RETURN TO WORK PROTOCOL

School of Natural Sciences

These protocols apply whether you are undertaking essential laboratory- or field-based research, or only require once-off or intermittent access to College.

1. You must complete the College Return to Work Training Session online through Blackboard. Please follow the instructions below:

    - Login to Blackboard via mymodule.tcd.ie
    - In the Module Search box, type in 'Returning to Work Safely' and click on Go.
    - You will see a module called COVID-INDUCTION, click on it.
    - Click on the Enrol button on the left side of the page. (If you can't see the Enrol button, you may need to click on the blue bar to the left of the screen to make it visible.)
    - Click on the Submit button on the bottom right of your page.
    - Your page will then say you have been enrolled. Click on the OK button on the bottom right of the page to access the module.

2. Read the School/Discipline/Unit Return to Work Plan in detail (these are available on the School Local Access webpages and on Discipline/Unit webpages).

3. On agreement with your HoD/Line Manager/P.I. complete the COVID-19 Return to Work Form at least 3 days in advance of the your return to work. This is vailable on Discipline and School webpages and send to your line manager. You must provide contact details for person/s if you become symptomatic.

4. Complete the Covid Lab Risk Assessment and/or the Covid Fieldwork Risk Assessment as appropriate (also available online) and send to your HoD or Unit Safety Officer. This may not be necessary if your visit to College is to be once-off or intermittent and you are not engaging in laboratory or field work.

5. On approval of your Risk Assessment (if required) you will have to supply your staff/ student number and mobile phone numbers for inclusion on the access listing provided by the Head of School to HR and Estates and Facilities. Your staff/student number will be noted on any permission letters.

6. Your HoD or Unit Manager will decide if you are to be granted access for research deemed essential, or if permission for once-off or intermittent access will be granted. The HoD will then forward your request and contact details to the HoS.

7. The Head of School will issue a letter authorising permission to travel to your workplace and also access to College. This is required in cases where you may have to travel more than 20km or outside your county and are stopped by Gardaí.

8. You are advised to download and use the Safe Zone App.

9. You need to make sure you have your ID card with you at all times. You may be asked to present your ID card at the gates and entrances to buildings within College and off campus.

10. On receipt of your authorisation letter you must contact the technical team or make a booking to schedule ALL building, laboratory and shared equipment access. Disciplines and Units will have developed their own booking systems.

11. Failure to follow any protocols or timed access may result in removal of permission.