

Covid-19 Unit Induction Training

School of Geography, Archaeology and Irish Studies

Dear School Members,

This document is intended as a concise guide for both staff and research postgraduates towards reopening our School working environment as safely as possible and to minimise the risk of contracting or spreading Coronavirus.

Our volunteer 'Local Covid Coordinators' are Dr Síubhan Comber (Geography), Joe Fenwick (Archaeology), Dr Karen Molloy (PRU), Dr Méabh Ní Fhuartháin and Samantha Williams (Irish Studies).

Some general control measures, procedures and protocols, in addition to more specific guidelines and points pertinent our School are outlined in the bullet-list below.

- The School will aim to fulfil the Government's [Implementation Guidelines for Public Health Measures in Higher Education Institutions](#).
- 2 metre physical distancing between individuals will apply on campus. In exceptional circumstances where a 2 metre physical distance cannot be maintained, confined to laboratory and practical tuition, mitigation measures will apply in accordance with public health guidelines.
- Where staff can work safely from home, they are advised to continue to do so.
- The School will provide supports and accommodations for staff deemed in a 'high risk' or 'very high risk' categories.
- All staff are required to complete a 'Return to Work Self-declaration' form and Covid-19 Induction Training.
- The School will maintain daily rotas of staff on campus, with geographical footprint and time spent on campus kept to a minimum. Access to offices will be facilitated on an on-going basis.
- Timetables and/or rosters for shared spaces (multi-occupancy offices, laboratories and computer suites) are to be maintained and are not to exceed the maximum allocated occupation capacity.
- The default means of communication with staff or students is via email. Where face-to-face meeting is required, this should take place by appointment only.
- Visors and/or face-masks are required to be worn in all shared public spaces on campus or in instances where 2m physical distancing cannot be maintained.
- Protocols are in place for shared laboratory and computer suites in relation to sanitising and disinfecting surfaces, with the materials provided, on arrival and departure to facilities. Details or procedures and protocols can be found in each of these facilities.
- Common-room/kitchen facilities or congregation for similar purposes are to be discontinued.
- Access and egress points, maximum room capacities, and one-way pedestrian route-ways marked throughout the buildings on campus must be respected at all times. As a courtesy, make way to others in constricted spaces or along narrow corridors, remembering to smile with your eyes.

- A number of dedicated Covid-19 Isolation Rooms have been established throughout the School: Arc216 Archaeology Corridor, Room 126a Geography and Room 102, Centre for Irish Studies. Protocols have been established in the event of a suspected case of Covid-19 requiring temporary isolation (Alert a member of staff/Local Covid Coordinator, Avoid contact with others, Patient and First Aider to wear appropriate PPE, Contact GP, Medical Centre or Emergency Services as appropriate, etc.). All necessary PPE and further written details of control measures can be found in the isolation rooms.
- Further and updated NUI Galway information and website links concerning Covid-19 may be found on the University [Health & Safety Office website](#) and the [Archaeology website](#) under the 'Health and Safety' side navigation button.
- Remember to wash your hands regularly, and apply hand sanitiser and common sense liberally.
- Stay safe, happy and Healthy!