



**Maynooth
University**
National University
of Ireland Maynooth

COVID-19 Operational Response Plan

Revision Date: 12th September 2020, Rev 4.0

Approved by: University Executive, 15 June 2020, Rev. 1.0

1. Purpose

This COVID-19 Response Plan details the policy and protocols necessary for the university to meet the Government's 'Return to Work Safely' protocol. The plan sets out how the University will reduce to an acceptable level the risk posed by COVID-19 in the workplace as we move to return to campus working.

The plan represents a strong commitment by the University to ensure a safe working environment. The plan gives an overview of key risks that the university has assessed to ensure compliance with the protocol, and the steps that are needed to limit the risk from Covid-19 across the community.

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, www.dbei.ie, www.hse.ie, www.hpsc.ie, www.hsa.ie

2. Summary

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. Therefore, we have developed the following COVID-19 Response Plan, which we will continue to update and develop as needed.

Our objective is to take a staged approach to opening facilities, to build confidence in modified practices while working, and to adapt as we learn what works well.

Over the summer months all departments and units have completed risk assessments, and physical modifications have been made to many parts of campus. These include perspex barriers for public facing offices, guidance signage, one way systems. Our behavioural modifications are in place, with safe operating procedures developed following risk assessments.

The Department of Further and Higher Education has published *Practical Guidance for Further and Higher Education for Returning to On-site Activity in 2020*, and this MU plan has been updated in light of that guidance.

The restrictions that the government introduced for Co. Kildare commencing on 7th August were lifted on 1st September.

From Monday 7th September, the campus will re-open for staff who have completed the return to campus process. This will be subject to any local working arrangements that have been put in place by Heads of Department. Access to buildings will require your staff swipe card. The return will continue to be a gradual one over the coming weeks, with the aim that by 21st September on-campus work will be the default position, except where special arrangements have been agreed.

In making preparations for the resumption of on-campus activity, a flexible and principled approach will be needed to allow for sudden and unexpected changes in the operating environment and official guidance.

The primary principle remains that those who can work from home should continue to do so.

In our planning for return to working and education on campus, we will:

- continue to monitor our COVID-19 response and amend this plan in consultation with our colleagues.
- provide up to date information on the Public Health advice issued by the HSE and Gov.ie
- comply with the guidance issued by the Government and state agencies such as the HSE, HSA and other relevant and appropriate bodies
- display clear information on the signs and symptoms of COVID-19
- provide all workers with an online induction briefing which must be completed prior to return to working on campus
- inform all campus users of the need for frequent hand-washing and essential hygiene and respiratory etiquette, and physical distancing requirements
- provide appropriate personal protective equipment (PPE) to staff who need it
- undertake appropriate risk assessments and mitigation steps prior to the general re-opening of facilities
- establish mechanisms of consultation and two-way communication with Heads of Departments and worker representatives
- identify an appropriate number of lead worker representatives who are made known to colleagues, and who will be available to provide advice to colleagues
- adapt the workplace where appropriate to help facilitate appropriate physical distancing or physical barriers
- establish mechanisms to facilitate effective contact tracing
- establish a procedure to be followed in the event of someone showing symptoms of COVID-19 while at work or in the workplace
- provide guidance to colleagues if they develop signs and symptoms of COVID-19 whilst on campus

- intensify cleaning of identified areas of higher risk in line with government advice.

Personal responsibility will be a critical element. Every campus user will have a role to play in minimising the risks posed by Covid 19, for their own safety and that of their colleagues. Each of us must accept personal responsibility for taking the necessary steps to minimise risk, including adherence to HSE directions and the provisions of this document and any applicable risk assessments.

As a second key element, once a risk assessment is completed, all Heads of Department and their staff should be jointly responsible for the oversight and implementation of this plan within their own working spaces. A co-operative effort between departments and the central administration to undertaking an appropriate risk assessment is at the core of our approach to working safely on campus in the context of the virus.

Feedback is encouraged on any concerns, issues or suggestions. This can be done through the Health and Safety Office or Lead Worker Representative(s) whose contact details can be found on the University's covid-19 webpages.

3. Scope

This plan currently applies to those employees and postgraduate students who will be returning to campus during the period 7th September to 21st September, and as we prepare for undergraduate studies to commence on 28th September. It will shortly be updated with guidance on safety practices related to teaching on campus. The measures described also apply to those who have returned to campus prior to 7th September.

From Monday 7th September, the campus will re-open for staff who have completed the return to campus process. This will be subject to any local working arrangements that have been put in place by Heads of Department. Access to buildings will require your staff swipe card. The return will continue to be a gradual one over the coming weeks, with the aim that by 21st September on-campus work will be the default position, except where special arrangements have been agreed.

This document sets out the steps required for those returning to working on campus.

4. Essential Points

Essential hygiene practices

- Wash your hands frequently with soap and warm water
- If soap and water are not available, then use an alcohol based hand sanitiser. All persons returning to campus will be issued with a personal bottle of hand sanitiser
- Always wash your hands after you have been to the bathroom and before you touch door handles
- Cover all coughs and sneezes with a tissue or the crock of your elbow

- Dispose of all used tissues in a suitable manner
- Clean as you go where you can – wipe down your desk and other commonly touched surfaces such as equipment controls regularly.
- Avoid congregating in a group, and wear a facemask in any indoor location where there may be a number of people in one place, e.g., in corridors, shops.
- Use your own dedicated cup plate, cutlery, etc. and clean after use
- Avoid sharing telephones, IT equipment, desks etc., unless an agreed sanitizing regime is in place for shared equipment
- Avoid 'hot desking'
- Place all used tissues in a bin
- Do not touch your face with your hands, wipe your nose, chew your fingernails, etc.
- Working surfaces, especially shared surfaces, should be wiped down with alcohol wipes or similar at the end of the working day
- Campus services will make provision for the regular cleaning of workplaces. However, in areas with restricted or limited access, such as laboratories, cleaning regimes may have to be implemented by the occupants.

Return to Campus Office (RTCO)

This is the office that will co-ordinate most aspects of the process for returning to work on campus. It also oversees the University's Covid 19 risk assessment and management programme. The office is directed by Michael Rafter, Director of Campus Services.

Risk Assessment

In order for a department or a unit to commence returning to work on campus, a formal process of assessment and mitigation must be carried out on a workplace facility prior to it being re-opened for general return. The risk assessment is carried out co-operatively between the relevant department and the Return to Campus Office, and signed off by the RTCO. The risk assessment will necessarily differ for different types of working environment; working in a single occupancy office differs from working in an open plan office with multiple occupants, and both are very different from research laboratories. In all cases the risk assessment process should be initiated by a Head of Department contacting RTCO.

The risk assessment involves looking at specific areas within the department, such as

- Public offices
- Tea rooms
- Departmental teaching / seminar rooms

- Shared office / open plan areas
- Specialist facilities / Labs

Each area will be assessed and appropriate control measures determined. These may include controls such as: limits on capacity, furniture adjustments, fitting of Perspex screens, one-way routing, and new standard operating procedures. Note that this may be done for a whole department, or initially in part, where only a specific area needs to return in the first instance.

Single occupancy offices will not need to be assessed. General circulation and shared teaching spaces are being addressed centrally.

Once a risk assessment has been completed, the Head of Department and the departmental staff should take a level of joint responsibility for the implementation of this plan and any local operating procedures within their own working spaces. The Head of Department may delegate specific functions, but will have oversight responsibility.

Role of Head of Department

In this document the term Head of Department is used as shorthand to represent a head of an academic department or school, a director of a research institute or centre, or a head of a administrative or other support function.

Once a risk assessment has been completed, the Head of Department and the departmental staff must take a level of personal and joint responsibility for the implementation of this plan and any local operating procedures within their own working spaces. The Head of Department may delegate specific functions, but will have oversight responsibility.

Lead Worker Representatives

Designated staff members who have been trained and are available to provide advice on working in the context of Covid-19. There is one for each of the three faculties, and one for each of the north and south campuses. The Lead Worker representatives may also act as a conduit for employee queries in relation to Covid-19 to RTCO.

Covid 19 Induction Training

This is mandatory training, delivered online, that every person must undertake prior to returning to campus. There will be induction for both staff and all students using the campus.

Return to Campus Form

All staff must complete an online Return to Campus form before 7th September. The form is available here [Return to Campus Form](#).

The purpose of the form is to ensure that a person is free from covid-19 symptoms, and that there is no reason not to return to working on campus. The form will be reviewed by the RTCO, and approval to return issued by email, with the relevant Head of Department copied. If an individual is

in a high risk category, or any other sensitive issue arises, the form will be passed to HR who will deal directly with the individual concerned. No sensitive personal information is required on the RTC form, and it will be used solely for this purpose of return to campus.

The return to campus process is illustrated in Appendix 1.

Physical Distancing

Revised work practices have been designed so that physical distancing can be maintained on campus, at the minimum distance between individuals as specified in government advice. This is currently specified as 2m, and that is the distance that should be maintained wherever possible.

Scheduled group working

In some locations, such as open plan offices or laboratories, in order to guarantee that there can be appropriate physical distancing, it will be necessary to limit the number of occupants permitted at any one time. If more than the permitted number have access to the location, it will be necessary to create a shift system or alternating schedules for access for specified work groups. A record of these schedules should be kept by the relevant manager, and be available to the Head of Department. Work groups set up in this way should be kept intact and separate in the schedules at all times.

Once-off access for essential campus visitors

For those wishing to visit the campus:

- 1) Head of Department, or their nominee, requests access for the visitor from RTCO;
- 2) Return to Campus Office sends Single Visit Form to the visitor;
- 3) Visitor completes and returns the form and returns;
- 4) Return to Campus Office will confirm approval to attend campus.

Close contacts

A close contact for a person in the workplace is

- someone the person has spent more than 15 minutes with and at a distance of less than 2m, in any circumstances (indoors or outdoors)
- someone who has spent more than 2 hours per day in the same room as the person, even though they maintain physical distancing.

Personal close contact log

All staff and students are advised to use the HSE covid-19 contact tracing app.

If everyone used this mechanism, it should be all that is needed to facilitate contact tracing. However, not everyone will use the app. Therefore, all workers accessing the campus are also required to keep a personal Covid 19 contact log. This log should be used to record details of the person's close contacts when on campus, including at what locations they occurred, who they had

close contact with, and for how long in each case. The log can then be made available to the HSE or others for contact tracing purposes in the event of a positive Covid 19 case occurring that is associated with a close contact. A template contact log is available.

In the event of a person being diagnosed as having covid-19, close contacts will be traced as rapidly as possible and contacted by HSE and given guidance.

All staff and students are advised to use the HSE covid-19 contact tracing app.

Teaching venues

Risk assessments have been undertaken for all central teaching venues and general circulation spaces to prepare for students returning to campus learning at the beginning of the 2020/21 academic year in September. A minimum spacing of 1.1m between students, and 2m between students and staff will be maintained at all times. Students will be expected to wear face coverings in all classes.

Class sizes will generally be limited to 50 participants, in line with current government guidelines on indoor gatherings.

Cleaning practices

The University has initiated a number of enhanced cleaning practices, with emphasis on widely accessible touchpoints. Door handles and handrails will be cleaned twice daily. Washroom and toilet facilities will also be cleaned twice per day.

In cases where a workspace or equipment is shared, individuals will be expected to take an active role in keeping their workspaces clean and ensuring that they clean equipment and work benches before starting work and at the end of their time at work.

In general:

- Clean as you go where you can – wipe down your desk and other commonly touched surfaces such as equipment controls regularly.
- Use your own dedicated cup plate, cutlery, etc. and clean after use
- Avoid sharing telephones, IT equipment, desks etc., unless an agreed cleaning regime is in place for shared equipment
- Avoid 'hot desking'
- Working surfaces, especially shared surfaces, should be wiped down at the start and the end of the working shift
- Campus services will make provision for the regular cleaning of workplaces. However, in areas with restricted or limited access, such as some research laboratories, cleaning regimes will have to be implemented by the occupants.

Kitchenettes and Coffee areas

In general these may be used provided protocols are in place to limit numbers and for individuals to wipe surfaces and touch points before use. Hands should be washed before and after use. Everyone should use their own dedicated cup plate, cutlery, etc, so that there is no sharing of utensils.

Wearing of face coverings

The use of face coverings, such as washable cloth masks, is mandatory on public transport, and in retail settings, and recommended by government for use in populated public spaces. A washable cloth face mask will be made available at the point of returning to campus for every member of staff who requests it. It is strongly advised, however, that use of a facemask does not at all diminish the essential need for physical distancing and good hygiene practices.

Students will generally be expected to wear face coverings in classes. There will, however, be some students who are unable to wear face coverings.

HSE advice on use of face coverings is available at <https://www.gov.ie/en/publication/aac74c-guidance-on-safe-use-of-face-coverings/>

Classroom safety and wearing of face coverings

The wearing of face coverings by students will be mandatory in all classroom settings, and near universal in most settings across the University.

However, there may be good reasons, including personal health reasons, why a small minority of students are unable to wear a face covering. Provided 2m physical distancing is maintained, there is no increased risk to those nearby. Therefore, the policy of wearing face coverings will apply, unless an individual student has a justification for not doing so.

The situation in classrooms will usually be as follows.

1. Student seating will be set up with approximately 1.1m (centre to centre) spacing between students. No seating is at less than 1m separation.
2. Approximately 10% of seating will be set up with 2m separation, and these should be used by students who are unable to wear a face covering, or who otherwise are in a higher risk health category, and must take particular care.
3. Lecturers and tutors will not generally be expected or required to wear face coverings, and should at all times maintain 2m separation from students in classrooms. If, for some reason, an interaction at a separation of less than 2m is needed, the lecturer or tutor should wear a face covering for that interaction. If anyone encroaches on the 2m spacing without a face covering it is appropriate to ask them to step back and respect 2m distancing.
4. All workspace touch surfaces in a classroom will be cleaned by the occupant at the beginning of each class.
5. A short "classroom safety" film will be shown at the start of each class. This will cover the basic etiquettes and responsibilities in the classroom, including wearing of face coverings, physical spacing, coughing and sneezing behaviours, registering attendance (app) and surface cleaning.

Lecturers and tutors should assume that if a student is not wearing a face covering, having seen the video, that they have a good reason for not wearing a mask, and there should be no need to intervene. It is peer pressure that will drive good behaviours.

6. Seats in some classrooms will be labelled with a QR code. An app will be available to allow students to scan the QR code, and this will create a record of who was sitting where in large classrooms. This will facilitate the swift identification and self-isolation of close contacts, should a student test positive for covid-19. Students will be prompted to scan the QR code in the classroom safety film. If a student cannot use the app, they will be asked to record a numerical code in their personal contact log.
7. Entrance and exit doors will be opened by the lecturer or the nearest student at the end of the class. Doors will be held open by a device that will shut the door in the event of a fire alarm.
8. In some classrooms and theatres there will be a one way system in operation for entry and exit.

5. Summary of Risk Control Measures

This section summarises the measures we are implementing to limit the risk of spread of COVID-19 in the workplace.

Measures which must be complied with include:

- Hand hygiene/Hand sanitising
- Respiratory hygiene
- Physical distancing
- Minimising contact
- Permissions for visiting Contractors / Others

Control Measures in place on 26 June 2020

Area / Activity	Control Measure
Student Residences	Each apartment is treated as a household and students advised to act accordingly No Guests allowed including other residents Modified check in procedures Daily temperature logs recommended (not mandatory) Isolation block available
General Campus Advice	Minimise direct contact- No Handshaking Policy All advised to wash hands regularly particularly on entering buildings or after using the bathroom. Hand sanitizer provided at entrances to all buildings Conduct meetings using remote online technology where possible Additional signage and advice posters on virus
Circulation routes and common areas of buildings	When moving about the campus everyone advised to KEEP LEFT One Way systems / routes in place where appropriate Face coverings recommended in communal and circulation areas where there may be concentrations of people.

	Where It is not possible to maintain two metre distances, e.g when passing in corridors, maintain the maximum possible distance and turn your face from the nearest person.
Staff	Staff required to work from home where possible Pre-return to campus form in use Online Induction Training in place COVID-19 awareness communications Contact tracing protocols in place Physical distancing Organised work groups and shifts where needed Face Coverings and cleansing materials available Recommended personal daily temperature logs
Students	Pre return to campus form COVID-19 awareness communications Contact tracing plans Recommended personal daily temperature logs Induction training (online)
Lectures / classes	Physical distancing, reduced capacity in lecture theatres and class halls Some online classes Face Coverings for students under consideration Perspex screen in front of some teaching stations
Public desks and counters	Public desks and counters to be fitted with Perspex screens prior to re-opening The floor area will be marked with distance markers to indicate the social distancing should queueing be an issue.
Research facilities	Research specific risk assessments to include COVID-19 risks.
Cleaning	Increased cleaning regimes with emphasis on touchpoints Door handles and handrails cleaned at least twice daily Thorough and regular cleaning of frequently touched surfaces. Modified cleaning intervals for classrooms and especially washroom facilities with cleaning performed at least twice a day Increased waste collection points
Dealing with a case or suspected case of Covid-19	Designated response team and protocol Designated isolation areas Disinfectant team

COVID-19 Induction / Familiarisation

All employees will be advised of changes in the workplace and updated on new ways of working.

All staff will complete this induction briefing before returning to campus.

The induction briefing will be carried out online, or in a safe manner with physical distancing measures in place.

The following range of issues is covered and brought to the attention of staff:

- Communication on Covid-19
- Return-to campus process
- Signs and symptoms of COVID-19 (at home and in the workplace)
- Information on how the virus is spread
- Control measures to help prevent infection
- COVID-19 close contact log
- The role of worker representatives
- Changes to risk assessments and safety statement
- Changes to emergency plans and first aid procedures
- Minimising contact with others
- Reporting procedures

Confirmation of completion of COVID-19 induction will be recorded and a record kept by RTCO.

Dealing with a Suspected Case of COVID-19

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 Campus Services 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.

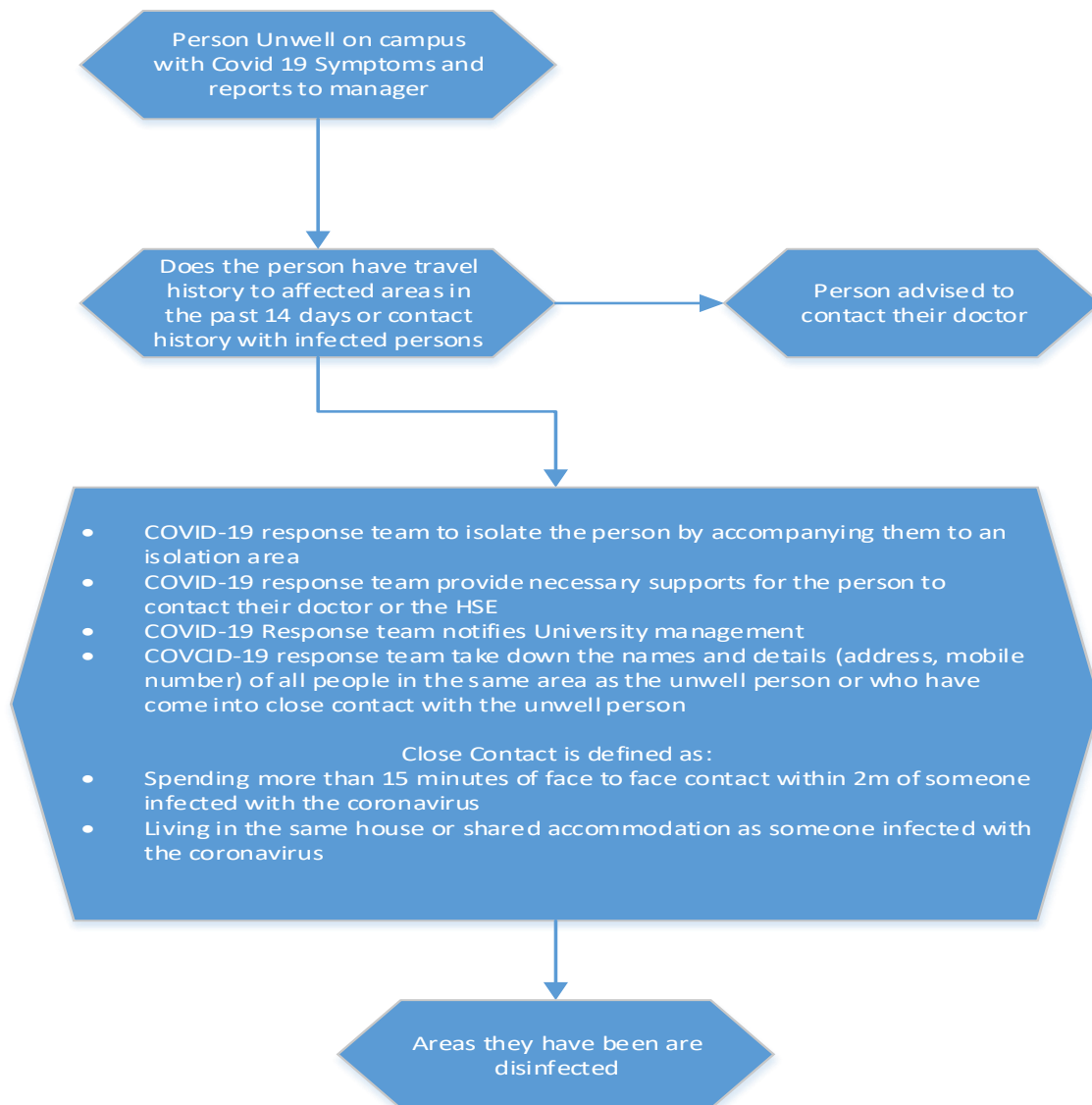
For residents an apartment block in River has been designated as an isolation block (Hurley)

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.



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.

If a case is confirmed

If a confirmed case is identified, colleagues who have had **close contact** will be asked to follow HSE directions and stay at home for 14 days from the last time they had contact with the confirmed case and follow the restricted movements guidance on the HSE website. All close contacts will be actively followed up by the COVID-19 response team, and also by the HSE.

Areas where the infected individual had been working will be isolated until cleaned and disinfected by a specialist team.

Regular Cleaning and Disinfection in the Workplace

The University has put in place an effective cleaning and disinfection system with our campus cleaners (Noonans) as regular cleaning and disinfection will help reduce the spread of the virus.

It has been arranged for frequently touched surfaces in public areas, such as door handles, light switches, hand rails etc. to be cleaned twice daily.

Welfare facilities and communal areas will also be cleaned twice daily.

Kitchenette surfaces are cleaned daily and staff office interiors have daily cleaning schedule.

If disinfection of contaminated surfaces is needed, this will be done in addition to cleaning.

Workers will be provided with cleaning materials to keep their own workspace clean and advised to regularly clean any personal items brought in from home.

Contract Cleaning staff have been given information and instruction in relation to the new procedures.

Staff Representatives

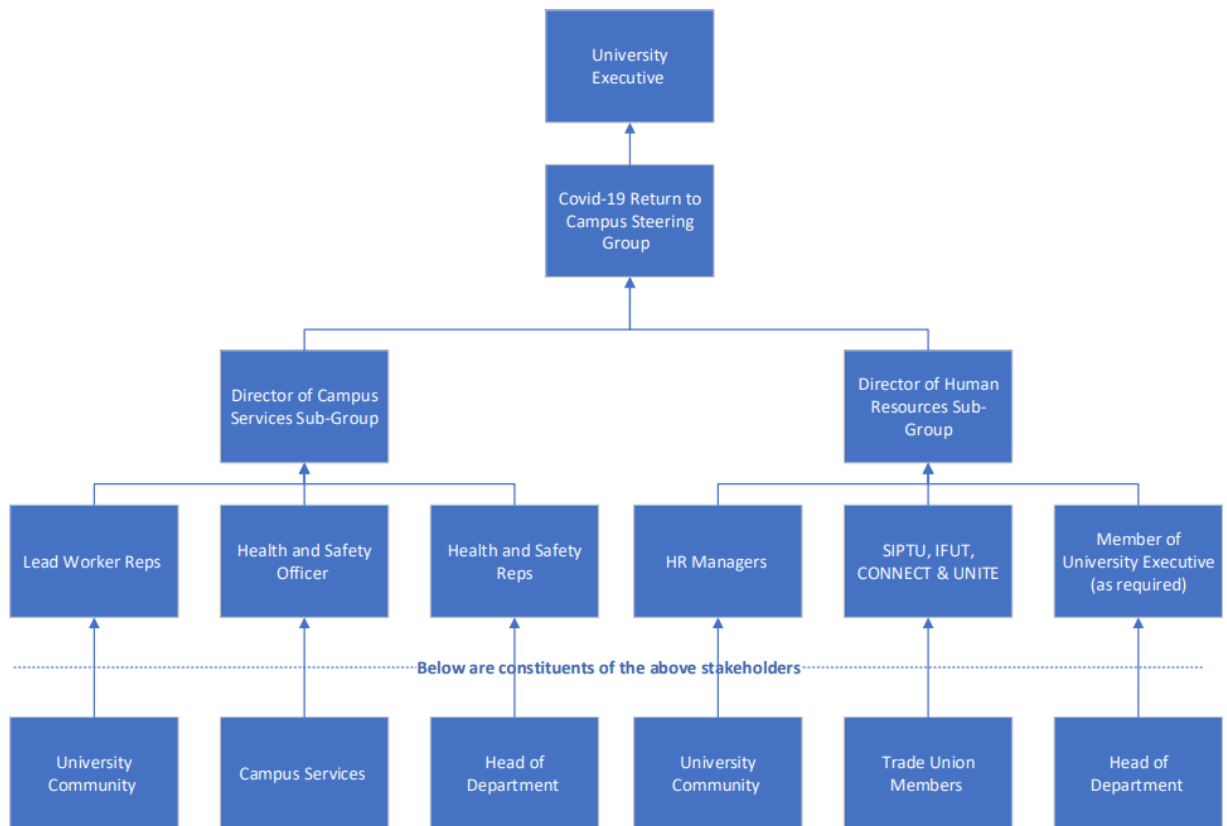
We will appoint five Lead worker representative(s) for the university representing the three faculties and the administration on both North and South Campus to ensure that COVID-19 measures are followed.

Lead Worker representative(s) will receive training and information on the role and the measures that have been put in place to help prevent the spread of the virus.

Staff will be informed who the worker representatives are through a dedicated webpage

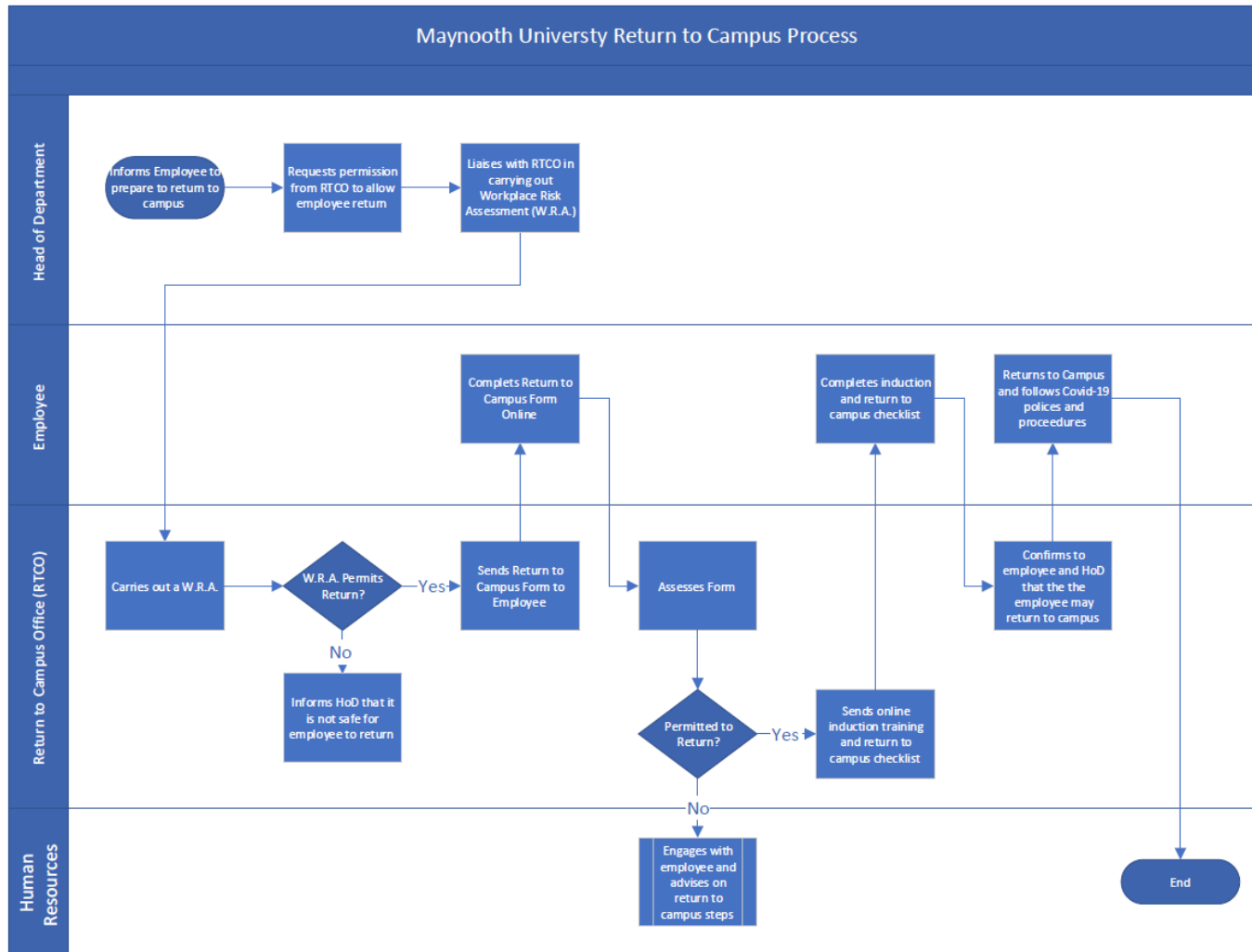
Good communications channels in the workplace are essential for all stakeholders. It is important therefore that the Lead Worker representative(s) are advised of concerns, or suggested improvements in the workplace.

The following chart indicates the consultation structure in place:



Appendix 1

Return to Campus Process



Appendix 2

Persons Responsible for Performing Specific Tasks

An initial Steering Group on Staffing and Campus and Workplace issues arising from COVID-19 was formed that reports to the University Executive.

The membership is

Ms. Rebecca Doolin, Director of External Relations
Ms. Eliz Dunne, Vice-President for Estates and Capital Development
Dr. Gemma Irvine, Vice-President for Equality and Diversity
Mr. Cathal McAuley, Librarian
Ms. Rosaleen McCarthy, Director of Human Resources
Prof. Ray O'Neill Vice-President for Research (Chair)
Mr. Michael Rafter, Director of Campus and Commercial Services

This steering group was responsible for the preparation of the return to campus plan and its implementation up to 12th August.

On 12th August UE established an overall Covid-19 policy sub-committee with membership

Prof Philip Nolan, President
Prof Aidan Mulkeen, Vice President Academic
Ms Rosaleen McCarthy, Director of HR
Ms Eliz Dunne, Vice-President for Estates and Capital Development
Prof Ray O'Neill, VP Research
Dr Mark Maguire, Dean of Social Sciences
Prof Ronan Farrell, Dean of Science and Engineering
Prof Colin Graham, Dean of Arts, Celtic Studies and Philosophy

UE also established a Covid-19 Operational Group on 12th August, to ensure co-ordinated action across the full range of functions. This is chaired by Prof Ray O'Neill, with Ms Rosaleen McCarthy as co-chair.

Responsible Persons Task Register (Non-Exhaustive)			
NO.	TASKS (non-exhaustive list)	RESPONSIBLE PERSON(S)	SIGNATURE
1	Person responsible for overall implementation of the plan	Ray O'Neill	
2	Identification and training of worker representatives	Rosaleen McCarthy Michael Rafter	
3	Planning and Preparing to Return to Work	Ray O'Neill Rosaleen McCarthy Cathal McAuley Eliz Dunne Gemma Irvine Rebecca Doolin	

		Michael Rafter	
4	Control Measures	Michael Rafter Rosaleen McCarthy Marianne Dunne Corla Mansfield Brendan Ashe Rebecca Doolin Ivan Griffin	
5	COVID-19 Induction	Michael Rafter Rosaleen McCarthy	
6	Dealing with a Suspected Case of COVID-19	Michael Rafter Brendan Ashe Corla Mansfield Marianne Dunne Niamh Lynch Ivan Griffin	
7	Cleaning and Disinfection	Michael Rafter Ivan Griffin	
8	Employee Information	Rosaleen McCarthy Michael Rafter HoDs	
9	Return-to-campus Process	Michael Rafter Brendan Ashe Rosaleen McCarthy	

Appendix 3 Covid-19 Contact Information

Employer Name:	Maynooth University
Workplace Address:	Maynooth
Director / Senior Manager in the Workplace:	Michael Rafter Director of Campus and Commercial Services
Worker Representatives:	Peter Hodson (Campus Services) Ann-Marie Parkes (Human Resources)
Type of Business:	University
Number of Staff:	1,000
Number of Staff who Deal Directly with the Public:	1,000
Phone:	01-474-7283 or 087-2517004
Email:	Michael.Rafter@mu.ie

Revision History

Version	Date modified	Key changes
1.0	15 June 2020	Approved by UE as living document
2.0	26 June 2020	Updated for Government phase 3 decisions MU roadmap revised for gov decisions RTC process diagram updated (appendix 1) Once-off access process added Consultation chart updated Two lead worker reps added Advice on face coverings updated Isolation and GP contact process revised Scope modified for phase 3 Description of risk assessment process expanded
3.0	1 September 2020	Update in light of FHERIS guidelines. All staff to complete RTC process by 7 th September.
4.0	12 September 2020	Include classroom protocols