

## General Information on Campus Access for TU Dublin Research Students

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### 1. General Principles

- 1.1 All Research students who can work from home will (continue to) work from home. Research students will not be required to attend the workplace unless it is deemed essential. In other words, to carry out essential work that cannot be done from home.
- 1.2 Access to the campus for one-off purposes, e.g. to retrieve materials, books, data etc. is generally permitted. See section 2 below.
- 1.3 Limited access to research student desks may be permitted subject to authorisation, the maximum occupancy approved by Estates and Health & Safety. See sections 3 and 4 below.
- 1.4 Work spaces will be reorganised to maximise physical distancing. All workstations/office spaces/desks must be compliant with the 2 metres distance guideline.
- 1.5 Use of hot desks is not permitted.
- 1.6 Research students will be responsible of cleaning and sanitising their own workstation and maintain good housekeeping and a clean desk policy.
- 1.7 In accordance with public health guidelines for the higher education sector,<sup>1</sup> *“rotas may be considered to ensure that the number of people present at any one time allows for maintaining of distance. If a rota system is used, the same group of people (pods) should consistently be rostered together to minimise mixing of groups of people.”*
- 1.8 Student supervision meetings for one to one or small group teaching must take place online.

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<sup>1</sup> Implementation Guidelines for Public Health Measures in Higher Education Institutions (HEIs).  
<https://www.gov.ie/en/publication/a7d05-practical-guidance-for-further-and-higher-education-for-returning-to-on-site-activity-in-2020/>

## 2. Once-Off Access

- 2.1 Access to the campus for once-off purposes, e.g. to retrieve materials, books, data etc. is generally permitted. Students should contact their supervisor if they wish to return to campus for this purpose, who will advise them of any restrictions on access. The school/function should also be notified in advance for the purposes of logging and management of maximum capacity in desk spaces. *Note: routine administration, email, online library resources, use of Word, Excel, Powerpoint is NOT permitted under Level 5*
- 2.2 Students must adhere at all times to public health guidelines and specifically to signage, physical distancing, pedestrian traffic flow, use of hand sanitisers and wearing of face covering in all public areas of the campus.

## 3. Scheduled Access to School- or Department-based facilities

- 3.1 Limited scheduled access to School- or Department-based research facilities may be permitted subject to the authorisation of the School / Department where the research facilities or desks are based. This is subject to the maximum occupancy determined by the School and approved by Estates and Health & Safety.
- 3.2 Research students requiring access to School- or Department-based research facilities should register for and complete return to campus training as advised by their School. Each School will have specific requirements relating to the use of their facilities. Please contact the School for further information.
- 3.3 It is the responsibility of the Head of School /Head of Department and the Supervisor to approve the return of the Research Students.
- 3.4 Research students should next discuss with their supervisors the purpose of campus access. Supervisors are reminded that all research that can be carried out remotely must continue to be done so and that onsite presence should only be for essential activities that cannot be carried out remotely. After agreeing a return to campus date, research students will complete the HR Access to Campus form and select their supervisor as their “line manager”. This is to be completed between 3 and 7 days before the return to campus.
- 3.5 Research Supervisors will review the information provided in the Access to Campus form and determine whether access can be approved, while sending a copy to the Head of School. Any research student in a high risk or very high-risk category will be advised in accordance with the moving to a new way of working document. Any change to the research student circumstances should be notified immediately to the Supervisor.
- 3.6 Research students will agree a weekly workplan with the research supervisor, agree day(s) that require presence onsite, and then indicate in advance the days and buildings that they need access to. Again, it is important to emphasise that all research that can be carried out remotely must continue to be done so and that

onsite presence should only be for essential activities that cannot be carried out remotely. Students may be required to complete an Attendance Tracking Sheet.

#### **4. Scheduled Access to Research Institute-based facilities**

- 4.1 Limited access to Research Institute-based facilities may be permitted subject to the authorisation of the Research Institute in which to which the research student is affiliated. This is subject also to the maximum occupancy approved by Estates and Health & Safety. The requirement that research that can be carried out remotely must continue to be done so and that onsite presence should only be for essential activities that cannot be carried out remotely.
- 4.2 Access will be provided for scheduled laboratory access only (Weekdays 09:00 – 18:00hrs). No Meeting Room Access will be granted.
- 4.3 All research supervisors/groups/centres will be asked to plan and communicate ONE WEEK IN ADVANCE access to laboratories and facilities. This will be done in consultation with the relevant technical staff member, as appropriate.
- 4.4 The technical team will then communicate a schedule of access by 5 pm on the Thursday of the previous week to ensure co-ordinated limits on occupancy.
- 4.5 The research student has a predetermined workstation to use in a designated room/laboratory. If the researcher needs to work in another laboratory, for example the use of specialist instrumentation, this will need to be booked and agreed in advance with the relevant technical staff on the floor.

#### **5. Field research / Access to facilities outside TU Dublin**

- 5.1 As per government guidelines,<sup>2</sup> educational trips and field work, where there is not an overnight accommodation aspect and where physical distancing can be maintained, may be undertaken but will require individual risk assessment on a case-by-case basis by institutions. It will be necessary to keep a record of attendance and of close contact groups.
- 5.2 Research students in consultation with their Supervisors need to carry out a risk assessment for each proposed instance of field work. Students should complete the “Trip/Travel Risk Assessment with COVID-19 Assessment” available from the Health and Safety website. The Health & Safety Office is available to advise in carrying out the risk assessment which should be signed off and approved by the Head of School. Each field trip will be considered on a case by case basis and is subject to prevailing public health guidelines.

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<sup>2</sup> <https://www.gov.ie/en/publication/a7d05-practical-guidance-for-further-and-higher-education-for-returning-to-on-site-activity-in-2020/>

## 6. Summary of Responsibilities of the Research Student

### Research students should:

- Continue to work on their research from home except where there is essential work that can only be carried out on campus.
- Notify their supervisor if access to campus is needed on a one-off basis
- Seek authorisation from their Supervisor if a return to campus is required
- Participate in return to campus training
- Process any request for access with the School / Research Institute a week in advance.
- Comply with all conditions and scheduling restrictions as advised by the School or Research Institute as required by public health guidelines and maximum safe capacity in laboratories.
- Maintain a personal contact log
- Wear face coverings in public areas of the campus, in libraries and anywhere it is not possible to maintain 2 metres distance from others.
- Avoid attending campus if at risk or at high risk.
- Monitor their own wellbeing.
- Self-isolate and contact their GP if displaying any sign of symptoms.
- Report to their supervisor any issue.
- Ensure that they are familiar with hand hygiene and cleaning protocols for their desk.
- Not to share objects that may serve as a vehicle for COVID-19 transmission.
- Ensure and follow good respiratory hygiene.
- Clean and sanitise their own workstation and maintain good housekeeping frequently during the day.
- Follow all people traffic, lift occupancy and queue management.
- Wash their hands with soap and water regularly, in particular: after coughing, after coughing and sneezing; before and after eating; before and after preparing food; if in contact with someone who is displaying any COVID-19 symptoms; before and after being on public transport (if using it); before and after being in a crowd; when arriving and leaving the workplace/other sites; before having a cigarette or vaping; when hands are dirty; after toilet use.