RESUMPTION OF ACTIVITIES MASTERPLAN

SCHOOL/UNIT: School of Genetics and Microbiology

LOCATION(S): Smurfit Institute of Genetics and the Moyne Institute (Department of Microbiology) School of Genetics and Microbiology

PLAN DEVELOPED BY: Professor Dan Bradley and Prof Adrian Bracken (FEMS Faculty administrator Dr Katie O’Connor assisted with submission in the absence of a School Administrative manager and due to exceptional circumstances)

PLAN TO BE IMPLEMENTED BY: School of Genetics and Microbiology

DATE LAST APPROVED BY E&F: 21st July 2020

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<tr>
<td>Version 1</td>
<td>Adrian Bracken</td>
<td>4th June 2020</td>
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<td>Adrian Bracken</td>
<td>5th June 2020</td>
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1. INTRODUCTION

The Department of the Taoiseach and Department of Health published on May 18th, 2020 a “Roadmap for reopening society and business”, which outlined 5 phases. On June 9th we moved into Phase 2, and the School of Genetics and Microbiology returned to laboratory-based research under strict safety guidelines and protocols. At the time, the Irish Government’s guidelines [available at https://dbei.gov.ie/en/Publications/Return-to-Work-Safely-Protocol.html] stated that “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 stated 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”. On May 15th, Trinity College Dublin published their own Guidelines, subsequently updated, for the resumption of research activities on Campus https://www.tcd.ie/research/about/covid-19/return-to-campus.php. This required that all Schools /TRI/Unit made plans for their return to work, formally known as their Return to Work Risk Assessment. This document outlined the Return to Work Risk Assessment plan of the School of Genetics and Microbiology. The goal was the safe resumption of activity within the School that protected the health and safety of individual staff and the wider community.

This updated version of that document has been expanded to include guidelines for the return of undergraduate and MSc students the School of Genetics and Microbiology.
2. BASELINE PRINCIPLES

This plan is a live document applicable to all staff and students of the School of Genetics and Microbiology. This plan will be continuously reviewed and amended as public health guidelines are updated and as each phase passes. This plan was drafted by applying the following baseline principles:

- The School of Genetics and Microbiology has worked closely with the Premises Manager and Health and Safety Dept in relation to arrangements for access and circulation.
- The measures implemented are in line with Government & University policies as listed on the TCD COVID-19 website http://www.tcd.ie/about/coronavirus/
- Sufficient supplies of PPE/hand sanitisers/signage will be provided by Estates & Facilities for the communal spaces.
- College Support Services will be required including Housekeeping, Estates & Facilities, Health and Safety, and Security.
- The plan complies with all prevailing social distancing protocols and health and safety recommendations as provided for by Estates & Facilities.
- The number of people accessing the building(s) at any one time will be restricted to ensure that social distancing is observed.
- Phasing of the return of staff will be risk assessed.
- In the event that lockdown is re-established, Genetics and Microbiology will follow College and Government advice, and should it be required, all staff will revert to working remotely from home where possible until further advised.

Summary of required actions by all staff and PhD students before being permitted to return to the School:

- Complete the Pre-return to work form (Appendix 2) and then email it to their departmental office. This is a questionnaire required to ensure each researcher has no symptoms of COVID-19 or are self-isolating /awaiting the results of a COVID-19 test.
- Complete the Risk Assessment form (Appendix 6), to say that they understand the symptoms of COVID-19, will monitor themselves daily and they know what to do in the event that they develop symptoms.
- Attend an online induction session, organized by their Principal Investigator (PI)/Group leader, as well as a college-wide induction session, available from HR and Health & Safety (Appendix 1).
- In accordance with Trinity College Dublin policy, the SafeZone App will be used when arriving and leaving College. It is highly recommended but not mandatory that everyone working on campus is required to install this app onto their phone. The app records location and working hours and contains useful information about what to do in an emergency.
Justification for return to laboratory-based research at the School of Genetics and Microbiology: The research undertaken by PhD students and postdoctoral researchers in the School of Genetics and Microbiology commonly requires cell, tissue culture and animal experiments that typically last weeks and months, and the majority of usable data is generated at the end of the experiment. Many experiments that began in February and early March of this year had to be prematurely terminated when College closed at the beginning of the COVID-19 lockdown, without generating important data. Therefore, many of our researchers have already effectively ‘lost’ at least 4 months of time in the lab, with little or no data generated since the start of the year. Critically, the window of opportunity for some of our researchers (who are due to finish this year) to resume experiments shortens by the week, and if they are not allowed to imminently return to laboratory-based research, they will be unable to complete their work. This includes PhD students who are due to finish in September and postdoctoral researchers working on ERC, IRC, SFI and Wellcome funded projects with key deliverables in the coming months. No funding is available to extend the contracts/stipends of most of these researchers, and ‘no cost’ extensions are of no benefit as salary costs continue to be accrued during the period of the lockdown. Scientific discoveries and breakthroughs that may have happened this year could be another casualty of COVID-19. Furthermore, if we cannot resume laboratory-based activities, we will be unable to meet certain contractual agreements or realise deliverables associated with externally funded research projects.

Restricting the numbers of people in The School of Genetics and Microbiology to ensure a safe working environment during the COVID-19 pandemic. The majority of our researchers (Research staff and PhD students) require access to our laboratories to carry out their work. In total, we have identified 24 researchers in the Department of Microbiology (Moyne Institute) and 60 in the Department of Genetics (Smurfit Institute) that require access to labs. Even when all 84 of these researchers are granted permission to resume laboratory-based research, we can maintain adequate physical/social distancing by implementing the plan detailed below. To achieve this, each of the individual research labs in the school has been carefully mapped out into blocks which can take one person at a time. The general approach for the School will be that a 2m distance should be maintained. If required, for example for PhD student training, this distance can be reduced to a minimum of 1m, but only for a limited period of time. It will be the individual PIs who will determine if or when this is necessary. The wearing of masks will be mandatory for everyone in the School. This will apply in lecture rooms for staff and students, but also in research labs and throughout the School, except in one person occupancy offices. The adherence to these guidelines will be strictly imposed (See further details on Checking of compliance below).

The Moyne Institute (Department of Microbiology) is a stand-alone building and its large square footage is conducive to social distancing. The majority of research groups in the Moyne Institute can accommodate the researchers who need the space, even after the mapping exercise (Appendices 10-11). However, to achieve social distancing for all, the plan is to move 9 of the 24 researchers to free available space outside of their normal labs (Detailed in Appendix 12).

The Smurfit Institute (Department of Genetics) building will have a greater demand for research space. Of a total cohort of 67 researchers (Research staff and PhD students), 61 will require access to the Smurfit building to conduct experiments from June 8th. The other 6
Researchers have computer based projects and will continue to work from home. After carefully mapping every room in the Genetics Department buildings, we reduced the previous total of 87 workspaces by ~50% to 44 to accommodate the social distancing requirements. To ensure that the 61 researchers can avail of the available 44 workspaces, each individual research group will take measures, including flexible shift work, establish online booking systems and weekend work in the majority of cases. Attention will be taken to ensure that work shifts are voluntary and not enforced upon people and a case will have to be made to the Head of School in each case where normal working-times (weekdays 10am-4pm) are not adhered to. Furthermore, no one will be allowed to work alone and ‘buddy systems’ will be employed to ensure this (Detailed in Appendix 5).

Importantly, with these above plans in place, we believe we have ample space to accommodate all researchers who will want to return to the lab. Therefore, while we don’t anticipate the need for prioritisation of researchers, should it be required, it will be managed at lab level by the PIs, who will know the needs of each member in their respective groups.

**All research related meetings (e.g. Lab meetings, data-clubs, one-on-one meetings) will continue to be held online.** Physical face-to-face interactions at work, including hand shaking, group meetings and 1:1 meetings in offices are prohibited. All tasks that can be undertaken at home will be, e.g. data-analysis, report writing etc. All School researchers who come to the School should confine the time they spend on the premises to carrying out research activities that cannot be facilicated remotely. This kind of generosity and community spirit will help accommodate as many lab mates and colleagues as possible.

**The return of Undergraduate and MSc Teaching.** All teaching-related information meetings will be held online. For undergraduate teaching, all lectures will be delivered online. These will be supplemented with small-group tutorials that will take place in live online sessions or in-person on campus, where public health guidelines permit. The school has only one MSc course and the incoming class of 8 students can easily be accommodated for in-person teaching, while adhering to all social-distancing protocols. This can pivot to online teaching should public health guidelines require. The in-person teaching will require all students and lecturers to wear masks. For students in the Genetics Department, small group teaching and tutorials will be held in the Dawson seminar room (9 students maximum), while bigger classes of up to a maximum of 22 students will be held in the Moyne Lecture Theatre in the Moyne Institute (Microbiology Department).

Genetics and Microbiology students attending lectures in the Moyne lecture theatre must follow the instructions in Appendix 16a on how to enter and leave the Moyne Institute building. Students partaking in undergraduate laboratory practicals within the Microbiology Department must follow the instruction in Appendix 16b on how to enter and leave the Moyne Institute building.

Junior Sophistor Genetics and Human Genetics students will have practical laboratory classes once per week. These teaching sessions will take place in BioLabs 3 and Instructions for accessing BioLab 3 are available in Appendix 17. The classes have been split into small groups in order to meet distancing requirements. All students will be expected to adhere to the entry, exit and PPE protocols as laid down by the technical staff of the Biology Teaching Office.
Senior Sophistor Genetics and Human Genetics students with experimental ‘wet-lab’ projects will be carefully managed in terms of time and space usage and further details on this are available in Appendix 18.

3. GOVERNANCE

The school has overseen the resumption of research activities since June 8th. This has been managed by the Head of School, the COVID-19 coordinator and the School Executive Committee. The school will continue to comply with the safety requirements and capacity constraints of all central services both inside and outside of the school (e.g. Estates and Facilities, Waste Disposal, Cleaning, Hazardous Waste, Security, Suppliers, Deliveries, Couriers etc.). Over this period we expect our administrative staff and academic staff to work from home where possible and appropriate with a phased resumption of administrators and researchers on-campus. The majority of our researchers need to be on campus due to the nature of their research. The school’s plan will be changed and updated as required in line with instructions from the university regarding government advice and policy.

The Governance Team provides local oversight for the planned reopening of the School of Genetics and Microbiology. The team meets remotely regularly to review progress and address any issues that arise. School resumption plans have been discussed at the School executive; FEMS Faculty executive and at the FEMS safety committee. At these meetings, the following is discussed:

- Determine the review mechanism at each phase before moving to the next phase.

- Agree communications for internal and external stakeholders. School plans will be posted on the TCD Microsoft team platform so that the resumption committee has oversight and approval of all plans. Approved resumption plans will be posted by the resumption committee on the TCD COVID-19 website.

- Identify a response team should an individual develop COVID-19 symptoms ensuring at least one member of this team is present in the School at all times

- Develop a mechanism to ensure that all staff members have completed the back-to-work declaration three days in advance of returning and that a system is in place for checking on a daily basis.

- Ensure that a system is in place to confirm that College induction has been completed (FEMS Faculty administrator Dr Katie O’Connor provides Head of School with the list of staff who have completed the College induction) and that a local induction plan is provided.

- Ensure that appropriate and up-to-date contact tracing logs are in place for all members of staff and are available for all relevant line managers.

A COVID Coordinator/Facilitator has been appointed to ensure adherence to the protocol and consistent and relevant communication with stakeholders.
## Genetics and Microbiology Governance Team

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Function</th>
</tr>
</thead>
<tbody>
<tr>
<td>Professor Sylvia Draper</td>
<td>Dean</td>
<td>Oversee development &amp; implementation of Plan</td>
</tr>
<tr>
<td>Prof Dan Bradley</td>
<td>Head of School, Genetics and Microbiology</td>
<td>Oversee development &amp; implementation of Plan at School level. Management of space &amp; facilities. Oversee all buildings access requests.</td>
</tr>
<tr>
<td>Prof Tony Kavanagh</td>
<td>School Safety Officer (Genetics Department)</td>
<td>Safety Officer for Department of Genetics. Procurement of consumables Compliance Officer and contact point Management of back-to-work declarations</td>
</tr>
<tr>
<td>Mr. David Byrne</td>
<td>School Safety Officer (Microbiology Department)</td>
<td>Safety Officer for Department of Microbiology. Procurement of consumables Compliance Officer and contact point Management of back-to-work declarations</td>
</tr>
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### Logistics & Management.

Going forward, the Governance Team will maintain this Return to work document in constant review and update it should Government advice and policy change, or if Trinity issues further guidance. This will necessitate that staff and PhD students in the School read any updated versions of this online document should any changes be made.

**Head of School** will be responsible for permitting building access for all staff and PhD students returning. They will send access requests to Human Resources and Estates & Facilities.

The two **Heads of Department** will be responsible for communicating return to campus guidelines and rules to all undergraduate students in their respective departments.

**Chief Technicians**, Brenda Campbell (Department of Genetics) and Gerry Dowd (Department of Microbiology) have managed all practical aspects of reorganizing the school buildings, and will continue to do so. They coordinated and facilitated these measures by liaising with premises manager, Jonathan Fitzpatrick. This involved the addition of signage and PPE throughout the buildings and several departmental reconfigurations. Going forward, both Chief Technicians will be responsible for maintaining these practical aspects, including the relevant people in the Estates and Facilities to ensure all building level requirements, including
cleaning and waste disposal are being addressed. Revised and defined cleaning rotas from E&F/Housekeeping will be implemented (See Appendices 13 and 14 for modifications to waste disposal and glass cleaning facilities for the two Departments).

The Health and Safety Officers for Genetics (Prof. Tony Kavanagh) and Microbiology (David Byrne) will be responsible for managing the safe running of the Smurfit and Moyne buildings, respectively. This will include the systematic checking of compliance of social distancing, liaising with the PIs of researchers and revoking access where necessary (See further details on Checking of compliance below).

Principal Investigators (PIs)/Group leaders will be required to hold an induction session(s) for the research staff and PhD students in their respective groups. This specific and local induction about local rules will be needed in conjunction with the college-wide induction session available for all created by HR and Health & Safety. Importantly, these inductions will have to be repeated when new group members join.

Principal Investigators (PIs)/Group leaders will also be responsible for timetabling activities for their individual research groups within the designated shifts, as required, and keeping records. They will also maintain detailed online booking systems (e.g. Google Sheets, Microsoft Teams Shifts or ClickUp) for all shared equipment. It will not be possible to use any shared equipment/facilities without booking in advance. These booking systems and records will facilitate developing a log of contacts/group works for contact tracing, which is a requirement of the Government’s return to work protocol. PIs will also be responsible for ensuring all staff and PhD students in their groups that have returned to the school have completed the two forms (Appendices 2 and 3).

The Departmental Executive Officers for both departments will maintain records of every individual researcher who has emailed the Pre-return to work form (Appendix 1) and the Risk Assessment form (Appendix 6), which must be submitted before researchers can be permitted to return to work. The Genetics Department Executive Officer will manage an online booking system for the Dawson room. Lectures and tutorials will continue to get precedence over lab meetings, and no research related meetings are permitted in the Dawson Room while at Level 3 or above on the Government’s 5 Level Framework for Restrictive Measures (https://www.gov.ie/en/campaigns/resilience-recovery-2020-2021-plan-for-living-with-covid-19).

Housekeeping staff will service all areas agreed in the morning with an additional afternoon service focusing on touch points, stairways and bathrooms.

Lab users will be expected to complete wipe downs within their own work areas at the end of each working period.
4. PROPOSED TIMELINE FOR THE PHASED REOPENING – STAFFING

The school resumed most research activities on Tuesday, June 9th in compliance with physical distancing guidelines and operating within maximum room occupancy levels. This included PhD students, Post-doctoral researchers, academic staff and all technical staff, who both support research and teaching. The following graph outlines the phased return of administrative staff in The School of Genetics & Microbiology.

<table>
<thead>
<tr>
<th>Genetics and Microbiology</th>
<th>3 (commencing to 29th June)</th>
<th>4 (commencing 20th July)</th>
<th>5 (commencing 10th August)</th>
<th>6 (commencing 1st September)</th>
<th>7 (commencing 15th September)</th>
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<tr>
<td>Limited return to campus working under strict social distancing protocols.</td>
<td>Limited return to campus working under strict social distancing protocols.</td>
<td>Return to low-interaction work under strict social distancing protocols.</td>
<td>Phased return to work for all staff under strict physical distancing protocols.</td>
<td>Utilise a rota for administrative staff to ensure physical distancing protocols are compiled to given limited office capacity.</td>
<td>Administrative staff will be working remotely or on campus in accordance with rota.</td>
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<tr>
<td>Remote working continues for all that can do so.</td>
<td>Remote working continues for all that can do so.</td>
<td>Remote working continues for all that can do so.</td>
<td>Ensuring that there will be at least one administrative staff member in the office during core hours.</td>
<td>Administrative staff will be working remotely or on campus in accordance with rota.</td>
<td>Administrative staff will be working remotely or on campus in accordance with rota.</td>
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For each of these phases, a list of those administrative staff returning will be submitted to Human Resources and to Estates and Facilities to ensure their access on campus.
5. PROPOSED TIMELINE FOR THE PHASED REOPENING - ACTIVITIES

<table>
<thead>
<tr>
<th>Genetics and Microbiology</th>
<th>3 (prior to 29th June)</th>
<th>4 (commencing 20th July)</th>
<th>5 (commencing 10th August)</th>
<th>6 (commencing 1st September)</th>
<th>7 (commencing 15th September)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ordering of hand sanitisers; Ordering of Perspex screens; Ordering of signs; Ordering of PPE; Cleaning protocols agreed with Housekeeping</td>
<td>Markings/signs in place; Opening/closing hours agreed; Staff rotas agreed; Risk assessment undertaken for all activities Preparation of contact tracing log</td>
<td>Owner and processes in places for refilling cleaning/wipes; Establish protocols For disposal of wipes; Risk assessment; Response team identified; Isolation room identified</td>
<td>Expand access for all staff; Review signage and marking; Review hygiene protocols; Carry out a full risk assessment Isolation room established</td>
<td>Expand access for all staff; Review signage and marking; Review hygiene protocols; Carry out a full risk assessment Isolation room established</td>
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6. GENERAL ACCESS TO AND USE OF THE BUILDING

Careful thought has been made to reconfigure the buildings in the school. Appropriate signage has been placed throughout the School and is designed to promote safe behaviour. Signage and markings to denote 2m distance will be installed in open spaces. Signage indicating that masks need to be worn will be established. This includes reminders about social distancing, markings on floors, identification of desks/workstations that are out of bounds, signs on lifts and common areas, entrance and exit signs etc. This signage aims to promote worker safety through emphasising basic infection prevention measures, including hand-washing signs in bathrooms. Signage has also been affixed on selected light/power switches to remind occupants to keep switches ‘on’ all day to avoid the need to touch. In both buildings, some internal doorways, that are not deemed ‘fire doors’, will be left open so as to reduce some high contact areas. Windows in all School buildings will be kept open as much as possible to maximise ventilation. Some specific reconfigurations to each building are detailed just below:

Moyne Institute (Department of Microbiology): Entry will be through the main door and exit through side-doors and this will be indicated by clear signage. A one-way system will be implemented, indicated by signage, and a “Keep right” policy where not possible.

Kitchen: The Microbiology Department’s kitchen will remain open to allow staff and PhD students access to drinking water, kitchen equipment and a safe place to eat. Windows will be kept open during the day to increase ventilation. The number of tables in the room will be reduced to 4 with only one chair per table permitted (See map in Appendix 7). Therefore, the maximum occupancy of the kitchen will be 4 people. As with all other rooms, there will be a sign on the kitchen door indicating this maximum capacity, whilst observing social distancing.

Shared kitchen utensils will be removed for safety purposes. There will be a wipe on/wipe off procedure for using shared appliances such as the kettle, microwave etc. Staff and PhD students will be expected to wipe down the tables before and after use with a neutral detergent (as per ECDC guidelines: https://www.ecdc.europa.eu/en/publications-data/disinfection-environments-covid-19). Hand sanitiser and handwashing facilities will be provided within the kitchen.

Bathrooms: The current environmental reports for SARS-CoV-2 virus survival indicate that bathrooms are potentially a source of increased transmission risk, possibly due to the enclosed spaces and reduced ventilation, and/or aerosols generated from flushing toilets. Therefore, it is recommended that, where possible, the windows remain open in bathrooms. All bathrooms will have a maximum occupancy of 1 person. Signage will be inside to remind people to flush toilets with the seat down and then to wash hands thoroughly.

Communal offices: Researchers will be required to do writing at home. Where computer facilities are required for research, access to these offices will be granted on a case-by-case basis and organised so that room occupancy guidelines are adhered to.

Lifts: Lifts to be used only be people with mobility issues or carrying heavy materials and in these cases on a one person at a time basis. Signage is in place to remind people of this.

Smurfit Institute (Department of Genetics): Entry and exit will be permitted through the main door at Lincoln Place Gate, which is deemed sufficiently wide to accommodate social distancing. However, clear signage will instruct people to keep right. This ‘keep right’ policy
will also be implemented throughout the Smurfit Institute and adjoining Westland Row buildings. The stairwells inside both buildings will be used for moving between floors, while the lifts and external stairwells in the Smurfit Institute building will be unavailable for this purpose.

**Kitchenette:** The Genetics Department’s kitchenette will be opened from September 28th, but with restrictions. Due to its small size, the maximum occupancy will be strictly 1 person at a time. As with all other rooms, there will be a sign on the kitchenette door indicating this maximum capacity. Shared kitchen utensils will be removed for safety purposes. The fridge will be open. There will be a wipe on/wipe off procedure for using shared appliances such as the kettle, microwave etc. Staff and PhD students will be expected to wipe down the tables before and after use with a neutral detergent (as per ECDC guidelines: https://www.ecdc.europa.eu/en/publications-data/disinfection-environments-covid-19). Hand sanitiser and handwashing facilities will be provided within the kitchen.

**Bathrooms:** All bathrooms in the Genetics Department will have a maximum occupancy of 2. People will be required to look in and determine if full or not. They should wait outside at a distance of 2M /1m or more until a toilet becomes available. Signage will also be placed inside all bathrooms to remind people to flush with the toilet seat down and wash hands thoroughly afterwards. Hand sanitiser dispensers have been installed on the wall in the corridor area near the lift on Levels 1, 2 and 3 in the main Smurfit building.

**Smurfit Institute Atrium:** The maximum occupancy of this large open area will be reduced to 7 people. To implement this, only 7 tables have been made available and only one chair per table will be permitted (see map in Appendix 8/9). Staff and PhD students will be expected to wipe down the tables before and after use with a neutral detergent (as per ECDC guidelines: https://www.ecdc.europa.eu/en/publications-data/disinfection-environments-covid-19). Hand sanitiser and handwashing facilities will be provided.

**Lifts:** Lifts to be used only be people with mobility issues or carrying heavy materials and in these cases on a one person at a time basis. Signage is in place to remind people of this.
7. ENSURING SOCIAL DISTANCING

Before staff return to work, a maximum number of people per floor will be identified and a circulation plan will be agreed and clearly signed. Arrangements will also be agreed for the following areas/facilities to ensure social distancing.

The School shall:

1. Define maximum occupancy levels for each room to allow a physical distancing of 2m.
2. Display a maximum occupancy level on each door.
3. Instruct staff who can work from home to do so.
4. Operate a shift system when required to achieve physical distancing.
5. Agree and record a pattern of attendance for each laboratory (managed by the principal investigator/groups of principal investigators in the case of shared laboratories).
6. Operate a 1 person policy for lifts and encourage staff to use the stairs unless there are specific reasons not to do so (e.g. disability).
7. The wearing of masks will be mandatory in lecture rooms for staff and students, but also in research labs and in every part of the School, except in one person occupancy offices.
8. Restrict personnel to the areas that are necessary to carry out their work.
9. Operate on a 7 day/week basis as necessary and as agreed by principal investigators and researchers.
10. Require laboratory groups to clean their workspaces (and instruments, including key pad on computer) with ethanol wipes or 70% ethanol at the beginning and end of the day or at the end of an instrument session.
11. Maintain a contact list for each laboratory (and combined laboratory) to facilitate contact tracing as required by the protocol.
12. Provide an isolation space.
13. Hand sanitisers/wipes will be available for clean-down in all offices, entrance areas and bathrooms.
14. A stock of masks, gloves, safety glasses will be available for staff.
15. Prohibit face-to-face research related meetings while at Level 3 or above (and request that onsite staff should use ‘Microsoft Teams’ or ZOOM instead).
16. Issue pre-return to work forms, to be completed at least 3 days in advance of the return to work and provided to the principal investigator who will hold them on file.
17. Ask staff to self-declare each day before coming into the building (overseen by the principal investigator).
18. Facilitate the requirements of college cleaning staff and other central services.
19. Display information on the signs and symptoms of COVID-19 and provide information to workers as necessary.
20. Keep breakout areas clear for most of the day and limit visits to 20 minutes/person. Where breakout areas are shared with other schools, break times will be staggered.
22. Ensure that workers do not come to the School if they have COVID-19 symptoms and remain out until all symptoms have cleared following self-isolation.

23. Facilitate food consumption designated areas, provided the maximum occupancy signs are observed and staff sit well apart. Note that the numbers permitted in these areas are small to ensure physical distancing.

24. Facilitate the use of reading rooms provided the maximum occupancy limits are observed. Personnel must sit well apart to achieve a physical distancing of at least 2 metres or whatever distance prevails at the time. It won’t be possible, for example, to sit at adjacent desks.

25. Stairs and corridors: A one-way system has been drawn-up with stairs clearly identified and signed for ascent and descent.

26. Toilets: Signs have been placed on toilet doors reminding staff to maintain social distancing and a maximum occupancy number will be displayed.

27. Open Spaces with Seating: Furniture in open spaces will be set up in line with social distancing measures.

This plan will be mindful of patterns of attendance (e.g. day-on, day-off, week-on, week-off, early/late daily shifts etc.) to ensure that only the permitted numbers of personnel and occupancies at the 3 stages of return are not exceeded in the school at any time.
8. HEALTH AND SAFETY BEHAVIOURS ON RETURN

Required Behaviours and expectations of all Staff and PhD students.

The following important behaviours are both expected and compulsory:

- All researchers must complete the online Trinity COVID19 General Induction module (Appendix 1) prior to returning to the School. Researchers must also attend a PI led online discussion on the contents of this document, including safety, implementation of the rules, procedures if feeling symptoms, lab rotas, equipment booking systems etc.
- All researchers must complete the Pre-return to work Form (see Appendix 2), at least 3 days prior to coming back to work, which requires them to confirm that they have no symptoms of COVID-19 and are not self-isolating /awaiting the results of a COVID-19 test. This form also asks all researchers to confirm that they have read this RTW document, familiarised themselves with the new safety restrictions and protocols and attended the online Induction Training by their group leader/PI. This questionnaire must be completed and emailed to the executive administrator (magoverj@tcd.ie for Microbiology or genetics@tcd.ie for Genetics) in advance of returning to work. These records will be maintained by the respective executive officers of each department.
- All researchers must complete the Risk Assessment form (Appendix 6), to say that they understand the symptoms of COVID-19 (https://www2.hse.ie/coronavirus), will monitor themselves daily and they know what to do in the event that they develop symptoms. This form also requires that all researchers maintain a Daily Contact record. This will supplement the room booking system which will function as the employers contact log.
- All staff to be required to compile a daily contact tracker that is available for their Line Manager or PI (Appendix 4)
- All personnel to access college via Lincoln Gate Place.
- All staff and students, including researchers in labs, must wear masks, except when in one person occupancy offices.
- Users must wash their hands both upon arrival and upon completion of each research activity. This will be emphasised regularly and communicated with signage at all entrances to the labs and offices. Respiratory hygiene and cough etiquette are expected at all times.
- All items such as PPE, wipes etc used in the lab for cleaning should be disposed of via the lab waste stream.
- Users are only permitted to access School buildings to perform research-related activities.
- When ‘wet-lab’ researchers have completed their work and disinfected their work area, they should leave immediately. In most cases, their computer-based work can be carried out from home.
- Office-based work will only be permitted in special circumstances where the researcher has prior permission from the Head of School to use office or computer space in the buildings. This will be assessed on a case by case basis and permitted only where clear justification exists and office occupancy will be limited to 1 person.
- Compliance with social distancing (minimum 2m or whatever distance prevails at the time) and strict room occupancies. Physical distancing must be maintained during breaks and there are strict limits in numbers in the eating areas in both Departments.
- All staff and PhD students are required to book ahead for both their time and days in the lab and their use of shared equipment and facilities, such as tissue culture hoods. Nobody should be present in the building or using shared equipment without a prior booking. This is vital for everyone since
these online booking systems, which will be maintained by group PIs, will also function as a contact tracing logs, should they be required.

- All work areas and instruments used must be disinfected by the lab user both before commencing and after finishing work activities. This includes disinfecting door handles to all labs used. Neutral cleaning products (follow manufacturer's guidelines for effective use) or 70% alcohol (spray and allow to evaporate) will be easily available for people to use to clean communal equipment before and after use. Where possible, interaction with frequently touched surfaces should be minimised, for example lights should remain on and doors kept open where possible.

- Maintaining a **Personal Contacts Log**. A contacts log should be kept by each person coming on site, so that a record is maintained of all colleagues they come in contact with over the course of a day. This will supplement the room and equipment booking systems and will allow for contact tracing if researchers become ill at a later date.

- The School will require that any member who arrives from abroad from a non-Green listed country does not come into our School buildings for 14 days after their return. We can’t control whether they follow Government guidelines and self-isolate for 14 days, but we can ensure that they don’t increase the risk to our school members by returning to work earlier than the Government recommends. Anyone who does come in before the 14 days is complete will be asked to return home immediately. This rule will be reviewed should the Government change their guidelines or rules on travel.

- The **SafeZone App** should be used when arriving and leaving College. It is highly recommended that everyone working on campus install this app onto their phone. The app records location and working hours and contains useful information about what to do in an emergency.

- It is important that all staff and PhD students have an up-to-date record of **key contact numbers**, including lab mates, their PI, their Health and Safety Officer and their GP. The Trinity College Health Centre numbers are 01 896 1591 and 01 896 1556.

- In case of Fire Alarm people should naturally leave by the nearest Exit.

- Nobody should work alone in either the Genetics or Microbiology Departments at any time. To address this, several labs will establish ‘buddy systems’ via Watsapp Groups and other such platforms.

- Individuals with a pre-existing health condition placing them in a high-risk category will be advised to adhere to HSE guidelines and advice from their GP before coming on site.

**Promotion of Safe Behaviours & Compliance:**

Trinity College Dublin guidelines state that the School “should 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 do this, the Return to workplace Committee decided that if anyone in the School witnesses non-compliance with the above listed expected behaviours, they should report these breaches by emailing their departmental **Health and Safety Officer** (Dave Byrne byrned@tcd.ie in Microbiology and Tony Kavanagh tkvanagh@tcd.ie in Genetics). They will not disclose the identity of the person reporting the non-compliance and their discretion, judgement and common sense will be vital in managing this. They will be required to contact the individual and their PI and issue a first warning. The PI will then be required to speak with the individual and suggest how to avoid non-compliance in future — the hope and expectation here is that in most/all cases this will just be a lack of awareness and informal promotion of safe behavior will...
prevent subsequent issues. However, a second report of non-compliance for any particular individual will require that the safety officer again contact PI and individual, but this time revoke access to School buildings for one full week. A third report of non-compliance will lead to access being revoked for 1 month.

The following health and safety behaviours will continue to be promoted
- Continue to encourage to work from home where possible/appropriate and take a phased approach to returning to work on-campus
- Regular hand washing, respiratory hygiene and cough etiquette
- Comply with physical distancing
- Maintain a contacts tracker log
- Maintain Up-to-Date contact numbers for all individuals accessing college premises.

Staff and Research Students will be advised that they will only gain access to Genetics and Microbiology once they have signed and submitted the COVID19 Pre-Return to Work form (Appendix 2) and completed the Trinity COVID19 General Induction module (Appendix 1). They will also be advised of the requirement for:
- daily completion by each member of staff and by research students of a contact tracker which will be available from their Line Manager (Appendix 4);
- strict adherence to prevailing social distancing protocols.

To support Health and Safety behaviours on return to Genetics and Microbiology, staff will be advised that:
- They must complete a daily health check prior to arrival in the building to determine if they are displaying any symptoms of COVID-19 (Appendix 3);
- Physical distancing, respiratory etiquette and hand hygiene are key to preventing the spread of COVID-19;
- Signage on all doors, kitchens, bathrooms, corridors must remain in place;
- Hand wipes will be available as well as resources for safe disposal;
- All hard surfaces i.e. workstations, doors and all frequently touched surface points should be wiped down regularly;
- There will be a maximum number permitted in the Staff Room at any one time so breaks must be scheduled for specific times for different groups to ensure social distancing at all times;
- There will be no sharing of whitegoods or utensils (all cutlery, cups, pots), unless an agreed shared clean policy in place;
- The touch-points on the kettle/coffee machine must be cleaned after use using the wipes provided;
- Mobile phone screens keyboards, handsets should be wiped down daily;
- Sanitising solutions and IPA wipes should be applied to the printer/copier contact points before and after use;
- If for any reason staff spend more than 15 minutes within 2m of a colleague, they must keep a record of this in their contact log (Appendix 4);
- There must be no sharing of any form of PPE;
- It is highly recommended though not mandatory that the SafeZone app be downloaded and used by all staff.

In addition to the above, the building will be fully cleaned each morning by the College cleaners ensuring all door handles, stair rails etc are cleaned down and toilets cleaned.
9. RESPONSE PLAN FOR DEALING WITH A SUSPECTED COVID-19 CASE

The Trinity College Dublin response plan for dealing with a Suspected Case of COVID-19 is appended at the end of this Document.

10. GENERAL ASPECTS OF PLANNING AND PREPARING – CHECKLIST

☐ A COVID-19 Coordinator/Facilitator has been appointed to help advise colleagues and to monitor compliance with COVID-19 control measures in the workplace.
☐ An isolation room has been identified that is suitably equipped.
☐ A process for managing the contact logs has been put in place.
☐ All staff have been informed that they must have staff ID, have completed the Trinity COVID19 General Induction module, have completed and Pre-Return to work Questionnaire and have SafeZone downloaded (this is not mandatory but is highly recommended) and activated before they can return to campus.
☐ Staff returning at each phase have been notified to Human Resources and Estates & Facilities.
☐ Risk assessments and safety statements have been updated.
☐ Appropriate social distancing measures are in place throughout the building.
☐ Local emergency plans have been updated, in particular to take account of physical distancing.
☐ Staff have been informed that they must stay at home if sick or if they have symptoms.
☐ Advised staff and research students to clean hands before and after using public transport before entering the building.
☐ All appropriate signage is in place.
☐ All required PPE needed for workers has been sourced ensuring no sharing.
11. SIGN-OFF

1. HEAD OF SCHOOL/UNIT

   SIGNATURE:

   Professor Dan Bradley

2. HEAD OF SAFETY

   SIGNATURE:

   Dr Katharine Murray

3. HEAD OF FACILITIES AND SERVICES

   SIGNATURE:

   Mr Brendan Leahy

4. DEAN OF FACULTY/HEAD OF DIVISION

   SIGNATURE:

   Professor Sylvia Draper
Appendix 1 – Guide to Accessing COVID19 General Induction

Guide to accessing COVID19 General Induction – Returning to Work Safely

The Trinity COVID19 General Induction module is accessible via Blackboard and must be completed as part of an employee’s preparation for resumption of work on campus.

Log onto Blackboard

1. In the Module Search box, type in Returning to Work Safely and click on Go.

2. You will see a module called COVID-INDUCTION, click on it.

3. 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.)

4. Click on the Submit button on the bottom right of your page.

5. 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.

6. Then remember to complete your details at step 3 to confirm you have completed the module.
Appendix 2 – Pre-Return to Work Questionnaire

Click here: COVID-19 Pre-Return to Work Questionnaire.Rev.3

PRE-RETURN TO WORK QUESTIONNAIRE PROCESS

- Questionnaire issued by Head of School/Unit/TRI or designate
- Questionnaire returned before return to work
- Head of School/Unit/TRI holds data until the person returns and then deletes it.

Below is the link to the template for the Pre-Return to Work Questionnaire. The person who issues the questionnaire should store returned questionnaire data in a secure location and should avoid making copies of the data or sharing the data with other members of staff. The data should be used for the purposes of the questionnaire only. For further information or assistance please contact Katharine Murray, Head of Safety: safetyoffice@tcd.ie.

RTW Questionnaire Rev 3. Template. Link

Instruction on how to use the Template to create the questionnaire for your staff and postgraduate students is on the following page. It is critical that this instruction is followed correctly to ensure the data is returned to the appropriate person in your School/Unit or TRI.

1. The issued questionnaire must be completed by staff and postgraduate students returning to Campus 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.
2. The issued questionnaire must be completed prior to returning to work.
3. The Head of School/Unit or TRI should retain the returned information until the person returns and then delete it.
Instructions on how to use the Questionnaire Template

A. Create your Form

1. Click on the RTW Questionnaire Rev 3. Template Link and this will open in Office365 Forms

2. Click on Duplicate it button to make a copy of this form and start to use it as your own. You may be promoted to login to Office365 with your Trinity Credentials.

3. Click on the Share button to open the Send and collect responses window and click on the Copy button. You will now have a copy of the link to the form.

4. Email your staff members and paste a copy of the link to the form into your message.

B. View and Delete the response when the person returns

1. Login using your Trinity Credentials to http://office.tcd.ie

2. Response to the Return to Work form will be stored under the Responses tab in Office365 Forms.

3. In Responses click the View results button to see the responses on screen or click on Open in Excel if you want to view the responses in a spreadsheet.

4. In the View results window you can use ... option to Delete Response for each individual respondent when they return back to work.

For staff who do not have access to a PC or SmartPhone to access the Office365 Forms, their results to the questionnaire must be recorded onto the questionnaire via a verbal communication between the staff member and the appropriate person who is holding the data.

C. Recording Return to Work Response for staff without access

1. Click on the link to the form that you have emailed to staff members

2. Complete the form and click on Submit

If you have queries MS Forms please contact itservicedesk@tcd.ie
Appendix 3 – Daily 5-Point Self Checklist

<table>
<thead>
<tr>
<th>Do you have:</th>
<th>Yes/No</th>
</tr>
</thead>
<tbody>
<tr>
<td>A Recent Cough?</td>
<td>✓/X</td>
</tr>
<tr>
<td>Shortness of breath?</td>
<td>✓/X</td>
</tr>
<tr>
<td>A new respiratory illness?</td>
<td>✓/X</td>
</tr>
<tr>
<td>Fever?</td>
<td>✓/X</td>
</tr>
<tr>
<td>Have you been advised to self-isolate in the last 14 days since you last attended work?</td>
<td>✓/X</td>
</tr>
</tbody>
</table>

If the answer to any of these questions is Yes, you are not permitted to come to work and must contact your GP immediately. You must also contact your Line Manager.
Appendix 4 – Employee Contact Log

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 it’s 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>
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</tr>
</tbody>
</table>
Appendix 5 – Local School pre-return to work questionnaire

Government guidelines require the completion of a pre-return to work form declaring that you have no symptoms of COVID-19 and are not self-isolating /awaiting the results of a COVID-19 test. Please answer the following questions and return to the executive administrator (magoverj@tcd.ie for Microbiology or genetics@tcd.ie for Genetics) in advance of returning to work.

1. Do you have symptoms of cough, fever (38°C and over), sore throat, runny nose, breathlessness or flu like symptoms now or in the past 14 days? Yes/No

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

3. 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 2m for more than 15 minutes accumulative in 1 day)? Yes/No

4. Have you been advised by a doctor to self-isolate at this time? Yes/No

5. Have you been advised by a doctor to cocoon at this time? Yes/No

6. Please confirm that you have read the School of Genetics & Microbiology Return to Work and Risk assessment, had a group induction training from your PI and have familiarised yourself with the new safety restrictions and protocols that have been implemented. Yes/No

Signed: ______________________________________

Date: _______________________________________
Appendix 6 – School Risk Assessment Form

TCD and School guidelines require the completion of this Risk Assessment Form. Please complete and return to their executive administrator (magoverj@tcd.ie for Microbiology or genetics@tcd.ie for Genetics) and copy your PI/group leader in advance of returning to work.

Infection with the virus that causes COVID-19 can cause illness, ranging from mild to severe, and, in some cases, can be fatal. It can take anything from 2 days up to 14 days for symptoms of coronavirus to appear. They can be similar to the symptoms of cold and flu. Common symptoms of coronavirus include:

- a fever (high temperature - 38 degrees Celsius or above).
- a cough - this can be any kind of cough, not just dry.
- shortness of breath or breathing difficulties.

For the complete list of symptoms, please refer to the HSE website: https://www2.hse.ie/coronavirus. Note that some people infected with the virus, so called asymptomatic cases, have experienced no symptoms at all.

Following return to work, you must complete this Personal Daily Questionnaire (There’s no need to email this to anyone. Please just keep a personal record):

a) Have you had a recent cough?  
b) Have you a shortness of Breath?  
c) Are you experiencing respiratory illness?  
d) have you a fever (38°C and over, please check temperature daily)?  
e) Have you been advised to self-isolate in the past 14 days?

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

In the event that you experience any COVID-19 symptoms, please immediately notify your PI and Departmental Safety Officer (Dave Byrne byrned@tcd.ie in Microbiology or Tony Kavanagh tkvanagh@tcd.ie in Genetics) and follow the HSE guidelines regarding self-isolation. You must also contact your GP or TCD Health Centre at 01 896 1591/01 896 1556 and follow the instructions given. Self-isolation rooms are available in both the Genetics and Microbiology Departments (See Maps in Appendices 4 and 6 of the School’s Return to Work document)

Daily Contact record: Following return to work, you must also keep note each day, of any person you come into contact with. In the event that you show symptoms of COVID19, this will help with contact tracing.

Please sign to indicate that you agree to adhere the above guidelines.

Signed: _______________________________________

Date:  _______________________________________
Appendix 7 – School of Genetics and Microbiology Room Plans

Detailed Room Usage for the Smurfit Institute of Genetics (main building):

The maximum capacity of each space due to be occupied in the School was calculated based on the 2m social distancing rule. This was done through a mapping process. The red boxes in all floor maps below represent workspaces in which a maximum of one person is permitted to work at any one time.
Specific usage of basement facilities by the Mani Ramaswami research group.

**Room 9: Tissue culture room:** Used by: Jens Hillebrand, Arnas Petrauskas, Joern Huelsmeier for: 1-4 hours at a time by one person only. Will likely be used daily by one of the three people according to the lab’s schedule.

**Room 14: Storage room:** Used by: Joern Huelsmeier, Jens Hillebrand, Arnas Petrauskas for 20 minutes at a time, by one person only. Likely to be used once every two weeks or less.

**Room 7: Fly cooking facility (on the far-right hand side corner of the room):** Used by: Daniela Rosca, Joern Huelsmeier for 2 hours per block, by one person. This will be two 2-hour blocks, one day a week, one two hour block on the following day. Day of the week will be dependent on Daniela’s schedule. Next week it will be Tuesday afternoon and Wednesday morning.

**Room 8: Autoclave room:** Used by Daniela Rosca, Joern Huelsmeier for 10-15 minutes per usage of room 7.
Appendix 8: Detailed Room Usage for the Smurfit Institute of Genetics (Westland Row building):

The maximum capacity of each space due to be occupied in the School was calculated based on the 2m social distancing rule. This was done through a mapping process. The red boxes in all floor maps below represent workspaces in which a maximum of one person is permitted to work at any one time. A key for the isolation room (Room 6) will be left in each lab.
RED - Only one person permitted per workspace
Appendix 9: Details of how each research group in the Smurfit Institute of Genetics will manage the occupancy restrictions:

Of a total cohort of 67 researchers (Staff and PhD students), 61 required access to the Smurfit building to conduct experiments after June 8th. A previous total of 87 workspaces was more than ample to accommodate these prior to social distancing requirements. However, the total number of workspaces has been reduced by about 50% to 44. The table below outlines the measures each individual group took to ensure that 61 researchers can avail of 44 workspaces. This involved flexible shift work and booking systems in the majority of cases.

<table>
<thead>
<tr>
<th>Group name</th>
<th>Total group members</th>
<th>Continue to work from home</th>
<th>Return to lab on June 8th</th>
<th>Workspaces (Total)</th>
<th>Workspaces (After restrictions)</th>
<th>Strategy taken by group</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bracken</td>
<td>12</td>
<td>0</td>
<td>2 (second floor) + 2 (first floor) + 2 (third floor)</td>
<td>12</td>
<td>6</td>
<td>2 shifts (8am to 10am and 2pm to 4pm) Mon-Fri plus week days on a semi-flexible booking system. A buddy system in place to ensure no lab works alone. <em>May eventually change to 7 or 7:30am, depending on if sharing can be organised earlier.</em></td>
</tr>
<tr>
<td>Brady</td>
<td>11</td>
<td>0</td>
<td>5 (second floor) + 2 (basement)</td>
<td>11</td>
<td>5</td>
<td>Some researchers will only need to return periodically. Therefore lab will operate on full day basis, but with a booking system to ensure social distancing maintained.</td>
</tr>
<tr>
<td>Aron</td>
<td>2</td>
<td>0</td>
<td>2 (first floor)</td>
<td>2</td>
<td>2</td>
<td>No shift work needed</td>
</tr>
<tr>
<td>Campbell</td>
<td>8</td>
<td>0</td>
<td>8 (third floor)</td>
<td>8</td>
<td>5</td>
<td>Combination of shift work and some members working in mouse unit.</td>
</tr>
<tr>
<td>Lamsar</td>
<td>9</td>
<td>0</td>
<td>1 (second floor) + 8 (third floor)</td>
<td>9</td>
<td>6</td>
<td>Flexible shifts coordinated at group level.</td>
</tr>
<tr>
<td>Humphreys</td>
<td>6</td>
<td>0</td>
<td>6 (third floor)</td>
<td>6</td>
<td>3</td>
<td>Flexible shifts coordinated at group level.</td>
</tr>
<tr>
<td>Murta</td>
<td>4</td>
<td>0</td>
<td>4 (second floor)</td>
<td>4</td>
<td>3</td>
<td>No shift work needed</td>
</tr>
<tr>
<td>McLaughlin</td>
<td>5</td>
<td>4</td>
<td>1 (second floor)</td>
<td>5</td>
<td>2</td>
<td>No shift work needed</td>
</tr>
<tr>
<td>McLaughlin</td>
<td>5</td>
<td>4</td>
<td>1 (first floor) + 1 (Devine lab, 3rd floor)</td>
<td>12</td>
<td>3</td>
<td>No shift work needed</td>
</tr>
<tr>
<td>Wellner</td>
<td>4</td>
<td>0</td>
<td>5 (main lab, 1st floor) and 1 (Devine lab, 1st floor)</td>
<td>4</td>
<td>4</td>
<td>No shift work needed. 3 members of group share accommodation, don’t need to social distance and therefore can share one bay.</td>
</tr>
</tbody>
</table>

Total: 67 687 44
Appendix 10: Detailed Room Usage for the Moyne Institute (Department of Microbiology):

The maximum capacity of each space due to be occupied in the School was calculated based on the 2m social distancing rule. This was done through a mapping process. The red boxes in all floor maps below represent workspaces in which a maximum of one person is permitted to work at any one time.
RED one person per workspace

BLUE
Designated isolation room for anyone who develops COVID-19 symptoms

1 m distance with mask if required
### Occupancy (Based on area size):

<table>
<thead>
<tr>
<th>Room No.</th>
<th>Max occupancy</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>B.16</td>
<td>4</td>
<td>Prep Room</td>
</tr>
<tr>
<td>B.14</td>
<td>2</td>
<td>U. Bond</td>
</tr>
<tr>
<td>B.14a</td>
<td>1</td>
<td>U. Bond</td>
</tr>
<tr>
<td>B0.03a</td>
<td>1</td>
<td>TC common</td>
</tr>
<tr>
<td>B0.03b</td>
<td>1</td>
<td>TC common</td>
</tr>
<tr>
<td>B0.03</td>
<td>18</td>
<td>Teaching</td>
</tr>
<tr>
<td>B.12</td>
<td>7</td>
<td>C.J. Dorman/M. Martins</td>
</tr>
<tr>
<td>B.12a</td>
<td>1</td>
<td>C.J. Dorman bio-informatics</td>
</tr>
<tr>
<td>0.07</td>
<td>1</td>
<td>Incubator room common</td>
</tr>
<tr>
<td>0.06a</td>
<td>4</td>
<td>Teaching</td>
</tr>
<tr>
<td>0.12</td>
<td>3</td>
<td>A. Fleming</td>
</tr>
<tr>
<td>0.13a</td>
<td>1</td>
<td>Equipment AF</td>
</tr>
<tr>
<td>0.15</td>
<td>3</td>
<td>TC common</td>
</tr>
<tr>
<td>0.16</td>
<td>1</td>
<td>Equipment common</td>
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<td>0.17</td>
<td>1</td>
<td>TC K. Roberts</td>
</tr>
<tr>
<td>0.18</td>
<td>3</td>
<td>C. Kroeger/ K. Roberts</td>
</tr>
<tr>
<td>1.04</td>
<td>4</td>
<td>S. Corr</td>
</tr>
<tr>
<td>1.07</td>
<td>1</td>
<td>-80 freezer storage common</td>
</tr>
<tr>
<td>1.17</td>
<td>3</td>
<td>J. Geoghegan</td>
</tr>
<tr>
<td>1.18</td>
<td>1</td>
<td>Equipment common</td>
</tr>
<tr>
<td>1.19</td>
<td>1</td>
<td>Equipment common</td>
</tr>
<tr>
<td>1.20</td>
<td>3</td>
<td>Departmental</td>
</tr>
</tbody>
</table>
### Appendix 12: Moyne Institute (Department of Microbiology) List of Researchers in the Department of Microbiology for RTW: List of Researchers for RTW

<table>
<thead>
<tr>
<th>Group</th>
<th>Lab capacity</th>
<th>Phase 1</th>
<th>Phase 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>JG</td>
<td>3</td>
<td>Martin Sutton</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Mary Turley</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Thaina da Costa</td>
<td></td>
</tr>
<tr>
<td>CJD</td>
<td>6</td>
<td>Aalap More</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Michael Beckett</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>German Pozdeev</td>
<td></td>
</tr>
<tr>
<td>MM</td>
<td>6</td>
<td>TJ Butler</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Rushil Ravichandran</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Candida Trigueiros</td>
<td></td>
</tr>
<tr>
<td>UB</td>
<td>2</td>
<td>Roberto de la Cerda Garcia</td>
<td></td>
</tr>
<tr>
<td>SC</td>
<td>4</td>
<td>Amy O’Callaghan</td>
<td>Sarah Steigeler</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Namrata Iyer</td>
<td>Kevin Mercurio</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Elaine Dempsy</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Jinfan Wang</td>
<td></td>
</tr>
<tr>
<td>CK/KR</td>
<td>2</td>
<td>Fergal Hamrock</td>
<td>Anna Ershova</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Kim Roberts (virus room)</td>
<td>Alejandro Javier Criado Monleon</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Ali Bakheet</td>
</tr>
<tr>
<td>AF</td>
<td>3</td>
<td>Brenda Lee</td>
<td>Hadel Aljaeed</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Nicole Byrne</td>
<td>Reham Alnajar</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Mohamed Alhussain</td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>25</strong></td>
<td><strong>19</strong></td>
<td><strong>5</strong></td>
</tr>
</tbody>
</table>

**Note:**

For the Phase 2 return, this will be in August for Ali Bakheet, Hadel Aljaeed and Reham Alnajar and at an unspecified later date for Mary, Anna and Alejandro. Each of these 6 researchers will be accommodated safely in already free available space (MM and CJD labs in the basement, what was previously the Ronnie Russell lab (room 1.20), and in room 0.16 on the first floor). Any additional future researchers will also be housed in one of the aforementioned labs.
Appendix 13: Use of the Animal unit on the third and fourth floor of the Smurfit Institute Building.

For those users of the animal unit in the Genetics Department, please refer to the website [https://www.tcd.ie/comparativemedicine](https://www.tcd.ie/comparativemedicine) of the Comparative Medicine Unit (CMU) for detailed information on Standard Operating Procedures (SOPs) that will be in place. The Genetics Department’s representative for the CMU is Prof. Matthew Campbell (CAMPBEM2@tcd.ie), who will be able to provide further information in this regard.

Appendix 14: Modifications to Smurfit Institute waste disposal and glassware cleaning facilities.

All autoclavable waste should be brought down to the building’s basement by individual researchers. They should leave the glassware to be collected in a box or trolley outside their lab doors for collection only on Tuesday and Thursday. The cleaned glassware will be left on the bench in the basement, as usual for collection. For now, if researchers need to bring glassware down on any other day, they can put the washer on themselves and collect when wash is finished.

The autoclaves, ice machines and glass washing machines will be used with common sense, such that if there is someone using them, researchers will be required to wait in the corridor until they have finished.

Appendix 15: Modifications to Moyne Institute waste disposal facilities.

All waste for autoclaving is to be brought to the Moyne Institute prep room by the individual researcher and left in a designated area. It will then be autoclaved and disposed of in the normal manner by prep room staff.
Appendix 16: How to enter and leave the Moyne Institute and Smurfit Institute buildings.

Appendix 16a: Directions or entering and exiting the Moyne Institute Lecture theatre.

Enter Moyne Institute through front door (facing cricket pitch) maintaining proper distancing (see map below). Enter Lecture theatre through right hand door, marked ENTER, directly in front of you. Do not delay in foyer. Sit only in marked seats. Clean and sanitise as directed.

Exit through right hand door, marked EXIT. DO not exit through main door. Take staircase down on right hand side and proceed along corridor to EXIT door. Do not delay.

Appendix 16b: How to enter and leave the Moyne Institute for access to practical teaching labs (For Microbiology students):

Enter Moyne Institute through front door (facing cricket pitch) maintaining proper distancing. Each student will be assigned a bench number prior to commencing labs. The Teaching lab is entered via down staircase on right hand side. Do not delay in foyer.

Numbers 15-31 will enter the Teaching lab first and proceed as directed through the lab to lower level teaching area. Take your place at the corresponding numbered bench. Numbers 1-15 will then enter the Teaching lab and take a place at the corresponding bench. Place your bag and coat into the numbered basket and place under empty bench behind you or as directed in lower lab. Clean and sanitise your work bench using Virkon provided.

Upon completion of practical clean and sanitise your work bench using Virkon provided and proceed to hand washing, collect bag and coat etc and proceed to exit the lab via EXIT at whiteboard end of lab. Students in lower lab exit by returning up the stairwell and out the door on right hand side marked Exit. Dispose of masks only in designated autoclave waste disposal bags.
Appendix 17: Instructions for Third Year Genetics student access to BioLab 3.

GEU33007 Labs - Recommended protocol for entering BioLab 3

Please assemble outdoors in a line (e.g. along by the lab windows to right and left of the double doors indicated by X in the photo), keeping at least 2 m spacing between individuals at all times, and wearing a face mask.

We will open the external doors approx. 10 min before the lab is due to start.

You should enter alone and proceed directly to BioLab3 (internal door to the right). **State your designated POD number** and you will be guided to it.

The next person should only enter through the external doors (X) **after they have been signalled to do so**.
Appendix 18: Plan for fourth year Projects in Genetics.

The Genetics Department plans to host 20 ‘wet lab’ projects in the 2020/2021 academic term. However, these will have reduced physical presence in the lab and require careful adherence to local COVID-19 restrictions on space usage.

The Martin, Campbell and Bracken labs will each host two wet lab student projects and share two benches in the Martin lab over the course of the 2020/2021 academic term, as detailed below. The students will be provided with additional guidance in terms of booking systems and lab supervision when they speak with their respective group leaders.

An additional 6 students will be hosted by the Farrar, Wellmer and Kavanagh groups. One student is assigned to Prof. Kavanagh and will be hosted in the joint Kavanagh/Wellmer lab. The Wellmer group will ensure that the student and the supervisor can work in the lab without exceeding the maximum number of people allowed in the lab space (6). The Senior Sophister students hosted by the Farrar and Wellmer groups will work in the Devine lab, which is currently not in use for other research activities. The 3 students hosted by the Farrar group will work in the mornings with one supervisor present at all times. The two students hosted by the Wellmer group will work in the afternoons, with one supervisor present at all times. In
between the morning and afternoon shifts, the lab will be vacated for one hour with windows open. Surfaces and instruments used by the previous shift will be cleaned and disinfected.

A further 5 students will be hosted by Bradley and Cassidy labs in the Smurfit Institute, while 3 students will be hosted by Ramaswami lab in the TCIN building. The students will be provided with additional guidance in terms of booking systems and lab supervision when they speak with their respective group leaders.