RETURN TO CAMPUS
Version 2.4: 12th November 2021

PHASE 2

We are now well into phase 2 of our return to campus. This document reflects changes as of 12th November and will continue to be updated as further decisions are made in line with Government advice and the needs of the college community.

The following pages set out high-level regulations that are currently in place under the headings: Lectures, Labs & Tutorials, The Library & Study Spaces, Dedicated Research Space, Shared Offices, Accommodation, General Campus Access, and Social Activity.

Lectures, Labs & Tutorials

We are now operating all teaching and learning spaces at full capacity. Mandatory mask wearing will remain in place. Time-tabled in-person teaching should finish at 10 minutes to the hour to allow for changeover. There is no time limit for labs.

The safe working practices we have adopted to date will continue, and this helps further ensure the safety of staff and students. Staff when delivering content at a 2m distance from students do not need to wear a mask. In fact, we do need to ensure from an accessibility point of view that material can be clearly heard. Staff should wear masks if moving around the laboratory or teaching space.

While government guidelines make it clear that masks are required to be worn in classrooms and other indoor settings, they also make clear that some may be exempted from this requirement for specific reasons and encouraged instead to wear a visor. In order to facilitate the authorization of exemptions and the evidencing of them by students, the following protocol has been approved:

1. Trinity Disability Service issues an exemption to students who, based on Disability’s records, are eligible for such an exemption according to the government guidelines.
2. Students wishing to be exempted for reasons other than those specified by the guidelines (e.g. severe anxiety) will be required to present upon request (when in a space where mask wearing would otherwise be required) a letter from their GP or College Health confirming their exemption and the reason for it.
3. Students with authorized exemptions who wish to pre-empt questions regarding their non-wearing of a mask be supplied (on request) with a lanyard by Trinity Disability Services which can be displayed or produced on request.
4. Students who present without masks (in spaces where mask wearing would otherwise be indicated) and who cannot produce the required evidence of an exemption should be asked to leave (by the lecturer in case of classroom sessions) and the class cannot continue until they have done so.
We continue to encourage everyone to get vaccinated. It is also worth mentioning UniCoV. UniCoV explores effective rapid testing and surveillancesystems within third-level institutes to assist with the early identification of asymptomatic SARS-CoV-2. We encourage people to join the UniCoV study - https://www.tcd.ie/ttmi/unicov/

Lectures, Labs & Tutorials in summary:

The Library & Study Spaces

In line with the Government’s reopening plans, the Library removed social distancing, the booking system and time-limited slots from Friday 22nd October. This involved reinstating approximately 2,300 seats, bringing the Library back to full capacity in time for students to have full use of the Library for Reading Week and the busy assessment period.

The requirement for face coverings continue to be mandatory and Library stewards will continue to monitor compliance. Readers are encouraged to use the COVID Tracker app for contact tracing purposes to assist with contact tracing efforts.

A booking system continues to remain in place for the following:

1. At the request of the Graduate Students’ Union, the booking system will remain in place in the 1937 Postgraduate Reading Room.
2. The Joint Research Collections Reading Room will also maintain a booking system for the time being, due to preparatory works for the Old Library Redevelopment Project.

Students can also continue to book into a range of other spaces across campus for study and online classes – see book an online class/study space here and follow the steps outlined to secure a place.

The Library & Study Spaces in summary:
**Dedicated Research Space**

The term dedicated research space is used here as a catchall for space that is typically dedicated to research activities for postgraduate researchers and staff. These can be labs or other spaces that are solely for the purposes of research and are dedicated to such (i.e. not shared with other activities). We understand that undergraduate students do research projects and that research can take place in many locations, but are not referring to this broader definition under this heading, although undergraduate students may undertake short-term lab based research projects within dedicated research spaces under the guidelines set out. Dedicated research spaces tend to be controlled environments to which defined cohorts of postgrads and staff have access. These spaces also have extensive safe working practice protocols in place, which have been in action for over a year now.

Dedicated research space, similarly to all other teaching and learning spaces, can now operate at full capacity. Mask wearing will remain mandatory.

**Dedicated Research Space in summary:**

**Shared Offices**

No changes have been made around shared office space. Shared office space continue to operate at 2m social distancing with mandatory mask-wearing. People should continue to wear masks while moving around indoors.

We cannot ask or put pressure on an individual to self-declare that they are vaccinated but if it can be determined that all the occupants are vaccinated through voluntary self-declaration, then the need for wearing masks in shared offices can be removed.

While all staff can access the campus, we encourage those who can, and where it makes sense, to continue working from home. In some situations, where the responsibilities associated with the role require that a member of staff needs to be on campus to fulfil their duties (e.g. teaching) and therefore deemed essential, they must continue to come into campus. In other situations, the guidelines remain that staff should continue to work from home and discuss working arrangements with their Line Managers and/or Head of Areas.

**Shared Offices in summary:**
Accommodation

From 1st November 2021, the temporary restrictions on overnight guests and parties in student residences were removed. However, due to rising case numbers in Trinity Hall and the need to protect the welfare of all in residences there, Trinity Living with Covid Oversight Group (TLCOG) on 12th November agreed to introduce temporary restrictions on overnight guests, visitors and parties for a two-week period.

For the next two weeks (to be reviewed by TLCOG on 25 November):

- Trinity Hall will be limited to residents only (no Visitors, Overnight Guests or Parties);
- Residents can continue to mix between apartments and across houses in small gatherings of 10 or less;
- All larger events will require TLCOG approval.

After two weeks, the new restrictions for Trinity Hall will be reviewed. Residents of Trinity Hall will have received a communication about these new measures, and we will continue to closely monitor the incidences of cases and impact of mitigating factors during this period. Additional staff and student supports have been introduced, as outlined in Appendix 1.

In all other campus residences, the conditions that apply to overnight guests and parties in student residences have reverted to the pre-pandemic rules, as set out on Appendix 2 (Overnight Guests) and Appendix 3 (Parties).

The rules set out in Appendix 2 and 3 have been in place since before the pandemic and are not subject to discussion at this time.

Residents must wear masks when outside their apartments when circulating in residential buildings/blocks. The agreed protocols for isolation (for example for incoming international students) and protocols for any outbreak must of course be followed.

General Campus Access

College reopened its grounds to the public on October 22nd.

Buildings currently on swipe access only have been restored to pre-pandemic access to allow free circulation of students and staff.

We distinguish between the public who have general access to the grounds and visitors who are coming here for work purposes.

Access to the Campus for Work Related Reasons

Visitors to buildings for college activity will need to be managed to ensure contact tracing is possible. Visitors for research and academic purposes wishing to gain access to buildings on campus must follow the agreed protocol below:
1. Visitors for research and academic purposes are allowed to be in buildings on campus where a staff member deems it necessary.
2. The member of staff acting as the host must ask for the self-declaration form to be sent to them 48 hours before the visit. Visitors must adhere to local (departmental) rules for access to buildings (e.g., where signing in and out of buildings is required). In addition, it is the responsibility of the host/staff member to ensure the visitor adheres to College’s Return to Campus guidelines at all times.
3. The host/staff member must carefully and safely destroy the COVID questionnaires after the visit, but the visitors contact information should be retained for contact tracing purposes for 28 days.

We will continue to allow visitors, including students and staff, to visit the Book of Kells who have pre-booked tickets and we will monitor that to ensure smooth functioning. Students, staff and alumni can email bookofkells@tcd.ie and subject to availability and with at least 3 days’ notice, they can avail of a complimentary ticket and bring up to 3 guests. It should be noted that because pre-booking is required - in order to ensure the number of visitors consistently meets health and safety requirements - it will not always be possible to accommodate everyone.

Social Activity

It is very important that the social life of the College continues.

Further to the Public Health measures announced on 22nd October, organised outdoor events and activities no longer have limits on numbers and do not need a vaccination or recovery certificate however, other protective measures should be in place. In regards to indoor events, a number of changes have also taken effect. Below outlines the conditions for indoor and outdoor events.

Indoor Events

Capacities & Covid Protections

All spaces with Ventilation Capacities confirmed by Estates & Facilities can be used at full capacity for indoor events, providing:
- All attendees show Photo IDs and proof that they are fully vaccinated or have recovered from COVID-19 in the past 6 months (proof of immunity)
- Events are ticketed and fully seated
- Masks are worn and hand sanitiser is used
- Contact Tracing records are maintained for 28 days by the event organiser (Name, Telephone number – see Appendix 4).
- The Event Organiser ensures all above precautions are followed.

The College Safety Officer has the right to review events/contact tracing logs.

Receptions that involve standing and mingling over food and drink are not yet permitted until such a time as the requirement for indoor events to be seated for this purpose is eased.

Outdoor Events
Capacities & Covid Protections

All outdoor spaces can be used up to normal pre-Covid capacities providing appropriate protective measures are in place such as:

- wearing face coverings where appropriate
- maintaining adequate social distancing whenever appropriate
- cough etiquette and using hand sanitisers
- maintaining Contract Tracing records for 28 days (Name, Telephone number – See Appendix 5)
- the Event Organiser ensures all above precautions followed.

There are no COVID restrictions in relation to Food and Drink outside, but normal college regulations apply.

2. Approval for Events

Events with 100 or less people now follow pre-Covid procedures, which can be found at:
https://www.tcd.ie/commercial/enquiries-and-events/
https://www.tcd.ie/Junior_Dean/events/

Approval for Indoor events with more than 100 people are now referred to Covid Management Group for additional approval. All larger events at Trinity Hall require TLCOG approval.

3. Indoor Event Spaces

All Student Society Spaces can again be used between Monday and Friday from 10am – 9pm, providing they adhere to the Covid precautions in point 1 above. Available Teaching Spaces can again be booked through Central Events for extracurricular activities. To facilitate this, all Teaching and non-Teaching bookings must be recorded in CMIS.

Masks are not mandatory outdoors, as per public health guidelines, but we recommend the use of masks where groups are gathered.

Social Activity in summary:

We will of course work to find solutions for staff and students that are in the very high-risk categories on a case-by-case basis.
APPENDIX 1
Additional Temporary Supports at Trinity Hall

Catering - *We want affordable food options for anyone who is isolating*

Students who are isolating in Trinity Hall have the option to either:

- Buy a Subsidised Meal Package priced at €15 per day (i.e. €30 with €15 rebate to T-Card) for the duration of their isolation; or
- Self-Organise deliveries to Hall Reception where Student Stewards will be rostered to deliver to Apartment Doors (to be reviewed by TLCOG on 25 Nov);
- As always, any student in financial need may be eligible for support from the [Student Hardship Fund](#).

Additional Supports - *We want everyone to feel supported*

- Trinity Hall Assistant Wardens will maintain contact with residents who are self-isolating;
- Trinity Hall Accommodation Office will help manage any necessary moves, with the support of additional out-of-hours resource. The Hall Warden and her team will assist with emergency cases;
- College Health and Counselling will host an online call for any resident with general concerns or questions and follow up with individuals as required;
- S2S will host a daily video chat for those isolating who wish to opt-in to for peer support.

College Costs
Costs of meal subsidisation and stewards are to be borne by College out of central covid funds.
APPENDIX 2
Overnight Guests

Campus

- All visitors and guests must leave accommodation prior to times designated by the relevant College Officers and published in the Residents’ Handbooks at each location. For the main campus, the designated time will normally be midnight.
- Any visitor or guest within accommodation after the designated time will be deemed to be an overnight guest.
- Guests may be signed in electronically before midnight through the completion of an overnight guest request found within the resident’s online accommodation account at: https://accommodation.tcd.ie/StudentBookings
- Hosts are responsible for the behaviour and actions of their guests.
- Residents may only host one overnight guest at any time and for no longer than the number of nights stated in the Residents’ Handbook without the permission of the relevant College Officer.
- Guests will not be admitted to residences after midnight unless they are in the company of their host.
- Any resident who hosts overnight guests with what the relevant College Officer considers to be excessive frequency may be required to obtain advance permission for each occasion that an overnight guest is to be hosted. The permission may be declined.
- The relevant College Officer may prohibit a resident from hosting further overnight guests for a period of time at the relevant Officer’s discretion, where a resident has failed to observe the conditions relating to overnight guests.
- The relevant College Officer may, on giving one week’s notice, suspend or restrict for any period the facility to host overnight guests where this is, in his/her view, in the interests of residences generally or is of assistance to the management and operation of the facility. In exceptional circumstances it may not be possible to give one week’s notice.
- Overnight guests are normally restricted over the Christmas and New Year period, the night of the Trinity Ball and during the Annual / Supplemental examination periods. At such times, it may be necessary to apply in advance to the relevant College Officer for written permission to host an overnight guest.
APPENDIX 3
Parties

Campus
- A gathering of more than 8 persons within a set or kitchen/common room will be deemed to be a party.
- Where there are more than 4 residents in an apartment, a gathering of twice the number of residents will be considered to be a party.
- Parties may only be arranged with the permission of the Junior Dean or Warden of Trinity Hall.
- Seven working days advance application must be made to the Enquiries Office in the case of residences on Campus and reception at Trinity Hall in the case of residents at Hall.
- A deposit may be requested and this will be payable in advance.
**APPENDIX 4**

**Indoor Events Contact Tracing Log**

Logs must be held by organiser for 28 days, after which time they must be securely disposed of.

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