School/Research Institute/Professional Service Access Check List

1. Who is allowed access to College Premises

College is open to staff, students, residents, approved visitors, external service providers and partners only. This is subject to change and dependant on what Level Dublin is assigned to under the Resilience and Recovery 2020 – 2021: Plan for living with COVID-19.

Staff who can work remotely are encouraged to do so and those who require physical access to perform prioritised functions approved by the Head of School/Research Institute/Professional Service should limit their time on the estate.

2. Swipe Access Control to Buildings

Staff and student access have been returned to pre-COVID 19 access levels. Staff, students etc. that hold a valid College ID will be required to swipe in and out when entering the estate. If your card is out of date (each card should have an expiry date) it may not work. Staff can order new staff cards from HR hr@tcd.ie and students can order new student cards from Academic Registry Academic.Registry@tcd.ie

The procedure for access to restricted areas has not changed. Staff and students that require access to restricted areas require permission from the Heads of School/Research Institute/Professional Service. Once the Head has signed this off the following information below should be sent 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. 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.
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 and Ordering of 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
o Name of courier / supplier / service contractor,
o Drivers Name and contact number,
o Vehicle registration,
o Proposed date and time,
o 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
     o 22:30 to 07:00 Weekdays
     o 00:00 to 08:00 Saturday
     o 00:00 to 09:30 Sundays

6.2 Arts Building/Nassau Street Entrance
   • The gate is open 7 days a week.
     o Monday to Friday - 07:00 to 22:30
     o Saturday 08:00 to 00:00
     o 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 (Pedestrian Entrance)

- Closed

Science Gallery Gate

- The gate is open 7 days a week.
  - Monday to Friday - 06:30 to 20:00
  - Saturday and Sunday 08:00 to 19:00

UPDATED 01.10.2020