COVID-19 Incident Response Plan

Revision Date: 30th September 2020, Rev 1.0

Approved by: UE 6th October 2020

1. Purpose

This COVID-19 Incident Response Plan details the steps to be taken when there is a suspected case of COVID-19 on the Maynooth campus, or associated with Maynooth students and staff, and subsequent procedures to facilitate HSE Public Health management of confirmed cases or outbreaks.

This plan is a counterpart to the Covid-19 Operational plan, first published in June 2020, which sets out the measures taken by the University to reduce to an acceptable level the risk posed by COVID-19 in the campus workplace.

Note: The plan is a live working document and it will be reviewed on an ongoing basis and amended to take into account new guidance from www.Gov.ie, (including the department of Further and higher Education) www.hse.ie, www.hpsc.ie, www.hsa.ie. Further refinement of the plan will be made on a continuing basis.

2. Objectives of Plan

Maynooth University is committed to providing the best possible educational experience for all its students, despite the ongoing consequences of the covid-19 pandemic.

Maynooth University is committed to providing a safe campus working environment for our whole community, taking account of the risks posed by Covid-19, and with measures in place to reduce those risks to an acceptable level. At all times the University will act in accordance with the prevailing public health advice.

A wide range of preventative and control measures have been implemented on campus in preparation for the 2020/21 academic year. These include:

- Briefings for all students and staff prior to work or study on campus

- Limiting numbers of students on campus, by moving to a blended learning approach with restricted class sizes in person.

- Communication campaign to students   "Playing my part"

- Requiring use of masks indoors and in any crowded space on campus

- Specific measures for classrooms, including minimum spacing, waering of masks for students, and provision of desktop wipes

- Provision of overflow "social" spaces for students between classes, and deployment of a team of campus concierges to limit student congregations

- Restrictions of visitors to student residences on campus.

MU plans have been formulated in alignment with guidance published by the Department of Further and Higher Education in August 2020: *Practical Guidance for Further and Higher Education for Returning to On-site Activity in 2020.*

The range of measures taken by the University are set out in the Covid-19 operational plan and on the University website at https://www.maynoothuniversity.ie/coronavirus.

Nonetheless, with current levels of COVID-19 transmission in the community, it is inevitable that cases will occur amongst students and staff attending or working at the University. Given approximately 13,000 students, and 1000 staff, the majority of cases will arise for students.

In these circumstances, the COVID-19 Incident Response Plan must ensure:

- Full compliance with all action requested by HSE Public Health, who undertake case and outbreak investigation and management under current Infectious Disease legislation.

- Preparedness to work in close co-operation with HSE Public Health to assist in managing any cases that occur, and in particular to work swiftly to limit any escalation or outbreaks that may occur.

- Preparedness to facilitate Public Health communications.

- Suitable systems and procedures for recording and retaining attendance and contact information for students/staff on campus as appropriate (e.g. names and up to date, accurate contact details for students sharing accommodation on campus or interacting in small group settings, e.g. tutorials/laboratory practicals etc.).

- Communications and instructions to encourage students and staff to download the HSE COVID-19 Tracker App and record their close contacts on a daily basis.

- Provision of a dedicated space for isolation of suspected cases of COVID-19 and facilities to support students or staff members in self-isolation on campus.

3. Covid Response Structures

The investigation and management of all cases/outbreaks[1] of notifiable infectious diseases, including COVID-19, are the legislative responsibility of the Medical Officer of Health (HSE Public Health). If necessary, HSE Public Health may convene an Outbreak Control Team to deal with serious incidents.

The Maynooth University **Covid-19 Response Team** is led by Michael Rafter, with operational responsibility to deal with cases as they arise on campus. The wider CRT includes designated individuals with responsibility to compile information on campus contacts, and to communicate with staff and students.
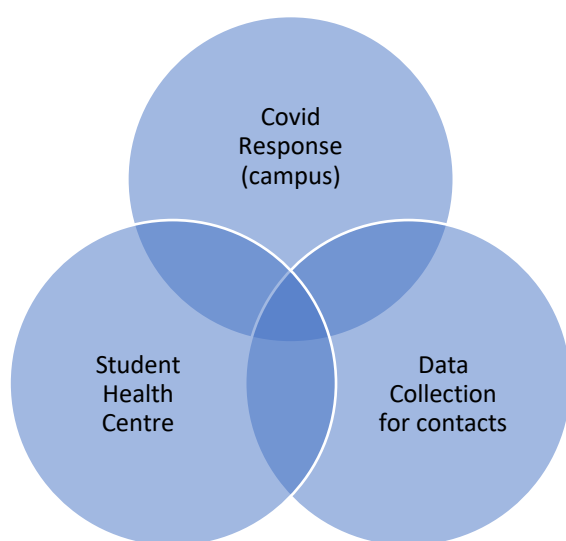

Figure 1   Elements of Covid Response Team

The CRT will be the primary point of contact and co-ordination for dealing with covid-19 events.

A group of contacts will be available 24/7 on a rotating basis to HSE Public Health to deal promptly with cases as may arise.

A dedicated contact number will be available 24/7 to staff and students to report cases that may arise. The number is 01 474 7999, or by email at covid.response@mu.ie

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[1] COVID-19 outbreak case definition:
- A cluster/outbreak, with two or more cases of laboratory confirmed COVID-19 infection regardless of symptom status. This includes cases with symptoms and cases who are asymptomatic.
  OR
- A cluster/outbreak, with one laboratory confirmed case of COVID-19, and at least one additional case of illness with symptoms consistent with COVID-19 infection (as per the COVID-19 case definition)

The roles and responsibilities are summarized in the table in Appendix 2.

<u>Governance</u>

A covid incident oversight group will be established to oversee responses and make decisions in response to covid-19 events affecting the University. The group will be President, Vice-President Academic, Director of Human Resources, Vice-President for Research.

This group will liase with HSE National Outbreaks Oversight Group for outbreaks in HEIs, if such is deemed necessary.

4. Communications

We have planned a communications response to covid events that is proportionate to the level of risk entailed, and which balances the need for openness against the need not to unnecessarily stoke anxiety.

An overriding principle is that all personal details that are needed to respond to events in the interest of campus safety will be kept to a minimum, and personal health details will be treated as confidentially as possible.

Given the levels of covid-19 currently being experienced across Ireland, we anticipate that each day there will be approximately 25 students or staff referred to take a covid-19 test. Approximately 1 in 30-50 of these will turn out to be a positive diagnosis, so we estimate there may be a positive case on campus every 2 days. The majority of these positive cases (estimated 90%) will be in the student population, and most will have arisen as a result of transmission in a home or social setting.

Our aim in responding to events on campus will be to work in co-operation with the HSE structures to test and trace to ensure that anyone who may have been affected on campus is identified as quickly as possible. The precautions in place in terms of personal actions and physical modifications will limit the likelihood of transmission on campus.

For communications to staff, the department is most natural unit of communication. It is in departments that there is the greatest physical proximity in the workplace in most cases, and it is departments that have common facilities, e.g., laboratories, coffee stations, etc. Risk assessments have been carried out and implemented on a departmental basis. Staff in departments will be kept informed by communications from their Head of Department. Heads are best placed to know the local circumstances that are in place.

Standard communications text will be provided to Heads of Department to facilitate keeping members of departments informed.

For most undergraduate and taught postgraduate students, there is a much lower degree of organisational unity. Therefore, when isolated events arise with these students, there will be no communications across the university. Instead, a weekly summary of events will be compiled and published on the university website, so that the whole community can be informed the extent of covid positive cases in the University community.

5. Dealing with a Suspected Case of COVID-19 on Campus

This details our procedure to be followed in the event of someone developing the signs and symptoms of COVID-19 while at work or while in the workplace.

The response to a suspected case is managed by a team comprising members from

- Campus Services Team
- Student Health Team

This team is lead by Covid Response Team with operational support from Student Health. If needed there may be support called on from HR and Registry.

A designated isolation area is identified as the Casey Changing Rooms / student health centre isolation room/ Phoenix Sports Changing Rooms.
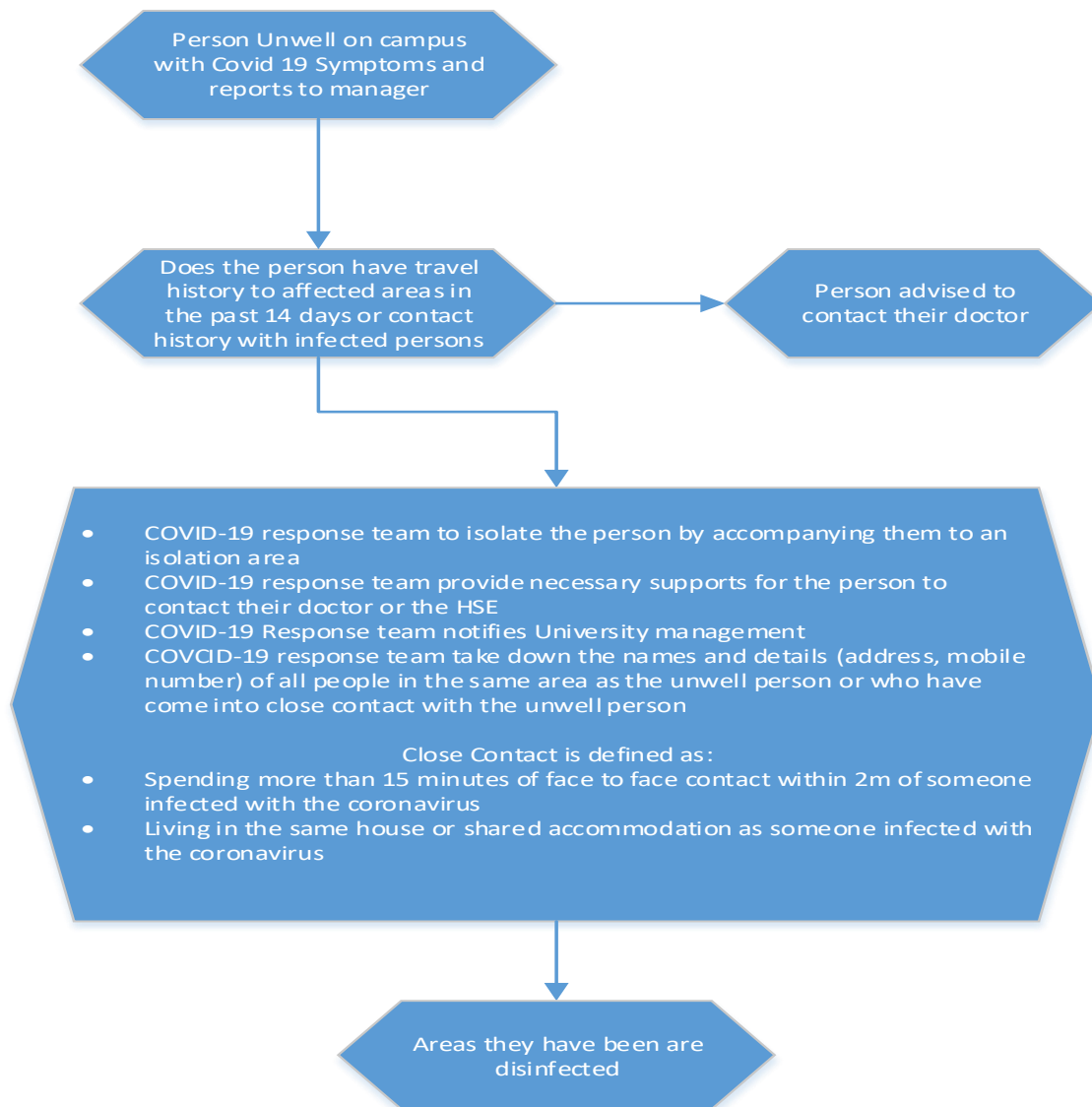
For residents an apartment block in River has been designated as an isolation block (Hurley)

The designated area and the route to the designated area is easily accessible and as far as is reasonable and practicable is accessible by people with disabilities.

The isolation areas are behind closed doors ventilated and equipped with

- tissues,
- hand sanitiser,
- disinfectant,
- PPE; gloves, masks,
- clinical waste bags.

If a worker becomes unwell in the workplace with symptoms such as cough, fever, or difficulty breathing, the COVID-19 response team should isolate the employee by accompanying them to a designated isolation area, keeping at least 2 metres away from the symptomatic person and also making sure that others maintain a distance of at least 2 metres from the symptomatic person at all times. The unwell individual should be provided with a mask, if available, to be worn if in a room with other people or while exiting the premises. There is no need for them to wear a mask while isolating in a room on their own.

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┌─────────────────────┐
│  Person Unwell on    │
│  campus with Covid   │
│  19 Symptoms and     │
│  reports to manager  │
└─────────────────────┘
          │
          ▼
┌─────────────────────┐        ┌─────────────────────┐
│  Does the person     │        │  Person advised to   │
│  have travel history │───────▶│  contact their doctor│
│  to affected areas in│        └─────────────────────┘
│  the past 14 days or │
│  contact history with│
│  infected persons    │
└─────────────────────┘
          │
          ▼
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- COVID-19 response team to isolate the person by accompanying them to an isolation area
- COVID-19 response team provide necessary supports for the person to contact their doctor or the HSE
- COVID-19 Response team notifies University management
- COVCID-19 response team take down the names and details (address, mobile number) of all people in the same area as the unwell person or who have come into close contact with the unwell person

Close Contact is defined as:

- Spending more than 15 minutes of face to face contact within 2m of someone infected with the coronavirus
- Living in the same house or shared accommodation as someone infected with the coronavirus

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          │
          ▼
┌─────────────────────┐
│  Areas they have     │
│  been are disinfected│
└─────────────────────┘
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The COVID-19 response team should initially assess whether the unwell individual may immediately be directed to go home, contact their GP, and continue self-isolation at home.

Where that is not possible the unwell individual should remain in the isolation area and call their GP, outlining their current symptoms. They should avoid touching people, surfaces and objects. Advice should be given to the unwell individual to cover their mouth and nose with the disposable tissue provided when they cough or sneeze, and then put the tissue in the waste bag provided. The COVID-19 response team should notify management and arrange transport to home (by family member from their household or possibly private ambulance) or to hospital for medical assessment. Public transport of any kind should not be used.

The COVID-19 response team will ask the unwell individual for a copy of their personal contact log, to facilitate contact tracing by the HSE. The COVID-19 response team may be contacted by the HSE to discuss the case. When contacted by the HSE, the COVID-19 response team should use the log and any other available records (e.g dept. schedules) to identify people who may have been in close contact with the individual. The HSE may advise on any actions or precautions that should be taken.

The COVID-19 response team should carry out an assessment of the incident, which will form part of determining follow-up actions, for the University. Advice on the management of staff and workplace will be based on this assessment.

The HSE will contact the individual directly to advise on isolation and identifying other contacts, and will subsequently follow up with any close contacts of the individual to provide them with appropriate advice, and take any necessary actions.

Immediate action following a suspected case should include closure of the isolation area until appropriately cleaned.

5. Public Health Risk Assessment (PHRA)

Management of cases and outbreaks of notifiable infectious diseases is the legislative responsibility of the Medical Officer of Health (MOH), HSE Public Health. If information gathered by the HSE during case investigation suggests a need for HSE Public Health input, then HSE Public Health will contact the University directly to discuss further action, include Public Health Risk Assessment.

If a further Public Health action is required, HSE Public Health may contact the University to request assistance in this regard

To facilitate/assist Public Health action when requested by HSE Public Health, the University will undertake the following:

- Prepare and maintain a brief description of the University (numbers of staff and students, layout, flow, implementation of and adherence to PH prevention measures, etc.)
- Prepare and maintain a list of staff with up to date, accurate contact details (telephone numbers).
- Prepare a broad description of classrooms/settings involved in an outbreak situation, e.g. capacity, how many people were in the class/setting, configuration/layout and prevention measures implemented e.g. physical distancing, wearing of masks etc.
- To the greatest extent possible, we will record attendance by students and staff at all scheduled classes/lectures/practicals/libraries and retain records for 28 days (2 incubation periods for SARS-CoV-2 infection) in case required for contact tracing purposes.
- Departmental logs will be compiled to include work practices and attendance at departmental events.
- The MU check-in app will be used to provide details of student location and attendance, for these purposes of HSE assistance only.

6. Public Health Principles and Outbreak Control

Management of all outbreaks of notifiable infectious diseases, including COVID-19, is led by HSE Public Health in line with current legislation. Public Health will liaise with HEIs as required for the purposes

of risk assessment/outbreak management/contact tracing.

Core to the PHRA is assessment of the likelihood of onward transmission of COVID-19 from the confirmed case. This, and many other factors, inform further Public Health actions.

In the context of a confirmed case with links to the University, HSE Public Health will assess whether the case was on campus during the infectious period. If they were not on campus during the infectious period there may be no further implications for the HEI and no need for further testing of students/staff in the HEI setting – this decision will be made by HSE Public Health.

Further testing requirements/strategy will be determined by the Public Health risk assessment, with due consideration of factors including the likely source of infection and potential for onward transmission within or beyond the HEI setting.

The risk assessment will be dynamic, changing as new information becomes available.

Close contacts will be identified following PHRA and contact tracing may require engagement with the University. Close contacts will be tested as per national guidelines (under current guidelines, Day 0 and 7 testing is offered to close contacts) and will be advised to restrict their movements, access testing as advised, and remain alert for symptoms of COVID-19, as per national guidelines.

The testing strategy may evolve as information accumulates.

There may be other community close contacts who will be excluded from the HEI as a result of community exposure outside of the HEI setting e.g. household exposure/ exposure in a social setting.

Following PHRA, the HSE Medical Officer of Health (MOH) may recommend more widespread testing within a class group or a facility if indicated.

An Outbreak Control Team may be convened by HSE Public Health if deemed appropriate.
A general outbreak plan for COVID-19 outbreaks can be found here

The PHRA will consider information, including the following, to inform control measures:

- unique information and factors relevant to each HEI, including infrastructure, and how these factors impact risk of COVID-19 transmission;
- interactions of students and staff, both within the HEI and in the wider community;
- patterns of infection within the wider community;
- infection rates in the regions served by the HEI.

This information will inform decisions regarding control measures, up to and including the need for full or partial closure of the University. A range of issues (e.g. multiple cases in different Departments/Schools in the University) may inform a decision by the Medical Officer of Health to
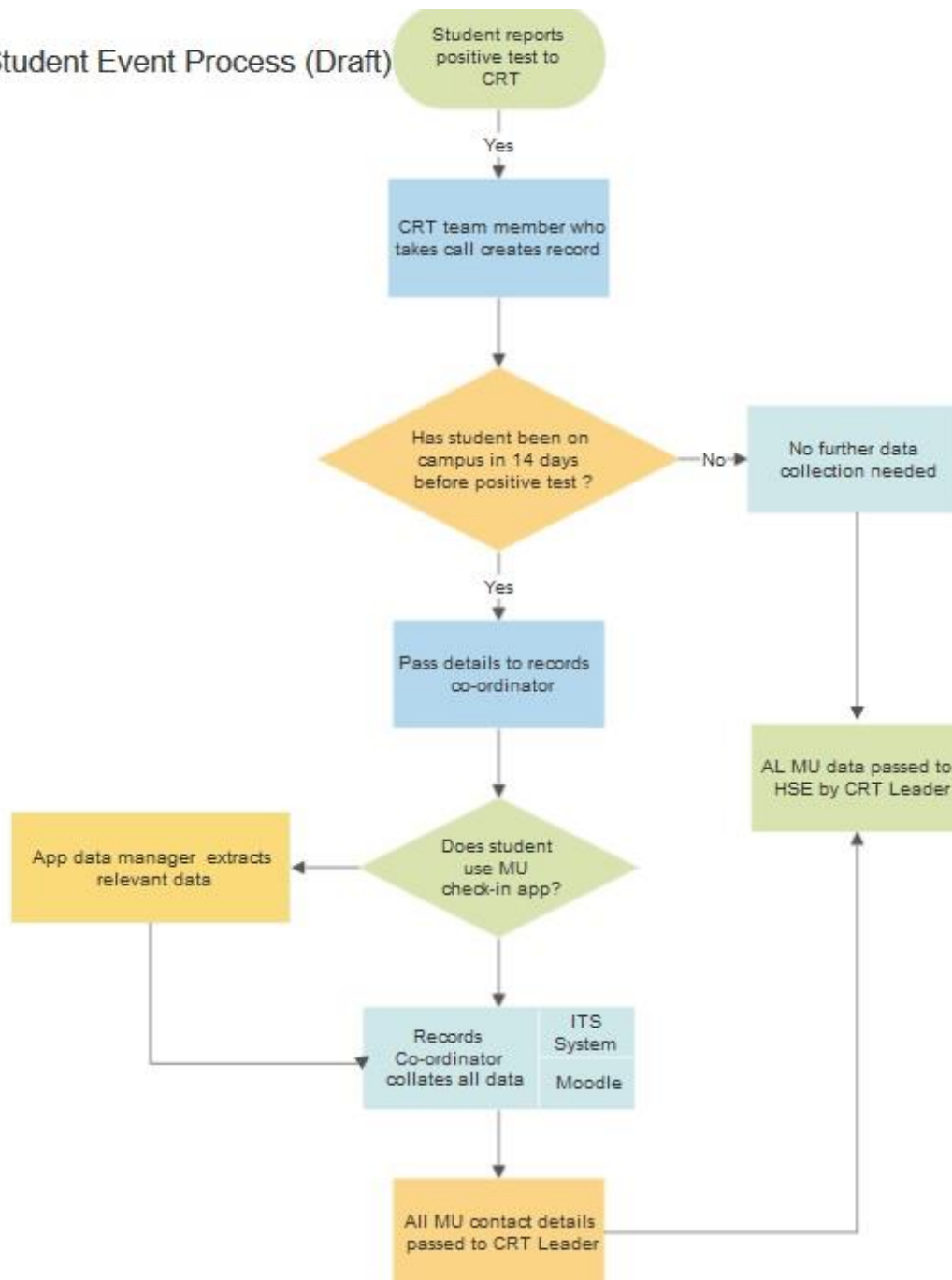
advise closure/partial closure, if the MOH considers that maintaining an open facility presents an ongoing risk to students, staff and the wider community.

If there is a need for full or partial closure of the University, this will be discussed with the University by the MOH/regional Department of Public Health.

7. Indicative data collection to assist HSE

Student Event Process (Draft)

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                          Student reports
                          positive test to
                              CRT
                                |
                               Yes
                                |
                                v
                        CRT team member who
                        takes call creates record
                                |
                                v
                   Has student been on          No      No further data
                   campus in 14 days      ----------->  collection needed
                   before positive test ?                      |
                                |                               |
                               Yes                              |
                                |                               v
                                v                        AL MU data passed to
                        Pass details to records          HSE by CRT Leader
                           co-ordinator                         ^
                                |                               |
                                v                               |
   App data manager extracts    Does student                   |
   relevant data        <------  use MU                         |
        |                        check-in app?                  |
        |                               |                       |
        |                              v                        |
        |              Records    |  ITS                        |
        +------------> Co-ordinator|  System                    |
                       collates all|  Moodle                    |
                       data        |                            |
                                |                               |
                                v                               |
                        All MU contact details  --------------+
                        passed to CRT Leader
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8. Specific actions when dealing with a case for employees and postgraduate research students

	Event	Personal action of individual	Covid-19 Response Team/Data Collation Team	HR Action
1.	Employee develops symptoms	• Stay away from campus • Contact GP and follow advice • Inform Head of Department of absence from campus (Note that HoD is not expected to advise or take any particular action, other than managing work to be done)	• None	• None • [It would be useful for HR staff to know (1) can the employee work from home? (2) If not possible, what type of leave is this? How is it noted on ESS?]
2.	Employee is advised by GP to take test	• Self-isolate until advised otherwise by GP/HSE • Inform Covid-19 Response Team of upcoming test • Inform staff members who individual thinks may be close contacts that test is in train and emphasise the importance of following covid-19 precautions. • Ensure contact log is up to date in case needed.	• Recommend the individual should consider informing staff members who they think may be workplace close contacts that a test is in train • Determine which departments may potentially be affected (e.g shared coffee room). • Notify HR of event, and which departments are potentially impacted.	• Sends employee 'Recommendation to self-isolate Form' • HR to further advise employee on steps to follow if required. • HR notifies HoD • HR provide standard text to Head of Department to inform staff members in department that an unnamed staff member has been referred for test, and to emphasise the importance of following covid-19 precautions. Currently, only 1 test in 50 returns positive. If they hear nothing further within 72 hours they can infer no further action is needed. • Ensure HoD informs departmental staff. • If multiple departments are potentially impacted, HR informs all relevant HoDs.

				• Note: we will keep the value of this departmental notification under review, and may rescind it, if its expected value is not borne out.

3.	Employee tests positive	• Follow the instructions of the HSE public health team, who will phone person with the test result
		• Provide the contact details of close contacts in 48 hours prior to isolation to HSE
		• Inform MU Covid-19 Response Team
		• Liaise with HoD on whether work can be carried out remotely or not (e.g. whether individual is well enough to work remotely).
		• If not, email HR requesting "Special Leave with Pay Form".
			• Covid incident response is initiated
			• Notify HR of event, and which departments are potentially impacted.
			• Strongly recommend the individual informs staff members who they identify as close contacts that test outcome is positive and they should expect to hear from the HSE.
			• Encourage individual to allow HSE covid tracker app information to be used by HSE (decision is with individual).
			• Get list from individual of workplace close contacts over 48 hours prior to self-isolation.
			• Get from departmental logs, list of potential close contact events (staff and students) over 48 hours prior to self-isolation.
			• Act as point of liaison with HSE (following pre-agreed protocol)
			• Provide HSE with contact details of identified close contacts where gaps exist between personal
				• HR notifies HoD
				• HR provides standard text to Head of Department to inform staff members in department that an unnamed staff member has tested positive, that close contacts are being contacted by HSE, and what steps should be taken.
				• If multiple departments are potentially impacted, HR informs all relevant HoDs.
				• HR should ensure communication is issued by HoD.
				• For next 72 hours all departmental staff should:
				  o Expect direct contact from HSE if they are identified as a close contact.
				  o Restrict their movements if they think they may be a close contact of individual.
				  o Keep all interactions to a minimum.
				  o Emphasise the importance of following covid-19 precautions.
				
				• Once 72 hours have elapsed without further contact, departmental colleagues can infer that all necessary steps have

	Event	Personal action of individual	Covid-19 Response Team/Records Co-ordinators	HR Action
			contact log and the departmental and university logs. • Undertake sanitization of workplace that may have been exposed in previous 72 hours (e.g., workstation, office, coffee room, lecture podiums). • Monitor ongoing situation and report any developments to oversight group	been taken and that they are not directly affected. • Provide Special Leave with Pay Form to employee. • Liaise with relevant employee on their return to work when fit to do so.
4.	Employee tests negative	• Inform MU Covid-19 Response Team of negative outcome	• Advises individual that, subject to health advice, they can return to campus • Notify HR of outcome	• HR informs HoD of outcome, and provides standard text for informing department. • Ensure HoD informs departmental staff. • If multiple departments are potentially impacted, HR informs all relevant HoDs • Processes return to campus in HR Systems
	Event	**Personal action of individual**	**Covid-19 Response Team/Records Co-ordinators**	**HR Action**
5.	Person is identified as close contact of MU workplace positive test by HSE (i.e through contacts related to MU	• Person will be contacted directly by HSE contact tracing and advised on testing and isolation • If advised by HSE, Person will restrict movements for 14 days • They need to get a test, and must continue to restrict movements even if first test result is negative. • Inform MU Covid-19 Response Team • Inform Head of Department of situation	• Notify HR of event. • Request employee contact log and gather university and departmental contact logs. • Undertake sanitization of workplace that may have been exposed in 72 hours before self isolation (e.g., workstation, office, coffee room, lecture podiums).	• HR liaises with HoD as needed. • Sends employee "Restricted Movement Declaration Form' or 'Recommendation to self-isolate Form' as appropriate

	employment and arising from step 3)	• Liaise with HoD on whether work can be carried out remotely or not (e.g. whether individual is well enough to work remotely).	This event will be treated in severity as lower than a positive test, but above a referral for testing. There is an increased likelihood of a positive diagnosis. Critical point is reached only if person tests positive, in which case the Covid incident response is initiated (step 3).	
6.	Person is identified as close contact of a positive test (i.e through contacts not related to MU workplace)	• Person will be contacted directly by HSE contact tracing and advised on testing and isolation • If advised by HSE, Person will restrict movements for 14 days • They need to get a test, and must continue to restrict movements even if first test result is negative. • Inform MU Covid-19 Response Team • Inform Head of Department of situation • Liaise with HoD on whether work can be carried out remotely or not (e.g. whether individual is well enough to work remotely).	• Notify HR of event. • Request employee contact log and gather university and departmental contact logs. • Undertake sanitization of workplace that may have been exposed in 72 hours before self isolation (e.g., workstation, office, coffee room, lecture podiums). This event will be treated in severity as lower than a positive test, but above a referral for testing. There is an increased likelihood of a positive diagnosis. Critical point is reached only if person tests positive, in which case the Covid incident response is initiated (step 3).	• HR notifies HoD • HR provide standard text to Head of Department to inform staff members in department that an unnamed staff member has been required to self isolate or restrict movements, and to emphasise the importance of following covid-19 precautions. • Ensure HoD informs departmental staff. • If multiple departments are potentially impacted, HR informs all relevant HoDs. • Sends employee "Restricted Movement Declaration Form' or 'Recommendation to self-isolate Form' as appropriate
7.	Person is advised by	• Stay away from campus	• No action	• No action

	GP to restrict movements or self-isolate, but not to take test (e.g., because of family member with symptoms)	• Inform Head of Department. The resolution of this scenario will depend on the details. 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.		• HR may need to confirm type of leave the employee should take if they are unable to work effectively from home.

8. Specific actions when dealing with a case for undergraduate and taught postgraduate students

	Event	Personal action of individual	Covid-19 Response Team/Records Co-ordinators	Student Health Action
1.	Student develops symptoms	• Stay away from campus • Contact GP or Student Health Centre and follow advice It is likely that some students may contact staff directly and a template response will be provided as guidance for this situation.	• If the student is resident on campus this may trigger a set of actions by Covid-19 Response Team • If students develops symptoms while on campus the Covd-19 Response Team should be notified (ext 7999 should be the number contacted by student).	• None
2.	Student is advised by GP to take test	• Self-isolate until advised otherwise by GP/HSE • Inform Covid-19 Response Team of upcoming test • Inform anyone who individual thinks may be close contacts that test is in	• Advise individual to inform anyone who individual thinks may be close contacts that test is in train and that they should emphasise the importance of following covid-19 precautions.	• Student Health to further advise student on steps to follow if required.

		train and to emphasise the importance of following covid-19 precautions (we will to provide text for this).	• Notify Student Health of event • Classroom and buildings remain open as workplace We expect that approximately 25 tests per day may be scheduled in student body.	University will use weekly dashboard to keep community informed of events (without full details).
3.	Student tests positive	• Follow the instructions of the HSE public health team, who will phone person with the test result • Provide the contact details of close contacts in last 48 hours to HSE • Inform MU Covid-19 Response Team	• Covid incident response is initiated • Notify Student Health of event • Advise individual to inform anyone who individual identifies as close contacts that test outcome is positive and that they should consider restricting their movements until contacted by HSE. If there is no HSE communication within 72 hours they can infer that HSE does not regard contact as a close contact and that no further specific action is needed. • Confirm consent of individual for University to provide details to HSE. • Get list from individual of MU close contacts over 48 hours prior to self-isolation.	• Liaise with relevant student on their return to campus when fit to do so. • It may be necessary for the Student's Department to be notified if the student expects to be absent from lectures/ labs etc.

			• Encourage individual to allow HSE covid tracker app information to be used by HSE (decision is with individual). • Notify any staff information to HR • Extract information on classroom contacts from MU Check -in app logs. • Act as point of liaison with HSE (following pre-agreed protocol) • Provide HSE with contact details of identified close contacts where gaps exist between personal contact log and the departmental and university logs • Undertake sanitization of workplace that may have been exposed in previous 72 hours (e.g., workstation, library, coffee room, teaching rooms). • Monitor ongoing situation and report any developments to oversight group	
4.	Student tests negative	• Inform MU Covid-19 Response Team of negative outcome	• Notify Student Health of outcome	• Advises individual that, subject to health advice, they can return to campus
5.	Person is identified as close contact of a positive test	• Person will be contacted directly by HSE contact tracing and advised on testing and isolation	• Notify Student Health of event. • Requests student contact log and gathers university and departmental contact logs.	• Student Health liaises with student as needed

	(i.e through contacts related to MU campus and arising from step 3, or otherwise)	• If advised by HSE, Person will restrict movements for 14 days • They need to get a test, and must continue to restrict movements even if first test result is negative. • Inform MU Covid-19 Response Team	• Confirm consent of individual for University to provide further details of campus contacts to HSE, if needed. • Extract information on classroom contacts from MU Check -in app logs. • Undertake sanitization of workplace that may have been exposed in 72 hours before self isolation (e.g., workstation, library, coffee room, teaching rooms). This event will be treated in severity as lower than a positive test, but above a referral for testing. There is an increased likelihood of a positive diagnosis. Critical point is reached only if person tests positive, in which case the Covid incident response is initiated (step 3).	
6.	Person is identified as close contact of a non-MU positive test And is in MU accommodation	• Person will be contacted directly by HSE contact tracing and advised on testing and isolation • If advised by HSE, Person will restrict movements for 14 days	• Notify Student Health of event. • Move individual to isolation accommodation. • Advise those in "household" to restrict movements. • Request student contact log and gather university and departmental contact logs.	• Student Health liaises with student as needed

		• They need to get a test, and must continue to restrict movements even if first test result is negative. • Inform MU Covid-19 Response Team	• Confirm consent of individual for University to and provide further details of campus contacts to HSE, if needed. • Extract information on classroom contacts from MU Check -in app logs. • Undertake sanitization of workplace that may have been exposed in 72 hours before self isolation (e.g., accommodation, workstation, library, coffee room, teaching rooms). This event will be treated in severity as lower than a positive test, but above a referral for testing. There is an increased likelihood of a positive diagnosis. Critical point is reached only if person tests positive, in which case the Covid incident response is initiated (step 3).	
7.	Person is advised by GP to restrict movements or self-isolate, but not to take test (e.g., because	• Stay away from campus • Inform MU Covid-19 Response Team The resolution of this scenario will depend on the details. A parent may be advised to restrict movements while a child is tested. If the child's test is positive, the parent will	• Notify Student Health of event.	• Student Health liaises with student as needed

	of family member with symptoms)	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.		

Appendix 1

Persons Responsible for Performing Specific Tasks in responding to a case of Covid-19 on campus

Persons / Role	Responsibilities	Note
Student	1. Student has a responsibility to keep a record of their "close contacts" 2. Download and have active the HSE COVID-19 Tracker App 3. Keep a record of on campus classes attended 4. Keep a record of what seat was used for each class (ideally by downloading and using the MU check in app) 5. Keep a record of social contacts and activities	Failure by a student to use the App or to keep proper records of the classes they attended and where they sat may result in poor quality data being passed to the HSE Public Health and/or Contact Tracing Centre, thereby compromising the HSE response to cases/outbreaks.
Staff Members	1. Encouraged to download and have active the HSE COVID-19 Tracker App 2. Ensure that they know their 'work group' or 'work pod' if applicable 3. Keep a record of on campus activities, e.g. meetings attended, social activities, etc.	Failure by a staff member to use the App or to keep proper records of their movements/contacts may result in poor quality data being passed to the HSE Public Health and/or Contact Tracing Centre, thereby compromising the HSE response to cases/outbreaks.
Covid Response Team (CRT) Leader Michael Rafter	1. Act as a central coordination point for the HEI's response to a suspected/confirmed COVID-19 case on campus. 2. To receive information from staff and students on covid-19 events, and to maintain confidential record of same. 3. Coordinate the collection of data in the early stages of the university's response for forwarding on to the Contact Tracing Centre (CTC) and as appropriate/as advised by HSE Public Health. 4. Ensure that the Covid Incident Oversight Group are kept informed as to the progression / status of any response where appropriate. This will include daily updates and notification of escalation events. 5. Act as the HEI central point of contact for the HSE / Public Health 6. Provide Information in relation to classroom mapping, collation of	The role of the Covid response Team is key. If they fail to collect adequate information initially then the response to any positive case on campus may be compromised.

Persons / Role	Responsibilities	Note
	7. Arrange rapid decontamination of affected rooms following a suspected/confirmed case on campus (based on HSE advice) information about ventilation, room layout, etc.	
Covid Incident Oversight Group Philip Nolan Rosaleen McCarthy Aidan Mulkeen Ray O'Neill	1. To receive daily reports of activity from CRT 2. To liaise closely with CRT Leader and HSE on necessary measures in the event of an escalation 3. To ensure necessary actions across campus are taken in the event of an escalation. 4. To ensure campus community is kept appropriately informed	
Records Coordinators (Registry staff specified by Niamh Lynch)	1. Liaise with the CRT Leader regarding information flow to the CTC/HSE Public Health, communications to affected students / staff, etc. 2. Liaise with Module Coordinators, Faculty, Registry, Unit Heads, etc. regarding class lists and messaging to students / staff as required 3. Liaise with the CTC/HSE Public Health regarding information flow / contact details for potential close contacts of an index case	The role of the Records Coordinator is key to the efficient response to a COVID-19 case on campus. They will engage in the collation and management of information to enable support of HSE contact tracing.
Human Resources Office	1. Liaise with Heads of Department on status communications to staff. 2. Provide staff with protocols and supports for special leave where necessary.	
Head Of Departments	1. Ensure that any covid-19 events are notified to the CRT. 2. Ensure that where necessary staff / researchers have been assigned to work groups ('pods') so as to limit their close contacts amongst their colleagues. 3. Keep departmental staff appropriately informed by relaying information provided by HR Office	
Module Coordinator	1. Ensure accurate records are maintained for classes and any teaching groups and sub-groups on moodle and these are kept up to date	This is a critical point of management to ensure that relevant cohorts of students can be identified and alerted appropriately.

	2. Ensure the lists are provided to the Records Co-ordinators when requested	Lack of accurate information may compromise the HSE response to cases/outbreaks of COVID-19 on campus.
MU Check in app manager	1. Extract relevant information from MU check in database when requested to do so by CRT. This will include (i) information on when a student has been on campus and where they have been located at different times. (ii) Information on those students seated nearby over a relevant time period. 2. Provide room seat information where possible to identify potential seats associated with the case.	

Revision History

Version	Date modified	Key changes
0.0	23 September 2020	UE approved specific actions
1.0	6 October 2020	UE approved