

COVID 19 Academic Staff Checklist

- Ensure all control measures are being followed; ventilation, wearing of face coverings, hand hygiene and physical distancing where feasible, ensuring you follow signage/ floor directions in place.
- Face coverings are **mandatory** on campus. Where an office is occupied by more than one individual the wearing of a face covering is required.
- Ensure the entry and exit from teaching spaces and taking of seats is managed to avoid congregation at the entrance and exit. **Classes should commence 5 mins after the hour and end 5 mins before the hour to facilitate this.**
- Students should be reminded at the start of each session that they should leave if they have symptoms of COVID-19, are confirmed Covid Positive, have symptoms of Covid 19 or have been requested to restrict their movements. Or entered Ireland requiring restricted movement.
- Record attendance for all on campus teaching activities and retain records for 4 weeks in case required for contact tracing purposes.
- All staff to maintain a daily personal contact log.
- High-contact surfaces and shared equipment should be cleaned.
- On entering a teaching space, students are required to clean their workstation, desktops/ computer keyboards etc.
- Windows should be left open where available to maintain good ventilation. CO2 monitors available in high occupancy areas to assist with this.
- Vulnerable students must declare to Student Health Services and measures put in place to facilitate them as appropriate. [Student Health Declaration Form](#)
- Vulnerable staff who deem themselves to be very high risk/vulnerable category should contact HR to seek an appointment for an individual Health Risk Assessment by Occupational Health, followed by a Workplace Risk Assessment if appropriate.
- Any student identifying as not capable of wearing a face covering on medical grounds must self-declare to Student Health Services. Where approved, they will be issued with an “Exempt from Face covering” card and Yellow Lanyard which must be worn to assist with identification.
- Any staff member identifying as not capable of wearing a face covering on medical grounds must self-declare to IT Sligo’s HR office. Where approved, they will be issued with an “Exempt from Face covering” card and Yellow Lanyard which must be worn to assist with identification.
- Where group work is required (for example among students) the groups should be as small as practical and in so far as practical the membership of groups should be consistent over the semester for as many activities as possible (pods) to minimise mixing of people.

Responding to a Suspected Case

If you develop symptoms of COVID 19 on campus, leave campus immediately if able to do so and self-isolate. Organise a covid-19 test online or at a walk-in centre (if available).

([HSE Covid test centres - HSE.ie](#)).

If students require assistance with accessing a PCR test, contact student services nurse on 087 996 1873 or 087 739 2626.

If you are unable to leave campus and self-isolate safely please contact the case management team on 5333 or 071 91 55333 giving details of suspected COVID 19.

CO2 Meters

- Ventilation is a control measure in a suite of controls against Covid-19 being implemented.
- The use of CO2 monitors can provide a useful indication ventilation may not be adequate and can prompt occupants to take action to improve ventilation.
- Please note the CO2 monitors do not detect the presence of the virus in the environment.

Monitor displays and how to read them

1. The air quality monitor will monitor the following in the room
 - a. Carbon dioxide (CO2) levels.
 - b. Relative humidity levels.
 - c. Temperature.
2. The top reading in the right-hand corner indicates the temperature °C
3. The bottom reading in the right-hand corner indicates the relative humidity %
4. The large central reading indicates the CO2 level detected in Parts Per Million (PPM).
5. The monitor has a multicoloured display to advise warnings, see actions to be taken below.



What do you need to do at each reading/threshold?

GREEN	YELLOW	RED
<p>CO2 levels detected are acceptable or within the normal range.</p> <p>0 – 799 ppm</p>	<p>CO2 levels are rising.</p> <p>Maximise ventilation by opening all windows/doors.</p> <p>800 – 1499 ppm</p>	<p>CO2 levels are high.</p> <p>Maintain maximised ventilation.</p> <p>Vacate the room.</p> <p>Re-evaluate the CO2 reading after 15 minutes.</p> <p>1500+ ppm</p>