School of English

Return to Campus – Planning and Risk Assessment

SCHOOL/UNIT: School of English

LOCATION(S): Arts Building, Oscar Wilde Centre (Hamilton Building/Westland Row).

PLAN DEVELOPED BY: Jarlath Killeen, Elaine Maddock, Ruth Archbold

DATE UPLOADED TO TEAMS SITE: 16th July 2020

CURRENT VERSION | PREPARED BY/UPDATE COMMENT | DATE
--- | --- | ---
 | Jarlath Killeen- start of Michaelmas Term 2021 | 10 September, 2021

Introduction

This document describes the preparation for activities during the COVID-19 pandemic, considering national and local guidelines. The planning and risk assessment provide for a safe continuation of limited work on campus by all members of the School. COVID-19 spreads easily in congested low ventilated areas and as such the preference should be to ‘work alone’ as work from home much as possible. The first iteration of this plan was agreed by the School Executive on 15th July, 2020. The Head of School, the School Manager, and the School Safety Officer will have overall responsibility for the management and implementation of this plan. The Head of School and Safety Officer will ensure that COVID-19 measures are strictly adhered to in the School. However, staff will continue to work from home where possible.

Context


“Workers, like those who work on their own, as well as other workers who can keep a 2 metre distance from others can return to work. Social distancing requirements continue to apply”. It also states that “Organisations are to develop plans for a return to onsite working by employees in light of COVID-19,
considering social distancing compliance, hygiene and cleaning, compliance in higher risk situations, plans for medically vulnerable or pregnant people and extended opening hours to enable social distancing”. This document is the School of English “Return to Work Risk Assessment” as requested by the University and informed by the University guidelines available at https://www.tcd.ie/research/about/covid-19/return-to-campus.php

BASELINE PRINCIPLES

- This plan is a live document applicable to all staff in the School of English and will be continuously reviewed and amended as public health and College guidelines are updated and as phases pass.
- All measures being implemented are aligned with Government\(^1\) and the College roadmap as listed on the TCD COVID-19 website.
- Sufficient supplies of PPE/hand sanitisers/ etc will be provided by Estates & Facilities for the communal spaces, and by the School for School-owned spaces.
- The Arts Building and the Hamilton Building will be supported by College support services as required, for example Housekeeping, Health and Safety, Security, IT Services etc.
- The plan will comply with social distancing protocols and health and safety recommendations, as outlined below.
- Staff will be supported with measures implemented, as outlined below.
- Should lockdown be re-established, the School of English will follow College and Government advice, and all staff will revert to working from home where possible until further advised.

GOVERNANCE

- This plan has been developed by Jarlath Killeen (Head of School), Elaine Maddock (Safety Officer) and Ruth Archbold (School Manager), who comprise the Continuation of on-site work committee for the School. They will make updates of policies and procedures in this plan, in accordance with recommendations by the Irish government and the University administration.
- The Committee will also liaise with the Arts Building Management Group which will meet remotely monthly. This group will regularly review the mechanisms in place to ensure the health and safety of users of the Building.
- All School staff who wish to and deem themselves able to return to work will be required to do the following, and data will be stored securely by the Continuation of work Coordinator, following College and Government advice on data protection: (awaiting this advice).
  - View the online College Induction video on BlackBoard
  - Complete the pre-return to work questionnaire 3 days in advance of returning
  - Maintain a Contacts Log
  - Complete the daily check list and know not to attend if they answer yes to any question
  - Download the SafeZone App
  - All members of staff will be advised to install the HSE’s Covid Tracker app.

Nature of English research and rationale for continuation of access to campus

The staff and graduate students in the School of English have been working remotely since the College shutdown in March 2020. The School premises are in the Arts Building, and in the Oscar Wilde Centre situated on Westland Row and in the Hamilton Building (see floor plans in Appendix 3). The School has space in Foster

Place for Teaching Assistants but that is not to be used for the duration of the pandemic. To ensure physical/social distancing for staff, all users of our spaces will be required to use only their offices for work.

In order to maintain social distancing protocols and to facilitate contact tracing, each individual should have minimal interaction with others, and no one should visit anyone else’s office. Any meetings should take place in rooms where social distancing can be practiced according to the guidelines set out by the HSE. Most shared areas, such as the kitchenettes, should not be visited, and colleagues should not bring any visitors into the School or the Oscar Wilde Centre. One exception is Room 4011, which is the mail and photocopying room. Colleagues may use this room, but only one at a time, and the door must remain open while it is being used.

Full-time academic staff are accommodated in single-occupancy offices for the most part. Four colleagues share a multi-desk room in Room 2.02 in the Oscar Wilde Centre. Graduate students typically share office space in Phoenix House and in the Long Room Hub, not in any School spaces. The School has four administrative offices (two single-occupancy in the Arts Building, rooms 4003 and 4024, one multi-person space also in the Arts Building, room 4013, and one single-occupancy in the Oscar Wilde Centre).

Research activity in English is desk-based and library/archive based. Staff do not share desks or computers and very limited access to shared spaces is proposed. Academic staff and graduate students will continue to adhere to advice to work from home as much as possible. Nevertheless, individuals require some access to their offices to facilitate ongoing research and for preparation of teaching next semester.

- Access to research books and papers (including personal research notes) which may not be available online.
- Access to office facilities including printing, scanning and copying to facilitate more efficient home working where this may not be possible.
- Appropriate space and resources to prepare online teaching for next semester. Most lecturers will need access to their teaching notes in offices to prepare slides and other online content.

All staff and graduate students will have restricted time on campus to only carry out research and teaching related activities that cannot be facilitated remotely. Supervision meetings between staff and PhD students will continue to be conducted remotely via Teams/Zoom or other resources.

We propose a measured continuation of activities, according to an agreed roster that affords each staff member access to their office, based on single occupancy, on specified days per week, should they need it. All staff will be required to use the SafeZone app when on campus (link https://www.safezoneapp.com/how-it-works) and to sign in electronically via MS Forms.

The School of English is split across two locations – the Arts Building (3rd, 4th and 5th floor offices) is the home to most staff offices; the Oscar Wilde Centre also has staff and administrative offices. Floor plans for both spaces are included in the Appendix.

In this document we propose a return to work for the School’s staff and describe separately the arrangements for both buildings.

A modest continuation of on-site activity is proposed. Staff and student numbers in both buildings will be managed by the Head of school who will sign one-day authorization letters for anyone who needs to attend campus for specific reasons.
Oscar Wilde Centre

The administrative office will remain closed with the OWC administrator continuing to work from home unless access is necessary for a specific task.

Face Masks should be worn by colleagues in the building when moving through communal spaces.

Movement through the Building:

Entrance will only be permitted via the basement floor entrance through the Hamilton Building. The code puncher should be wiped down with cleaning spray after use. Movement through the building via the stairwells will operate on a yield system: only one person can use the stairs at any one time. People should exit the building only through the exits on the ground floor, 1st floor, and 2nd floor.

Use of shared spaces:

- The use of the kitchen area for food storage or eating will not be allowed.
- Cleaning spray, wipes and sanitiser will be available in the bathroom.
- The shared printer/photocopier/stationery room, (basement floor) will be single-use. A sign will be placed on the door to indicate when it is in use.
- The computer room in the basement will be single-use. Once students return a rota system will be established to maximise access.
- The research library on the ground floor will be single-use. Once students return, a rota system will be established to maximise access.
- Cleaning spray/wipes and sanitiser will be available in stairwells for wiping down surfaces including for example banisters and door handles.

Total maximum occupancy at any time:

The full complement of staff (full-time and part-time) includes 9 in the OWC. The proposed roster for staff access is in Appendix 4 and ensures that a maximum of 4 staff members will be present at any time. There will be no staff change-over during a working day, simplifying the safety and sanitary protocols. Colleagues should wipe down used surfaces with the sanitizing wipes provided.

The Hamilton Building has two designated Covid19 Isolation Rooms, which will be clearly signed. These rooms are supplied with face masks, sanitisers and wipes. Any staff or student who begins to feel unwell with flu or flu-like symptoms (or other symptoms of Covid19) while on campus should immediately go the School’s isolation room, telephone the College Health Centre or their GP and follow any instructions given. The School will arrange for contact logs to be made available as needed.
Arts Building

General Information – applied throughout the Building:

- Signage will be in place to advise, remind and assure workers that safety is being taken seriously. There will be signage to encourage regular handwashing and to highlight social distancing guidelines.
- Entrance to the Arts Building will be through the ramp / Nassau street automatic door and staff will be required to have an up-to-date staff card to access.
- Exit from the Arts Building will be through the Perch café / East End door.
- A two-way system on all corridors and the stairwells will be adopted, with a “keep right” approach implemented and signage will be in place to remind people of this.
- Lifts - to be used only by people with mobility issues or carrying heavy materials, and in these cases they should only be used on a one-person-at-a-time basis (excepting carers/amanuenses for those with mobility issues). Signage will be in place to remind people of this.
- Bathrooms/Toilets – use of these will be the responsibility of individuals using them to adhere to social distancing at all times and proper effective handwashing.
- Social / Collaborative Spaces – Social spaces furniture will be set up in line with social distancing measures.
- Anyone entering College/ Arts Building will be advised to use hand sanitiser and Hand sanitisers/soap and alcohol wipes are in place for clean down in all entrance areas and bathrooms as appropriate. These will be supplied in offices by the units in the building, once guidelines have been provided on procurement of this.
- Masks, gloves, safety glasses will be provided in isolation rooms by Estates & Facilities.
- Office windows should be kept open for ventilation.
- Housekeeping: There will be a daily morning clean ensuring all door handles, stair rails etc are cleaned down and toilets cleaned and the building will be serviced throughout the day (this does not include personal offices). Used PPE will be disposed of in normal waste streams. Clinical waste bags to be used for isolation rooms.
- An Isolation room for the building have been identified as follows:
  - Meeting room 2018
- The Arts Building Management Group will meet monthly, rather than once a term as was the previous frequency, where possible in line with any future resumption phases. Continuation of work Coordinators, if not already members, will be invited to attend the meetings.
- Guidelines for general access to the campus for essential staff is provided for at this link.
- Access for staff returning at each phase will be sent to Human Resources and Estates & Facilities to ensure access
- Face Masks should be worn by colleagues in the building when moving through communal spaces.

Proposed access to School of English offices in the Arts Building

The Arts Building is a multi-School, multi-disciplinary space with a building management committee. The School is happy to comply and adapt to any building-wide protocols that may be put in place. The School’s academic and administrative offices are on the third, fourth and fifth floors of the building – all of them multi-School floors. Most of the staff offices, and all of the administrative offices are concentrated on the area of the fourth floor accessed by Stairwell C. Lifts will not be used as a rule but reserved for people with poor mobility or those moving heavy items.

Movement through the School of English Spaces:
A one-way system in common areas (entrances and stairwells) is put in place and is clearly marked. Access to all floors is via the stairwell only (no use of the lift) and once on the floors a one-way system is in place.

Use of shared spaces:
Use of shared spaces, including the kitchen area for food storage or eating, will not be permitted. Cleaning spray/wipes, sanitiser etc will be available to staff for use in shared bathrooms and for wiping down surfaces.

Room 4011, the photocopying/mail room will remain in use. It should only be used by one member of staff at a time, and the door must remain open while in use. There will be hand sanitizers and wipes in place, and colleagues must wipe down surfaces once they are finished using the room.

ENSURING SOCIAL DISTANCING
- There is only one office that is shared in the School: room 4013, which is occupied by the Sophister Administrator and the Global Officer. We will ensure that this office is never occupied by both administrators at the same time. Sanitisers and wipes will be provided in this office for wiping down surfaces, handles, etc. at the end of each day.
- All group meetings will continue to take place remotely via Teams or Zoom. Should the staff need to have an in-person team meeting, this will only take place if a space is available allowing for ample distance between members of staff (currently 2m). Should the staff wish to meet anyone else in the course of their workday, this should take place outside, while also observing social distancing.
- Working from Home will continue to be encouraged.

Total maximum occupancy at any time:
The full complement of staff is 30 people from English in the Arts Building. There will be no staff change-over during a working day simplifying the safety and sanitary protocols, with shared spaces and offices cleaned as usual twice a week by our cleaning staff from Estates & Facilities. Colleagues will wipe down surfaces in their offices daily after use.

On-premises symptom response plan
In the first instance anyone feeling unwell with flu or flu-like symptoms should remain at home, contact their GP and follow any instructions they are given as well as the guidelines from the HSE.

The Arts Building has a designated Covid19 Isolation Room, Room 2018, which is clearly signed. This room is supplied with face masks, sanitisers and wipes. Any staff or student who begins to feel unwell with flu or flu-like symptoms (or other symptoms of Covid19) while on campus should immediately go the Building’s isolation room, telephone the College Health Centre or their GP and follow any instructions given. The School will arrange for contact logs to be made available as needed.

Roles and Responsibilities
- The School Manager, Ruth Archbold, will be the facilitator of Covid-19 measures outlined in this and later plans for continuation of work.
• The School has formed an ad hoc *Continuation of on-site work* committee comprising: Head of School, School Manager, and School Safety Officer. The committee will monitor new government and College guidelines and protocols as they affect the School. The committee will be responsible to ensure that access and rostering of staff is working smoothly.

• All induction and advertising of procedures to staff will be done by email and with information on the School’s web page.

Promotion of Safe Behaviour and Compliance

The College guidelines require that the School “organise a systematic way for checking compliance. This should be carried out regularly. Non-compliance should result in revoking of access. It is important to note that the Health Safety Authority can check for compliance and will close down operations should they find issues”. To comply with this directive the School’s on-site work committee have decided that if anyone in the School learns of or observes non-compliance with the expected behaviour and required procedures (listed below), they should report these breaches by emailing the School Safety Officer (Elaine Maddock).

The Safety Officer need not disclose the identity of the person reporting the non-compliance and their discretion, judgement and common sense will be vital in managing this. The Safety Officer will advise the Head of School, who will assume the responsibility of contacting the individual and issue a first warning. We fully expect that in most/all cases this will just be a lack of awareness and some informal promotion of safe behavior will prevent subsequent issues. However, should there be a second report of non-compliance the Head of School will need to revoke access to School buildings for one full week. A third report of non-compliance will lead to access being revoked for one month.

Use of Toilets

Toilet areas are one of the biggest concerns regarding social distancing, hygiene and the potential for COVID-19 transmission. For this reason, the following should be observed consistently:

- If you enter the communal area and someone is using it, retreat and wait outside until they leave (i.e. one at a time).
- Only alternate cubicles and urinals will be in operation – this will be reviewed regularly.
- Only alternate sinks will be made available.
- Always close the toilet lid before flushing. This reduces the potential for creating airborne particles.

**SWS – Sanitise Wash Sanitise**

- Sanitise your hands before leaving your work area to go to the toilet.
- Wash your hands before you leave the toilet.
- Sanitise your hands when you return to your workplace.

The above system should help mitigate against virus transmission on handles and surfaces.

**HEALTH AND SAFETY BEHAVIOURS ON RETURN**

**Requirements of all staff**

All staff who wish to and deem themselves able to return to work will be required to:
- View the online College Induction video on BlackBoard
- Complete the pre return to work questionnaire
- Maintain a Contacts Log
- Complete the daily checklist and know not to attend if answer yes to any question
- Download the SafeZone App

- Strict adherence to prevailing social distancing protocols will be encouraged.
- Ensuring all hard surfaces i.e. workstations, doors and all frequently touched surface points are wiped down regularly
- Regular cleaning of mobile phone screens, all keyboards, handsets etc
- No sharing of any form of PPE

At Risk Individuals

Individuals in the ‘very high’ risk category for COVID-19 (as defined by HSE guidelines) will not be allowed return to campus at this time. Staff with dependents or housemates in a very high-risk category should also not return to work at this time. See
https://www2.hse.ie/conditions/coronavirus/people-at-higher-risk.html#very-high-risk

Individuals in the ‘high’ risk category must consult with the Head of School prior to returning.

If there is a doubt about potential risks of a return to work, medical advice should be sought by the staff member intending to return to work.

Checklist for return to campus office

1. Complete College return to work induction. The Trinity COVID19 General Induction module is accessible via Blackboard and must be completed as part of an employee’s preparation for continuation of work on campus. Once approved by your Head/Manager to return to work on Campus, please click on Trinity COVID19 General Induction and follow these steps:

   - 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.

   - Then remember to complete your details at step 3 to confirm you have completed the module.

2. Complete and submit pre-return to work form (Appendix 1 and School web page).
3. Complete daily questionnaire (Appendix 2 and School webpage).

4. Ensure SafeZone app is downloaded and checked in while on campus.

Required on-site behaviour including handwashing, cleaning of shared surfaces, social distancing, respecting the roster, sign-in to buildings and via the safe-zone app are expected and will be widely disseminated.

- Access will be denied to any individual who: (1) is feeling unwell; (2) has been in close contact with a confirmed or suspected COVID-19 case; (3) is unable or non-compliant with these operational & hygiene procedures. All workers must stay out of college until all symptoms of COVID-19 have cleared following self-isolation. The Head of School is responsible for deciding issues of access.

- All colleagues agree to maintain a daily contacts log whilst in college during the phased return to operations. This will supplement the room booking system which will function as the employers contact log. A sample Contact Log is provided in Appendix 4.

- Colleagues will follow all building level instructions on how access/egress will be managed and how circulation and common space will be managed.

RESPONSE PLAN FOR DEALING WITH A SUSPECTED COVID-19 CASE

- All staff members will be made aware of recognising the symptoms of Covid-19 through the Induction module and are advised to stay home if feeling unwell with flu or flu-like symptoms. The staff member will contact the Head of School and/or the Safety Officer who will adjust the rota if necessary. The staff member will be advised to contact their GP and follow the guidelines provided by the HSE.

- In cases where the onset occurs on campus, the person who feels unwell should immediately inform the Head of School and Safety Officer. Staff in single offices will be advised to leave campus directly from their office. Anyone in a shared space will be escorted to the Isolation Room while maintaining strict social distancing.

- One Isolation room for the building has been identified, and this will be equipped with a hand sanitiser, wipes, tissues, face masks and a clinical-waste disposal bin: Meeting Room 2018

- The unwell person should wear a face mask at all times and should avoid touching people, surfaces and objects.

- The Head of School/Safety Officer will assist the unwell individual to contact the College Health Centre at (01) 896 1591/01 896 1556 or their own GP and also to order a taxi. The College taxi service provider is Lynk Taxi. When booking the booker should request a screen driver and let the driver know the situation. Screen drivers are taxis where the driver is fully screened from the passenger.

- The Head of School/Safety Officer must report the incident and the use of the isolation room to College Security at (01) 896 1317. Premises Services will then arrange to sanitise the isolation room.

- The Head of School/Safety Officer will obtain a copy of the persons contact log.

- Following a suspected case being reported, any staff identified as a close contact will be asked to go home and should work from home where possible and follow advice from the HSE contact tracing service.
COVID-19 RESPONSE PLAN

COVID-19 is within the community and will become part of the college community throughout the coming year. It is important to remember that:

- Outbreaks in Trinity are very likely. Two confirmed cases in the same area constitute an outbreak.
- Asymptomatic transmission is a key risk in the university setting
- Increased cases and outbreaks in Trinity could increase local prevalence
- All staff and students must take all preventative measures to prevent the spread of the virus – as if everyone has the disease and thus is a suspected case.
- Trinity should plan for an increase in cases or an outbreak associated with our buildings
- Effective systems to record and respond to cases, particularly those within accommodation or academic departments, are required to be able to understand where transmission is occurring within the college
- There should be clear plans for communication and encouraging adherence if an outbreak occurs.

In such circumstances, the COVID-19 Response Plan includes the following:

- TCD’s system to facilitate rapid testing of suspected cases. This is being managed by the setting-up of an on-site testing facility managed by College Health in consultation with HSE Public Health Department
- TCD’s systems to ensure confirmed cases of COVID-19 are urgently followed up in collaboration with HSE Public Health Department
- TCD’s systems to support the public health risk assessment by HSE Public Health Department which will guide outbreak control measures.
- TCD’s systems and procedures for taking and retaining contact information on campus to support the public health risk assessment
- TCD’s communications and instructions developed to encourage students and staff to download the COVID-19 Tracker App and record their close contacts on a daily basis
- TCD’s dedicated spaces provided to isolate confirmed cases and facilities to support students or staff members in self-isolation
- TCD’s systems to facilitate public health communications on site. This can be augmented using the SafeZone App.

The COVID-19 Response Plan elaborates on the Implementation Guidelines should cases of COVID-19 be confirmed on campus. Specifically, it focuses on:

1. Prevention and Protection
2. Outbreak Response Team
3. Detection of potential cases of COVID-19 - Testing pathway
4. Confirmation of COVID-19 and Contact Tracing
5. Public Health Risk Assessment
6. Outbreak Control Measures and Public Health Principles
7. Appendix 1: COVID-19 Roles and Responsibilities
8. Appendix 2: COVID-19 forms for Students and Staff
9. Appendix 3: Legislative role of the HSE Medical Officer of Health

**What to do if there is a confirmed case of COVID-19 on Campus** is included here

---

1 In keeping with data protection and confidentiality requirements
2 In keeping with data protection and confidentiality requirements
3 Using the HSPC definition of a close contact
If there is a suspected case of COVID-19, the staff member or student must be sent for testing, await the result and not attend College.

No further action is required at this point.

If your Result is Negative you may return to College after 48 hours*

If your Result is Positive

If a staff member, you must notify your line Manager or Head of School

If a student you must notify your Course Director. The Course Director must notify the Head of School

Head of School/Unit/TRI must contact their COVID Coordinator by phone or email

Head of School/Unit/TRI must contact College Health at covidnotify@tcd.ie

COVID Coordinator must contact the E&F Duty Team at covidresponse@tcd.ie and ensure correct contact tracing form has been completed

College Health and E&F Duty Team will ensure COVID-19 Response Team is kept up to date

*Dependent on HSE Guidelines i.e. a close contact of a confirmed case (0 & 7 day tests) or you are still unwell.
SIGN-OFF

1. HEAD OF SCHOOL

SIGNATURE:

(Dr. Jarlath Killeen)

2. HEAD OF SAFETY

Katharine Murray

(Signature:)

(Dr Katharine Murray)

3. HEAD OF FACILITIES AND SERVICES

(Brendan Leahy)

(Signature:)

(Mr Brendan Leahy)

4. DEAN OF FACULTY/CHIEF OFFICER

Prof. Gail McElroy

(Signature:)

(Prof. Gail McElroy)
Appendix 1:

Pre-return to work form:

This form should be completed at this link: 
https://forms.office.com/Pages/ShareFormPage.aspx?id=jb6V1Qaz9EWAZJ5bgvvlK_w
hHC0ZVJxDmf0KUZlY9NUOFZKVV1INWEJXSjRZWEV1M1NPSEk5MFZJQS4u
&sharetoken=HtwfxNK7Y9FrW2gDsWJk

To help prevent the spread of COVID-19 in the college, all staff, including post graduate students must complete this form before returning to work for the first time and then must be completed again by Trinity staff and postgraduate students after any annual leave or absence of 1 week or greater. If you answer Yes to any questions, please DO NOT come onto campus and contact your Line Manager.

Personal data captured by this form will be processed in accordance with data protection legislation, used for the specified purposes only and deleted in accordance with government guidelines. If you require further information on the intended processing of your personal data please contact Katharine Murray, Head of Safety, Estates and Facilities at safetyoffice@tcd.ie or John Eustace, Data Protection Officer at dataprotection@tcd.ie. For further information please visit
https://www.tcd.ie/estatesandfacilities/assets/doc/PrivacyStatement.pdf

1. College ID

2. Do you have symptoms of cough, fever/high temperature, difficulty breathing, loss or change in your sense of smell or taste now or in the past 14 days?
   - Yes
   - No

3. Have you been diagnosed with confirmed or suspected COVID-19 infection in the last 14 days?
   - Yes
   - No

4. Are you awaiting the results of a COVID-19 test?
   - Yes
   - No
5. In the past 14 days, have you been in contact with a person who is a confirmed or suspected case of COVID-19?
   - Yes
   - No

6. Have you been advised to self-isolate at this time?
   - Yes
   - No

7. Have you been advised to restrict your movements at this time?
   - Yes
   - No

8. Have you been advised to cocoon at this time?
   - Yes
   - No

9. Are there any other circumstances relating to COVID-19, not included in the above, which may need to be considered to allow your safe return to work?
   - Yes
   - No

10. Have you answered Yes to any of the above questions? If you have answered Yes to any of the above questions, please contact your Line Manager and DO NOT attend campus.
    - Yes
    - No
Appendix 2

Personal Daily Questionnaire

TCD guidelines for a continuation of campus work also require the completion of a personal daily questionnaire, including the following questions:

1. A recent cough? Y / N
2. Shortness of Breath? Y / N
3. Respiratory Illness? Y / N
4. Fever (38°C and over, please check temperature daily)? Y / N
5. Have you been advised to self-isolate in the past 14 days? Y / N

If you experience any of these symptoms, do not return to work.

Staff will also be required to acknowledge they have read the procedure for reporting COVID-19 symptoms – summarised here, which will be incorporated in the sign-in form.

In the event any symptoms of COVID-19 are experienced staff must

- Immediately notify the School Safety Officer, Elaine Maddock (maddocke@tcd.ie) and follow the HSE guidelines for self-isolation.
- Contact your GP or the TCD Health Centre and follow any instructions.
Appendix 3

Building plans and details of room usage: The Arts Building and the Oscar Wilde Centre

1. Oscar Wilde Centre
School of English – plan for continuation of work
2. Arts Building
School of English – plan for continuation of work
Appendix 4

Trinity College COVID-19 Employee Contact Log

While at work, a Contact Log must be kept by all staff. This Log requires each employee to log the name, time spent with and contact details of any person with whom they were in contact throughout the day, noting whether its close contact or otherwise (i.e.) close contact = less than 2 mts distance, for 15 mins or more.

Please ensure to complete this as necessary and make it available to your manager/HSE if requested to assist with contact tracing.

Employee’s Name: _____________________

<table>
<thead>
<tr>
<th>DATE</th>
<th>NAME of CONTACT</th>
<th>FROM</th>
<th>TO:</th>
<th>&lt; / &gt; 2 meters apart</th>
<th>CONTACT DETAILS (phone; email)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Appendix Five: Office Rotas

1. Oscar Wilde Centre

<table>
<thead>
<tr>
<th>OWC Roster</th>
<th>Mon</th>
<th>Tue</th>
<th>Wed</th>
<th>Thur</th>
<th>Fri</th>
</tr>
</thead>
</table>

2. Arts Building

**Monday:**
- Office 4020: Philip Coleman
- Office 5016: Tom Walker
- Office 4039: Brendan O'Connell
- Office 4024: Diane Sadler
- Office 3160: Deirdre Madden
- Office 4004: Clare Clarke
- Office 4009: Melanie Otto
- Office 4025: Paul Delaney
- Office 4002: Jane Carroll
- Office 4083: Pádraic Whyte
- Office 4005: Jarlath Killeen
- Office 4008: Stephen Matterson
- Office 4026: Mark Faulkner
- Office 4006: Alice Jorgensen
- Office 4079: Rosie Lavan

**Tuesday:**
- Office 4020: Philip Coleman
Office 4021: Björn Quiring  
Office 4010: Bernice Murphy  
Office 5089: Ema Vyroublová  
Office 4024: Diane Sadler  
Office 4022: Sam Slote  
Office 3160: Deirdre Madden  
Office 5016: Tom Walker  
Office: Darryl Jones  
Office 4090: Aileen Douglas  
Office 4077: Julie Bates  
Office 4079: Rosie Lavan  
Office 4039: Brendan O’Connell  
Office 4007: Andrew Murphy  
Office 4110: Mark Sweetnam  
Office 4026: Mark Faulkner  
Office 4006: Alice Jorgensen  
Office 4016: Darrell Jones  

**Wednesday:**  
Office 4022: Sam Slote  
Office: Darryl Jones  
Office 4025: Paul Delaney  
Office 4006: Alice Jorgensen  
Office 4077: Julie Bates  
Office 4002: Jane Carroll  
Office 4021: Björn Quiring  
Office 4083: Pádraic Whyte  
Office 4020: Philip Coleman  
Office 4005: Jarlath Killeen  
Office 3160: Deirdre Madden  
Office 4023: Séan Hewitt  
Office 4026: Mark Faulkner  

**Thursday:**  
Office 4004: Clare Clarke  
Office 4009: Melanie Otto  
Office 4025: Paul Delaney  
Office 4016: Darrell Jones  
Office 4023: Séan Hewitt  
Office 4079: Rosie Lavan  
Office 4007: Andrew Murphy  
Office 4020: Philip Coleman  
Office 4026: Mark Faulkner  
Office 3160: Deirdre Madden  
Office 4090: Aileen Douglas
Office 5089: Ema Vyroublová
Office 5016: Tom Walker

Friday:
Office 4110: Mark Sweetnam
Office 4006: Alice Jorgensen
Office 4077: Julie Bates
Office 4002: Jane Carroll
Office 4079: Rosie Lavan
Office 4021: Björn Quiring
Office 5089: Ema Vyroublová
Office 4003: Ruth Archbold
Office 4013: Elaine Maddock
Office 4090: Aileen Douglas
Office 4002: Jane Carroll
Office 4004: Clare Clarke
Office 4010: Bernice Murphy
Office 4039: Brendan O’Connell
Office: Darryl Jones

Saturday:
Office 5089: Ema Vyroublová
Office 4006: Alice Jorgensen

Sunday:
Office 5089: Ema Vyroublová