



COVID-19 Response Plan for Heads of Department

4th January 2021



**Maynooth
University**
National University
of Ireland Maynooth

Summary – Overall principles



CONDITION



EMPLOYEE



CLOSE CONTACTS OF THE EMPLOYEE

You Have Symptoms

- ✓ Seek medical advice
- ✓ Self Isolate

- ✓ The people you live with should restrict movements for 14 days.
- ✓ Others reminded to take precautions.

You are advised to take a test because of symptoms

- ✓ Self Isolate

- ✓ The people you live with should restrict movements for 14 days.
- ✓ Others reminded to take precautions.

You have a confirmed Positive test result

- ✓ Self Isolate

- ✓ Your likely close contacts should restrict movement for 14 days unless advised otherwise by the HSE or CRT.

You are a close contact of a person who has tested positive

- ✓ Restrict movement

- ✓ Reminded to take precautions.

Advised to restrict movement but not advised to take test

- ✓ Restrict movement

- ✓ Reminded to take precautions.

Negative test result

- ✓ Continue to restrict movement as advised, then return to campus

- ✓ No action.

> Symptomatic Employee – On Campus

01

	Event	Immediate HoD Action	HoD Follow on Action
1.1	Employee develops Covid-19 symptoms (on campus).	<ul style="list-style-type: none"> If employee is unable to do so, call MU Covid-19 Response Team on 7999 or 01 474 7999 on their behalf. Advise employee to stay at least two metres away from others and ensure they are wearing face covering. 	<ul style="list-style-type: none"> Check Departmental Contact Log is up to date.
1.2	Employee takes Covid-19 test.	<ul style="list-style-type: none"> Issue email to Department (text provided by HR) confirming colleague is being tested. 	<ul style="list-style-type: none"> Confirm Work from Home or redistribute their work.
1.3 <u>OR</u>	Employee tests positive.	<ul style="list-style-type: none"> Issue email to Department (text provided by HR) confirming colleague is positive. Provide Departmental Contact Logs to Covid-19 Response Team. 	<ul style="list-style-type: none"> Revise work plans due to absence or confirm work from home if possible.
1.4	Employee tests negative.	<ul style="list-style-type: none"> None. 	<ul style="list-style-type: none"> None.

> Symptomatic Employee – Off Campus

02

Event		Immediate HoD Action	HoD Follow on Action
2.1	Employee develops Covid-19 symptoms (off campus).	<ul style="list-style-type: none">• Confirm employee should stay away from campus.• Confirm MU Covid-19 Response team are aware of situation.	<ul style="list-style-type: none">• Confirm Work from Home or redistribute their work.• Ensure Departmental Contact Logs are up to date.
2.2	Employee takes Covid-19 test.	<ul style="list-style-type: none">• Issue email to Department (text provided by HR) confirming colleague is being tested.	<ul style="list-style-type: none">• None.
2.3	Employee tests positive. <u>OR</u>	<ul style="list-style-type: none">• Issue email to Department (text provided by HR) confirming colleague is positive.• Provide Departmental Contact Logs to Covid-19 Response team.	<ul style="list-style-type: none">• Revise work plans due to absence or confirm work from home if possible.
2.4	Employee tests Not Detected.	<ul style="list-style-type: none">• None.	<ul style="list-style-type: none">• None.



Employee is a Close Contact of Confirmed Case

03

	Event	Immediate HoD Action	HoD Follow on Action
3.1	Employee contacted by HSE as close contact.	<ul style="list-style-type: none">• Confirm employee should stay away from campus.• Confirm Work from Home.• Await guidance from the Covid-19 Response team.	<ul style="list-style-type: none">• Provide Departmental Contact Logs to the MU Covid-19 Response Team, if confirmed case was on-campus.
3.2	Employee <u>believes</u> they may be a close contact of someone who has tested positive.	<ul style="list-style-type: none">• Confirm employee should stay away from campus and restrict movements for 14 days.• Confirm Work from Home.	<ul style="list-style-type: none">• No action.
3.3	Employee takes CV19 test.	<ul style="list-style-type: none">• Issue email to Department (text provided by HR) confirming colleague is being tested.	<ul style="list-style-type: none">• As outlined for negative or positive test result process.

> Living with Covid-19 Symptomatic Person

4

Event	Immediate HoD Action	HoD Follow on Action
4.1 Employee lives with someone who develops symptoms of covid-19.	<ul style="list-style-type: none"> • Confirm employee should stay away from campus for 14 days. • Confirm Work from Home or redistribute their work. 	<ul style="list-style-type: none"> • No action.
4.2 Employee advised by GP to restrict movements or self-isolate, but not to take test.	<ul style="list-style-type: none"> • Confirm employee should stay away from campus. • Confirm Work from Home or redistribute their work. 	<ul style="list-style-type: none"> • No action.
4.3 Member of employee's household is a close contact of a confirmed case but feels well.	<ul style="list-style-type: none"> • Confirm employee may attend campus if they feel well. 	<ul style="list-style-type: none"> • No action.
4.4	<p>The resolution of these scenarios will depend on the details. For example, a parent may be advised to restrict movements while a child is tested. If the child's test is positive, the parent will have to self-isolate for 14 days and be tested. If the child's test is negative, the restricted movement will be lifted, and the person can return to campus immediately. However, where an employee is caring for someone who should self-isolate but cannot do so, the employee (and the rest of their household) need to restrict their movements for 17 days. The Covid-19 Response Team will advise the employee on the correct action to take in each scenario.</p>	

> Student issue arises in your department

05

	Event	Immediate HoD Action	HoD Follow on Action
1.1	Student develops Covid-19 symptoms (on campus).	<ul style="list-style-type: none">• If student is unable to do so, call MU Covid-19 Response Team on 7999 or 01 474 7999 on their behalf.• Advise student to stay at least two metres away from others and ensure they are wearing face covering.	<ul style="list-style-type: none">• Check Departmental Contact Log is up to date.
1.2	Other Covid event involving students or staff.	<ul style="list-style-type: none">• Contact Covid-19 Response Team on 7999 or 01 474 7999 for immediate action.• Covid-19 Response Team will assess situation and determine what actions are needed.• Covid-19 Response Team will inform all those involved of the actions they should take.	<ul style="list-style-type: none">• Follow advice of Covid-19 Response Team.