This information is subject to evolving public health guidance and may change to reflect changes in policy.

Ireland’s public health advice is guided by WHO and ECDC advice.

Continue to:

**Wash**
your hands well and often to avoid contamination.

**Cover**
your mouth and nose with a tissue or sleeve when coughing or sneezing and discard used tissue safely.

**Distance**
yourself at least 2 metres (6 feet) away from other people, especially those who might be unwell.

**Avoid**
crowds and crowded places.

**Know**
the symptoms. If you have them self isolate and contact your GP immediately.

**COVID-19 symptoms include**
- high temperature
- cough
- breathing difficulty
- sudden loss of sense of smell or taste
- flu-like symptoms

If you have any symptoms, self-isolate to protect others and call your GP for a COVID-19 test.

#holdfirm

For more information
www.gov.ie/health-covid-19
www.hse.ie
How to use Face Coverings

ALWAYS CLEAN YOUR HANDS BEFORE AND AFTER WEARING A FACE COVERING

Correct Covering

Medical masks should be reserved for health workers or patients in treatment.
If you have been advised to wear a medical mask, always have the coloured side showing and the metal band at the top of your nose.

DO NOT: Wear the face covering below your nose.

DO NOT: Leave your chin exposed.

DO NOT: Wear it loosely with gaps on the sides.

DO NOT: Wear it so it covers just the tip of your nose.

DO NOT: Push it under your chin to rest on your neck.

Check Your Fit

Check that the face covering is made from a fabric that you are comfortable wearing.

Check that it is easy to fit and completely covers your nose and mouth, all the way down under your chin.

Tighten the loops or ties so it’s snug around your face, without gaps. If there are strings, tie them high on top of the head to get a good fit. Do not touch or fidget with the face covering when it is on.

Safe Removal

Use the ties or ear loops to take the face covering off.
Do not touch the front when you take it off.

Disposing Of Single-Use Mask

Always dispose of single-use masks properly in a bin.
Don’t forget to clean your hands and keep social distance.

FOLLOW THESE TIPS TO STAY SAFE:

- ALWAYS wash your hands before and after handling your face covering.
- ALWAYS change your face covering if it is dirty, wet or damaged.
- Carry unused face coverings in a sealable clean waterproof bag, for example, a ziplock.
- Carry a second similar type bag, to put used face coverings in.
- CHILDREN UNDER 13 should not wear face coverings.
- ALWAYS wash cloth face coverings on the highest temperature for cloth.

CHILDREN UNDER 13 should not wear face coverings.
A Safe Return to Campus

Students/Staff should **NOT** come to campus if displaying any *symptoms* of COVID-19.
# Table of Contents

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Returning to Campus

A Phased Return
On-campus learning will resume in the 2021/22 academic year. The campus will reopen on a phased basis, with second, third and fourth-year students returning on Monday, 6 September. Incoming first year students will begin on 27th September. Taught postgraduate students will return to campus on phased dates as notified in their timetable; other postgraduate students will be advised of their start date for their programme by their respective faculty. This phased reopening is in line with the latest government advice on reopening society and business and is intended to mitigate risk to the campus community.

Majority On-Campus Delivery
The return to on-site learning will include laboratory teaching and learning, tutorials, classroom-based teaching and learning, workshops, library access, and smaller lectures; larger lectures may need to run in a blended/online format. Lecture sizes will be limited to a maximum of 150 people. Where this proves challenging, for example in the case of larger lectures or class groups, some classes may still take place in an online capacity. Timetables are in the process of being updated, so please check them regularly over the next couple of weeks.

Employee Assistance Service
This confidential counselling service will continue to provide support to staff through initiatives such as a mental health wellbeing support programme, financial and legal information and life and parenting coaching.

Policies and Procedures for Suspected Cases
To reduce the threat from COVID-19 on campus, AIT has put in place procedures and processes to support any occurring suspected case on campus. These include the infrastructural provision of isolation rooms located in a number of buildings throughout the campus. See more on pages 10 and 11

The Social Contract – Personal and Collective Responsibility
The safety and wellbeing of the campus community is dependent on staff and students abiding by the latest government guidelines and affording each other due care, respect and consideration. Everyone has a role to play in reducing the risk of a COVID-19 outbreak on campus. Mask-wearing, good hand hygiene and respiratory etiquette is essential, and people must take responsibility for cleaning their own work and study stations.

High Risk and Very High Risk Groups
Previously “Very High Risk” or “Vulnerable” employees were not allowed to be in the workplace and were facilitated to work remotely. However, as the vaccination programme is rolled out and further evidence of the efficacy of vaccinations becomes available, it is now possible to consider a return to the workplace for these employees.

The risk categories of “Very High Risk” and “High Risk” is discussed further in this document.

Personal Responsibilities
- Know the signs and symptoms of COVID-19 and monitor your own wellbeing.
- Self-isolate at home, and contact a GP for further instruction if you display any signs or symptoms.
- Report it to your head of department or line manager

AIT’s Responsibilities
- Display and circulate information on the signs and symptoms of COVID-19.
- Display and circulate the most up-to-date information on the public health advice.
- Provide instruction for staff to follow if they develop signs and symptoms of COVID-19 during work.

Click here for more information.
Employee Assistance Service

Our Employee Assistance Service (EAS) is a confidential counselling service that provides support to company employees.

Our EAS is available 24/7, 365 days a year providing:

- Counselling
- Online Cognitive Behavioural Therapy
- Legal information
- Financial information
- Consumer information
- Career guidance
- Life coaching
- Mediation
- Health information
- Cancer support
- Autism support
- Infertility & pregnancy loss
- Elder care support
- Parent coaching
- International employee support

Register for your wellbeing app: https://app.spectrum.life/login

Organisation code: U2dPOWYb
Suspected Case of COVID-19 Protocol

Protocol
This protocol has been prepared to inform our campus community about what procedures need to be followed in the event of a suspected case of COVID-19 on campus.

The protocol has been prepared taking into account the public health guidelines, and the return to campus plan as well as guidance contained in the Government’s Return to Work Safely Protocol and HSE, HSPC, NSAI, and HSA guidance.

Scope
This policy and procedure applies to all staff members, students, contractors/service providers, visitors and campus company users.

Definitions
Suspected COVID-19 infection.

Where any member of staff or a student, has the following symptoms:
• Fever or high temperature (Above 38°C/100.4°F) or feeling feversish or have chills
• Cough, shortness of breath or difficulty breathing
• Runny nose, nasal or sinus congestion or sore throat
• Loss of or change in sense of taste or smell
• Headaches
• Aches and pains or tiredness
• Nausea or vomiting or diarrhoea

More symptom information available here.

Responsibilities

Managers
Managers are responsible for ensuring the ‘Response Guide for Potential Case of Covid-19’ is implemented and managed for all staff reporting to them.

Academic Heads of Department
In addition to above manager’s responsibilities, department heads are responsible for ensuring the ‘Response Guide For Potential Case of Covid-19’ is implemented and managed for all students assigned to their academic department.

Staff
All staff are to cooperate with the procedures and processes in place for dealing with a suspected case of Covid-19 taking place on campus.

Students and Visitors
Students and visitors have a duty to cooperate with the systems in place for identifying, reporting and responding to any on campus suspected case of Covid-19.

Procedure – Suspected Case of Covid-19
The procedure below outlines how to deal with a suspected case of Covid-19 that may arise on campus. Prompt isolation of potentially infectious persons is essential to prevent unnecessary exposures amongst our community. As such, any person who exhibits symptoms of Covid-19 should immediately:

1. Apply a face covering, maintain strict respiratory etiquette and avoid contact with other people, objects and surfaces.
2. Self-isolate. This can be achieved within a workspace that is not shared with others by closing the door and preventing anyone from entering or, alternatively, utilising the designated isolation areas.

Please see flow charts on pages 10 and 11.

Staff/students should not come to campus if displaying any symptoms of COVID-19.

*This information is subject to evolving public health guidance and may change to reflect changes in policy.*
Isolation Rooms - Location

<table>
<thead>
<tr>
<th>Isolation Room</th>
<th>The Isolation Room Serves the Following Areas</th>
</tr>
</thead>
<tbody>
<tr>
<td>MPH (Ground Floor, Room Number S1625, 2nd door on left, just before the main sports hall)</td>
<td>Main Campus Building all areas Q Building Dept. of Hospitality, Tourism &amp; Leisure Studies MPH</td>
</tr>
<tr>
<td>Faculty of Engineering &amp; Informatics Building (Room X101)</td>
<td>Faculty of Engineering &amp; Informatics Building</td>
</tr>
<tr>
<td>Research Hub East Campus (Room RH213)</td>
<td>Research Hub, MIRC Building</td>
</tr>
<tr>
<td>Nursing Building East Campus Bathroom 1st Floor adjacent Nightingale Suites (Room J2013 )</td>
<td>Nursing Building</td>
</tr>
<tr>
<td>Student Health Service</td>
<td>For suspected cases in the Student Health Service</td>
</tr>
</tbody>
</table>

Isolation Room Equipment

PPE: Face Mask.

Hand and respiratory hygiene equipment: tissues, hand sanitiser, disinfectant and/or wipes.

Waste: plastic bin and two bin liners (waste produced during the cleaning should be placed in a separate bag, which can be disposed in the unsorted garbage).

Cleaning and Disinfection

In the event of a suspected or confirmed case of COVID-19 in AIT, the following cleaning and disinfection arrangements should be implemented in rooms or isolation areas previously in use by a suspected or confirmed case of COVID-19. Estates and housekeeping will make arrangements to have these requirements implemented.

In the first instance, the room should be well ventilated with fresh air for a minimum of an hour. Thereafter, the area should be carefully cleaned with a neutral detergent, followed by decontamination of surfaces using a disinfectant effective against viruses. Use of disinfectants and textile cleaning should follow the instructions outlined in this report (page 16).

Staff engaged in environmental cleaning in public spaces after a suspected or confirmed COVID-19 case was present should wear personal protective equipment (PPE) as listed below:

- Surgical mask
- Uniform and single-use plastic apron
- Gloves

Hand hygiene should be performed each time after removing gloves or mask.

Waste material produced during the cleaning should be placed in a separate bag, which can be disposed of in the unsorted garbage.
Response Plan: Suspected Case of COVID-19 (Student)

If unwell on campus, you should consider...

Do you have any symptoms of Covid-19?
1. Fever or high temperature (above 38C) of feeling feverish or have chills
2. Cough, SOB, Sinus Congestion or Sore Throat
3. Loss of or change in sense of taste or smell
4. Headaches
5. Aches and pains or tiredness
6. Nausea or vomiting or diarrhoea

Yes

No

Medical Advice
Student Health 090 64 68063
OUT OF HOURS 1850 302 702

Yes

Did the person travel to college by Private Car?

Travel home and follow GP advice

No

Advise to contact a family member to travel home and Self-Isolate and follow medical advice

Home

Do you have any symptoms of Covid-19?

Yes

1. Go to Isolation Room
2. Telephone Campus Response Team 087-1114444
Isolation rooms:
1. MPH John McCormack Hall – Room S1625
2. Engineering Building – inside main entrance
3. Nursing Building (1st floor)
4. Research Hub (1st floor)
PPE is available in all isolation rooms.
Avoid contact with people, surfaces and objects.

No need to Isolate but seek further advice via Student Health Service/GP or www.hse.ie

No

Nurse to assess for
1. GP Review
2. Discharge Home

Are emergency services required?

Yes

Call 112/999 and request an ambulance

No

Hospital
Response Plan: Suspected Case of COVID-19 (Staff)

If unwell on campus, you should consider...

Do you have any symptoms of Covid-19?
1. Fever or high temperature (above 38°C) of feeling feverish or have chills
2. Cough, SOB, Sinus Congestion or Sore Throat
3. Loss of or change in sense of taste or smell
4. Headaches
5. Aches and pains or tiredness
6. Nausea or vomiting or diarrhoea

Yes

If you answer yes to any of the above symptoms, you must

Isolate within their own office if possible OR go to Isolation Room and contact own GP. AIT Isolation rooms are:
- John McCormack Hall - 2nd Room on left after entering building (S1625)
- Engineering & Informatics Building - Room X101
- Research Hub, MIRC, Trades Dept. (East Campus) – Use Isolation Rm. RH213 in the Research Hub.
- Nursing Building - Room J2013

PPE WILL BE AVAILABLE IN ALL ISOLATION ROOMS. Avoid contact with people, surfaces and objects. Wear a face covering.

No

Do you have any symptoms of Covid-19?

Yes

Did the person feel well enough to travel home alone?

No

Travel home, self-isolate and seek medical advice/book a test via hse.ie.

Yes

Does the person feel well enough to travel home alone?

Yes

Travel home, self-isolate and seek medical advice/book a test via hse.ie.

GP Advice

Home

Hospital

Are emergency services required?

Yes

Call 112/999 and request an ambulance

If the person traveled to work by private car

Advise to contact a family member or private taxi* to travel home and self-isolate and seek medical advice/book a test via hse.ie

No

Are emergency services required?

Yes

Call 112/999 and request an ambulance

Private taxi company/driver must be made aware Covid symptoms are displayed and both Taxi driver and staff member must wear PPE

Visit hspc.ie for more information
Other people in your household who are not fully vaccinated against COVID-19 will need to restrict their movements (stay at home).

**Symptoms**

Symptoms of COVID-19 include:
- a fever (high temperature - 38 degrees Celsius or above) - including feeling feverish or having chills
- a new cough - this can be any kind of cough, not just dry
- shortness of breath or breathing difficulties
- loss or change to your sense of smell or taste – this means you’ve noticed you cannot smell or taste anything, or things smell or taste different to normal
- runny or blocked nose
- nausea, vomiting or diarrhoea
- aches and pains or tiredness
- sore throat
- headache

You may not have all of these symptoms or your symptoms may be mild. Symptoms may vary for different age groups or variants of the virus. It can take up to 14 days for symptoms to show.
- Symptoms of COVID-19 can be similar to symptoms of cold, flu or hay fever.
- If you are in doubt about any symptoms you have, phone your GP.

**What to do if you develop symptoms of COVID-19?**

If you develop symptoms of COVID-19 off campus:
1. If you have any symptoms of COVID-19, DO NOT come to the campus, self-isolate (stay in your room) and get a COVID-19 test. Do this even if you are part or fully vaccinated against COVID-19.
2. Follow the Quick Isolation Guide, available on hspc.ie.
3. Follow the sick leave procedures and contact your line manager or head of department.

If you develop symptoms of COVID-19 while on campus:
- The isolation rooms are set out in the guide.

**How can I get tested for COVID-19?**

If you have symptoms of COVID-19, you can book a test online here.

Students with health queries can contact the Student Health Service on (090) 646 8063.
Download the HSE COVID Tracker app
Face Coverings
In line with national public health requirements, there are settings where all campus users will need to wear a face covering.

Mask-wearing is a requirement for students at all times, except when eating and drinking in the canteen. This is crucial as COVID is spread primarily through close contact with virus-laden respiratory droplets among people in close proximity. There will be some instances where social distancing cannot be adequately maintained, mask-wearing is a crucial line of defence against the transmission of the virus.

You do not have to wear a face covering if you have an illness or impairment that would make wearing a face covering difficult.

Face coverings are not recommended for anyone who:
• has trouble breathing.
• is unconscious or incapacitated.
• is unable to remove it without help.
• has special needs and who may feel upset or very uncomfortable wearing them.
• needs to communicate with someone who has learning difficulties, is hard of hearing or deaf.

If you wish to apply for a mask exemption badge, please telephone the student health service 090 64 68063 to discuss in confidence.

Avoid Congregating in Groups
It is important that we continue to avoid mass congregation in any of our campus spaces; therefore, we would ask that students do not congregate in groups, either inside or outside the campus. Avoiding congregation and maintaining social distancing are further vital measures for ensuring our campus community remains fully protected against an outbreak on campus.

Hand Hygiene
Regular hand washing with soap and water is effective for the removal of COVID-19. Wash your hands properly before leaving your home and on arrival at campus. Follow all campus hand hygiene guidance.

Wash or sanitise your hands:
• After arriving at campus, entering or leaving any building or room.
• Before and after eating and drinking.
• After coughing or sneezing.
• After using toilet facilities.

Hand-washing facilities are available in campus bathrooms and hand sanitiser dispensers are located in all common campus areas (including inside building main entrances), for your use.

Please note that a 20-second minimum contact time of suds or solution is necessary to render the virus inactive. Avoid touching your eyes, mouth, or nose with unclean hands. Do not share objects that touch your mouth e.g. bottles, cups, pens.

Good Respiratory Hygiene and Cough Etiquette
• All campus users need to practice good respiratory hygiene to limit the spread of the virus, which includes:
• Avoiding touching your face, eyes, nose and mouth
• Covering your mouth when coughing and sneezing, using a tissue or elbow (not your hand).
• Putting used tissues into the bin and then washing your hands

*This information is subject to evolving public health guidance and may change to reflect changes in policy.
Physical Distancing
Physical distancing measures have been implemented across AIT to help slow the spread of COVID-19. Across different areas of the campus, you will see a variety of measures used to accommodate this public health requirement. The measures include systems such as keep left pedestrian routes, floor signage, physical screening where needed between workstations, and mandatory wearing of a face covering when in all indoor public spaces.

Detailed information on the implemented physical distancing measures and rules in AIT is given below:

Access/Egress Routes
A keep left pedestrian system will operate during this COVID-19 crisis. Follow the directional floor signage that is in place around the institute.

Indoor Shared Spaces
When in and about buildings, staff and students are to adhere to the keep left and any one way systems in operation. The direction of travel for pedestrians will be indicated on floor markings. Staff, students and visitors are required to wear a face covering when in all indoor public spaces. This includes all corridors and common areas of buildings, library, canteen areas and the Students’ Union. In general, staff and students should confine themselves as much as possible to their general work areas/offices.

Classrooms
Masks are required to be worn by students in all classrooms and laboratory settings. While physical distancing is not a requirement, physical screens will be in place in classrooms as lecturers are unable to wear a mask during teaching.

Laboratories or Workshops
Students are required to wear face coverings for all on-site laboratory or workshop work. In circumstances where the student task being undertaken requires different or additional PPE (e.g. where for example, health and safety requirements require them to wear a certain type of face mask/shield) then these requirements will take precedence. Academic departments will advise students on any additional or different local requirements - this may mean either a face covering. Staff should wear a face mask when in close proximity to students.

(Note: Additional PPE may be required depending on the practical being performed).

Washing Hands

How to wash your hands with soap and water

• 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.
• Rinse your hands under running water.
• Dry your hands with a clean towel or paper towel.

Check out this video on how to properly wash your hands.
- **Non Academic Teaching Work**
  There are a number of other work activities that need to be performed in settings where the 2-metre physical separation cannot be provided. For these work activities, physical screening or PPE will be required to reduce the risk from COVID-19. (Please note: In certain situations, H&S safety requirements can mean different or additional PPE).

- **Offices and Meeting Rooms**
  Staff are not required to wear a face coverings in these settings where physical screening is provided between workstations or the 2m physical separation between persons is being maintained.

**Where to Buy a Face Covering?**
They are available in most high street chemists and will be available to buy in the campus shop.

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**Cleaning and Disinfection on Campus**

**General Institute Areas and Items**

**Institute Housekeeping staff**
Cleaning of work areas will be conducted at regular intervals in line with government guidance and AIT procedures. The housekeeping department will clean:

- Common area pedestrian routes, corridors, doors including doorknobs/door bars, table tops (not individual worker workstations), light switches, stair/ramp handrails, water taps, elevator buttons, etc. These areas and items will be cleaned as often as possible (at least daily). Common area public toilets, bathroom sinks and sanitary facilities used by staff and students will also be cleaned at regular intervals throughout the day.

**Staff Workstation (e.g. Offices)**

**Institute Housekeeping Staff**
Staff workstation offices will receive twice daily cleaning of high touch points which will include door handles, light switches, thermostat instrument panels.

**Staff**
Staff will need to sanitise their own individual workstation space, which will include their computer keyboard/mouse, desk phone, and any other hand touch/hand held items. AIT will provide the cleaning materials.

**Classrooms**

**Institute Housekeeping Staff**
Institute classrooms will be cleaned daily and cleaning provisions will include table tops, chairs, door handles, light switches, thermostat instrument panels, lecturer’s podium (e.g. lecturer table, electronic equipment hand touch areas) and floors.

**Staff**
Before using the staff-designated lecturer desk/podium and seat, staff must wipe down the table top, hand touch areas of the chair and hand touch areas of electronic equipment using the class cleaning materials provided.

**Students**
Before sitting in the designated classroom seat, a student must wipe down the table top and hand touch areas of the chair using the class cleaning materials provided.

---

Top Tip: Before sitting at your work or study station, wipe down the tabletop and hand touch areas of your chair using the cleaning materials provided to you.
Laboratories and Workshops

**Housekeeping Staff**
Institute laboratories or workshops will be cleaned daily and cleaning provisions will include door handles, light switches, thermostat instrument panels and floors (Note: lab equipment, lab/cleared bench tops, chairs and machinery is not included here).

**Faculty/Departmental Attendants**
Attendants will clean items not covered by the housekeeping department and as determined and required by the local department to comply with government protocols on COVID-19 hygiene/cleaning requirements and needs (examples include used lab equipment, used bench tops, chairs, and hand touch areas of machinery).

**Staff**
Before using any staff designated lecturer desk/podium and seat, staff must wipe down the table top, hand touch areas of the chair and hand touch areas of electronic equipment using the class cleaning materials provided.

**Students**
Before sitting in the designated seat, a student must wipe down the table top and hand touch areas of the chair using the class/lab cleaning materials provided. Their local academic department will advise on any additional items (e.g. hand touch areas of student practical equipment e.g. a theodolite) that the students will be expected to clean before and after use.

**Computer Labs**

**Housekeeping Staff**
Institute computer labs will be cleaned daily and cleaning provisions will include table tops, chairs, computer keyboards/mouse, door handles, light switches, thermostat instrument panels and floors.

**Staff**
Before using any staff designated lecturer desk/podium and seat, staff must wipe down the table top, hand touch areas of the chair and hand touch areas of electronic equipment using the class cleaning materials provided.

**Students**
Before sitting in the designated computer lab seat, a student must wipe down the their immediate table top space, the computer keyboard/mouse and hand touch areas of the chair using the class cleaning materials provided.

**Photocopier and Printers**

**Housekeeping Staff**
Common area photocopiers and printers will be cleaned daily paying special attention to hand touch areas. They will also receive additional cleaning during COVID-19 patrol cleaning of high touch points throughout the day.

**Staff**
All hand touch areas of common user photocopiers and printers to be cleaned by users before and after use, paying special attention to areas where hand is in contact to operate, using the cleaning materials provided.

---

**Top Tip:** Do not use public transport if you are experiencing any of the symptoms of COVID-19.
Guide for Use of Library Spaces on Campus

The library spaces will be open to staff and students for study spaces, computers, book browsing, library skills sessions, photocopying/printing and staff support at the issue desk. Online services will continue to be offered including Click & Collect, Scan & Deliver, Live Chat and Library Live Zoom Clinics & Sessions.

Opening Hours

Semester Services Guide

Live Chat

Library users have full access to all physical collections for browsing and reference texts onsite and for borrowing collections alongside the Positive Living & Wellbeing and Fiction collections.

Search collections

Positive Living & Wellbeing Collection

To manage study and computer space capacity, students pre-book their seat online or drop into the library desk when they are looking for a seat to get booked in.

Book a study space or computer

The new library lobby with separate entrance and exit doors will remain, with the library issue desk with staff directly inside the entrance door.

All staff and students are required to use hand sanitisers onsite, swipe enter with staff or student card and wear facemasks while onsite. Sanitation station for desks, computers, printers and book browsing should be used before and after use.

Academic staff links:
Want to review or update library collections on your reading list? **Step-by-step guide.**

Want to book a library skills class for your students? **Online booking for in-class session** tailored to your students needs and discipline.

Why not join us for some lunchtime meditation? Watch out for **term time meditation sessions** with the library’s Michael Doheny.

Subject librarian **consultations** with staff available all year.
Ventilation and CO2 Monitors

Background
Authorities continue to advise that in poorly ventilated indoor spaces, airborne aerosols are a possible transmission route of SARS-CoV-2. Maintaining good levels of ventilation remains an important step to mitigate this risk. However, it is advised that CO2 levels should not be considered a representation of risk of infection.

The Institute implements a wide variety of ventilation strategies across the campus, utilising several types of technology, equipment and building elements to meet the need that can be broadly categorised as follows:
1. Natural Ventilation Only
2. Mechanical Ventilation (100%)
3. Combined Mechanical & Natural
4. Air Conditioning
5. Split Air Conditioning Units (Cassette Units)
6. Extraction Only
7. Automatic Vents
8. Automatic Vents & Windows (manual)
9. No Ventilation

There are multiple combinations within these categories, and there are differing strategies depending on the condition of the equipment, its technical capacity, the operation of the room(s) it serves and other factors.

Preventative Maintenance
The ventilation equipment on campus is subject to a planned preventative maintenance programme carried out annually by a third party service contractor. The scope of services ensure that equipment is maintained in compliance with a wide-range of relevant standards e.g. Building Regulations TGD Part F – Ventilation, Building and Engineering Services Association Guides, BS EN 15780: 2011 Ventilation for Buildings, Ductwork, Cleanliness of Ventilation Systems, BSRIA Guidance to the Standard Specification for Ventilation Hygiene, B&ES Good Practice Guide TR19 Cleanliness of Ventilation Systems etc.

Risk Assessment of Ventilation Systems
AIT has carried out a risk assessment of the ventilation arrangement in every internal space on campus and have implemented identified control measures to the various ventilation systems as necessary. The control measures are based on guidance provided by various authorities, including:
- Federation of European Heating, Ventilation and Air Conditioning Associations (REHVA)
- Chartered Institute of Building Services Engineers (CIBSE)
- Air Infiltration and Ventilation Centre (AIVC)

Building Management System (BMS)
The Estates Dept. manage the operation of mechanical ventilation, and other building systems via a campus wide Building Management System. This system enables the control and monitoring of ventilation equipment across the campus. Typical operational functions of the BMS includes the setting of times for equipment operation, control of air flow rates, temperature control, measurement of environmental data including CO2 levels, and other controls. Many of the control measures arising from the risk assessment are implemented, monitored and adjusted via the BMS.

Naturally Ventilated Spaces
Naturally ventilated rooms typically have manually openable windows and vents that are the means by which the room is provided with fresh air. These rooms rely solely on open windows and vents for fresh air. Windows in these rooms will be opened in the morning by the Estates Dept. personnel and monitored during the day. Staff, students and researchers occupying these types of rooms are required to keep the windows open to ensure there is an adequate supply of fresh air in the rooms. During colder weather in the winter months, the natural forces that drive the air through the openings (wind, indoor/outside temperature difference) are greater, so windows do not need to be opened as wide. Room occupants should never completely close windows regardless of thermal discomfort as this will result in lower ventilation rates, increasing the risk of airborne viral transmission of the virus.

CO2 Monitoring/Sensors
Measurements of CO2 levels in indoor air is an effective method of identifying poor ventilation in a room. However, it is not a direct representation for identifying the risk of infection. The Institute operates a number of different CO2 monitoring strategies, as summarised below:
- BMS Reactive Sensors: the CO2 sensors have a direct input in real time to the mechanical ventilation equipment serving the room i.e. a set point for concentration of CO2 levels when recorded by the sensors will result in adjusted fresh air supply via the mechanical plant (fan speed increasing/decreasing, louvres openings increasing/decreasing etc.).
- BMS Monitoring Sensors: these type of sensors record the CO2 levels only, and are monitored by the Estates Dept. and system adjustments made accordingly.
- Display Sensors: sensors have been deployed in a number of rooms on campus that provide live information on CO2 levels measured in parts per million (PPM). Some of these sensors are monitored remotely, however others are not monitored and require the room occupants to check intermittently. The guidance suggest that should the reading exceed 1,000ppm for a prolonged period of 15 minutes, then ventilation is required to reduce the CO2 level (i.e. open widows, vents, doors as required to improve ventilation).
- Redundant CO2 Monitoring: certain types of rooms on campus are unsuited to CO2 monitoring. Rooms where CO2 is not exclusively generated by people are not recommended to be treated with CO2 sensors. Selected mechanically ventilated rooms do not require CO2 sensors where fresh air supply to the space is known, can be controlled and observed.

Ongoing Management
The management of the ventilation systems on campus is an ongoing, live process. As the virus evolves and changes, the guidance from relevant authorities in relation to ventilation may also change. The Institute will continually monitor the guidance on ventilation practice in relation to SARS-CoV-2 and implement any necessary adjustments as required. Together with other risk mitigation measures, (e.g. use of face coverings, high vaccination rates, good hygiene and respiratory practice etc.) the ventilation strategies being implemented across the campus will play a part in minimising the risk of virus transmission.
As our individuals, groups, teams or facilities resume activities, the below information should be reviewed to ensure the safety of everyone in attendance. The below list is not exhaustive and specific measures relevant to certain sports will be reviewed and included where necessary. Coaches will communicate these measures to participants.

AIT Sports Department staff and club coaches will determine how best to organise activities that are safe and in line with Government policy and guidance. The guidance contained within the Before, During and After checklists below should receive particular focus as the risks associated with social interaction in the context of assembling participants and spectators, preparing to participate and preparing to leave may be as great or greater than the risks associated with the sporting activity itself. Restrictions and guidelines will change and evolve as the Academic Year progresses and we will update all staff and students as these change.

**Before Training**

- Ensure that you remain up to date with official COVID-19 information and that you source your information from reputable sources.
- All attendees should, in advance of attending, submit to their coaches etc. that they declare their health deems them fit to participate and are free of all symptoms etc. of COVID-19.
- No person (participant, coach or spectator) should attend an event if they have COVID-19, have symptoms of COVID-19, if they are waiting for the results of a test for COVID-19, or if anyone in their household has suspected COVID-19.
- All attendees will be notified of precautions that will be put in place on arrival and for the duration of sessions and to ensure that they are fully aware of all symptoms etc. of COVID-19.
- Up-to-date COVID-19 information resources/posters will be displayed in prominent locations.
- COVID-19 officers/coaches should be both aware of and have approved the activity taking place within the designated setting.
- Ensure that you are following all guidance issued by AIT or relevant representative/governing body.
- We are aware that different sports, activities and settings carry different degrees of risk, and risks specific to your activity will be communicated to you.
- Participants should arrive ‘ready to train’ and not require the use of a changing area prior to the activity commencement.
- We expect attendees to enter via the designated entry route which will be communicated to you. We will ensure that this route is accessible for all attendees and is clearly outlined.
- We will endeavour to stagger arrival and exit times of groups attending trials/training to limit contact between individuals as much as possible.
- To protect against airborne transmission, indoor facilities (e.g. changing rooms, showers, and meeting rooms) will remain closed with the exception of essential toilet facilities until otherwise advised by government.
- We will keep access open to buildings for a designated medical room and in order to access a defibrillator or other medical supplies if required.
- Equipment will be disinfected prior to use and after sessions. Limited sharing of equipment is strongly advised. If you must share equipment, including balls, you should wash your hands thoroughly before and after use.
- We will provide hand sanitising equipment & cleaning supplies.
- First Aid kits will be updated to include additional face masks, surgical gloves and sanitisers.
- Athletes will not be penalised if they wish to opt-out of training due to concerns over COVID-19. They will be encouraged to communicate their concerns so that their club can address them.

**Safe Return to Sport and Physical Activity Checklist**

- Top Tip: We encourage individuals not to carpool and to wait in their car or outside the venue until just before the beginning of a training instead of congregating with others prior to starting.
**During Training**

- We will provide an introduction to each session to include all precautions that should be implemented throughout the session i.e. maintain social distancing, hand sanitizing etc.

- Social distancing to be maintained between individuals where possible and when explaining drills or rules.

- Contact may be permitted depending on the level of restriction at the time of the session, but social distancing outside the field of play is essential.

- Where contact will take place it should be limited to the minimum amount of time and the individuals involved in contact should be limited.

- Preferably we will organise individuals into small groups or pods that remain together and work through stations, rather than switching groups or mixing groups.

- We will encourage participants not to spit or clear their nose in the presence of others and remind them of coughing and sneezing etiquette.

- No unnecessary physical contact, such as high fives, handshakes, fist bumps, elbow taps, hugs or huddles and ensure that celebrations or greetings don’t involve contact should be allowed. Participants should communicate any concerns you have during the session to ensure issues can be addressed quickly.

**After Training**

- We will hand sanitizing and equipment cleaning supplies.

- Any training gear will be washed by the club in question.

- Immediately at the conclusion of the session, attendees should exit via the designated exit route.

- We will ensure that this route is accessible for all attendees and is clearly explained.

- Individuals should maintain social distancing outside the field of play and not congregate in groups post session i.e. in the carpark etc.

- Coaches will make sure that the facility and equipment is returned to pre-session cleaning standards.

*This information is subject to evolving public health guidance and may change to reflect changes in policy.*
COVID-19 Lead Worker and Local Worker Representatives

AIT has in place a Lead Worker and Local Worker Representative System to ensure the COVID-19 measures are strictly adhered to in all campus buildings.

Gordon Brett, the Lead Worker Representative Coordinator in AIT, will also be supporting the local worker representatives who cover particular AIT units, buildings and certain areas of the campus. All areas are covered by at least one Local Worker Representative who will:

- Carry out regular checks in their area to ensure the COVID-19 systems are working effectively (e.g. enough hand sanitisers and kept topped up, and ensuring persons are maintaining physical distance).
- They will communicate regularly with the manager(s) in the areas of cover, the lead worker representative, and the Health and Safety Office on any problem areas or matters of non-compliance.
- They will listen to fellow worker and student COVID-19 concerns and, where necessary, raise the matter with the relevant management, lead worker and/or Health and Safety Office.
- For the duration of this public health crisis, they will be full members of the Health and Safety Committee and can raise COVID-19 related matters with senior management.
- Please contact Gordon Brett (gbrett@ait.ie) for the name and contact details of your local area COVID-19 local worker representative.

- Please note that employers and workers have a shared responsibility to adhere to all AIT implemented public health measures, which are in place to prevent the spread of COVID-19. A collaborative approach to the implementation of these measures is essential to achieve success and maximise effectiveness against the spread of COVID-19.

Area Representatives

**Business/International/Registration** - Elaine Walsh, Eoin Kiveney, Kevin McGlynn

**Research Hub** – Mark Lynch, Creaven O’Donnell, Anthony Cunningham

**HTL** – Georgina Hogan

**Estates** – Patrick Moloney

**Nursing** – Barbara Grouden

**Trades** – Gerard Murray

**D Corridor** – Lisa Hanlon

**Science & Humanities** – Treacy McIntyre, TBC

**Admin Building** – Aoife Keenan, Grace Yelverton, Seadna Ryan

**Sports Co.** – Patrice Delaney, Fiona Glynn, Marian Kennedy

**Engineering** – Christy Hopkins

**MPH** – Gordon Brett

**Library** – Joanne Gillivan, Johanna Archbold, Celine Peignen

**CSS** – David Kelly, Oliver McDonnell, Aoife Claffey

Hierarchy Structure

Return to Campus Planning Committee

Director Environmental H&S

Lead Worker Coordinator

Gordon Brett

Research Institutes & Hub

Mark Lynch, Creaven O’Donnell, Anthony Cunningham

Nursing

Barbara Grouden

Trades

Gerard Murray

HTL

Georgina Hogan

Estates

Patrick Moloney

Admin Q Building

Aoife Keenan, Grace Yelverton, Seadna Ryan

Sports Co

Patrice Delaney, Fiona Glynn, Marian Kennedy

Engineering

Christy Hopkins

D Corridor

Lisa Hanlon

MPH

TBC

Science & Humanities

TBC

Business/International/Registration

Elaine Walsh, Eoin Kiveney, Kevin McGlynn

Library

Joanne Gillivan, Johanna Archbold, Celine Peignen

CSS

David Kelly, Oliver McDonnell, Aoife Claffey
Stay safe.
Protect each other.
hse.ie
**The Covid Tracker App**

**COVID Tracker App**
The app alerts you if you have been in contact with another app user who has tested positive for COVID-19. You should download, enable and use the symptom checker on the app on a daily basis.

Keep a personal daily log of all persons that could be classified as a close contact within and outside of the AIT campus. As per HSE guidance, close contact can mean spending more than 15 minutes of face-to-face contact within 2 meters of an infected person in any setting. The COVID tracker app is the best way to maintain this log. If you are notified that you have been in close contact with someone who has:

- tested positive for COVID-19
- who is being tested for COVID-19
- who has concerning symptoms

You should stay at home and restrict your movement. This means avoiding contact with other people and social situations as much as possible. AIT has in place a Lead Worker and Local Worker Representative System to ensure the COVID-19 measures are strictly adhered to in all campus buildings.

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**COVID-19 Sick Leave Step-by-Step Guide**

**Stay at Home**
If you have symptoms of COVID-19 (e.g. a fever, cough, shortness of breath, loss or change to your sense of smell or taste) you are advised not to come to work and contact your line manager.

**Symptoms**
If you have any symptoms of COVID-19 (coronavirus), self-isolate (stay in your room) and get a COVID-19 test. Do this even if you are part or fully vaccinated against COVID-19. If your absence does not relate to COVID-19, normal sick leave applies.

**Self-Isolate**
If you are advised to self-isolate, you must continue to stay at home. Follow HSE advice. Medically advised self-isolation is recorded as Special Leave with Pay.

**Medical Confirmation**
Appropriate medical confirmation of self-isolation must be submitted to the HR with an application for special leave with pay. Please send via email only.

**COVID-19 Testing**
If a confirmed COVID-19 test is received, contact tracing will be carried out by the HSE. Absence will be recorded as Special Leave with Pay for the length of time specified by the HSE.

**Negative Test**
If you receive a negative test, you should follow the guidance of the HSE on returning to work. Absence in the days waiting for the test will be recorded as Special Leave with Pay.

**Special Leave with Pay**
Special Leave with Pay will not count as part of the employee’s ordinary sick leave. Staff on Special Leave with Pay are not permitted to claim COVID-19 Illness Benefit payment.

*This information is subject to evolving public health guidance and may change to reflect changes in policy.*
Procedure for Sick Leave During COVID-19

Introduction
AIT is following current public health advice in relation to COVID-19. This procedure defines the Institute’s position on sick leave during the COVID–19 outbreak. This document should be read in conjunction with AIT’s Sick Leave Absence Management Policy.

Special Leave with Pay Under the provision Circular 0051/2020 - Coronavirus (COVID-19)
Special leave with pay will be granted by the employer, for those employees who have been: a) diagnosed with COVID-19 or b) medically recommended to self-isolate an employee with COVID-19 symptoms will be medically/HSE advised to self-isolate while he/she waits for a COVID-19 test appointment and test results. Medical or HSE advice must be followed. Employees cannot personally choose to self-isolate.

The employee must provide HSE/medical certification to the employer to include estimated date of fitness to return to work. The application of special leave with pay will apply for the number of days advised by the HSE/doctor.

The employee must arrange a COVID-19 test as soon as possible and must immediately inform the employer of the COVID-19 test result. Where the employee does not return to work immediately following a negative COVID-19 test result, the terms and conditions of the Sick Leave Scheme applies.

The CMO advises where the individual has had a positive test for Covid-19 an employee needs to be 10 days post onset of symptoms and also 5 days fever free (which may run concurrently) before returning to the workplace. Please note that 10 days is from the onset of symptoms and the date of receiving a positive Covid-19 result.

For individuals who are close contacts of a confirmed case they will need to continue to restrict their movements for 14 days unless they meet certain criteria as set out by the HSE. Higher Risk Groups

The risk category of “Very High Risk” employees, who have significant vaccine protection will to “High Risk”. The “High Risk” employees, who have significant vaccine protection will reduce to “Similar Risk to General Population”.

If an employee, in either of the above named categories has any concerns, they can contact the Human Resources Department via email to hrmedical@ait.ie for a confidential discussion.

For the best protection after vaccination, the waiting period is:
• 7 days after getting the 2nd dose of the Pfizer/BioNTech vaccine.
• 14 days after getting the 2nd dose of the Moderna vaccine.
• 14 days after the one dose Jannsen vaccine.
• 15 days after getting the 2nd dose of the Astra Zeneca vaccine.

Pregnant Employees
Research has shown that pregnant women are at no greater risk of contracting infection that their colleagues but may be at greater risk of severe illness, as a result of Covid-19 infection. As a result of this and due to the potential risk of COVID placentitis from 14 weeks gestation, all pregnant employees should undergo a Health Risk Assessment before the end of their first trimester. Pregnant employees are advised to discuss health concerns with their primary care provider/obstetrician. For further guidance please visit.

Staff dealing with caring responsibilities due to COVID-19
Special leave with pay is not available for an employee who has COVID-19 related caring or childcare responsibilities, or for an employee who is living with a high risk or very high risk individual;
however, an employee who wishes to avail of existing relevant leave entitlements is entitled to have such requests considered by his/her manager (e.g. Parental Leave/Carer’s Leave). Employees who live with a very high risk individual should attend the workplace and should follow the HSE guidelines to protect themselves and to minimise risk of transmission.

**Ordinary Sick Leave**
Under the terms and conditions of the AIT Absence Management Policy, ordinary illness should be recorded by HR as sick leave. If the staff member is subsequently diagnosed with COVID-19, the special leave with pay can be retrospectively applied in lieu of Sick Leave.

**Leave Arrangements on Return from Non-Essential Travel Overseas**
From 19th July, new advice and rules for international travel came into effect in Ireland. Information on international travel, which indicates the approach from 19th July 2021 onwards, subject to the prevailing public health situation, is available on www.gov.ie. Information on the operation of the EU Digital COVID Certificate is also available on www.gov.ie. All employees must make provision by way of an annual leave or unpaid leave application for the additional 14 day period of restricted movements on return the country. Special leave with pay will not apply during this period, nor is working from home an option.

All leave is subject to the prior approval of your Manager in the context of the operational needs of the area and the role. You must discuss this with your Manager prior to travelling. The requirement that employees advise their employer of travel abroad is necessary for the protection of public health.

**Application for Special Leave with Pay**
The application form should be fully completed and submitted to the employer as soon as possible. The completed form must be accompanied by HSE/medical certification to include date of fitness to return to work. Please scan completed form and return by email only to hrmedical@ait.ie.

**Risk Assessment for Returning to Campus**
Section 20 of the Safety, Health and Welfare at Work Act 2005 necessitates that AIT produce a programme to protect:

- The health and safety of AIT staff and students while on campus.
- The health and safety of visitors to the AIT campus, including members of the public and contractors.

AIT has a general COVID-19 risk assessment which identifies the hazards and risks to students and staff on campus. Each line manager is responsible for managing and organising the risk assessment process for all work activities performed by their unit and for areas (e.g. laboratories, process facilities and workshops) where such activities take place.

*This information is subject to evolving public health guidance and may change to reflect changes in policy.*
Students/staff should NOT come to campus if displaying any symptoms of COVID-19.
Guidance for Use of Foodservice Facilities on Campus

Indoor Dining (Vaccinated Persons Only)
Persons are required to adhere to the requirements below when visiting to use campus restaurant/canteen facilities when dining/eating at tables.

Proof of Vaccination
All customers who wish to access the shared (student and staff) seating areas for dining must be fully vaccinated. Proof of vaccination or recovery from COVID-19 will be subject to spot checks in the seating areas by COVID attendants.

Alternatively, other proofs of immunity include COVID-19 Certificates that have been issued by non-EU states. For these non-EU certificates, they should contain:
- confirmation that the person has been vaccinated.
- the date or dates on which the person was vaccinated.
- the state body which either delivered the vaccination programme or is authorised to issue the certificate.

Take-away
A take-away service is available to all persons, as advertised by the restaurant/canteen CSS management. Consumption of take away food and beverages can take place outdoors.

Contact Tracing
Persons accessing canteen areas must have downloaded and be operating the COVID Tracker (the free app for your mobile phone).

All persons visiting campus canteen areas must strictly adhere to the in-place COVID-19 precaution measures regarding hand/respiratory hygiene, mask-wearing and physical distancing.
- Stagger your break times (when possible).
- Maintain 2 meters distance in queues.
- Respect one-way systems and do not enter via the exit points.
- Please familiarise yourself with the new queuing system.
- Main restaurant has two queues - one for Grab and Go (hot & cold beverages, Pre-packed sandwiches, salads, snacks etc.) and the second for Hot Food (sandwich specials, hot meals).
- The number of customers is limited in the serving area, therefore, follow staff instruction.
- Beat the queue, pre-order your lunch. Download the ORDEE App, select your collection time, order your food and then at lunch you can go to the Coffee Dock Collection Point to pay with contactless and collect your food.
- In the servery area order your lunch from our staff and move to the collection point.
- Pay with card/contactless payment to reduce unnecessary risk of spreading COVID-19.
- Seating area is “dining only” with five different zones cleaned and sanitised regularly.
- Use green/red indicator on tables ensuring they are cleaned/ sanitised between use.
- Vaccinated customers are permitted to sit at tables with dividers.
- Dispose of rubbish, empty packaging at the recycling waste bins provided.
This information is subject to evolving public health guidance and may change to reflect changes in policy.