

## Covid-19: Implementation Procedures

		<b>This policy is effective from</b>	<u>01 October 2020</u>
<b>Approval body</b>	<u>Academic Council</u>	<b>Approval date</b>	<u>01 October 2020</u>
<b>Owner</b>	<u>Head of Academic Affairs</u>	<b>Next review date</b>	<u>01 February 2021</u>

### 1. Context

- 1.1. Practice is at the heart of learning at NCAD. Teaching and learning happens in studios and workshops, and collaboration is central to learning. We know that social distancing and significant health and safety constraints will be required for several months, and may well be required for some years to come, depending upon global success in combating the COVID-19 pandemic.
- 1.2. In these exceptional circumstances NCAD is focused upon creating the best conditions for learning, in a safe environment and in accordance with government guidelines, for staff and students.

### 2. A Shared Responsibility

- 2.1. NCAD is committed to developing teaching and learning strategies that enable bold and curious learning for all our students and foster the new thinking needed more than ever as society faces and shapes the world. To meet this ambition and sustain a learning environment that enables all of our students to achieve their potential despite the COVID-19 pandemic, adherence to the College's COVID-19 Protocols (Appendix 1 and [hyperlink](#)) by all members of the NCAD community is vital.
- 2.2. As we adjust to living with COVID-19, there will be moments when we forget what is required to keep each other safe. In the first instance, our responsibility is to support one another in adhering to the protocols – for the well-being of NCAD's students, staff and all of our families, and in order to keep the campus open for learning where possible.

### 3. Measures Available to Support Implementation of NCAD's COVID-19 Protocols

- 3.1. As noted above, it is the responsibility of every member of the community to support one another in adhering to the protocols, and on most occasions where a breach occurs it will be unintentional and a gentle reminder of what is needed will suffice.
- 3.2. In the unlikely event of an individual persistently breaching NCAD's COVID-19 Protocols, the College will take action to support that individual in understanding the importance of adhering to the Protocols.

<i>Doc version</i>	<i>Approval date</i>	<i>Modified by</i>	<i>Summary of modifications</i>
V1	14 June 2017	N/A	N/A

## 4. Stage 1

- 4.1. Where an individual refuses to adhere to, or persistently breaches, NCAD's COVID-19 Protocol they should be given a verbal warning that non-compliance with the Protocol may have consequences for their permission to be on-campus. Upon giving a verbal warning to a student, the staff member or NCADSU Officer should notify the COVID-19 Student Support Officer and the student's Head of Department.
- 1<sup>st</sup> verbal warning (this may be issued by any member of staff or Officer of NCADSU), the person who has issued the warning should notify COVID-19 Student Support Officer & the student's Head of Department,
  - 2<sup>nd</sup> verbal warning (any member of staff or Officer of NCADSU), notify COVID-19 Student Support Officer & HoD,
  - Following a 2<sup>nd</sup> verbal warning, the COVID-19 Student Support Officer will notify Head of Academic Affairs (HoAA) and issue a written warning to student, copying HoD & HoAA

## 5. Stage 2

- 5.1. In a situation where further warnings are required, or in a situation where a student refuses to adhere to NCAD's COVID-19 Protocols, the student's permission to be on-campus will be suspended for 72 hours pending review by the Head of School.
- 5.2. Where a further breach of NCAD's COVID-19 Protocols takes place after a written warning has been issued by the COVID-19 Student Support Officer, the following applies:
- 3<sup>rd</sup> verbal warning (any member of staff or Officer of NCADSU), the person who has issued the warning should notify COVID-19 Student Support Officer & HoD.
  - COVID-19 Student Support Officer will notify the HoAA and issue a notice to the student (copying HoD) that student attendance on campus is suspended for 72 hours pending review,
  - Review by HoS, report to HoAA
    - If finding is that student is not following guidance despite warnings, a Formal Warning sent by HoAA to student re risks of further breaches.
    - If finding is in student's favour, the record will be adjusted accordingly and communicated to the student.
- 5.3. If, at any point, a student *refuses* to adhere to the NCAD COVID-19 Protocols, the student should be informed that the consequence will be an immediate suspension of permission to be on-campus, pending review by the Head of School. The COVID-19 Student Support Officer and Head of Academic Affairs should be notified of the issue immediately, at which point the following applies:
- The student will be informed that their permission to be on campus has been suspended for 72 hours pending review and will be required to leave the campus.
  - Review by HoS, report to HoAA

- If finding is that student is not following guidance despite warnings, a Formal Warning will be sent by HoAA to student re risks of further breaches.
- If finding is in student's favour, the record will be adjusted accordingly and communicated to the student.

## 6. Stage 3

6.1. Once on Formal Warning, a further verbal warning will result in an immediate 72 hour suspension, pending review by HoS. The outcome of that review will be reported to the Head of Academic Affairs. The process is as follows:

- 4th verbal warning (any member of staff or Officer of NCADSU), notify COVID-19 Student Support Officer & HoD.
- COVID-19 Student Support Officer will notify the HoAA and issue a notice to the student (copying HoD) that student attendance on campus is suspended for 72 hours pending review,
- Review by HoS, report to HoAA
  - If finding is that student is not following guidance despite warnings, a Final Warning sent by HoAA to student re risks of further breaches.
  - If finding is in student's favour, the record will be adjusted accordingly and communicated to the student.

## 7. Stage 4

7.1. Once on Final Warning a further verbal warning will result in an immediate suspension for 14 days pending investigation under NCAD's Student Code procedures.

- 5th verbal warning (any member of staff or Officer of NCADSU), notify COVID-19 Student Support Officer & HoD.
- COVID-19 Student Support Officer will notify the HoAA and issue notice to the student (copying HoD) that the student's attendance on campus is suspended pending investigation under NCAD's Student Code.