

Trinity Biomedical Sciences Institute – Recommendations of COVID-19 coordination group

IMPORTANT: Each School/Unit in TBSI will be responsible for the development and implementation of their own return to work safely protocol that will operate in their designated space in TBSI. This document only describes the agreed policies and procedures to cover common areas at building level (e.g. Knowledge Exchange, balconies, stairs and lifts), shared laboratories and spaces, and the management of access/egress to the building and shared services (e.g. delivery bay, flow cytometry facility confocal facility) for the period of the COVID-19 pandemic. Staff and students must receive approval from their specific School/Unit before returning to TBSI. They will also receive training from their individual School/Unit.

Access and Egress

Entrance to TBSI is via the left door (as one faces the building), using swipe access. Exit via the opposite door. Do not congregate in the lobby area of TBSI.

Circulation

Keep right in corridors and staircases in TBSI. Follow floor markings. In general, on existing the stairs/lift area onto a given floor, enter on the north (balcony) side of the floor, and exit on the south side.

Lifts

Students and staff in TBSI are encouraged to use the stairs. When lifts are used, the maximum capacity is one person per lift. Estates & Facilities and the delivery bay staff will have sole control of the large lift to manage the movement of goods through the building.

Shared social spaces

The Knowledge Exchange is closed until June 29th . Re-opening on this date was approved by TBSI COVID-19 coordination group on the 25th of June 2020. Occupancy levels for the Knowledge Exchange and the balcony areas on each floor will be clearly marked and must be adhered to at all times.

Meetings

All meetings should continue to take place remotely. Where necessary, TBSI rooms may be booked for physical meetings, but with a maximum occupancy of 2 people per room.

Cleaning of common areas in building

Estates and facilities will continue to manage the cleaning of common areas in TBSI. Each School/Unit will implement its own additional cleaning policies for individual laboratories/workspaces as required.

Procedures for Collection of Goods

Schools will work closely with shared services to ensure that their logistical requirements are taken into account. These will include:

- Wearing of a face mask.
- Operating a one-way system for the collection of goods
- Delivery bay staff will e-mail researchers when their item(s) are ready for collect.
- Provision of a separate trolley by each lab (to prevent the requirement for disinfection of the shared services equipment)
- Provision of pens and other items to sign for deliveries to prevent cross contamination

Procedure for Liquid Nitrogen Deliveries

Schools will co-operate with procedures which will include:

- Wearing of a face mask.
- Staggering collections – groups will arrive one at a time after being called
- Observing floor marking
- Operation of a one-way system
- Complying with smoothing arrangements to distribute collections equally between Tuesday and Friday

Autoclaving of waste/washing of coats

Schools will co-operate with procedures which will include:

- Staggering the dropping down of waste/lab coats
- Contact the relevant staff to arrange for washing of laboratory coats
- Assisting the shared services unit with their sourcing of PPE as required

Procedures for access to the Hazardous Materials Facility (HMF or 'Hazmat')

Schools will work closely with HMF staff to ensure that their operating procedures are followed by school personnel to ensure the safe operation of the facility. In addition to the existing requirements these will include the following:

- Wearing of a face mask
- Complying with a one-way system
- Complying with timeslots as required. All users must contact hazmat.tcd.ie prior to using the service during the coming months.
- Waiting outside of the storeroom to be served
- Waiting outside the solvents/supplies room to be served
- Observing the new HMF signage and floor markings

College daily self-check and contacts log

All researchers in TBSI must complete the college's 5-point self-check daily before coming on site. 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.

All researchers in TBSI must adhere to the policy implemented in their individual School for recording close contacts while on site.

Visitor access to TBSI for purposes of undertaking research in core facilities

Visitors may access TBSI for the purposes of undertaking research in core facilities once they have undertaken the following: (1) Contacted the relevant core facility manager and received approval to access their unit; (2) Completed the visitor self-declaration form for that unit and any necessary training required by the unit.

TBSI isolation room

The TBSI isolation room is B1.18. If anyone displays symptoms of COVID-19 while at work, they will self-isolate in this room and follow the instructions provided by their individual School. (If necessary, these individuals can also contact college health service for further advice at 01 896 1591/01 896 1556 or their GP and follow the instructions given).

Suspected or confirmed cases of COVID-19 in TBSI

If a School becomes aware of a suspected or confirmed case of COVID-19 in their School, the relevant School manager or PI should e-mail the Director of TBSI (Kingston Mills) and Patricia Ryan in Estates & Facilities with the following information: (1) what room(s) the person was in over the past 72 hours, and (2) the times and dates they were in these rooms. Suspected cases of COVID19 will not be communicated to researchers in TBSI unless and until the case is confirmed.

For confirmed cases of COVID-19, the college must also be informed via the following e-mail address: covidnotify@tcd.ie. Relevant forms, as detailed in the College's 'COVID-19 RESPONSE PLAN', must also be completed and returned to college.

Contacts of a suspected or confirmed case of COVID-19 may be asked to self-isolate. The HSE have provided a definition of a close contact on their website:

<https://www2.hse.ie/conditions/coronavirus/close-contact-and-casual-contact.html#close>

The college also provides a definition of a close contact in their 'COVID-19 RESPONSE PLAN'.

All users of TBSI will be informed (via an e-mail from the Director of TBSI) of a confirmed case of COVID-19 in the building, simply stating the floor number(s) that the confirmed case (who will remain anonymous) was working on in the days prior to his/her positive test result.

Face Masks

The wearing of face masks is required in TBSI, except in single occupancy offices.

Procedures for access to the Flow Cytometry

Facility: Schools will work closely with the Flow Cytometry Manager to ensure that his operating procedures are met by all school personnel to ensure the safe operation of the facility. In addition to the existing requirements these will include:

- a limit of 3 people in the facility at any time
- a maximum of 1 researcher at each instrument at any time
- observance of 2m physical distancing at all times
- compliance with staggered rotations; e.g. Cytometer A available 7am-2pm, Cytometer B 2.30pm-11pm, Cytometer C 7am-11pm.
- researcher must check and ensure that there are 2 or fewer people in the facility prior to entry
- a ban on un-fixed human cells/samples
- Hands washed upon entry and exit
- Co-operation with remote support
- Keyboard, mouse, vortex, sample port and instrument switches must be cleaned at the start and finish of a session

Note: Access to the Flow Cytometry Facility is limited to TBSI researchers until June 29th. Bookings from outside of TCD are not possible at this time. Bookings from other parts of TCD may be possible but permission to enter TBSI must be applied for first. People from outside of TBSI who are granted permission to use core facilities in TBSI may not access other parts of the building.

Procedures for access to the confocal microscopy facility

- a maximum of 4 people should be present in facility at any time
- a maximum of 1 researcher should be present at each instrument at any time
- observance of 2m physical distancing at all times
- compliance with staggered rotations as required
- researcher must check and ensure that there are fewer than 3 people in the facility prior to entry
- Hands must be washed upon entry and exit

- Keyboard, mouse and instrument switches must be cleaned at the start and finish of session

Note: Access to the Confocal Microscopy Facility is limited to TBSI researchers until June 29th. Bookings from outside of TCD are not possible at this time. Bookings from other parts of TCD may be possible but permission to enter TBSI must be applied for first. People from outside of TBSI who are granted permission to use core facilities in TBSI may not access other parts of the building.

Procedures for access to the Transgenics Facility

Schools will work closely with the staff to ensure that their operating procedures are followed by school personnel to ensure the safe operation of the facility. In addition to the existing requirements these will include the following

- A maximum of 1 person should be present in Room B3.71 at any time
- The changing station and any other items that have been touched must be cleaned with trigen/70% ethanol.
- A maximum of 2 people should be present in room B3.68 at any time
- A maximum of 2 people should be present in room B3.70 at any time
- A maximum of 1 person should be present in room B3.67 at a time
- In the rooms used by other groups - B3.73 (TR and CC), B3.76, B3.77 (DL), B3.72 (Transpharmation) a maximum of 1 person should be present at any time
- In the Germ-free animal room (B3.75), 2 people may be present with very careful physical distancing
 - Avoid 2 people being present in any room when possible
 - Maintain 2m physical distancing in all animal rooms and corridors
 - Wash hands when moving from Transgenics area into the CMU area

Procedures for access to the TEM facility

- a maximum of 2 people should be present in the facility at any time
- a maximum of 1 researcher should be present at each instrument at any time
- observance of 2m physical distancing at all times
- compliance with staggered rotations as required •

researcher must check and ensure that there is a maximum of 1 person in the facility prior to entry

- Hands must be washed upon entry and exit

- Keyboard, mouse and instrument switches must be cleaned at the start and finish of a session

Links to individual school/unit plans

Biomedical Engineering

https://tcdud.sharepoint.com/:w:/s/TrinityCentreforBioengineering/EWJT6VXfHQBJpWXJZW-e3MMBYlmbpa5e5V-E2jf0xTWO_Q?e=yPG6Q3

Biochemistry & Immunology

<https://www.tcd.ie/Biochemistry/COVID-19/>

Chemistry

https://tcdud.sharepoint.com/:b:/s/TCDGroup-TBSIC19CoordinationGroup/EcDrK1rqN2BMu5v0d89W_LsB0OXuy_i1H2oH0RAXu62Gpg?e=Uv6IHu

Pharmacy

https://tcdud.sharepoint.com/:b:/s/TCDGroup-TBSIC19CoordinationGroup/EdKo0TSj97JElvVF3v2glnwBBa-WAvD_pagHN5JW3FGkEQ?e=9SeKRR

Medicine

<https://tcdud.sharepoint.com/:w:/s/TCDGroup-TBSIC19CoordinationGroup/ER-WbOslG8ZLrPYTFBx7dDsBOZkVJLB8PeRFW7o08iRwgA?e=DLfnaN>

Comparative Medicine

Users of the CMU will be provided with access to their specific policies and procedures by the CMU. People from outside of TBSI who are granted permission to use core facilities in TBSI may not access other parts of the building.