

School/Research Institute/Professional Service Access Check List

1. Who is allowed access to College Premises

The latest restrictions announced by Government on the week of the 4th of January 2021 mean that teaching, research, administrative and professional staff should continue to work from home unless carrying out time-sensitive and essential work that cannot be done at home.

For those of you who are returning to campus, can we remind you that the University has a return to campus protocol which requests members of staff to minimise their time on campus and to limit the number of contacts they have on campus. We also ask you maintain a log of those you meet either manually or via the HSE COVID-19 Contact Tracing App. This is particularly important at this time given the pressures on the HSE's contact tracing system.

Access to campus and College buildings is limited until at least the end of January 2021 to:

1. Residents,
2. Essential researchers (as submitted by Head of School/Unit),
3. Students with pre-booked time slot in the Libraries/Study Spaces,
4. Students with an exam location agreed in College,
5. Essential staff (as submitted by Head of School/Unit) and,
6. Pre-approved visitors.

2. Swipe Access Control to Buildings

Staff and student access will be returned to restricted access to essential staff and students approved lists. Head of School/Unit must compile and email lists of such essential researchers (staff and students) and other essential staff to the E&F Service Centre

estatesandfacilities@tcd.ie The information should be presented in an Excel Spreadsheet with the following details:

1. Name,
2. Staff / Student Number,
3. Mobile Phone,
4. Email Address,
5. Location of access required and,
6. Start date of access.

It will take a minimum of 1 to 2 working days to set up the access.

3. Visitors Access

It is recommended that all non-essential external partners (e.g. approved suppliers, couriers, service contractors) should not access College and meetings etc. should be carried out online. If access is required for a visitor Heads of School/Research Institute/Professional Service will need to approve the request for access. If Heads of School/Units require access to essential visitors these requests should be emailed to estatesandfacilities@tcd.ie 3 days in advance. The required information from the requestor is as follows:

1. Visitors Name,
2. Visitors Mobile Number,
3. Visitors Email,
4. Name of the TCD person requesting access for the visitor,
5. Staff / student number,
6. Mobile Number,
7. Date and Time for access and,
8. Locations of access.

The visitor will be required to fill out the self-declaration form before entering College and sign in and out at the Departmental visitor's book.

Visitors are to be brought into College through the agreed entrance / gate (e.g. Lincoln Place Gate), where the staff member must present themselves to the Security Officer / Attendant on duty. Social distancing protocols must always be adhered to and staff members shall be responsible for their visitor's good behaviour in this regard.

Please note that visitors may only enter the building they are visiting. When they are leaving, they should be accompanied back to the agreed entrance / gate (e.g. Lincoln Place Gate), by the staff member.

4. Storage of Deliveries & Ordering Supplies

When considering your operation model, you need to consider the current frequencies of deliveries to your normal operation and where you store your supplies.

For a variety of reasons you may need to increase the frequency of the deliveries due to the increased usage of materials but it is also highly likely that there may be a frequency increase because there is a greater demand for some of the materials you may require reducing the quantities available. It is important that these deliveries are schedule 1 to 2 working days in advance with Estates & Facilities so access can be arranged.

5. Couriers / Suppliers / Service Contractors Access

Due to the current pandemic the College has developed additional requirements that must be in place and undertaken by each Department before access is granted for non-TCD people to access the estate. The onus will be on each Department to make sure all the necessary documentation is in place and the agreed procedures are followed.

- The courier / supplier / service contractor can access College by appointment only and only when they have complied with the current College Health and Safety requirements for access to College.

- Estates & Facilities will forward the current requirements as an attachment of the H&S Requirements when the request is made for access if the contractor is not already preapproved.
- E&F would recommend that each Department contact their existing courier / supplier / service contractors requesting the information in advance of the resumption of your activity so the documentation can be signed off and agreed in advance to avoid delays when your activity resumes.
- A Department Rep must be on site to meet the courier / supplier / service contract.
- The Department Rep will need to submit the following information to estatesandfacilities@tcd.ie
 - Name of courier / supplier / service contractor,
 - Drivers Name and contact number,
 - Vehicle registration,
 - Proposed date and time,
 - Name and contact number of Department Rep on site to receive goods service.

6. Gate Times

6.1 Front Gate Entrance

Outside of hours access only,

- 22:30 to 07:00 Weekdays,
- 00:00 to 08:00 Saturday and,
- 00:00 to 09:30 Sundays.

6.2 Arts Building/Nassau Street Entrance

The gate is open 7 days a week.

- Monday to Friday - 07:00 to 22:30,
- Saturday 08:00 to 00:00 and,

- Sunday 09:30 to 00:00.

6.3 Lincoln Place Entrance

The gate is open 7 days a week.

- 05:30 to 00:00.

6.4 Pearse Street Gate West Entrance (Opposite the Garda Station)

- Closed due to Printing House Square works.

6.5 Pearse Street Gate West (Pedestrian Entrance)

- Closed

6.6 Nassau Street (Pedestrian Entrance)

- Closed

6.7 Moyne Institute

- Closed

6.8 Science Gallery Gate

- Closed

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