



RETURN TO CAMPUS

Version 3: 21st January 2022

Introduction

This document reflects changes as of 21st January 2022 and will continue to be updated as further decisions are made in line with [Government Public Health Advice](#), [Sectoral Guidance](#), 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 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.

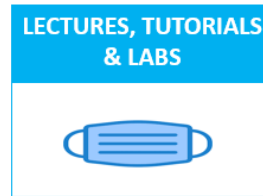
The safe working practices we have adopted to date will continue, and this helps further ensure the safety of staff and students. Staff when delivering content at a 2m distance from students do not need to wear a mask but they may choose to do so. Staff should wear masks if moving around the laboratory 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 surveillance systems 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

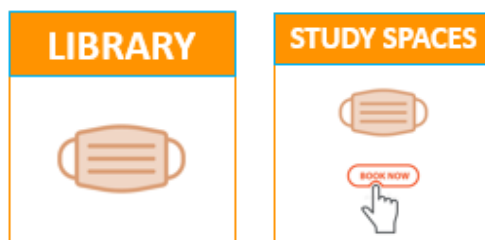
The requirement for face coverings continue to be mandatory and Library stewards will continue to monitor compliance. Readers are encouraged to use the [COVID Tracker app](#) for contact tracing purposes to assist with contact tracing efforts.

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:



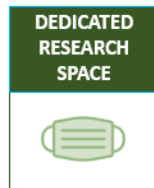
Dedicated Research Space

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 line with [public health advice](#). 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

The rules set out in Appendix 1 and 2 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 and protocols for any outbreak must of course be followed. Residents must follow the prevailing [Irish government public health guidelines](#) if you are a close contact of anyone who tests positive for Covid-19.

Shared apartments in student residences are treated as households. Household close contacts of a confirmed COVID-19 case are required to follow the [HSE guidelines](#). Further information on the HSE antigen testing service for close contacts is available [here](#).

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.

All events must adhere to the [public health measures](#) announced on October 22nd and updated on December 20th.

In line with this, no **indoor** non-teaching events, including entertainment, cultural, community and sporting events, will take place after 8pm. In relation to events happening earlier in the day, attendance should be limited to 50% of venue capacity or 1,000 attendees, whichever is the lower. This does not affect religious, educational or normal workplace business activity and business events (for example: conferences).

Attendance at **outdoor** events, including entertainment, cultural, community and sporting events, should be limited to 50% of venue capacity or 5,000 attendees, whichever is the lower.

The COVID-19 situation in Ireland remains uncertain and of concern. We remain vulnerable to a further deterioration depending on a number of factors, including levels of social contact, adherence to basic public health protective measures, and levels of immunity across the population. ([Government Press release 16 Nov 2021](#))

In light of this, the Trinity Living with Covid Oversight Group offer the following advice.

While public health guidelines do currently permit indoor and outdoor events, careful consideration should be given to the potential impact of events on the wider college community.

For Event Organisers

- Consider whether the event can be deferred to a less uncertain time;
- Consider whether the number of attendees can be reduced by holding the event partially or even fully on-line;
- Anticipate the risk of further Government restrictions when committing spend;
- Anticipate the need for a contingency plan, should further Government restrictions be imposed at short notice;
- Ensure compliance with public health protective measures including Covid Certificate checks (vaccine or recovery certificate) and photo ID for all indoor hospitality and events; face masks (can be removed for consumption of food or drinks as appropriate); collection of contact tracing data;
- As per college calendar, all college events require approval by the Junior Dean. Indoor non-teaching events with 100 or less people with a heightened risk outside normal parameters must also now be referred to the C-19 Management Group for additional approval. Approval for indoor non-teaching events with more than 100 people must also be referred to the C-19 Management Group for additional approval. Events in Trinity Hall must also receive approval from Trinity Living with Covid Oversight Group for the time being.

For Event Attendees

- Consider reducing the number of events you attend;

- Do not attend if you are experiencing COVID symptoms or are a close contact of a suspected case. Act fast, isolate and get a PCR test if you have symptoms;
- Maintain adequate social distancing, wear a face mask and keep your hands clean;
- Be mindful of interactions you may have with vulnerable people after the event;
- Take regular antigen tests or participate in UniCoV if you are asymptomatic and engaged in activities in riskier environments (indoor, crowded environments, where distancing is difficult).

Below outlines the regulations governing the hosting of **indoor** and **outdoor** events if you choose to proceed with the event in Trinity.

Indoor Events

All events must adhere to the [public health measures](#) announced on October 22nd and updated on December 20th.

Capacities & Covid Protections

All spaces with Ventilation Capacities confirmed by Estates & Facilities can be used at 50% capacity or 1000 attendees¹, whichever is the lower, for indoor non-teaching 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, fully seated and do not take place after 8pm
- 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 3**).
- 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

All events must adhere to the [public health measures](#) announced on October 22nd and updated on December 20th.

Capacities & Covid Protections

All outdoor spaces can be used up to 50% of venue capacity or 5,000 attendees, whichever is the lower, providing appropriate protective measures are in place such as:

- wearing face coverings where appropriate
- maintaining adequate social distancing whenever appropriate

¹ This does not affect religious, educational or normal workplace business activity and business events (for example: conferences).

- cough etiquette and using hand sanitisers
- maintaining Contact Tracing records for 28 days (Name, Telephone number – See **Appendix 4**)
- 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

Indoor non-teaching events with 100 or less people now follow pre-Covid procedures in terms of event approval process, which can be found [here](#). The exception to this is indoor non-teaching events with 100 or less people with a heightened risk outside normal parameters and these must also now be referred to the C-19 Management Group for additional approval.

Approval for indoor non-teaching events with more than 100 people must be referred to the C-19 Management Group for additional approval. Events in Trinity Hall must also receive approval from the Trinity Living with Covid Oversight Group for the time being.

The enquiries office will advise you on what is necessary if you are planning an event with 100+ individuals.

More information about the process to follow for student specific events can be found [here](#) and the [event checklist](#) is a useful tool you can use in planning your student event.

3. Indoor Event Spaces

All Student Society Spaces can again be used between Monday and Friday from 10am – 8pm, 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:

CLUBS	SOCIETIES	INDOOR DINING	OUTDOOR SOCIAL
SAME RULES AS APPLY NATIONALLY TO SPORTS CLUBS => ALLOWED WITH RESTRICTIONS	SAME RULES AS APPLY NATIONALLY => INDOOR EVENTS ALLOWED WITH RESTRICTIONS	SAME RULES AS APPLY NATIONALLY => ALLOWED WITH COVID CERT	SAME RULES AS APPLY NATIONALLY => ALLOWED

We will work to find solutions for staff & students that are in very high-risk categories on a case-by-case basis.

APPENDIX 1

Overnight Guests

Trinity Hall

- All guests must be signed in at Reception before 10:30 pm. All non-residents must leave Hall prior to 10:30 pm, unless they have been registered in person.
- Resident hosts are responsible at all times for the behaviour and actions of their guests.
- Guests may be asked to leave Hall if they are too noisy or disruptive.
- Residents may only host one overnight guest at any time, and for no more than 2 nights in succession, without the permission of the Warden.
- Residents who are in twin rooms must receive permission in writing from the other resident in the twin room prior to inviting an overnight guest.
- Guests will not be admitted to Hall grounds after 10:30 pm unless they are in the company of their host.
- Guests will not be allowed during the Orientation weekend, the night of the Trinity Ball, and during the main College examination period in May-June or during the Supplemental Examination session without advance permission from the Warden.
- Any resident who hosts overnight guests with what the Warden considers to be excessive frequency may, at the Warden's discretion, be required to obtain advance permission from the Warden for each occasion that an overnight guest is to be hosted. The Warden may decline to give such permission.
- The Warden may prohibit any resident from hosting overnight further guests for a period of time at the Warden's discretion.
- The Warden may suspend or restrict for any period the facility to host overnight guests where this is, in the Warden's view, in the interests of Hall residents generally or is of assistance to the management and operation of the facility.
- Failure to adhere to the above regulations will be treated as a potentially serious disciplinary offence, especially if the offence occurs during the examination period.

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 2

Parties

Trinity Hall

- No parties may be held in study bedrooms or apartments. Common room areas in Hall must remain available for the collective use of all residents, unless pre-booked with an event form submitted and permission granted.
- Residents are encouraged to book The Blue room for gatherings like birthdays.

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 3
Indoor Events Contact Tracing Log

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

Event Name	
Event Date	
Event Location	
Organiser Name	
Organiser Phone Number	
Total number in Attendance	

	ATTENDEE NAME	ATTENDEE PHONE NUMBER	Digital Covid Cert and Photo ID Checked (✓tick)
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			

Please use multiple sheets if needed.

APPENDIX 4

Outdoor Events Contact Tracing Log

Contact Tracing Log

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

Event Name	
Event Date	
Event Location	
Organiser Name	
Organiser Phone Number	
Total number in Attendance	

	ATTENDEE NAME	ATTENDEE PHONE NUMBER
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
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Please use multiple sheets if needed.