Notes:

Welcome to the TTMI COVID-19 Response Training, Protecting Yourself from COVID-19 in the Workplace. This is an awareness level training designed to inform staff about how to protect themselves and co-workers from exposure to the virus. Please also reference the University training material on COVID 19.
Goal and learning objectives

**Goal:** Increase health and safety awareness for returning staff with potential exposure to COVID-19.

Learning objectives:
- Explain basic facts about COVID-19.
- Define key steps in worker protection and infection control.
- Identify methods to prevent and respond to COVID-19 exposure in the workplace.

**COVID-19 facilitator(s)/Coordinator(s)**

(Frank Mangan 086 8980302; Eamon Breen 0852174501)

Instructor notes:

**Learning objectives:** After undertaking this training you should be able to:

- Explain basic facts about SARS CoV-2 and COVID-19, covering how it spreads, symptoms, incubation period, how long the virus survives outside the body, who is at increased risk, basic methods of self protection and what to do if you develop symptoms.

- Define key steps in steps in protection and infection control, and finally,

- Identify methods to prevent and respond to COVID-19 exposure in the workplace.

- The COVID Coordinators for the Institute have a formal role in ensure compliance with the University approved phased return to work plan and should also be contacted should any issues arise particularly with respect to the communal areas of TTMI.
Instructor notes:

- This is an awareness level training for how a phased return to work will be instituted and the measures employed to assure staff safety within TTMI. For lab operations staff must be trained to their PI’s lab-specific policies & procedures which need to be approved by the University Biological Safety Committee. Training also must include practice in putting on and taking off personal protective equipment (PPE), including protective clothing and respirators (where required), and performing decontamination procedures until personnel demonstrate competency and confidence.
Information on COVID-19 is rapidly changing, sometimes daily. Refer to reliable sources such as the HSE, HSA, TCD and peer reviewed science publications.

https://www.tcd.ie/about/coronavirus/  https://www2.hse.ie/coronavirus/

Instructor notes:

It is important it is to stay in touch with rapidly changing knowledge and situation with respect to COVID-19. Moreover, please rely on factual sources of information and not social media sites.
College ‘Return to Work Safely’ induction

1. Login to Blackboard via mymodule.tcd.ie
2. In the Module Search box, type in ‘Returning to Work Safely’ and click on Go.
3. You will see a module called COVID-INDUCTION, click on it.
4. 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.)
5. Click on the Submit button on the bottom right of your page.
6. 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.

Instructor notes:

It is a requirement to undertake the Universities Return to Work Safely induction which is available through blackboard – anyone experiencing issues accessing the material should contact IT services on ext. 2000.
Instructor notes:

The virus has been named “SARS-CoV-2” and the disease it causes has been named “coronavirus disease 2019” (abbreviated “COVID-19”). Throughout this training we refer to the virus as SARS CoV-2 and the disease as COVID-19. Coronaviruses are a large family of viruses that are common in people and many different species of animals, including camels, cattle, cats, and bats. Rarely, animal coronaviruses can infect people and then spread between individuals such as with MERS-CoV, SARS-CoV, and now with this new virus (named SARS-CoV-2). The SARS-CoV-2 virus is a novel strain, and individuals have not developed immunity to COVID-19, and therefore can be infected.
Instructor notes:

Spread of SARS-CoV-2, the virus that causes COVID-19, is thought to occur in the same way that seasonal flu spreads. Flu viruses are spread mainly from person to person through coughing or sneezing by people with influenza. In short;

**Droplet** transmission occurs when respiratory secretions from coughing or sneezing land on mucosal surfaces (nose, mouth, and eyes).  
**Contact** transmission is touching something with COVID-19 virus on it and then touching your mouth, nose or eyes.  
**Aerosol** transmission means breathing in infectious COVID-19 particles.
Incubation period

The incubation period is the time between exposure to a virus and the onset of symptoms.

With COVID-19, symptoms may show 2-14 days after exposure.

CDC indicates that people are most contagious when they are the most symptomatic.

Several studies show people may be most contagious before developing symptoms.

Instructor notes:

Most estimates of the incubation period for COVID-19 range from 1-14 days, most commonly around five days. This can be longer in some people, especially children and people with weakened immune systems and in people infected with the new COVID-19 virus. People are thought to be most contagious when they are most symptomatic. Some transmission might be possible before individuals show symptoms; but this is not thought to be the main way the virus spreads.
## COVID-19 can cause mild to severe symptoms

<table>
<thead>
<tr>
<th>Most common symptoms</th>
<th>Other symptoms may include:</th>
</tr>
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<tbody>
<tr>
<td>include:</td>
<td>Sore throat</td>
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<tr>
<td>Fever</td>
<td>Runny or stuffy nose</td>
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<td>Cough</td>
<td>Body aches</td>
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<td>Shortness of breath</td>
<td>Headache</td>
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<td></td>
<td>Chills</td>
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<td></td>
<td>Fatigue</td>
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<td></td>
<td>Gastrointestinal: diarrhea, nausea</td>
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<td>Loss of smell and taste</td>
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**Instructor notes:**

Symptoms may appear 2-14 days after exposure and the Clinical Characteristics of Coronavirus Disease are outlined here
Instructor notes:

It is not certain how long the virus that causes COVID-19 survives on surfaces, but it seems to behave like other coronaviruses. Studies suggest that coronaviruses, including preliminary information on the SARS-CoV-2 virus, may persist on surfaces for a few hours or up to several days. This may vary under different conditions such as type of surface, temperature, and humidity of the environment. If you think a surface may be infected, clean it with disinfectant to kill the virus and protect yourself and others. Clean your hands with an alcohol-based hand rub or wash them with soap and water and avoid touching your eyes, mouth, or nose.

Contact time is very important. This is the amount of time that the surface should remain wet with the disinfectant. The EPA listed products have contact time varying from half a minute to 10 minutes. Many of these chemicals have caused negative health effects such as occupational asthma and dermatitis. It is important that proper safeguards are in place to prevent harm to individuals undertaking cleaning and disinfecting.
Instructor notes:

There are steps that staff/researchers and the rest of the general population can take to combat COVID-19:

Importantly individuals must stay informed about the coronavirus and what can be done to reduce the chances of becoming infected

Social distancing, also called “physical distancing,” means keeping space between yourself and other people outside of your home. To practice social or physical distancing:

- Stay at least 2 meters from other individuals
- Do not gather in groups
- Stay out of crowded places and avoid mass gatherings

Other measures include:
- Wear face coverings which are now mandatory for all teaching and learning events for all students, in all the Libraries and in internal public spaces on campus.
- Wash your hands frequently.
- Use alcohol-based hand sanitizer.
- Avoid touching your eyes, nose, and mouth.
- Stay home when you are sick.
- Cough or sneeze into a tissue or your elbow.
- Clean and disinfect frequently touched objects and surfaces
Face coverings are now mandatory for all teaching and learning events for all students, in all the Libraries and in internal public spaces on campus.
Instructor notes:

You can help to stop the spread of bacteria and viruses that cause infection by simply cleaning your hands.

In short;
Wet your hands with warm water and apply soap.
Rub your hands together until the soap forms a lather.
Rub the top of your hands, between your fingers and under your fingernails.
Do this for about 20 seconds.
Rinse your hands under running water.
Dry your hands with a clean towel or paper towel.
Instructor notes:

As is the case with seasonal flu, certain conditions appear to put some individuals at increased risk of complications associated with COVID-19. These underlying conditions have been updated on the HSE website and are listed above.

If you are at higher risk for serious illness from COVID-19 because of one of the factors listed above, it is extremely important for you to take actions to reduce your risk of getting sick with the disease so please contact College Health before returning to work.
Instructor notes:

In the following slides we address workplace preparedness, key elements of a workplace plan, basic hygiene, social distancing, relevant HSA standards, decontamination, use of PPE and respirators and key prevention methods.
Instructor notes:

Adjustments in workplace policies have underpinned a reduction in exposure events and will continue to do so for the time being.

One of the most relevant is a HR policy encouraging ill workers to stay at home without loss of pay.

It is also important to discontinue nonessential travel to locations having high prevalence of illness and for the time being flexible work arrangements such as working from home are encouraged.
Phased Return of Staff

Instructor notes:

It is the responsibility of PI’s to adhere to University/Institute guidelines and develop procedures to allow researchers to safely return to work in a phased manner if (1) physical distancing can be ensured in the workplace, (2) adequate health and safety measure can be put in place, and (3) there is a clear justification for a return to laboratory-based work. In light of these factors it becomes clear that in many cases very small numbers of researchers can be facilitated within the building, requiring prioritisation of researchers and associated work as outlined in this Slide which has been undertaken in consultation with PI’s and researchers have been assigned to the various phases as described. Those in Phase 1 will return first and if no issues are identified upon review – Priority two staff can return a month later and so on.
Instructor notes:

If you have been given permission to resume laboratory work, you must complete a self-assessment of your health status 3 days before your anticipated return via the link. If exhibiting any of the symptoms of coronavirus then researchers should behave as if they have the virus, contact College Health (01 8961591 or 01 8961556) and self-isolate for 14 days and also notify your PI/Line Manager. The self-assessment for laboratory work will be continuous, i.e. it should be conducted each day you intend to work.
Instructor notes:

Please adhere to building signage throughout TTMI and follow the keep right policy in corridors. Please note that numbers using toilet facilities has also been restricted.
It is important that each lab keeps a contact log through the use of sign in sheets, visitor logbooks etc. This information (such as name; date; work area/room number(s); names of co-workers or other personnel encountered; time in & time out) should be stored securely, and may be requested by the authorities to assist with contact tracing should an infection breakout occur.
Lone Working

Lone Working Procedures can apply whether the building is attended or not and is characterized as those individuals who work by themselves without close or direct supervision or contact with others. Given the Institutes decreased occupancy this is now more likely.

Safe working is to be facilitated by:

❖ Undertaking risk assessments on lab procedures to identify hazards, assess the risks and put appropriate control measures in place.

❖ Additionally, a Risk Assessment must be completed, signed and submitted to Frank Mangan (frank.mangan@tcd.ie)

❖ Login to the SafeZone app when onsite and log-out when leaving. It is essential that lone workers keep in contact with colleagues, which is achieved by implementing the management procedures known as the ‘buddy system’

https://www.safezoneapp.com/how-it-works

Trinity Translational Medicine Institute Trinity Centre for Health Sciences

Read as per slide
As mentioned in the last slide; PI’s must ensure that a lone worker nominates a buddy and that mobile phone numbers are exchanged

Lone workers must inform their buddy via mobile phone of their intention to work (specifically, dates/start-finish times/lab phone and room number)
Lone workers must ensure their mobile phone is switched on when working
Lone workers must inform their buddy if activity overruns
For extended period of work, arrange to check-in at mutually agreeable time intervals
When work is complete, lone workers must inform their buddy that they are safe.

The flowchart depicted on this slide indicates the escalation process if there is no response from the lone worker.
Instructor notes:

The following slides provide an overview of the common procedures that individuals must abide by when working in TTMI.

To reduce building occupancy levels please conduct data entry, analysis and other dry tasks at home.

Read other points as per slide
Common Procedures for working in TTMI

- Change gloves and wash hands regularly (every 40min).
- Sign the local contact log where applicable
- Adhere to building signage (e.g. one-way corridors, 2 meter operational areas etc.) and observe the ‘Keep Right’ policy.
- Use Stairs where possible & max. 2 people at opposing ends of the elevator; do not touch your face after contact with elevator buttons, wash hands with soap or use disinfectant alcohol.
- Frequently alcohol spray and wipe gloved hands with paper towels and dispose.

Instructor notes:

Read as per slide
Common Procedures for working in TTMI

- Ensure high contact surfaces and priority locations are being cleaned and sanitized on a routine basis. Time needs to be allocated for all cleaning, with greater and more frequent emphasis on commonly touched surfaces.

- Spray/wipe all door handles before use with >70% alcohol, mild bleach or other appropriate disinfectant.

- Strict social distancing rules will apply (occupants must remain >2 meters apart at all times) and use alternate workstations (as determined by researcher rota) to comply with the two meter rule.

- No conversations or chatting in close proximity and use door vision panels to ascertain occupancy of rooms before entering.

Instructor notes:

Read as per slide
Common Procedures for working in TTMI

- Be especially mindful of shared rooms e.g. tissue culture, bathroom, freezer room etc. where others might be coming and going.

- Avoid entering small shared rooms when others are using (e.g. wait for someone to leave the room before you enter).

- Research experiments should be kept small where possible in case of reversion to full-lock down.

- Do not bring food to the labs or eat in the labs and shared kitchen utensils will be removed from the milling area.

- Do not use small neck water bottles at the water cooler.

- Use of communal landline phones is not permitted until further notice (except in case of emergencies).

Instructor notes:

Read as per slide
Common Procedures for working in TTMI

- If use of core facilities/instruments is required, your work must be coordinated via the TTMI booking system LabCup.
- On leaving the laboratory, remove gloves and dispose, wash hands with soap and water, dry and leave building (via automated doors).
- Logout of the SafeZone app.

Instructor notes:

Read as per slide
Logistics & Management

- Offices can only be used by researchers awaiting the completion of a time-sensitive experiment; otherwise, the researcher should leave the building and complete work remotely.

- Booking of Core Facilities will be through LabCup, contact Dr. Eamon Breen (breenea@tcd.ie) for login details.

- Capacity can be increased if rotas are introduced. There are many options for rotas which will be left to individual PI’s to discern for their respective labs, perhaps split day shift, day-on/day-off or week-on/week-off.

- Where facilities are shared – booking can be managed locally through systems like shared google excel files, WhatsApp groups etc.

Instructor notes:

To maximize use of TTMI facilities there are a few principles that need to be taken into account

Read as per slide
Logistics & Management

- Researchers should be allocated to a rota with no interactions during changeover and must remain cognisant of the following:
  - Wherever possible, match shifts to researcher preference;
  - A senior Post-Doc/Staff member should be allocated to each shift to manage the group;
  - Cross-train researchers, to facilitate a full complement of the required skills needed on each team/shift;
  - Allocate researchers that have adjacent work stations/benches to separate shifts to maintain physical/social distancing protocols;
  - Avoid switching researchers from one shift to another;
  - Implement an ‘air gap’ or delayed shift changeover to accommodate a full cleaning/disinfection of all shared equipment, and reduce unnecessary interactions between different shift personnel;
  - minimise the sharing of equipment and/or tools (i.e. pipettes).

Instructor notes:

Read as per slide
Logistics & Management

- The PI (or designated local Safety coordinator) will be responsible for the timetabling of activities and must provide their mobile contact details to all researchers should any issues arise.
- Maximum occupancy signs will be posted on all doors and researchers must use door vision panels to ascertain occupancy of rooms before entering.
- For smaller rooms consider physically marking out an area of four square metres on the floor of each lab.
- It’s advised to stagger break times to make it easier to maintain the two meter social distancing rule.
- As one team finishes their shift there should be a 30 minute clean down of before the next team enters the building.

Instructor notes:

Read as per slide
Instructor notes:

• It is up to individual labs to ensure compliance with the points stipulated in the previous slides, but most importantly ensure adequate supplies of PPE, cleaning and disinfectant consumables are in place.
Instructor notes:

• Should an individual experience any of the symptoms of COVID while at work – please call a first aider and proceed to the isolation room (1.17) near reception.
• The room has FFP2 compliant face-masks, gloves, sanitizers and wipes.
• Read slide
Instructor notes:

- Should an individual experience any of the symptoms of COVID while at work – please call a first aider and also contact College health for advice.
Thank You!