<td>1. Do you have symptoms of cough, fever, high temperature, sore throat, runny nose, breathlessness or flu like symptoms now or in the past 14 days?</td>
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<tr>
<td>2. Have you been diagnosed with confirmed or suspected COVID-19 infection in the last 14 days?</td>
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<td>3. Have you recently returned from travelling abroad (within the last 14 days)?</td>
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<tr>
<td>4. 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)?</td>
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<tr>
<td>5. Have you been advised by a doctor to self-isolate at this time?</td>
<td></td>
</tr>
<tr>
<td>6. Have you been advised by a doctor to cocoon at this time?</td>
<td></td>
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<tr>
<td>7. Please provide details below of any other circumstances relating to COVID-19, not included in the above, which may need to be considered to allow your safe return to work. Further information on people at higher risk from Coronavirus can be accessed here.</td>
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</tbody>
</table>

Other circumstances:

* If you are unsure whether or not you are in an ‘at risk’ category, please check the information at the link in Question 7.

** If your situation changes after you complete and submit this form, please inform management.

Please tick the appropriate box:

I confirm that I have attended the College’s Return to Work Training Session
I confirm that I have read the School/Discipline/Unit Return to Work Plan
I confirm that, in signing this agreement, I shall not hold any Natural Sciences School/Discipline/Unit personnel responsible should I contract Covid-19 while on the premises detailed above.

Name:                      Date:                      Signature:
The best way to prevent person-to-person spread of COVID-19 is to use proper hand hygiene and respiratory etiquette and by practicing physical distancing.

Hand hygiene

Regular hand washing with soap and water is effective for the removal of COVID-19 (https://www2.hse.ie/wellbeing/how-to-wash-your-hands.html).

All personnel must wash their hands with soap and water or with an alcohol-based hand sanitiser as follows:

- when entering and leaving the building,
- when entering and leaving laboratories, ancillary and support areas,
- after coughing and sneezing,
- before and after preparing food,
- before and after eating,
- if in contact with someone who is displaying COVID-19 symptoms,
- before and after being in a crowded environment,
- before and after being on public transport,
- before having a cigarette or vaping,
- when hands are dirty,
- after toilet use.

General hygiene

- no hand-shaking policy,
- cover your mouth and nose with a tissue or your sleeve/elbow when you cough or sneeze,
- compress used tissues and place in a bin and wash your hands,
- clean and disinfect frequently touched objects and surfaces,
- do not share objects that touch your mouth (bottles, cups etc),
- good hygiene and washing your hands regularly and properly will help to stop the spread of Coronavirus,
- follow this advice as strictly as possible and encourage others to do so too.

Sanitisers

* Hand sanitisers, hand washing solutions IPA wipes are available in each laboratory and associated areas and all toilets.

* A hand sanitising station is available in the entrance hall or communal areas of buildings.

* Not all rooms in School buildings are equipped with designated hand-washing sinks. When entering laboratories and ancillary areas you will notice a clearly marked area containing a hand-sanitiser (for hand cleansing) an alcohol-based spray (for spraying benches, furniture etc) and a supply of alcohol-based wipes (for sensitive equipment, microscopes etc). Please make sure that these items remain in their designated area after use.

* Keep your hands in good condition and moisturise often. Product descriptions and formulations for each sanitising product used in the building are listed at the end of this document
BUILDINGS AND FACILITIES IN NATURAL SCIENCES
[*shared spaces between Disciplines/Units/ other Schools]*

**Botany**: BOTANY BUILDING; *ANATOMY BUILDING; *WATTS BUILDING; GREENHOUSES; *TTEC UNIT 6; *TILDA (Chemistry Extensions); BOTANIC GARDENS, DARTRY

**Geography**: *MUSEUM BUILDING

**Geology**: *MUSEUM BUILDING; CMA/tCRAG LAB; *TTEC UNIT 6; *TTEC UNIT 7; GEOLOGICAL MUSEUM (TTEC UNIT 24)

**Zoology**: ZOOLOGY BUILDING

**Centre for the Environment**: *TILDA; *ANATOMY BUILDING

Please follow specific instructions and protocols issued by Disciplines/Units for each area.

**General instructions and protocols**

**Entering buildings:**
- Sign in on entering buildings, either electronically or on a sign-in chart provided,
- where required use your own pen to sign-in,
- once you have entered your details on the chart, proceed to sanitise your hands using the sanitiser provided,
- proceed to the work-area as specified in your Covid-19 risk assessment statement,
- note that multiple occupancy offices are currently deemed out of use unless previously agreed.

**Leaving building:**
- you should not leave the building (for casual purposes) until the purpose of your visit has been completed or terminated. If your work requires you to leave the building to use a shared facility, service unit or for any other purpose, this should be pre-planned and written into your Covid-19 risk assessment statement,
- upon leaving the building, enter your details electronically or on the sign-out chart and specifically enter the initials of any person/s that you have come into direct contact with during your time in the building,
- sanitise your hands and leave the building,
- If you are leaving the building after normal working hours or at weekends, make sure you lock the door on exit.

**Stairs and corridors**
- keep to the right hand side as you progress up and down the stairs and along corridors,
- give ‘right of way’ to individuals descending stairs,
- be aware of ‘pinch-points’ and only access these areas where absolutely essential.

**Postal and courier services**
- local arrangements will apply. If in doubt contact Chief Technical Officer

**Deliveries**
- local arrangements will apply. If in doubt contact Chief Technical Officer.
- deliveries of a personal nature should not be addressed to Trinity but should be delivered to your home address, if possible, unpack the delivery at the entrance hall and immediately remove all packaging to the external waste-bins,
- avoid bringing unnecessary packaging through the building.
Printing rooms
- The printer/photocopier is arguably the most used shared facility in many buildings. Use them sparingly and only where it is not possible to deploy electronic means of communication,
- Multiple copying of documents for teaching, administration etc. should be avoided,
- Sanitising solutions and IPA wipes are provided in the room: please apply to the printer contact points before and after use,
- If the printer is in use when you arrive, please remain a safe distance away until it becomes available,
- Make sure to wash your hands after you use the printer.

Fire assembly point
- If the building fire alarm is activated you should behave as normal,
- Leave the building through your nearest fire exit and proceed to the designated assembly point,
- Maintain physical distancing of 2m,
- Do not re-enter the building until instructed to do so.

Ventilation
- Active ventilation by opening windows in offices and laboratories where feasible is encouraged,
- Follow any other local arrangements.

Use of the discipline vehicles
- Local arrangements are in place.
COMMUNAL AND WELFARE AREAS

The best way to prevent person-to-person spread of COVID-19 is to use proper hand hygiene and respiratory etiquette and by practicing physical distancing.

The current recommended physical distance to be maintained between people to minimise risk of transmission is 2 metres; any changes to this recommendation will be issued by the Government.

Toilets
Where possible an enhanced housekeeping regime will be in place for ‘touch-points’ including toilet doors, handles, locks, toilet bowls, sinks and hand-dryer.
Please note the following protocol when using toilets in the building;
  o observe the appropriate Covid-19 hygiene regime,
  o where possible the entrance doors to toilets should remain ajar to minimise contact and to allow for physical-distancing.
  o avoid using tissue paper to dry hands, use the hand-dryer by activating with your elbow where possible.

Tea Room and eating arrangements
  o the consumption of food, tea, coffee etc in the any buildings and coffee/tea rooms is not permitted (except in dedicated single-occupancy staff offices),
  o you are encouraged to bring your own drinking water supply as required,

Teaching spaces and Meeting Rooms
  o Availability of such spaces are subject to meeting the COVID-19 requirements and capacity must be adhered to,
  o Further details of the use of such spaces will be come available in due course.
MANAGEMENT OF MEETINGS AND OFFICE SPACES

Meetings
- all meetings, where possible, are to be conducted virtually using on-line systems,
- where face to face meetings are absolutely necessary permission of the Line Manager must be sought,
- the length of the meeting and the numbers attending should be kept to a minimum and the physical distancing recommendation of 2 metres separation must be maintained,
- no non-essential visitors,
- rooms should be well ventilated and window open to allow fresh air circulation,
- consideration to be given to hold meetings in open areas where possible.

Office arrangements (single occupancy)
- office attendance for essential work only,
- multiple occupancy of office premises is to be avoided,
- no non-essential visitors to attend offices,
- where face to face meetings in personal offices are absolutely necessary, and where approval has been provided, the length of the meeting and the numbers attending should be kept to a minimum and the physical distancing recommendation of 2 metres separation must be maintained,
- workers should take responsibility for their own workspaces by frequently disinfecting recently touched surfaces particularly keyboards, mouse, screens, telephone, door handles, light switches and arm rests,
- waste bins will be emptied on a daily basis by the housekeeping staff, however you are encouraged to take responsibility for your own waste by bagging it and disposing of it safely outside the building.

Office arrangements (multiple occupancy)
- use of research-based offices of multiple occupancy is by prior arrangement only. Speak with your Line Manager,
- if you need access to your shared office space to collect items essential to your research, please contact your Line Manager.

Isolation Rooms
- Each building will have a room set aside for use as an Isolation Room.
Working in laboratories and ancillary areas present a heightened risk during the present Covid-19 pandemic. All laboratories and related areas are bookable spaces and are subject to risk assessment and prior approval. Booking such spaces is dependent on strict adherence to the protocol outlined below.

**Laboratory protocol**
- You must adhere to building protocols in conjunction with laboratory protocols at all times including social distancing and hygiene,
- Please use the checklists provided in the risk assessment before, during and after lab work,
- You may only enter labs for which you have been given permission. Lab capacities are strictly controlled. You will compromise the safety of others if you enter occupied areas,
- You may only enter labs at your scheduled time. To book a lab use the booking system provided for that space,
- Respect other users as you enter/exit the lab,
- Take note of all signage and designated areas,
- You must wash or sanitise your hands after entry to the lab,
- Where possible, doors must remain open and lights on. Handles and switches must be sanitised before and after use,
- You must wear a lab coat in a laboratory. Only wear your own lab coat. You must double bag and have then laundered by a Laundry Service washed at 60°C. Lab coats should not be brought home. Those found not wearing a lab coat will be asked to leave the laboratory,
- PPE must be worn in accordance with your standard risk assessment form,
- When sharing a lab you must stay in your designated area or workbench,
- Benches must be washed first, and then sanitised before leaving the laboratory. Equipment will be sanitised as per protocols below,
- Your waste must be taken with you as you leave the laboratory observing protocols below,
- Wash your hands with soap and water or sanitise with gel before you leave the laboratory.

**Laboratory equipment protocols**

**Non-Electronic**
- You may only use personal equipment or that assigned to you,
- Equipment must be sanitised before use with alcohol spray or wipes,
- All equipment must be washed and sanitised after use,
- Sink areas must be kept clear and clean,
- Return equipment to agreed area for storage,
- Wash benches after removal of equipment.

**Electronic**
- You may only use personal equipment or that scheduled for your use. This is especially important when equipment is shared,
- Equipment may be booked on locally booking systems or through the technical staff,
- Microscope usage is strictly controlled. For guidance ask Head of Discipline or Chief Technical Officer,
- All touch points must be sanitised after use e.g. handles, dials, levers, buttons and a full wipe down of bench-top equipment casings. Where possible mobile equipment must be disconnected from power source before sanitising. Please discuss this with the technical staff when booking,
- Special care must be given to microscope eyepieces,
- Fume hoods must be left clear after use,
- All faults must be reported to the technical staff immediately.
FIELDWORK SAFETY AND PROTOCOLS

Working in the field presents a heightened risk during the present Covid-19 pandemic. All fieldwork activities are subject to risk assessment and prior approval. Approval for fieldwork activities is dependent on strict adherence to the protocol outlined below.

Permission to engage in fieldwork is provided by the Head of School. If you wish to undertake fieldwork please justify this to the HoS, also listing the locations you will visit.

Fieldwork protocol

- If you have been asked to self-isolate or are showing symptoms, do not partake in fieldwork even if working alone,
- If you have left the island of Ireland recently please allow 14 days after return before commencing fieldwork,
- Fieldwork is subject to your usual risk assessment and the COVID-19 risk assessment,
- Fieldwork risk assessment forms are available from your Discipline Safety Officer,
- You must bring a print-out of your permission letter from the Head of School with you. Please display it on your dashboard whilst travelling and carry it with you in the field,
- Your field work should not require you to stay away overnight. However, in some circumstances overnight stays may be essential, in such circumstances the Covid-19 risk assessment must include details of risks and mitigation relevant to overnight stays. No communal sleeping areas will be permitted (i.e. hostels, shared bedrooms), cooking, eating and toileting areas must be cleaned by each user after use,
- Leave a minimum 48 hours to organise fieldwork. Permission, access and equipment may be delayed,
- If you need to use Discipline vehicles, you must use the relevant booking system and follow local protocols as to their use,
- If you are using public transport, you must adhere to HSE guidelines,
- Please use the checklists provided in the field work risk assessment before, during and after fieldwork.
- Lone field working is discouraged but if it is unavoidable, ensure you have completed the contact details section on the standard RA for consideration.
- You must adhere to social distancing of 2 m with your co-workers and general public when working in the field,
- All shared and borrowed equipment must be used within protocols listed below,
- Consider how long your fieldwork will take. You may not have access to bathrooms, washing or refreshments on the road.

Building and equipment access for fieldwork

- Access to School buildings is not permitted without prior agreement and scheduling. Entering unannounced would compromise the safety of others working in the building. A booking system will be implemented. In the meantime, please ask the HoD for an access letter then contact the technical staff to arrange an acceptable time slot,
- Download the ‘Safezone’ app to your phone if accessing campus,
- To collect or borrow equipment, please contact the technical staff. Use of equipment in high demand will have to be staggered. Collection arrangements will be notified at the local level,
- Please provide your own Hi-Viz vest,
- All borrowed equipment must be sanitised on return. If possible wash thoroughly for the next user.
- All non-borrowed equipment must be returned to its storage area. No accumulations of equipment in hallway or labs will be permitted.
- Sample drop-off will also have to be agreed as per lab protocols and risk assessment,
- Deliveries are curtailed. If you need to order something for fieldwork please contact the technical staff for information. The College has agreed to deliver off-site for some items.

**USE OF LABORATORY-BASED SHARED EQUIPMENT**

Local arrangements will apply. Please consult the relevant Discipline/Unit documentation.

**COVID-19 HAZARDOUS AND NON-HAZARDOUS DISPOSAL REQUIREMENTS**

Local arrangements will apply. Please consult the relevant Discipline/Unit documentation.

**PPE**

- All those working in the lab should wear appropriate PPE and perform hand hygiene after removing it.

**TRAVEL**

The Department of Foreign Affairs and Trade advises against all non-essential travel overseas until further notice. This includes Great Britain but does not apply to Northern Ireland. Staff members are advised to keep up to date with the Department of Foreign Affairs and Trade travel information for over 200 countries by:
  - Visiting their Travel Advice
  - Downloading the TravelWise App
  - Following the [DFATravelWise Twitter account](https://twitter.com/DFATravelWise)
  - Calling the dedicated advice centre for COVID-19 related travel queries. The telephone number is +353 1 6131733.
  - Contacting the dedicated [WebChat Team](https://www.college.com/webchat)

**Travel Insurance**

The guidance from college insurance brokers as of [March 12th](https://www.college.com/march12th) is as follows:
  - If a conference/event is cancelled, staff members should in the first instance look to the conference organisers for reimbursement.
  - The policy will only pay the cost of irrecoverable deposits and advanced payments for transport and accommodation costs which have been paid or will be payable, or become payable under contract, or cannot be recovered elsewhere e.g. from the airline.

**Links to airline websites**

Disruption of flights should be expected in view of the ongoing reduction in many international flight services due to COVID-19. If you are concerned that flights you have booked may be cancelled, please contact your airline.
FIRST-AID RESPONSE

COVID-19 infects people through contact with the mucous membranes. First Aid Responders must think of these as being the mouth, nose and eyes. It does not infect through the skin. Where incidents of a First-Aid response requiring external assistance is required, contact the college emergency number as follows:

College emergency response – Dial 1999 from an internal landline, or 01 8961999 from an external or mobile line

Note locations of AED (Automated External Defibrillator) points, and First aid cabinets

The following are key control measures for MANAGING A FIRST-AID RESPONSE:

- The greatest element of risk for a First Aid Responder is transfer of the virus to the mucous membranes by contact of contaminated hands (including contaminated gloved hands) with the eyes, nose or mouth.
- The key interventions to manage this risk are to minimise hand contamination, avoid touching your face and clean your hands frequently with soap and water or alcohol-based hand gel.
- There is also a significant risk of direct transfer of the virus on to mucous membranes by droplet transmission, that is, by direct impact of larger infectious virus droplets generated from the person's respiratory tract landing directly in your eyes, nose or mouth. This risk is managed by use of appropriate PPE (mask and eye protection) and by providing the ill person with a mask to cover their nose and mouth when coughing or sneezing (respiratory hygiene and cough etiquette).
- Persons with minor injuries (cuts, abrasions, minor burns) - where practical, a First Aid Responder should avoid close contact and advise the injured party what steps to take in treating their injury.
- If, as a First Aid Responder, you can avoid close contact with a person who may require some level of first aid, do so. This, of course, will not be possible in the event of having to provide emergency lifesaving measures such as an incident of cardiac arrest, heart attack, choking, stroke.

Dealing with a suspected case of COVID-19

- First Aid Responders should be familiar with the symptoms of COVID-19. You will need to perform a “dynamic risk assessment” based on the scenario you are presented with. Any person presenting with symptoms consistent with COVID-19 should be treated as a suspected case.
- In such cases, move individual to the designated isolated room to minimise risk of infection to others.
MANAGEMENT OF A SUSPECTED CASE OF COVID-19 IN THE SCHOOL OF NATURAL SCIENCES

The guiding principles for dealing with a suspected case of COVID-19 in Natural Sciences are outlined below. In all such cases the safety of the person seeking attention and the accompanying person is paramount.

Protocol
- an individual who feels unwell with 'flu or 'flu-like symptoms in advance of coming to work should stay at home, contact their GP and follow the guidelines provided by the Health and Safety Executive (HSE),
- in cases where the onset of illness occurs in a School building a room has been designated as the Isolation Area. This office has a window that opens and will be equipped with hand sanitiser, 70% IPA wipes, tissues, face masks and a clinical-waste disposal bin,
- anyone who becomes unwell should immediately make this known to a member of the local or School COVID-19 governance team and their PI/Line Manager, maintaining strict social distancing of at least 2m throughout,
- the unwell individual should wear a face mask at all times when in the company of other people and avoid touching people, surfaces and objects,
- only one accompanying person to provide support/treatment, where practical,
- the accompanying person (usually a member of the Covid-19 Governance Team) must wear appropriate PPE including face shields, gloves and lab coat when interacting with the unwell individual, maintaining a 2m distance at all times,
- the accompanying person will assist the unwell individual, and contact the College Health Centre at 01 896 1591/01 896 1556 or/and the individuals GP,
- the College Medical Officer and College Safety Officer must also be informed and an Incident Report Form submitted by the Discipline Safety Officer,
- based on the doctor’s advice the accompanying person will assist the unwell person to make transport arrangements to go home or to hospital for medical assessment. Public transport of any kind should not be used,
- the COVID-19 governance team will record the names and contact details (address, mobile number) of all people working in the same area as the unwell person, or who have come into close contact with the unwell person to provide to the HSE for the purposes of contact tracing,
- following a suspected case being reported, the individuals in the building who have been in close contact (working in the same lab/area or have been <2m from the person for more than 15 min) will be advised to go home, avoiding public transport and to self-isolate for a period of 14 days following the HSE guidelines,
- the COVID-19 Governance Team will contact all other individuals scheduled to be in the building that day advising them to go home/stay at home and will close the building for up to 72 hours,
- the COVID-19 Governance Team will contact Estates and Facilities to arrange a decontamination/deep clean of the building and specifically the areas where the person has been located.
• Area occupancy list (see individual building/unit plans)

• AED locations in College

### AED LOCATIONS

<table>
<thead>
<tr>
<th>BUILDING</th>
<th>TYPE</th>
<th>EXACT LOCATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>SECURITY SERVICES</td>
<td>DEFIBTECH Lifeline DDU 100E</td>
<td>Mobile unit - usually in the Security Van</td>
</tr>
<tr>
<td>MUSEUM BUILDING</td>
<td>Heart Sine Samaritan PAD 350s Defibrillator</td>
<td>Museum Building, Ground Floor, Room 0.19, In clearly marked wall mounted cabinet to left on entry</td>
</tr>
<tr>
<td>TBSI</td>
<td>Philips FRx</td>
<td>2nd Floor, Physiology Teaching Lab 1.2.20. In wall mounted cabinet beside 1.2.21 office, above water fountain.</td>
</tr>
<tr>
<td>TBSI</td>
<td>DEFIBTECH Lifeline</td>
<td>Fixed box in reception area</td>
</tr>
<tr>
<td>WATTS BUILDING</td>
<td>Philips FRx</td>
<td>Exercise Lab. F.005. 1st Floor. In wall mounted cabinet on left, inside entrance door.</td>
</tr>
<tr>
<td>TRINITY BUSINESS SCHOOL</td>
<td>DEFIBTECH DDU-100</td>
<td>Beside Room 1.41, Business School TBSI, Pearse Street.</td>
</tr>
<tr>
<td>TRINITY BUSINESS SCHOOL</td>
<td>DEFIBTECH DDU-100</td>
<td>Room 3.02, Common Room, Aras an Phiarasigh</td>
</tr>
<tr>
<td>SCHOOL OF PHARMACY</td>
<td>Heart Plus</td>
<td>Panoz, Pharmacy Reception</td>
</tr>
<tr>
<td>STUDENT HEALTH CENTRE</td>
<td>DEFIBTECH Lifeline</td>
<td>Nurse Susie Heather’s Room, College Health Service, House 47</td>
</tr>
<tr>
<td>SPORTS CENTRE</td>
<td>DEFIBTECH Lifeline</td>
<td>AED press, behind main reception desk. Ground floor Sports Centre</td>
</tr>
<tr>
<td>THE PAVILION BAR</td>
<td>IPAD AED</td>
<td>Behind bar on left-hand side wall</td>
</tr>
<tr>
<td>IVEAGH GROUNDS</td>
<td>DEFIBTECH Lifeline AED</td>
<td>Reception Area, on wall beside notice board</td>
</tr>
<tr>
<td>SANTRY SPORTS GROUND</td>
<td>DEFIBTECH Lifeline AED</td>
<td>Reception hall entrance, on wall</td>
</tr>
<tr>
<td>ISLANDBRIDGE BOAT HOUSE</td>
<td>DEFIBTECH Lifeline AED</td>
<td>Main Hallway on wall</td>
</tr>
<tr>
<td>OLD LIBRARY</td>
<td>DEFIBTECH Lifeline AED</td>
<td>Library Shop, in entrance to exhibition space</td>
</tr>
<tr>
<td>BERKELEY LIBRARY</td>
<td>DEFIBTECH Lifeline AED</td>
<td>Security Guard’s Desk in Foyer</td>
</tr>
<tr>
<td>SOUTH LEINSTER STREET</td>
<td>DEFIBTECH View AED</td>
<td>Main stairway, 2nd Floor</td>
</tr>
</tbody>
</table>

In the event of a cardiac arrest emergency on Campus contact Staff in the area or telephone College Security Ext 1999 or 01- 8961999 requesting AED & Cardiac Ambulance

AED’s are for emergency use only. Tampering with an AED is a serious offence to which heavy penalties will be imposed.

AED Locations. May2019
• Formulations for sanitising solutions, IPA wipes, alcohol sprays

**Hand Sanitiser:**
**Brand:** Ecohygiene  
**Name:** Steri-Bac Hand Sanitizer Gel  
**Material Safety Data Sheet Link:**  
https://safetydata.ecolab.com/svc/getpdf/?sid=924681-20&cntry=us&langid=en-us&langtype=1

96% Alcohol 833ml  
3% Hydrogen peroxide 41ml  
98% Glycerol 14.5ml  
Purified water 111.5ml

**Alcohol Sprays:**
**Material Safety Data Sheet Link:**  

70% Ethanol  
Distilled Water

**Surface Sanitising Wipes**
**Brand:** EcoTech Wipes  
**Name:** Surface Disinfectant Wipes  
**Material Safety Data Sheet Link:**  

Didecyldimethyl ammonium chloride conc. 1-10%.  
Isopropanol (Propan-2-ol) conc. 10-20%

**Gloves:** Nitrile

• Further reading and information sources

The following links take you to websites providing additional information and advice about COVID-19.

- [HSE – Ireland’s Health Service Executive](https://www.hse.ie/)
- [HPSC – Ireland’s Health Protection Surveillance Centre](https://www.hpsc.ie/)
- [European Centre for Disease Prevention and Control](https://ecdc.europa.eu/)
- [World Health Organisation](https://www.who.int/)

You can also keep up date with updates from college through the following link:
[https://www.tcd.ie/about/coronavirus/#key-updates](https://www.tcd.ie/about/coronavirus/#key-updates)

This is also a useful link for questions relating to your research:
[https://www.tcd.ie/research/about/covid-19/](https://www.tcd.ie/research/about/covid-19/)

• Summary of emergency contact numbers
College contacts:

College Security at 01 896 1999
College Health Centre at 01 896 1591/01 896 1556

Local contacts:

Patrick Wyse Jackson, Head of School: 01-8961477 (O); 01-4974674 (H); wysjcknp@tcd.ie
Additional contact numbers provided in individual building/unit plans.
Part 2: Return to Work Risk Assessment – Botany

Sign-Off – part 2 Botany facilities plan (pages 22-40)

Prof. Patrick Wyse Jackson (Head of School, Natural Science)

Prof. Jennifer McElwain (Head of Botany)

Document Control

<table>
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<th>Version</th>
<th>Date of Revision</th>
<th>Detail of Amendments (section, description)</th>
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<tr>
<td>1</td>
<td>22nd June</td>
<td>First draft</td>
</tr>
<tr>
<td>2</td>
<td>15th January 2021</td>
<td>TILDA (Chemistry Extension) included</td>
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1. INTRODUCTION

The following document has been produced by the Covid-19 planning group in the Discipline of Botany to establish a return to work plan for those who require essential access to all Discipline of Botany premises on and off the main campus. The plan is fully aligned with the comprehensive plan established by the School of Natural Sciences. Only actions that are specific to the Discipline of Botany Buildings and Locations/Infrastructures are addressed in the following plan as it is expected that all staff and students will be fully conversant with the School wide return-to-work plan.

The protocols set out in this document are intended for staff and students for whom access to Discipline of Botany premises is essential for the continuance of their work or research activities. **Staff and students who are able to work from home are advised to continue to do so until further notice.**

Given the fluid nature of the situation with regards the Covid-19 pandemic and the potential for changes to government and college advice on the matter, the practices and procedures given in this document will be regularly reviewed and updated in line with government and college recommendations. Any changes to protocols will be notified to Botany staff and students by email via the Botany Senior Executive Officer.

2. GOVERNANCE

The committee governing the resumption of research activities in Botany consists of:

<table>
<thead>
<tr>
<th>Name</th>
<th>Role</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jenny McElwain</td>
<td>(Head of Discipline)</td>
</tr>
<tr>
<td>Siobhán McNamee</td>
<td>(Chief Technical Officer; Discipline Safety Officer; COVID facilitator)</td>
</tr>
<tr>
<td>Jackie Stone</td>
<td>Technical Officer, Anatomy Building</td>
</tr>
<tr>
<td>Stephen Waldren</td>
<td>Curator, Trinity Botanic Garden</td>
</tr>
</tbody>
</table>

The committee reports to the School of Natural Sciences COVID Governance committee and liaises with the COVID Governance committees of Estates and Facilities who oversee the Watts Building where we share space with a number of other Schools and Groups. The committee is responsible for planning the safe resumption of research, and compliance of all staff and research students with the protocols and procedures in this document.
3. PREPARATION OF BOTANY FOR THE RETURN TO WORK

Preparation has involved five main elements which are outlined below.

**Preparation Plan**

(i) All staff and research students have been encouraged to continue working from home where possible. This has been communicated by Head of Discipline in an email to all staff and students and in weekly staff meetings via Microsoft teams.

(ii) A mapping exercise for Botany spaces (BOTANY BUILDING; *ANATOMY BUILDING; WATTS BUILDING; GREENHOUSES; TTEC UNIT 6; TILLA (Chemistry Extensions); BOTANIC GARDENS, DARTRY) has been carried out. Each lab, office, room was measured and work station highlighted with the recommended capacity for social distancing, i.e. 10% of normal occupancy (Appendix 1). This will be reviewed if the social distancing guidelines are amended at a later date.

(iii) As part of the spaces mapping exercise (ii) shared space has been identified along with users. Each shared space has been assigned a person who is responsible for overseeing and managing access to the shared space.

(iv) A simple protocol has been established to access, book and use shared office/ lab space or equipment (see Section 5.2).

(v) Isolation Areas have been identified for the Botany Building, Watts Building, Anatomy Building and Botanic Garden. The isolation area for all Botany on campus premises is the potting shed and for the Botanic Gardens it is the control shed in the Order Beds area. A first responder pack with PPE, laminated protocol, hand sanitizer will be stationed prominently in the Isolation Areas prior to return to work. The Botany Library will be closed for morning coffee break. The library can be used from 12-2pm with a maximum of two persons in the library at any one time. Surfaces must be disinfected prior to and after use.

(vi) The Department has purchased supplies of PPE; face masks, gloves, hand sanitizer and hand wash. These will be distributed and overseen by Siobhán McNamee, Chief Technical Officer.

(vii) Detailed signage will be produced for all communal and shared spaces as per the timing outlined in Phase 1 of the School Return to Work Plan. Standard signage (e.g. handwashing, social distancing and coughing/sneezing etiquette) will be downloaded from government websites; this signage will be modified while retaining consistency in appearance for building/room/corridor specific instructions. Such instructions include maximum occupancy, corridor behaviour (e.g. walk on right; one way; yield to on-comers etc.).

(viii) A detailed working protocol has been established for Trinity Botanic Garden that will enable co-working of all gardens staff following School protocols and that will ensure the essential maintenance of the > 4000 live plant collections at the gardens.

(ix) Booking of Laboratory rooms and/or equipment in Campus Buildings occupied by Botany: A booking system will be implemented for the use of each of the Botany laboratories, greenhouses and equipment. The person responsible for administration of the booking system of each space/equipment is indicated in Appendix 1.

(x) A booking system will also be implemented for shared offices and the 3 days in advance notification system for returning to work will ensure that no individual building exceeds the safe occupancy limits. This will ensure the maximum occupancy of each room/building is not exceeded. Once in place, the booking system will be communicated to any users of the relevant spaces by email via the Botany SEO.
The assignment of a dedicated point person for managing access, booking and overseeing access to shared labs and/or office spaces and the use of a simple shared use protocol (Section 5.2) will ensure that safe occupancy levels are not exceeded.

4. COORDINATION OF ACTIVITIES
The Discipline of Botany shares the Watts Building with multiple users from across College Departments and administrative teams, the TTEC+ Unit 6 Variable Atmosphere and Light Lab with Geology’s Earth Surface Lab, the Anatomy Building with the Centre for Environment and the TILDA (Chemistry Extensions) building with multiple users. Coordination of activities will be facilitated through a single point person for Botany, our COVID facilitator, Siobhán McNamee together with Estates and Facilities.

5. RETURN TO WORK

5.1. PRE-RETURN TO WORK PROTOCOL FOR BOTANY STAFF & STUDENTS (RETURNING TO ALL CAMPUS BUILDINGS)

1. You must first attend mandatory online Health & Safety Covid-19 Return to Campus Training, Blackboard. Please follow the instructions below:
   - Login to Blackboard via mymodule.tcd.ie
   - In the Module Search box, type in 'Returning to Work Safely' and click on Go.
   - You will see a module called COVID-INDUCTION, click on it.
   - Click on the Enrol button on the left side of the page. (If you can't see the Enrol button, you may need to click on the blue bar to the left of the screen to make it visible.)
   - Click on the Submit button on the bottom right of your page.
   - Your page will then say you have been enrolled. Click on the OK button on the bottom right of the page to access the module.

2. Read the School/Discipline/Unit Return to Work Plan in detail (these are available on the School Local Access webpages and on Discipline/Unit webpages).

3. Complete a pre-return to work form online (https://forms.gle/rBwaYZmPHBV221yUA) declaring that you have no symptoms of COVID-19 and are not self-isolating /awaiting the results of a COVID-19 test and that you have read the School and Discipline return to work protocols.

4. Email your request for returning to work to Botany SEO Mandy Lockhart at least three days prior to your intended return date. Mandy will coordinate approval from Head of Department. Include the reason for returning to work, dates and labs/buildings/equipment you want to access, your staff/student number and mobile phone number.

5. Work through Head of Department to request letter of authorisation from Head of School to travel to and enter the College, providing staff number and mobile 'phone number.

6. If you want to access shared space (see Appendix 1) contact the assigned primary point person to schedule access and cc. Siobhán McNamee/Jackie Stone

7. Complete a COVID risk assessment statement and return to Siobhán McNamee

8. Additionally, staff and students who have been given permission to return to work will be asked to complete the online return-to-work form again (https://forms.gle/rBwaYZmPHBV221yUA) for each day they attend college, to confirm that they have not developed any symptoms of; cough, fever, high temperature, sore throat, runny nose, breathlessness or flu like symptoms and have not been in contact with anyone having confirmed or suspected Covid-19 infection. The form will also provide vital information where retrospective contact tracing is required.

9. To help prevent the spread of COVID-19 in the college, all staff, including post graduate students must complete a questionnaire before returning to Botany for the first time after the Christmas & New Year break 2020. Additionally, this form must be completed again by Trinity
staff and postgraduate students after any annual leave or absence of 1 week or greater. To access the questionnaire please click on the link below
https://forms.office.com/Pages/ResponsePage.aspx?id=jb6V1Qaz9EWAZJ5bgvvlK6OSCVdh231Aj1FFM7TsWy5UMkNHNYzUIVBWENLU0ozR1dFSUVMQ09HWi4u
10. Every day you attend college you must also register with the college Safe Zone app https://www.safezoneapp.com/
11. Failure to follow any protocols or timed access may result in removal of permission.

5.2. INDUCTION
In addition to attending the College-wide return to work training mentioned under 5.1 above, Botany staff and students are required to confirm that they have read this document and the School of Natural Sciences return to work document and will abide by the guidance therein.

6. HYGIENE
Staff and students must ensure they are familiar with and follow hand hygiene guidance and advice and wash their hands with soap and water or with an alcohol-based hand rub regularly (apply soap and rub for at least 20 seconds, taking care to cover all areas of your hands); do so in particular:

- After coughing and sneezing.
- If in contact with someone who is displaying any COVID-19 symptoms.
- Before and after being on public transport.
- Before and after being in a crowd.
- When arriving and leaving the workplace/other sites.
- When hands are dirty.
- After toilet use.

You should also;

- Avoid touching your eyes, mouth, or nose.
- Have access to facilities to support hand hygiene (for example hand sanitiser/hand wipes/hand washing facilities).
- Not share objects that touch their mouth, for example, bottles or cups.
- Use your own pen for signing in.

7. SOCIAL DISTANCING
Staff and students should practice social distancing at all times.

- Keep a distance of at least 2m between yourself and any other persons you come into contact with.
- Ensure you know the occupancy limit for the space you are working in (See page 8) and adhere to it.
- Stay in your workspace for the duration of your visit. If it is essential to leave the room, e.g. to go to the toilet, keep this as brief as possible.
- Do not loiter in communal areas to talk with others. If discussion with others in the building is necessary, arrange to do this over the phone or via Teams, Zoom or other platforms.

8. CLEANING AND LITTER DISPOSAL

- Clean any lab equipment you intend to use at the points of contact before you begin to use them and again after you have finished using them. Dispose of all items carefully especially
anything that may be a source of infection (tissue, gloves etc.) and put them in the external bins (foot operated) on departure. Bags will be available for collection and replenished daily.

9. TOILETS

The toilets in all buildings will be signed.

10. RETURN PROCESS, PROMOTION OF SAFE BEHAVIOURS & COMPLIANCE

The return process is broken down into several phases:

**Phase 1: 15th June – 29th June.** Some PPE is already in stock and more has been ordered. During this phase, sufficient PPE and cleaning materials will be procured for the limited phase 2 reopening, relevant signage put in place and online booking calendars trialed.

**Phase 2: 29th June – 13th July.** Limited reopening for research staff who cannot work in a satisfactory environment at home, and researchers who need urgent access to equipment. This stage will be restricted to 25 prioritized staff and researcher students across the three buildings. All online booking calendars must be functioning in a satisfactory manner and sufficient PPE and cleaning materials must be in place for phase 3 reopening.

**Phase 3: 13th July onwards.** Reopening to all staff and research students, but not exceeding the safe occupancy limit of each building. In practice this means less than <20% of all staff and research students will be present in the Botany buildings for any one day. Prioritization will apply to ensure those who need access to the buildings or laboratories are facilitated.

The plan will be published on the Botany and School webpages during phase 1.
## MAPPING OF BOTANY SPACES

<table>
<thead>
<tr>
<th>Location Name</th>
<th>Room No.</th>
<th>Level</th>
<th>Room Use</th>
<th>Area (m²)</th>
<th>No. Places</th>
<th>Respons ible/ PI</th>
<th>No. occupied</th>
<th>Covid 19 Places</th>
<th>Covid 19 Places</th>
<th>Names Users</th>
</tr>
</thead>
<tbody>
<tr>
<td>BOTANY SCHOOL</td>
<td>0.1</td>
<td>Ground Floor</td>
<td>Office - Dr Carla Harper</td>
<td>14.70</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>Sukid, John Parnell, Marcella Campbell, Daniel Kelly</td>
</tr>
<tr>
<td>BOTANY SCHOOL</td>
<td>0.11</td>
<td>Ground Floor</td>
<td>Herbarium</td>
<td>85.00</td>
<td>5</td>
<td>JP</td>
<td>2</td>
<td>5</td>
<td>5</td>
<td></td>
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<tr>
<td>BOTANY SCHOOL</td>
<td>0.12</td>
<td>Ground Floor</td>
<td>Kitchenette</td>
<td>6.22</td>
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<tr>
<td>BOTANY SCHOOL</td>
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<td>Departmental Office - Mandy Lockhart</td>
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<td>BOTANY SCHOOL</td>
<td>0.3</td>
<td>Ground Floor</td>
<td>Office - Chief Technician - Siobhán McNamee</td>
<td>13.00</td>
<td>1</td>
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<tr>
<td>BOTANY SCHOOL</td>
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<td>Ground Floor</td>
<td>Office - Prof. Jane C. Stout</td>
<td>13.48</td>
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<td>BOTANY SCHOOL</td>
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<td>Office - Dr. Matthew Saunders</td>
<td>12.80</td>
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<td>BOTANY SCHOOL</td>
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<td>Library and Conference Room</td>
<td>25.00</td>
<td>14</td>
<td>JMC/ SM</td>
<td></td>
<td>2</td>
<td>2</td>
<td>Marcella Campbell, Dr Daniel Kelly, Sukid</td>
</tr>
<tr>
<td>BOTANY SCHOOL</td>
<td>0.9</td>
<td>Ground Floor</td>
<td>Herbarium Office</td>
<td>25.00</td>
<td>3</td>
<td>JP</td>
<td></td>
<td>2</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>BOTANY SCHOOL</td>
<td>1.1</td>
<td>First Floor</td>
<td>Office - Dr Mike Williams</td>
<td>8.00</td>
<td>1</td>
<td>1</td>
<td></td>
<td>1</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>BOTANY SCHOOL</td>
<td>1.2</td>
<td>First Floor</td>
<td>Office - Prof. Trevor Hodkinson</td>
<td>14.98</td>
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Covid-19 Risk Assessment – Botany

Please complete this supplementary questionnaire and return it with the usual signed Botany Risk Assessment (RA) Form for Field or Lab work. In line with GDPR rules this portion will only be retained during the pandemic. Thereafter it will be deleted and the standard RA retained.

You must bring a print out of your permission letter from the HoS at all times.

For Fieldwork please display it on your dashboard whilst travelling and carry it with you in the field. Your Field Work should not require you to stay away overnight.

If you need to use the Botany vehicle please contact Siobhán McNamee so you can have access to the online van booking system. A strict protocol of use is detailed below. If you are using public transport, you must adhere to HSE guidelines.

**Note:** If you have been asked to self-isolate or are showing symptoms, do not complete this form or undertake any laboratory or fieldwork until you have been cleared to do so. If you have left the island of Ireland recently please allow 14 days after return before commencing work.

Please use the checklist below before, during and after field or lab work.

1. **What is the purpose of your work? Please give a very brief description.** (The detail should be in your Risk Assessment)

2. **Location of your site/lab(s).** (The detail should be in your Risk Assessment)

3. **Dates you plan to visit site/lab(s).** (The detail should be in your Risk Assessment)

4. **What mode of transport will you use to get to your field site(s)?** Public transport, private vehicle?

5. **Who will accompany you on Field work? Please give their details, e.g. PI, co-worker, funding institution employee.**

6. **Will your co-worker travel with you for Field work?** Yes/No

If yes, social distancing/precautions in the van detailed below must be adhered to. How have you arranged to meet? Please give details.

If no, how will they get to the site?

7. **Will it be possible to socially distance while working in the lab or field?** Yes/No

Careful consideration should be given to procedures that will allow 2 meters between workers. If yes, how will this be implemented?

8. **Will you need to share equipment in the lab or field?** Yes/No

9. **Will you encounter the general public at your field site?** Yes/No

If yes, can you socially distance from them? Yes/No
10. Is your field site public or private? Will you need permission to access?

11. Will you require access to campus before or after your fieldwork? Yes/No

Access to buildings and equipment is strictly controlled and staggered. A booking system for accessing labs and offices is in place.

Botany Van use during Covid-19 restrictions

If you are using the Botany vehicle, you must adhere to the following protocol.

- Only those who are on the College Vehicle insurance, have completed a Driver’s Declaration form and test drive prior to 12th March 2020 can book the van.
- To book the Botany van please contact Siobhán McNamee who will give you access to the online booking system.
- It may not be possible to take the van immediately after another user. A time gap may be enforced.
- No more than one driver and one passenger, both wearing PPE. Driver to sit alone in the front with the passenger in the rear on the left hand side.
- Anyone entering the vehicle must sanitise their hands.
- Please disinfect the vehicle before and after use and after re-fueling, sanitise the fuel card if used. Specific areas include; steering wheel, gear stick, handbrake, signal, lighting, window and radio controls, handles (inside and out), seat belt fasteners, glove box, all non-upholstered surfaces.
- No food or drink to be consumed in the vehicle.
- The logbook can be completed using your own pen and wearing gloves and the online mileage form completed after each journey.
- You must take all your equipment, rubbish and clothing with you when you return the vehicle.
- Please continue to report any issues with the vehicle or its condition to Siobhán McNamee or Jackie Stone.

Anyone found to be ignoring these instructions will not be permitted to use the Botany van.

Some guidelines -

- Vehicles will be parked at field sites in a manner respecting social distancing.
- Fieldwork should be carried out whilst adhering to >2m social distancing rules.
- Fieldworkers will follow good Cough Etiquette/Respiratory Hygiene by ensuring they cough/sneeze into their sleeve or elbow, and always cover up, and dispose of tissues.
- All researchers are to carry hand sanitiser and disinfectant wipes at all times. Hands are to be washed in soapy water/sanitized before fieldwork commences, and before and after any breaks (lunch/toilet etc.).
- All equipment is to be disinfected with wipes before and after use.
- Sharing of equipment to be avoided where possible.
- All fieldworkers to have their own high-viz vest and use where appropriate.

Buildings and equipment access
• To access College please ensure you have received the necessary permission to do so and have your letter with you.
• You will also need the Safe Zone app on your phone.
• Access to the labs and offices in the Botany, Watts or old Anatomy Buildings and the glasshouses is not permitted without prior agreement and scheduling. A booking system will be implemented.
• All field and lab equipment must be sanitised on return. If possible wash thoroughly for the next user or clean as per the lab protocols.
• Field equipment collection or sample drop off will have to be organised in advance by using the booking system.
• Lab access will be subject to a separate RA and protocol when permitted.
# Field Work Checklist

## In advance of Field Work

| Permission sought from HoS via HoD/PI | Y/N |
| Permission granted by HoS | |
| Access to site agreed with owner, public body, government department | |
| Botany Risk Assessment Completed and approved by PI, HOD | |
| Covid-19 FW RA completed and approved by PI, HOD | |
| Building access booked | |
| Equipment list made | |
| PPE and sanitiser available | |
| Botany Van Booked | |
| Permission letter printed | |
| College ID in-date | |
| SafeZone App downloaded and activated | |
| All field equipment organised | |
| vest(s) | |
| Adequate PPE, sanitiser, waste bags | |
| Permission letter and college ID on dashboard (all vehicles) | |
| Sanitise hands, handles after refuelling and before entering vehicle (private or Botany) | |

## Botany Van users only

| Van key collected and sanitised | |
| Door and boot handles sanitised | |
| Equipment sanitised before loading | |
| Mileage noted | |
| Only one passenger permitted | |

## During Field Work

| High-viz vests on and use where appropriate, Exception – if involved in Behavioural Study | |
| Sanitiser and PPE at hand | |
| Only one field worker at a time to load and unload equipment | |
| Social distancing going to, from and at each site | |
| Avoid contact with non-fieldworkers | |
| Samples small/light enough to be carried by one person | |
| No sharing of notebooks | |
| All shared equipment sanitised before handover | |
After Field Work

Botany, Watts, TILDA (Chemistry Extensions) and old Anatomy Building Users

<table>
<thead>
<tr>
<th>Task</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Follow building cleanliness guidelines</td>
<td></td>
</tr>
<tr>
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</tr>
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<td>Wash hands</td>
<td></td>
</tr>
</tbody>
</table>

Botany Van Users

<table>
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<tr>
<th>Task</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sufficient fuel for next user</td>
<td></td>
</tr>
<tr>
<td>All surfaces sanitised as per Van use during restrictions</td>
<td></td>
</tr>
<tr>
<td>Mileage and fuel forms completed</td>
<td></td>
</tr>
<tr>
<td>Key sanitised and returned</td>
<td></td>
</tr>
</tbody>
</table>

Please report any issues you encountered while carrying out Field Work.
Covid-19 Risk Assessment for Fieldwork – Botany

Please complete this supplementary questionnaire and return it with the usual signed Botany Risk Assessment (RA) Form. In line with GDPR rules this portion will only be retained during the pandemic. Thereafter it will be deleted and the standard RA retained.

You must bring a print out of your permission letter from the HoS at all times. Please display it on your dashboard whilst travelling and carry it with you in the field.

Your Field Work should not require you to stay away overnight.

If you need to use the Botany vehicle please contact Siobhán McNamee so you can have access to the online van booking system. A strict protocol of use is detailed below.

If you are using public transport, you must adhere to HSE guidelines.

Note: If you have been asked to self-isolate or are showing symptoms, do not complete this form or undertake any fieldwork until you have been cleared to do so.

If you have left the island of Ireland recently please allow 14 days after return before commencing fieldwork.

Please use the checklist below before, during and after fieldwork.

12. What is the purpose of your fieldwork? Please give a very brief description. (The detail should be in your Risk Assessment)

13. Location of your site(s). (The detail should be in your Risk Assessment)

14. Dates you plan to visit site(s). (The detail should be in your Risk Assessment)

15. What mode of transport will you use to get to your site(s)? Public transport, private vehicle?

16. Who will accompany you? Please give their details, e.g. PI, co-worker, funding institution employee.

17. Will your co-worker travel with you? Yes/No

If yes, social distancing/precautions in the van detailed below must be adhered to. How have you arranged to meet? Please give details.

If no, how will they get to the site?

18. Will it be possible to socially distance while working? Yes/No

Careful consideration should be given to procedures that will allow 2 meters between workers. If yes, how will this be implemented?

19. Will you need to share equipment? Yes/No

20. Will you encounter the general public at your site? Yes/No

If yes, can you socially distance from them? Yes/No
21. Is your site public or private? Will you need permission to access?

22. Will you require access to campus before or after your fieldwork? Yes/No

Access to buildings and equipment is strictly controlled and staggered. A booking system for accessing labs and offices will be available shortly.

Botany Van use during Covid-19 restrictions

If you are using the Botany vehicle, you must adhere to the following protocol.

- Only those who are on the College Vehicle insurance, have completed a Driver’s Declaration form and test drive prior to 12th March 2020 can book the van.
- To book the Botany van please contact Siobhán McNamee who will give you access to the online booking system.
- It may not be possible to take the van immediately after another user. A time gap may be enforced.
- No more than one driver and one passenger, both wearing PPE. Driver to sit alone in the front with the passenger in the rear on the left hand side.
- Anyone entering the vehicle must sanitise their hands.
- Please disinfect the vehicle before and after use and after re-fueling, sanitise the fuel card if used. Specific areas include; steering wheel, gear stick, handbrake, signal, lighting, window and radio controls, handles (inside and out), seat belt fasteners, glove box, all non-upholstered surfaces.
- No food or drink to be consumed in the vehicle.
- The logbook can be completed using your own pen and wearing gloves and the online mileage form completed after each journey.
- You must take all your equipment, rubbish and clothing with you when you return the vehicle.
- Please continue to report any issues with the vehicle or its condition to Siobhán McNamee or Jackie Stone.

Anyone found to be ignoring these instructions will not be permitted to use the Botany van.

Buildings and equipment access

- To access College please ensure you have received the necessary permission to do so and have your letter with you.
- You will also need the Safe Zone app on your phone.
- Access to the labs and offices in the Botany, Watts or old Anatomy Buildings and the glasshouses is not permitted without prior agreement and scheduling. A booking system will be implemented.
- All equipment must be sanitised on return. If possible wash thoroughly for the next user.
- Field equipment collection or sample drop off will have to be organised in advance by email initially and then by using the booking system when it is available.
- Lab access will be subject to a separate RA and protocol when permitted.
Some guidelines -

➢ Vehicles will be parked at field sites in a manner respecting social distancing.
➢ Fieldwork should be carried out whilst adhering to >2m social distancing rules.
➢ Fieldworkers will follow good Cough Etiquette/Respiratory Hygiene by ensuring they cough/sneeze into their sleeve or elbow, and always cover up, and dispose of tissues.
➢ All researchers are to carry hand sanitiser and disinfectant wipes at all times. Hands are to be washed in soapy water/sanitized before fieldwork commences, and before and after any breaks (lunch/toilet etc.).
➢ All equipment is to be disinfected with wipes before and after use.
➢ Sharing of equipment to be avoided where possible.
➢ All fieldworkers to have their own high-viz vest and use where appropriate.
## Field Work Checklist

### In advance of Field Work

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### Botany Van users only

| Van key collected and sanitised      |     |
| Door and boot handles sanitised      |     |
| Equipment sanitised before loading   |     |
| Mileage noted                        |     |
| Only one passenger permitted         |     |

### During Field Work

| High-viz vests and use where appropriate |     |
| Sanitiser and PPE at hand               |     |
| Only one field worker at a time to load and unload equipment |     |
| Social distancing going to, from and at each site |     |
| Avoid contact with non-fieldworkers     |     |
| Samples small/light enough to be carried by one person |     |
| No sharing of notebooks                 |     |
| All shared equipment sanitised before handover |     |
After Field Work

Botany, Watts, Tilda (Chemistry Extensions) and old Anatomy Building Users

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Please report any issues you encountered while carrying out Field Work.
BOTANY BUILDING – COVID-19 PLAN

1.1. ENTERING THE BOTANY BUILDING

- Entry to the Botany Building is via the main front door
- Proceed to sanitise your hands on entry and the front door knob, using the sanitiser provided.
- Proceed to the work-area as specified in your Covid-19 risk assessment statement. Follow the directions on signage (keep right, one-way, no entry etc.)
- Do not touch light switches in common areas. These will be left on during opening hours and dealt with, if necessary, by the attendant or other designated member of staff.
- Sanitiser will be available for each office or located for use between several offices. Gloves will be provided on entry. On entering your office/workspace you should wash or sanitise your hands after touching door handles, light switches and any other fittings or wear disposable gloves beforehand and dispose of them afterwards.
- **Do not use multiple occupancy offices unless you have coordinated arrangements with the point person assigned for the shared space.**

1.2. LEAVING THE BOTANY BUILDING

- You should not leave the building until the purpose of your visit has been completed. If you expect to have to leave the building during your visit to use a shared facility, service unit or for any other purpose and then return to the BOTANY Building, this should be pre-planned and written into your Covid-19 risk assessment statement.
- Upon leaving the building, sign your check-out time on your daily assessment form and note down on the form the names of any person(s) that you have come into direct contact with during your time in the building and email it to CovBotany@tcd.ie.
- Open the door, then leave the building and immediately sanitise your hands using the hand sanitiser located inside of the door.
- Upon returning home, please confirm the list of close contacts encountered during the day to the Botany SEO for collation (including known individuals encountered on the way home from the Botany Building); the SEO will forward contacts to the College regularly and as required by HSE.

1.3. MOVING THOUGH THE BOTANY BUILDING

- Follow directional signs at all times.
- Ensure you keep 2m distance between you and anyone you encounter in common areas.
- Do not remain in common areas longer than is necessary.
- Tea and coffee making or food preparation facilities will not be available. The Botany Library can be used from 12-2pm for lunch with a maximum of two persons in the library at any one time. Surfaces must be disinfected prior to and after use. The library is also available for accessing the Kopikat Photocopier Printer Scanner only.
- **Do not use the communal water fountain. Bring your own bottled water or drinks if necessary. Recommendations state that no food should be eaten in the building during your visit with the exception of your personal office. The kitchen will be closed.**

2. HYGIENE
Staff and students must ensure they are familiar with and follow hand hygiene guidance and advice and wash their hands with soap and water or with an alcohol-based hand rub regularly (apply soap and rub for at least 20 seconds, taking care to cover all areas of your hands); do so in particular:

- After coughing and sneezing.
- If in contact with someone who is displaying any COVID-19 symptoms.
- Before and after being on public transport.
- Before and after being in a crowd.
- When arriving and leaving the workplace/other sites.
- When hands are dirty.
- After toilet use.

You should also:

- Avoid touching your eyes, mouth, or nose.
- Have access to facilities to support hand hygiene (for example hand sanitiser/hand wipes/hand washing facilities).
- Not share objects that touch their mouth, for example, bottles or cups.
- Use your own pen for signing in.

3. SOCIAL DISTANCING

Staff and students should practice social distancing at all times.

- Keep a distance of at least 2m between yourself and any other persons you come into contact with.
- Ensure you know the occupancy limit for the space you are working in (See page 10) and adhere to it.
- Stay in your workspace for the duration of your visit. If it is essential to leave the room, e.g. to go to the toilet, keep this as brief as possible.
- Do not loiter in communal areas to talk with others. If discussion with others in the building is necessary, arrange to do this over the phone or via Teams, Zoom or other platforms.

4. CLEANING AND LITTER DISPOSAL

Clean any equipment you intend to use (keyboards, mouse, printers etc.) at the points of contact before you begin to use them and again after you have finished using them. Dispose of the wipes in the bin. Anything that may be a source of infection (tissue, gloves etc.) should be double bagged before being disposed of and put in the external bins (foot operated) on departure. Bags will be available for collection and replenished daily in the main hall of the building.

5. POST AND DELIVERIES

- If you are still working from home, it is advised that any mail or deliveries that can be delivered to your home address should be directed there where possible.
- All deliveries to College will be directed to Estates and Facilities and will be held there for collection. To this end, you should instruct suppliers to inform you when delivery has been made in order that unnecessary trips to collect items are avoided.
- Pigeonholes for personal mail are still in use however all mail should be collected with gloves and treated appropriately.
- Outgoing post may be deposited in a post-box in the entrance hallway.
- Deliveries of a personal nature should not be addressed to Botany at this time.
- When collecting deliveries, ensure that all physical distancing protocols are observed.
• Avoid taking unnecessary packaging through the building. Where possible, remove all packaging from deliveries at the collection point and remove immediately to external waste-bins (foot operated).

6. USING SHARED FACILITIES

6.1. PHOTOCOPIER

• The photocopier is a shared facility and as such presents an added contact risk. You are requested to use it sparingly and only where it is not possible to deploy other means of communication.
• Multiple copying of documents for teaching, administration etc., should be avoided,
• Hand sanitiser and wipes are provided in the room. Use these on all contact points before and after use. Wear gloves if you can and dispose of these after use.
• If the photocopier is in use, please remain in the main hall until it becomes available.
• Make sure to wash your hands after you use the printer.

6.2. TOILETS

• Do not wait on the stairs to enter the Botany toilets. Only one person can wait inside the cloakroom of the botany toilets if the cubicles are occupied.
• Clean all surfaces touched after use using the sanitizer spray provided.
• Do not leave your coats in the cloakroom.
6.3 LABORATORIES

Staff or students wishing to use laboratories for research work will be required to book lab space and equipment at least one week in advance by email to the main point person assigned to each shared space in Appendix 1, copied to the Covid Facilitator, Siobhán McNamee (smcnamee@tcd.ie) and go through a checklist process. Access will be strictly based on social distancing practice and recommended room capacity. All current laboratory protocols (provided upon booking and upon request by the lab staff) should be adhered to along with the Covid-19 related regulations in this document. Laboratory users must liaise with Siobhán McNamee (or the technical officer she appoints to you) before using the laboratory to discuss procedures, equipment use, risk assessment, cleaning requirements and any other relevant health, safety and welfare matters before the work can begin.

7. VENTILATION

- Ventilation, by opening windows in your own office is acceptable and may be necessary. Use designated wipes supplied within the building and rooms before touching window handles and dispose of these safely in a bin bag (double bagged).
- If ventilation is required in laboratories, or there are any other common areas where ventilation is required contact the Technical Officer in charge of the laboratory or the safety officer for advice.

8. FIRE SAFETY

- Please take time to read one of the Fire safety notices posted around the building to re-familiarise yourself with procedures.
- If the fire alarm sounds you should react as is normally expected. A Fire Warden may not be present. Follow any guidance given by the attendant or other building staff where appropriate.
- Leave the Botany building through your nearest fire exit and proceed to the designated assembly point (Flat Iron).
- At the assembly point maintain physical distancing of 2m.
- Do not re-enter the building until instructed to do so.
9. MANAGEMENT OF A SUSPECTED CASE OF COVID-19 IN THE BOTANY BUILDING

The guiding principles for dealing with a suspected case of COVID-19 are outlined below. In all such cases the safety of the person seeking attention and the accompanying person is paramount.

Protocol

- Any individual who feels unwell with flu or flu-like symptoms in advance of coming to work should stay at home, contact their GP and follow the guidelines provided by the Health and Safety Executive (HSE).
- In cases where the onset of illness occurs in the Botany Building, the potting shed has been designated as the Isolation Area. The room will be equipped with hand sanitiser, 70% IPA wipes, tissues, face masks and a clinical-waste disposal bin plus instruction sheet on who to contact. The potting shed gate key is available from the drawer in the Botany kitchen.
- Anyone who becomes unwell while in the Botany Building should immediately make this known to a member of the COVID-19 Governance Team and their PI/Manager, maintaining strict social distancing of at least 2m throughout. Names and contact numbers will all be available in the potting shed as part of the COVID Isolation Room pack.
- The unwell individual should wear a face mask at all times when in the company of other people and avoid touching people, surfaces and objects. Facemasks will be available in the potting shed COVID Isolation Pack.
- Only one accompanying person to provide support/treatment, where practical.
- The accompanying person (usually a member of the Covid-19 governance team, if available) must wear appropriate PPE including face shields, gloves and lab coat when interacting with the unwell individual, maintaining a 2m distance at all times. If the person becomes ill while lone working they must make their situation known to Front Gate Security 01 8961999 and activate the SafeZone Alert.
- The accompanying person will assist the unwell individual and contact the College Health Centre at 01 896 1591/01 896 1556 or/and the individuals GP.
- The College Medical Officer and College Safety Officer must also be informed and an Incident Report Form submitted by the Discipline Safety Officer or a member of the Governance Team.
- Based on the doctor’s advice the accompanying person will assist the unwell person to make transport arrangements to go home or to hospital for medical assessment.
- The COVID-19 Governance Team will record the names and contact details (address, mobile number) of all people working in the same area as the unwell person, or who have come into close contact with the unwell person to provide to the HSE for the purposes of contact tracing.
- Following a suspected case being reported, the individuals in the building who have been in close contact (working in the same lab/area or have been <2m from the person for more than 15 min) will be advised to go home, avoiding public transport and to self-isolate for a period of 14 days following the HSE guidelines.
- The COVID-19 Governance Team will contact all other individuals scheduled to be in the building that day advising them to go home/stay at home and will close the building for up to 72 hours.
- The COVID-19 Governance Team will contact Estates and Facilities to arrange a decontamination/deep clean of the building and specifically the areas where the person has been located.
**FLOOR MAPS**

Key:

<table>
<thead>
<tr>
<th>Symbol</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>➡️</td>
<td>One-way system</td>
</tr>
<tr>
<td>➡️leftrightarrow</td>
<td>Two way system where 2m social distancing is possible and must be observed; keep right</td>
</tr>
<tr>
<td>➡️leftrightarrow</td>
<td>Two way system where one-way system or 2m social distancing is not possible. Approach area with caution and give way to others, always observing 2m social distancing.</td>
</tr>
<tr>
<td>➡️</td>
<td>One-way entry to room</td>
</tr>
<tr>
<td>➡️</td>
<td>One-way exit from room</td>
</tr>
<tr>
<td>➡️leftrightarrow</td>
<td>Two-way entry and exit to and from room</td>
</tr>
</tbody>
</table>
1. ENTERING THE WATTS BUILDING

- Entry to the Watts Building is via the main front doors which open automatically. Lift only to be used when carrying heavy equipment or samples.
- Proceed to sanitise your hands on entry using the sanitiser provided.
- Proceed to the Botany Section of the Watts work-area by stairs not lift as specified in your Covid-19 risk assessment statement. Follow the directions on signage (keep right, one-way, no entry etc.)
- No need to touch light switches in common areas as these are automatic. However the Botany offices and labs have traditional light switches.
- Sanitiser will be available for each office and lab. Gloves will be provided on entry. On entering your lab / office you should wash or sanitise your hands after touching door handles, light switches, entry keypads and any other fittings or wear disposable gloves beforehand and dispose of them afterwards.
- Do not use multiple occupancy offices / Labs unless you have coordinated arrangements with the point person assigned for the shared space.

2. LEAVING THE WATTS BUILDING

- You should not leave the Botany Section of the Watts building until the purpose of your visit has been completed. If you expect to have to leave the building during your visit to use a shared facility, service unit or for any other purpose and then return to the WATTS Building, this should be pre-planned and written into your Covid-19 risk assessment statement.
- Upon leaving the building, sign your check-out time on your daily assessment form and note down on the form the names of any person(s) that you have come into direct contact with during your time in the building and email it to CovBotany@tcd.ie. A designated labelled collection box for daily assessment forms will be available outside the lab/offices on your floor.
- Press release button with elbow on the left to exit into general Watts area, use the stairs to the ground floor, exit doors open automatically, leave the building and immediately sanitise your hands using the hand sanitiser located outside of the door.
- Upon returning home, please confirm the list of close contacts encountered during the day to the Botany EO for collation (including known individuals encountered on the way home from the Watts Building); the EO will forward contacts to the College regularly and as required by HSE.

3. MOVING THOUGH THE BUILDING

- Follow directional signs at all times.
- Ensure you keep 2m distance between you and anyone you encounter in the common areas.
- Do not remain in the common areas longer than is necessary.
- Tea and coffee making or food preparation facilities will not be available. Bring your own bottled water or drinks if necessary. Recommendations state that no food should be eaten in the building during your visit with the exception of your personal office.

4. HYGIENE
Staff and students must ensure they are familiar with and follow hand hygiene guidance and advice and wash their hands with soap and water or with an alcohol-based hand rub regularly (apply soap and rub for at least 20 seconds, taking care to cover all areas of your hands); do so in particular:

- After coughing and sneezing.
- If in contact with someone who is displaying any COVID-19 symptoms.
- Before and after being on public transport.
- Before and after being in a crowd.
- When arriving and leaving the workplace/other sites.
- When hands are dirty.
- After toilet use.

You should also;

- Avoid touching your eyes, mouth, or nose.
- Have access to facilities to support hand hygiene (for example hand sanitiser/hand wipes/hand washing facilities).
- Not share objects that touch their mouth, for example, bottles or cups.
- Use your own pen for signing in.

5. SOCIAL DISTANCING

Staff and students should practice social distancing at all times.

- Keep a distance of at least 2m between yourself and any other persons you come into contact with.
- Ensure you know the occupancy limit for the space you are working in (See page 9) and adhere to it.
- Stay in your workspace for the duration of your visit. If it is essential to leave the room, e.g. to go to the toilet, keep this as brief as possible.
- Do not loiter in communal areas to talk with others. If discussion with others in the building is necessary, arrange to do this over the phone or via Teams, Zoom or other platforms.

6. CLEANING AND LITTER DISPOSAL

- Clean any lab equipment you intend to use at the points of contact before you begin to use them and again after you have finished using them. Double bag anything you need to dispose of, especially anything that may be a source of infection (tissue, gloves etc.) and put them in the external bins (foot operated) on departure. Bags will be available for collection and replenished daily in the main hall of the building.

7. TOILETS

The Botany and Anatomy Buildings toilets are in Botany spaces, however the Watts Building toilets are not located in the Botany spaces on either the Ground or Second floors, they are outside in the communal areas on various floors so that is why they were not include in the Botany document.
# FLOOR & ROUTE MAPS

<table>
<thead>
<tr>
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<tbody>
<tr>
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<td>![Red Double Arrow]</td>
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50
BOTANY GREENHOUSES (on campus) – COVID-19 PLAN

1. ENTERING THE GREENHOUSE
   • Entry to the Greenhouse area using communal key. Proceed to sanitise your hands on entry using the sanitiser provided.
   • Proceed to the work-area (Greenhouse 1, Greenhouse 2 or Potting Shed) as specified in your Covid-19 risk assessment statement.
   • Sanitiser will be available for each Greenhouse and gloves will be provided on entry. On entering wear disposable gloves beforehand and dispose of them afterwards.

2. LEAVING THE GREENHOUSE.
   • You should not leave until the purpose of your visit has been completed. If you expect to have to leave during your visit to use a shared facility, service unit or for any other purpose and then return to the Greenhouse, this should be pre-planned and written into your Covid-19 risk assessment statement.
   • Upon leaving the Greenhouse, sign your check-out time on your daily assessment form and note down on the form the names of any person(s) that you have come into direct contact with during your time there and email it to CovBotany@tcd.ie.
   • Lock the Greenhouse gate, sanitise the lock and return the communal key to its designated space, make sure it’s been sanitised.
   • Upon returning home, please confirm the list of close contacts encountered during the day to the Botany SEO for collation (including known individuals encountered on the way home from the Old Anatomy Building); the SEO will forward contacts to the College regularly and as required by HSE.

3. CLEANING AND LITTER DISPOSAL
   • Clean any equipment you intend to use at the points of contact before you begin to use them and again after you have finished using them. Dispose of all waste materials carefully especially anything that may be a source of infection (tissue, gloves etc.) and put them in the bin.
   • You are responsible to leave the space as you have found it with all used areas wiped down etc.
# FLOOR & ROUTE MAPS

<table>
<thead>
<tr>
<th>Symbol</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="Yellow Arrow" /></td>
<td>One-way system</td>
</tr>
<tr>
<td><img src="image" alt="Yellow Double Arrow" /></td>
<td>Two way system where 2m social distancing is possible and must be observed; keep right</td>
</tr>
<tr>
<td><img src="image" alt="Red Double Arrow" /></td>
<td>Two way system where one-way system or 2m social distancing is not possible. Approach area with caution and give way to others, always observing 2m social distancing.</td>
</tr>
<tr>
<td><img src="image" alt="Green Arrow" /></td>
<td>One-way entry to room</td>
</tr>
<tr>
<td><img src="image" alt="Red Arrow" /></td>
<td>One-way exit from room</td>
</tr>
<tr>
<td><img src="image" alt="Green Double Arrow" /></td>
<td>Two-way entry and exit to and from room</td>
</tr>
</tbody>
</table>
OLD ANATOMY BUILDING BOTANY LABS – COVID-19 PLAN

1. ENTERING THE Botany Labs in the OLD ANATOMY BUILDING
   • Entry to the Anatomy Building is via rear door via card access only.
   • Proceed to sanitise your hands on entry using the sanitiser provided.
   • Proceed to the work-area as specified in your Covid-19 risk assessment statement. Follow the directions on signage (keep right, one-way, no entry etc.)
   • No need to touch light switches in common areas as these are automatic and Lab lights will be on.
   • Sanitiser will be available for each office and lab. Gloves will be provided on entry. On entering your lab/office you should wash or sanitise your hands after touching door handles, light switches and any other fittings or wear disposable gloves beforehand and dispose of them afterwards.
   • Do not use multiple occupancy offices/labs unless you have coordinated arrangements with the point person assigned for the shared space.

2. LEAVING THE OLD ANATOMY BUILDING
   • You should not leave the building until the purpose of your visit has been completed. If you expect to have to leave the building during your visit to use a shared facility, service unit or for any other purpose and then return to the OLD ANATOMY Building, this should be pre-planned and written into your Covid-19 risk assessment statement.
     • Upon leaving the building, sign your check-out time on your daily assessment form and note down on the form the names of any person(s) that you have come into direct contact with during your time in the building and email it to CovBotany@tcd.ie.
   • At the exit, sanitise your hands using the hand sanitiser positioned near the door
   • Upon returning home, please confirm the list of close contacts encountered during the day to the Botany SEO for collation (including known individuals encountered on the way home from the Old Anatomy Building); the SEO will forward contacts to the College regularly and as required by HSE.

3. MOVING THOUGH THE BUILDING
   • Follow directional signs at all times.
   • Ensure you keep 2m distance between you and anyone you encounter in common areas.
   • Do not remain in common areas longer than is necessary.
   • Tea and coffee making or food preparation facilities will not be available. Bring your own bottled water or drinks if necessary. Recommendations state that no food should be eaten in the building during your visit with the exception of your personal office.

4. HYGIENE
Staff and students must ensure they are familiar with and follow hand hygiene guidance and advice and wash their hands with soap and water or with an alcohol-based hand rub regularly (apply soap and rub for at least 20 seconds, taking care to cover all areas of your hands); do so in particular:
   • After coughing and sneezing.
   • If in contact with someone who is displaying any COVID-19 symptoms.
• Before and after being on public transport.
• Before and after being in a crowd.
• When arriving and leaving the workplace/other sites.
• When hands are dirty.
• After toilet use.

You should also;
• Avoid touching your eyes, mouth, or nose.
• Have access to facilities to support hand hygiene (for example hand sanitiser/hand wipes/hand washing facilities).
• Not share objects that touch their mouth, for example, bottles or cups.
• Use your own pen for signing in.

5. SOCIAL DISTANCING
Staff and students should practice social distancing at all times.
• Keep a distance of at least 2m between yourself and any other persons you come into contact with.
• Ensure you know the occupancy limit for the space you are working in (See page 8) and adhere to it.
• Stay in your workspace for the duration of your visit. If it is essential to leave the room, e.g. to go to the toilet, keep this as brief as possible.
• Do not loiter in communal areas to talk with others. If discussion with others in the building is necessary, arrange to do this over the phone or via Teams, Zoom or other platforms.

6. CLEANING AND LITTER DISPOSAL
• Clean any lab equipment you intend to use at the points of contact before you begin to use them and again after you have finished using them. Dispose of all items carefully especially anything that may be a source of infection (tissue, gloves etc.) and put them in the external bins (foot operated) on departure. Bags will be available for collection and replenished daily.

7. TOILETS
The toilets are situated at the end of Lab 1, the larger teaching lab.
**FLOOR & ROUTE MAPS**

Key:

| →   | One-way system |
| →   | Two way system where 2m social distancing is possible and must be observed; keep right |
| ← → | Two way system where one-way system or 2m social distancing is not possible. Approach area with caution and give way to others, always observing 2m social distancing. |
| ←  | One-way entry to room |
| ←  | One-way exit from room |
| ← → | Two-way entry and exit to and from room |
Tilda (Chemistry Extensions) BOTANY LABS – COVID-19 PLAN

1. ENTERING THE Botany Labs in the Chemistry Extensions
   • Entry to Chemistry Extensions is via front door via card access only.
   • Proceed to sanitise your hands on entry using the sanitiser provided.
   • Proceed to the work-area as specified in your Covid-19 risk assessment statement. Follow the directions on signage (keep right, one-way, no entry etc.)
   • No need to touch light switches in common areas as these are automatic and Lab lights will be on.
   • Sanitiser will be available for each office and lab. Gloves will be provided on entry. On entering your lab/office you should wash or sanitise your hands after touching door handles, light switches and any other fittings or wear disposable gloves beforehand and dispose of them afterwards.
   • Do not use multiple occupancy offices/labs unless you have coordinated arrangements with the point person assigned for the shared space.

2. LEAVING THE Tilda (Chemistry Extensions )
   • You should not leave the building until the purpose of your visit has been completed. If you expect to have to leave the building during your visit to use a shared facility, service unit or for any other purpose and then return to the Chemistry Extensions Building, this should be pre-planned and written into your Covid-19 risk assessment statement.
   • Upon leaving the building, sign your check-out time on your daily assessment form and note down on the form the names of any person(s) that you have come into direct contact with during your time in the building and email it to CovBotany@tcd.ie.
   • At the exit, sanitise your hands using the hand sanitiser positioned near the door
   • Upon returning home, please confirm the list of close contacts encountered during the day to the Botany SEO for collation (including known individuals encountered on the way home from the Chemistry Extensions Building); the SEO will forward contacts to the College regularly and as required by HSE.

3. MOVING THOUGH THE BUILDING
   • Follow directional signs at all times.
   • Ensure you keep 2m distance between you and anyone you encounter in common areas.
   • Do not remain in common areas longer than is necessary.
   • Tea and coffee making or food preparation facilities will not be available. Bring your own bottled water or drinks if necessary. Recommendations state that no food should be eaten in the building during your visit with the exception of your personal office.

4. HYGIENE
   Staff and students must ensure they are familiar with and follow hand hygiene guidance and advice and wash their hands with soap and water or with an alcohol-based hand rub regularly (apply soap and rub for at least 20 seconds, taking care to cover all areas of your hands); do so in particular:
   • After coughing and sneezing.
   • If in contact with someone who is displaying any COVID-19 symptoms.
• Before and after being on public transport.
• Before and after being in a crowd.
• When arriving and leaving the workplace/other sites.
• When hands are dirty.
• After toilet use.

You should also;
• Avoid touching your eyes, mouth, or nose.
• Have access to facilities to support hand hygiene (for example hand sanitiser/hand wipes/hand washing facilities).
• Not share objects that touch their mouth, for example, bottles or cups.
• Use your own pen for signing in.

5. SOCIAL DISTANCING

Staff and students should practice social distancing at all times.
• Keep a distance of at least 2m between yourself and any other persons you come into contact with.
• Ensure you know the occupancy limit for the space you are working in (See page 8) and adhere to it.
• Stay in your workspace for the duration of your visit. If it is essential to leave the room, e.g. to go to the toilet, keep this as brief as possible.
• Do not loiter in communal areas to talk with others. If discussion with others in the building is necessary, arrange to do this over the phone or via Teams, Zoom or other platforms.

6. CLEANING AND LITTER DISPOSAL

• Clean any lab equipment you intend to use at the points of contact before you begin to use them and again after you have finished using them. Dispose of all items carefully especially anything that may be a source of infection (tissue, gloves etc.) and put them in the external bins (foot operated) on departure. Bags will be available for collection and replenished daily.

7. TOILETS

The toilets are situated on the corridor just as you approach the Botany area.
## FLOOR & ROUTE MAPS

Key:

<table>
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<tbody>
<tr>
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BOTANIC GARDENS – COVID-19 PLAN

Return to working procedures for Trinity Botanic Gardens

This section provides guidelines for ensuring staff safety while returning to a situation where the full complement of staff return to working at the College Botanic Gardens following restrictions imposed by the COVID-19 pandemic. During the period of ‘lock-down’ one member of the Botanic Gardens ground staff has been present each day to maintain the collections, and the team developed a protocol to minimize risk of COVID-19 spread among staff. The procedures outlined below build on the successful approaches developed locally by the staff to minimize health risks.

5.3 Arrival/leaving – role of Duty Gardener

The ‘Duty Gardener’ is the member of staff who worked (alone) at the Gardens the previous weekend; this member of staff has traditionally had the role of opening up in the morning, locking up in the evening and ensuring that the potting shed compost bays are stocked and the potting shed left tidy.

The normal working hours for the Botanic Gardens staff are 08:30 – 17:00, though staff finish at 16:30 on Thursdays and 16:00 on Fridays. To ensure safety and social distancing, and to avoid staff gathering in, for example, the tearoom area, the Duty Gardener should open up/lock up at the above times, but other staff should arrive 20 minutes later and leave 20 minutes earlier.

After entering the building, and before leaving, the hand sanitizer in the entrance hall MUST be used.

5.4 Opening up – Duty Gardener

The opening up and locking up routines should be performed by the Duty Gardener. If the Duty Gardener is absent through illness, leave or other reason, a deputy MUST be assigned. If the duty gardener plans taking time off following a weekend working, arrangements for someone to deputise need to be made in advance.

After opening up the Palmerston Park gate for entry, this gate should be closed over but not locked until all staff have arrived. After entering the building and turning off the alarm, hands should be washed and then sanitised.

Unlock the back door to the main building, the glasshouses and potting shed. Unlock the gate to the South Arboretum, but leave the gate closed.

Sanitise all taps, door handles (main building internal and external, glasshouses, shed etc.), glasshouse venting handles, toilet flush handles, alarm keypad etc. with surface sanitising wipes.

When other staff have arrived, lock the Palmerston Park gate.

5.5 Locking up – Duty Gardener
Ensure all staff and any visitors have left the premises 15 minutes before lock up time (see above). Wash and sanitise hands.

Lock all doors, if required turn on heating.

Sanitise all taps, door handles (main building internal and external, glasshouses, shed etc.), glasshouse venting handles, toilet flush handles, alarm keypad etc. with surface sanitising wipes.

Set alarm and leave building.

5.6 Tool and machinery use

ALWAYS tidy away equipment after use: return tools to their storage area, empty all barrows etc. Ensure you allow time in the working day to complete this.

Wear appropriate gloves when using communal tools (eg. loppers, spades, rakes, barrows) and power equipment (mowers, strimmers, hedge trimmers, chain saw etc.).

Sanitise handles and other contact points (eg steering wheels, handles, drive controls, triggers etc.) using disinfectant wipes before and after use.

If using the equipment lock-up, sanitise lock and handles before and after use.

Keep keys to equipment lock-up and mower separate from the main building/glasshouse key ring to minimize contact.

5.7 Van use

In general follow Botany Department van use protocols. In addition, the following local protocols will apply:

- No passengers at any time until further notice.
- Sanitise locks, steering wheel, gear shift lever, handbrake release handle, and any other key hand contact points before and after use.
- Keep van key in kitchen in a key box
- Make a note of mileage at end of journey, the miles driven, and email these to swaldren@tcd.ie. Do not fill in the mileage book.

6. General procedures for the Botanic Gardens

Keep the disinfectant spray and cloth at the lab sink area, and also in the potting shed.

Maintain appropriate cough/sneeze etiquette at all times, even when working alone.

Wash hands thoroughly and regularly, followed by use of hand sanitizer.

Dispose of paper towels, tissues, disposable gloves etc. in the normal waste bin and NOT in recycling.

Maintain social distancing of at least 2 m from other staff.
Open gates, doors and where feasible taps with minimal use of the hands – elbows on tap levers, to push gates open etc.

Wear appropriate gloves as much as is feasible. Regularly sanitise multi-use rubber gloves.

Minimise use of the kitchen, cutlery and crockery etc. by bringing pre-prepared lunches, drinks etc. Stagger the timing of lunch and tea/coffee breaks.

If using the kettle for hot drinks or the microwave for heating, handle as briefly as possible and with a tissue which should be immediately disposed of afterwards.

Minimise the area of lab being used; try to keep this to the bay nearest to the fume hood area.

Do not admit visitors to the Gardens unless they have made prior arrangements with the Curator/Administrator.

All non-Gardens staff and students who visit the Gardens MUST have made prior arrangements with the Curator/Administrator and must follow the procedures outlined in this documents.

If any other person enters the Gardens area and has not made these arrangements (this has already happened) they should politely be asked to leave. If necessary, contact Trinity Hall security.

7. Visitors

Visitors here means any person who does not normally work at the College Botanic Gardens; this includes Botany Department staff and students.

Visitors MUST make arrangement with the Curator/Administrator prior to visiting. They will be asked to provide the date and time of arrival and leaving, and must sign to say they have read and understood the local operational protocols detailed above.
8. General hygiene

Gardens Staff and visitors must ensure they are familiar with and follow hand hygiene guidance and advice and wash their hands with soap and water or with an alcohol-based hand rub regularly (apply soap and rub for at least 20 seconds, taking care to cover all areas of your hands); do so in particular:

- After coughing and sneezing.
- If in contact with someone who is displaying any COVID-19 symptoms.
- Before and after being on public transport.
- Before and after being in a crowd.
- When arriving and leaving the workplace/other sites.
- When hands are dirty.
- After toilet use.

You should also;

- Avoid touching your eyes, mouth, or nose.
- Have access to facilities to support hand hygiene (for example hand sanitiser/hand wipes/hand washing facilities).
- Not share objects that touch their mouth, for example, bottles or cups.
- Use your own pen for signing in.

9. Social Distancing

Gardens Staff and visitors should practice social distancing at all times.

- Keep a distance of at least 2m between yourself and any other persons you come into contact with.
- Ensure you know the occupancy limit for the space you are working in (See page 10) and adhere to it.
- Stay in your workspace for the duration of your visit. If it is essential to leave the room, e.g. to go to the toilet, keep this as brief as possible.
- Do not loiter in communal areas to talk with others. If discussion with others in the building is necessary, arrange to do this over the phone or via Teams, Zoom or other platforms.

10. Cleaning and Litter Disposal

- Clean any equipment you intend to use (keyboards, mouse, printers etc.) at the points of contact before you begin to use them and again after you have finished using them. Double bag anything you need to dispose of, especially anything that may be a source of infection (tissue, gloves etc.) and put them in the external bins (foot operated) on departure. Bags will be available for collection and replenished daily in the main hall of the building.

11. Isolation area

If any person at the Gardens develops any of the typical symptoms of COVID-19, the control shed in the Order Beds area of the Gardens should be used to isolate that individual, and emergency services or a doctor called.

College Health Service: 01 8961591

*Local Clinics and doctors*
**FLOOR & ROUTE MAPS**

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TTEC, UNIT 6 – COVID-19 PLAN

**Unit 6 (Botany Variable Atmosphere and Light Laboratory)**

Entrance and exit are through the front door, except in the event of an emergency when the rear emergency exit should be used.

A hand sanitising station and PPE is available inside the door.

Unit 6 is a large space where social distancing is possible. Its volume of >1100 m$^3$ and air exchange system reduces the risk of airborne transmission of COVID-19. An anticlockwise one-way system will be marked out on the floor, and scheduling of staff will be in place. The Earth Surface Processes Lab (Geology, Profs David Chew, Michael Stock) shares Unit 6 and an integrated plan is in place.

**Isolation Room:**
The primary isolation room for all researchers who develop symptoms on site is the TTEC COVID ISOLATION ROOM in CRANN 3.13. Face masks, sanitisers and wipes are available in the room, with instructions of what to do and contact details for the College health Centre at 01 896 1591.

**Access to ESRL, U6**
Prior to gaining access to laboratories researchers will need to follow guidance to ensure they are in line with current Government and University policies (as listed on the TCD COVID-19 website [https://www.tcd.ie/about/coronavirus/](https://www.tcd.ie/about/coronavirus/)). All desk-based work should be carried out remotely.
Access is provided based on prioritised need. PI’s for projects are required to email the Head of Botany Department stating the reason for prioritisation.

Before booking laboratories, researchers must have completed the general college induction course and completed the pre-return to work declaration (available on SNS local access and Discipline pages).

Bookings for the labs in U6 will be made through the Botany Department protocols

**Laboratory use**
All staff must have the College Safe Zone App installed and enabled. Before entering TTEC and Unit 6 researchers must complete the online daily questionnaire and check in on the google docs form.

PPE should not be shared by researchers, so they are required to bring their own laboratory coats and visor (if required). On entering Unit 6 researchers are required to use the hand sanitiser and put on booties / laboratory shoes. On reaching the lab researchers must don the required PPE for the task they are undertaking.

The bathrooms within U6 are available for researchers and soap, hand sanitiser and alcohol wipes are available in them to clean down surfaces before and after use. They are however a pinch point for access. Researchers will be mindful of social distancing rules.

The Break Room in the adjacent Unit 7 will be open strictly to one researcher at a time and is included in the U7 booking calendar. Researchers will be required to take non-overlapping staggered breaks and will be required to clean the surfaces after use.

On completing their booked session, researchers should dispose of items of PPE which will not be reused (disposable gloves) and bring their reusable PPE (lab coats, visors) off-site. Researchers must sign-out of the google docs form as they leave U6.