

School/Research Institute/Professional Service Access Check List

1. Who is allowed access to College Premises

Levels of access will vary from the closure period to each of the Phases of resumption.

Heads of School/Research Institute/Professional Service must update the essential staff list for each of the phases.

During Full Closure; Essential Staff (required to safeguard and maintain people, property and equipment), any resident given specific permission to remain in residence and those authorised to carry out COVID -19 research or operations in support of the national effort.

Phase 1; Researcher and support staff prioritized for Phase 1 in the School/Research Institute resumption of research plan.

Phase 2; Staff who cannot work remotely or who require physical access to perform prioritised functions approved by the Head of School/Research Institute/Professional Service. Researcher and support staff prioritized for Phase 2 in the School/Research Institute resumption of research plan.

Access for further Phases will for those listed in the approved resumption plans

2. Swipe Access Control to Buildings

Heads of School/Research Institute/Professional Service must update the essential staff list for each of the phases in their resumption plan. Once the Head have signed this off the update for the upcoming phase should be send the list to Human Resources hr@tcd.ie and 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. Once Off Staff / Student Access Requests

This relates to one off requests for campus and not additions to the essential staff list. This covers such requests as collecting a bike, collecting laptops, collecting exam material, etc.

This does not relate to the resumption of work activity in a building or parking requests.

Appointments can be requested through the Service Centre estatesandfacilities@tcd.ie

The required information from the requestor is as follows:

1. Name of the person.
2. Staff / student number.
3. Mobile Number.
4. Date and Time for access.
5. Locations of access:

Note; Some Schools / Departments cover many buildings so you will need the precise access location. If **STAFF** don't have a parking permit you can organise access for their car, but they will need to provide a vehicle registration.

4. 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.

5. 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.

6. 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.

7. Parking Permit Request / Car Parking

E&F are receiving a lot of requests from staff that don't have a parking permit requesting a permit or parking going forward. The following will apply:

- Each request will be accessed on a case by case basis and staff are being encouraged to walk or cycle if they live within the 10km.
- If car parking is vital staff will need to get their Heads of School/Research Institute/Professional Service to write a letter putting their staff member's case forward and why they need parking.
- The request will then be sent to the Campus Services Manager for assessment with the Head of Facilities & Services.
- If the request is successful the Campus Services Manager will issue a temporary permit until the end of the phase of the Phased Return Roadmap.
- Each request will be reviewed at each Phase along with the demand for parking, priority etc.