

# NCAD COVID-19 Handbook

**NCAD COVID-19  
GUIDANCE DOCUMENT - STAFF & STUDENTS**

Version 8

Last Updated: 23 October 2020

# Contents

<b>1. BACKGROUND</b>	<b>4</b>
Overarching Principles	5
<b>2. GENERAL DELIVERY GUIDELINES</b>	<b>6</b>
What Campus life will look like?	6
<b>3. CONSULTATION</b>	<b>8</b>
3.1. The NCAD COVID-19 support team is:	8
3.2. Lead Worker Representatives (LWRs)	8
<b>4. GENERAL HEALTH AND HYGIENE GUIDELINES</b>	<b>10</b>
4.1. What is Coronavirus COVID-19?	10
4.2. Symptoms	10
4.3. How is COVID-19 Spread?	10
4.4. Managing the Risk of COVID-19 on Campus.	11
4.5. Minimising the risk of introduction of the virus onto Campus.	10
4.6. Minimising the risk of spread of the virus on Campus if it is introduced.	12
4.7. Minimising Harm if the virus is introduced and spreads.	12
<b>5. Control Measures to Prevent the Spread of COVID-19</b>	<b>13</b>
5.1. Hand Hygiene	13
5.2. Respiratory Hygiene and Etiquette	14
5.3. Physical (Social) Distancing	14
5.4. Face Coverings	14
5.5. Temperature Checks	15
5.6. General Health	16
<b>6. Maintaining a Safe Campus</b>	
6.1. Staff and Students Responsibilities	17
6.2. Attendance on Campus	18
6.3. COVID-19 Induction Training	18
6.4. At Risk Categories/Groups	18
6.5. Contact Tracing	21
6.6. Contact Logs (Staff)	21
6.7. Contact Control (Students)	22

<b>7 Life on Campus.</b>	<b>23</b>
7.1 Suspected or Confirmed Cases of COVID-19 on Campus	23
7.2 Contact with a Confirmed Case	23
7.3 Self Isolation	24
7.4 Cleaning after a Confirmed Case	24
7.5 Returning to work following COVID-19	24
7.6 Field and Study Trips, Placements and Internships	25
7.7 Wayfinding on Campus	25
7.8 Guidance on Outdoor Settings	25
<b>8. Staff and Student Responsibilities</b>	<b>26</b>
<b>APPENDICES - DETAILED GUIDELINES</b>	<b>29</b>
Appendix A - Hand Hygiene	29
Appendix B - Respiratory Hygiene	32
Appendix C - Displaying Symptoms	33
Appendix D - Symptoms of Coronavirus	34
Appendix E - High Risk/Very High Risk Students Process Map	35
Appendix F - Exceptional Requests From Students Seeking Remote Participation Only	36
Appendix G - COVID-19 Measures: Student Attendance On Campus Policy	37
Appendix H - NCAD's COVID-19 Protocols: Implementation Procedures	39
Appendix I - NCAD Response to Level 3 Restrictive Measures	42
Appendix J - NCAD Response to Level 5 Restrictive Measures	44

# 1. Background

We live in a time of considerable change. Teaching at NCAD is led by the conviction that creative practice not only supports society and individuals to understand the nature and effects of those changes: it plays an important role in shaping the environments in which we live and the cultures we share.

## NCAD Academic Ethos

*In exceptional circumstances that may be with us for some time to come, our shared challenge is to frame a learning experience for our students that reflects our ambition and commitment to ensuring every student has access to a learning experience that is dynamic, resourced and transformative.*

(Strategic Focus 1. Embed BOLD and CURIOUS LEARNING at our core).

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. NCAD's reopening plans are centred on creating the best conditions for learning, in a safe environment for staff and students. We are 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.

In this context, this document seeks to provide assurance to staff and students that the academic environment is safe, and that your interests will be at the forefront of all measures undertaken by the College to maintain academic delivery during the pandemic. While it is anticipated that certain features of the existing public health requirements may change and be lessened as the year progresses, it is also the case that some new measures may be introduced. Mindful of this evolving situation, NCAD must nonetheless plan to deliver our programmes on the basis of the best information currently available to us, and these guidelines are intended to assist in this work. The document will be kept under review ahead of, and during, the 2020/21 academic year, and will be amended as and when necessary.

## Overarching Principles

- We will operate within the parameters of public health and safety advice at all times. Specifically, the Return to Work Protocol and public health guidance, as it develops on a rolling basis, will be adhered to.
- We will endeavour to ensure that it is possible for all students experiencing issues with remote access to achieve the learning outcomes of their programme.
- We will organise student learning so as to maximise the value of time spent on and off Campus.
- Communications with staff and students will be clear, frequent and informative and should endeavour to provide assurance about the measures being taken to protect the health and wellbeing of the community, the quality and integrity of the academic offering, and the protection and reinforcement of the institution's sense of community.
- NCAD will endeavour to maintain an inclusive approach in the delivery of our programmes, and **ensure** that all measures introduced to combat COVID-19 will be proportionate and designed to protect the needs and interests of the entire student cohort.
- There are a multitude of tools, practices and procedures that combine to protect the health and welfare of all at NCAD. NCAD must balance the various tools, practices and procedures available to us to maximise our commitment to health and safety and to deliver an appropriate learner experience. This necessitates a risk-based approach to operations and academic delivery.
- NCAD is best placed to evaluate the needs of its staff and students, and the possibilities and limitations of its facilities and resources, in delivering its academic portfolio.

## 2. General Delivery Guidelines

### **What learning will look like?**

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. A close analysis of our Campus shows that approximately half of our students can be on Campus at one time (a health & safety constraint), therefore our teaching and learning environment is being re-designed to encompass on-campus and off-campus teaching and learning in equal measure. Attendance on Campus is subject to Government Guidelines.

Supporting peer-to-peer learning is vital to the kind of creative practice that students undertake at NCAD and will be built into our on-campus and off-campus teaching and learning structures. Wherever possible, content will be delivered in a way that can be accessed remotely and available asynchronously.

Subject to Government Guidelines, under the blended learning model being developed at NCAD, students can expect to be on Campus for at least two days every week, with additional time on a third day in some weeks.

NCAD recognises that scientific knowledge about the COVID-19 virus is steadily growing and that, in response, public health measures to combat it are subject to constant review and adaptation. In this context, the parameters for planning and delivering the 2020/21 academic year are necessarily fluid and will change over time.

All time on Campus will be scheduled time – including participation in clubs and societies.

### **What Campus life will look like?**

The College Management Team and the NCAD Students' Union are working together to map the needs of the Union's clubs and societies – kinds of space, kinds of activity – to identify what it will be possible to support on the Campus, and to put in place processes and protocols to ensure that it is possible for the Students' Union to continue to offer their services to our students, subject to Government Guidelines.

Detailed plans are being put in place to support the induction of students, addressing health and safety, learning and teaching, student support services, learning support, NCAD's Edward Murphy Library, student life, and Smart Consent.

Training will be provided to staff and students — including specifically tailored COVID-19 induction programmes for students, academic staff, support staff, and management — to help

the College community adjust to the altered Campus experience, and to support the wellbeing of all members of that community.

NCAD will adopt a range of measures based on a formal risk assessment of the type and requirements of the learning environment for each cohort of students. These measures may include:

- Curtailing the entry of the virus into circulation in the community and isolating potential cases in a proactive manner;
- Putting in place procedures for the provision of learning to those at risk and unable to enter the physical environment;
- Ongoing communications to promote appropriate social behaviour including in relation to non-attendance when symptomatic; hygiene and hygiene etiquette; social distancing behaviour; and broader awareness on expectations of community behaviour and incident reporting;
- Creating protocols on contact tracing and virus spread prevention;
- Creating a formal policy on student activities and events that supports social distancing norms and appropriate measures for their enforcement;
- Physical redesign of the spatial layout to minimise social contact where students are in transit;
- The application of social distancing in the studios/workshops and seminar rooms based on the needs of the discipline and the physical environment. Based upon institutional risk assessments, the nature of any classroom / studio / workshop activity has been reviewed to ensure the appropriateness of the size of the group.

For information on the Edward Murphy Library, Student Services and Supports in the Academic Year 2020/21 please view the [Return to Campus Guide](#).

## 3. Consultation

NCAD's response to COVID-19 has had to be dynamic and rapid. Which could only have been achieved by massive levels of support from all staff. Dynamism and agility will continue to be required over the coming year, and key elements of that requirement is the need for clear lines of communication and consultation.

Structures that are in place are:

- An Bord
- College Management Team
- COVID-19 Teaching & Learning Team
- College Critical Response Team
- Departmental consultation
- Lead Worker Representative Group

### 3.1 The NCAD COVID-19 support team is:

COVID-19 Manager, Julia Doherty

Email: [dohertyj@staff.ncad.ie](mailto:dohertyj@staff.ncad.ie)

Tel: +353 (0)86 032 7724

COVID-19 HR Support Officer, Ornait Woodley

Email: [covid-hr@staff.ncad.ie](mailto:covid-hr@staff.ncad.ie)

Tel: +353 (0) 86 067 6497

COVID-19 Student Support Officer, Emma Coen,

Email: [studentcovidmanager@staff.ncad.ie](mailto:studentcovidmanager@staff.ncad.ie)

Tel: +353 (0)86 066 9162

### 3.2 Lead Worker Representatives (LWRs)

In accordance with the requirements of the 'Return to Work Safely Protocol' issued by the Department of Business, Enterprise and Innovation, NCAD will appoint at least one lead worker representative whose role is to work collaboratively with the management of NCAD to assist in the implementation of NCAD and other protocols and monitor adherence to these protocols to prevent the spread of COVID-19. The individuals undertaking the role have received the necessary training and have been co-opted to and form part of the college response structure. They will assist in ensuring maximum effectiveness in the college response in preventing the spread of the virus on Campus and in ensuring on behalf of their colleagues the safety, health and welfare of NCAD staff and students.



Cooperation between Staff Members, the LWRs and the College is fundamental to ensuring that the measures are adhered to. The Department of Public Expenditure and Reform has published Guidance (DPER Guidance) and FAQs for Public Service Employers during COVID-19 (updated 15th June 2020, 30th July 2020 and 28th September 2020) which clarifies the role of the lead worker representative in a public sector context. General details on the role of Lead Worker Representatives can be found below:

Lead worker representative(s) should;

- Work collaboratively with the employer to ensure, so far as is reasonably practicable, the safety, health and welfare of employees in relation to COVID-19;
- Promote good hygiene practices such as washing hands regularly and maintaining good respiratory etiquette along with maintaining social distancing in accordance with public health advice;
- Assist with the implementation of measures to suppress COVID-19 in the workplace;
- Monitor adherence to measures put in place to prevent the spread of COVID-19;
- Consult with colleagues on matters relating to COVID-19 in the workplace;
- Make representations on behalf of their colleagues on matters relating to COVID-19 in the workplace.

## 4. General Health and Hygiene Guidelines

### 4.1 What is Coronavirus COVID-19?

Coronavirus COVID-19 is a new illness that can affect lungs and airways. It is caused by a new (novel) Coronavirus called Coronavirus SARS-CoV-2. Current evidence suggests that the virus is significantly more infectious than the flu that circulates every winter. Viruses can be easily spread to other people and patients are normally infectious until all the symptoms have gone.

### 4.2 Symptoms

Common symptoms may include;

1. A cough - this can be any kind of cough, not just dry;
2. Shortness of breath or breathing difficulties;
3. A fever (high temperature - 38 degrees Celsius or above);
4. Loss or change to your sense of smell or taste – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal.

Regular updates can be found on the HSE website: [HSE COVID-19 Updates.](#)

### 4.3 How is COVID-19 Spread?

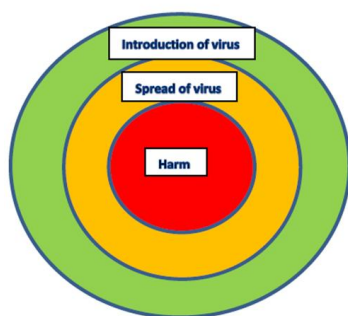
You can get the virus if you come into close contact with someone who has the virus. It is spread through droplets that come from your nose and mouth. For example, from someone who is talking loud, singing, shouting, coughing or sneezing.

You can also get the virus from surfaces, for example, when someone who has the virus sneezes. Droplets containing the virus can fall onto surfaces around them. If you touch that surface and then touch your eyes, nose or mouth, you could become infected too.

Please refer to the HSE for further guidance: [HSE COVID-19 Guidance.](#)

### 4.4 Managing the Risk of COVID-19 on Campus

- A. Minimising the risk of introduction of infection onto Campus.
- B. Minimising the risk of spread of the virus on-campus.
- C. Minimising the associated harm if introduction and spread on-campus happens.



#### 4.5 Minimising the risk of introduction of the virus onto Campus

The public health advice makes clear that: “.. the most critical part of managing the risks of COVID-19 related to schools/colleges is doing everything practical to avoid introduction of COVID-19 into the school. If the infection is not introduced it cannot spread.”

This is the most critical control measure available to us as a community. Our aim as a learning community should be to restrict the introduction of COVID-19 on Campus. The management of this risk is dependent on the behaviour and actions of all of us at all times. If individual members of the community minimise their risk of exposure to COVID-19 in their life off Campus, this reduces the likelihood that they become infected and reduces the risk that they introduce the virus onto Campus. We strongly encourage all of us to follow Government Guidelines on COVID-19 and be vigilant at all times to the risk of COVID-19 and how it spreads.

Control of access to the Campus and in particular to indoor spaces within the Campus is vitally important. If all staff and students scrupulously observe the guidance to absent themselves from the Campus if they have any symptoms that suggest that they may have COVID-19 and/or if they have been identified as Contacts of someone with COVID-19, this greatly reduces the risk of the introduction of the virus to Campus. Likewise, individuals should leave the Campus promptly if they have any cause to suspect that they are developing symptoms that suggest COVID-19.

#### 4.6 Minimising the risk of spread of the virus on Campus if it is introduced

(including pre-symptomatic and asymptomatic COVID-19)

We have all lived with COVID-19 over the last 6 months, we are familiar with the key tenets of infection control.

- **Do Not** attend college if you are displaying symptoms.
- Hand Hygiene (see appendix on Washing Hands).
- Respiratory Etiquette (see appendix on use of P.P.E.).
- Social Distancing (see section on social distancing).
- Use of face coverings across the Campus (see section on face covering).

See Section 5 detailed discussion of each topic.

The key challenge to us all is pre-symptomatic and asymptomatic COVID-19 cases which are difficult to identify. The best method of control for cases with no symptoms is to assume everybody you meet has COVID-19 and maintain the above standards.

#### **4.7 Minimising harm if the virus is introduced and spreads**

There are three key elements to managing the risk of harm to members of the NCAD community if the virus is introduced and spreads. The first is the vulnerability of 'High Risk' individual members of the community to develop the disease. We will ensure that appropriate arrangements are in place whereby staff or students who are vulnerable can declare this and take additional precautions. Staff and students who are in high risk groups, or are otherwise vulnerable, will be supported to attend Campus and participate in face-to-face teaching and learning activities and or remotely where deemed necessary (See Section 6.4).

The second key element of reducing risk of harm is that NCAD has processes in place to identify as rapidly as practical if there is any evidence of spread of COVID-19 on Campus and have a plan to respond appropriately. This is set out in the control for isolation and cleaning control measures. The final element of harm reduction is timely access to good medical care for anyone who becomes infected. Staff and students are guided to contact their own GP, by telephone, as soon as possible if they are displaying symptoms.

## 5. Control Measures to Prevent the Spread of COVID-19

### REMEMBER THE FOLLOWING

#### Do Not Come on Campus

If you have:

- a temperature of 38°C or more.
- a new cough, loss or changed sense of smell or taste or shortness of breath.
- been living with or in close contact with someone who is unwell and may have COVID-19.

#### Prevention of Spread

It is advised to follow the HSE guidelines to prevent the spread of COVID-19. Please refer to the following HSE link for up-to-date guidance: [HSE COVID-19](#). There is currently no vaccine to prevent infection with the virus, so the following requirements must be observed:

#### 5.1 Hand Hygiene

All Staff and Students must:

- Wash their hands before leaving home and on arrival on Campus. Ensure they are familiar with and follow hand hygiene guidance. Videos on hand washing are available to view and download; (this forms part of the COVID-19 inductions for staff and students).
- Wash their hands with soap and water or with an alcohol-based hand rub regularly; if you are using naked flames the advice is to wash hands using non alcohol hand gel.
- Avoid touching eyes, mouth or nose.
- Do not share objects that touch the mouth, e.g. bottles, cups, pens etc.

Please read and follow the HSE guidelines for hand hygiene: [HSE Hand Hygiene Guidance](#).

## 5.2 Respiratory Hygiene and Etiquette

All Staff and Students must:

- Adopt good respiratory hygiene and cough etiquette.
- Cover their nose and mouth with a tissue when coughing and/or sneezing and dispose of used tissue (If no tissues are available, cough or sneeze into the inner elbow rather than into the hand).
- Keep contaminated hands away from the eyes and nose.
- Carry out hand hygiene after coughing or sneezing.

## 5.3 Physical (Social) Distancing

Physical distancing is an important part of the country's delay strategy to slow the spread of COVID-19 and to limit transmission of the virus. It does this by minimizing contact between healthy individuals and potentially **asymptomatic** (showing no symptoms), **pre-symptomatic** (before showing any symptoms), or mildly symptomatic individuals. In Ireland, this advice has proven to be effective in reducing the incidence of the virus and protecting those most at risk in Irish society.

The current health advice, as reflected in this control, is that the recommended distance to be maintained between people to minimise risk of transmission is **2 metres**. Higher education and further education facilities are advised that physical distancing of **2 metres** be maintained and teaching space should be laid out and managed in order to safeguard the health of both staff and students in this context. However, there are many situations where tuition and technical demonstration can only be realistically delivered with less than 2m distance between staff and students. The instances where less than 2m distancing is a necessity have been identified by the risk assessment process and mitigating actions should be documented in the Departmental Standard Operating Procedures. Less than 2m social distancing is permitted and should proceed, provided both staff and students take appropriate mitigation measures such as the following:

- a. As in all circumstances, good hand hygiene and cough/sneeze etiquette is of paramount importance.
- b. Face coverings are mandatory across the Campus.
- c. Physical contact should be avoided.
- d. The maximum number of people allowed in a studio, workshop or classroom will be in accordance with the prevailing public health guidance and will be clearly labelled on the room door.

We must ensure staff, students and contractors maintain physical (social) distancing insofar as possible while working, when using offices, workshops, laboratories, toilets, canteens, etc.

NCAD also promotes social distancing when travelling to and from work (public transport, personal vehicles, etc.) and in the daily lives of staff and students, in order to limit exposure.

## 5.4 Face Coverings

Face Coverings **are mandatory across the NCAD Campus**. Additionally, it is currently a public health requirement that face coverings are mandatory for passengers on public transport and in retail settings (July 2020) and they are recommended in other situations where it is difficult to practice physical (social) distancing in crowded indoor public places.

Appropriate face coverings are defined by the HSE as:

### Face Coverings:

These are defined as a piece of material that can be secured around the face to cover the nose and mouth. A covering will be suitable if it can tie comfortably around your head, cover your nose and mouth, and allow you to breathe easily. Information regarding face coverings, how to use them and how to make them including a range of videos are included in the following link: [HSE Face Covering Guidance](#).

### Face Shields/Visors:

A face shield or visor is a special type of clear plastic visor. It is different to a face mask, as it doesn't simply cover the nose and mouth, but rather the entire face. In an education setting, the benefits of a face shield will be that the students will be able to see the lecturer's mouth when speaking, thus assisting students who use lip reading to assist them, additionally face shields have less of an impact on voice projection than that which occurs with face coverings. However, face shields on their own do not provide the same level of protection to that provided by face coverings. It is advised that face shields should be used in conjunction with face coverings in the relevant circumstances.

### **College Policy on Face Coverings:**

NCAD requires that all staff and students will wear face coverings at all times on Campus. This includes but is not limited to outside spaces, classrooms, studios, workshops, the library and common circulation and seating areas, and specifically in instances and areas where very close contact cannot be avoided. They can be removed inside while eating at your desk and at a 2m social distance from those around you; and when smoking or seated at the screened benches when outside. Other than these exceptions they must be worn for the duration of the day. It should be noted that the wearing of face coverings is an additional measure to other public health guidelines which must also be followed such as hand washing, respiratory etiquette and physical distancing requirements (where possible) and is not a substitute for correct working practices.

Face coverings can be removed inside in the following occurrences only:

- While eating or drinking as long as you are seated and 2m socially distanced.
- When in an office, or equivalent space on your own.

NCAD and public health advice also acknowledges that face coverings are not suitable for all individuals, for example those with breathing problems or with special needs. Staff and/or Students who are not in a position to wear face coverings should give consideration as to

visors. Advice from the HSE on the safe use of face coverings can be found: [HSE Face Covering Guidance](#).

Students with personal queries regarding the use of face coverings or visors should contact COVID-19 Student Support Officer, Emma Coen, at [studentcovidmanager@staff.ncad.ie](mailto:studentcovidmanager@staff.ncad.ie).

Staff with personal queries should contact Ornaith Woodley, COVID-19 HR Support Officer, at [covid-hr@staff.ncad.ie](mailto:covid-hr@staff.ncad.ie), Tel: +353 (0) 86 067 6497.

### **Personal management**

It is the responsibility of each student/staff member to manage and maintain your own personal face coverings (NCAD will supply coverings to staff members). NCAD recommends washable and reusable over disposable face coverings, in either selection you will need to ensure you have a stock of these products ready for use for the duration of your time on Campus.

### **What constitutes a face covering and Correct Usage**

The minimum requirements for face coverings is that it covers your mouth and nose, is constructed from a tightly woven textile, or similar material and can be worn comfortably for extended periods. For students, face coverings can be constructed from materials you have at home, such as t-shirts or bed linens or purchased from a store.

For staff on Campus, NCAD will be providing reusable fabric face masks. Rosie O’Gorman, Head Attendant will provide you with reusable face coverings appropriate to your time on Campus. PPE can be collected from the attendants’ desk in the building you work.

Face coverings must be changed daily, kept clean and comfortable enough that you can wear for an extended period of time without having to re-adjust.

### **5.5 Temperature Checks**

Current guidance is that temperature checking is an ineffective method of controlling the spread of the virus and it does not form part of the public health advice in Ireland at this time. It also risks creating unnecessary bottlenecks or congregations of staff and students particularly at the entrances to buildings on Campus. There may additionally be some concerns regarding Data Protection and the use of mandatory temperature checking. In accordance with the Guidance, NCAD is not introducing temperature checking until such time as instructed by the public health advice to do so.

### **5.6 General Health**

Students who are living away from home whilst attending NCAD are strongly advised to register with a GP Practice in the area where they are resident in Dublin. This may be the NCAD GP Practice, Generation Health: [www.generationhealth.ie](http://www.generationhealth.ie).



## 6. Maintaining a Safe Campus

### 6.1 Staff and Students Responsibilities

It is recommended that **all** staff and students must keep themselves updated on the latest advice from the Government and the HSE. We should aim to co-operate in complying with, and maintaining the control measures that have been put in place to prevent the spread of the virus and staff and students must report issues or concerns that they may have through the appropriate mechanisms. We are reliant on all staff and students to self-monitor for signs and symptoms of COVID-19.

As per HSA Return To Work Protocols, **staff** are required to complete a '[Return to Work Declaration](#)' form, which will be used to assess staff health and risk category, at least 3 days before they return to Campus. At any time, staff must declare any changes to their declaration immediately to the COVID-19 HR Support Officer at [covid-hr@staff.ncad.ie](mailto:covid-hr@staff.ncad.ie). In addition to this declaration, staff are required to complete the online [HSA 'Return to Work Safely Induction'](#) training and obtain a certificate of completion for this training before they return to Campus. This training certificate must be sent to the COVID-19 HR Support Officer on [covid-hr@staff.ncad.ie](mailto:covid-hr@staff.ncad.ie).

Students are asked to complete the [NCAD 'Student Return to Campus Declaration'](#), an online declaration, prior to attending Campus and **may not attend** Campus if any of the answers to the questions indicate a risk to others. If you are unsure whether or not you are in an 'at-risk' category, please check the information at the link: [HSE Guidance re At Risk Groups](#). Students **must complete** this Declaration before returning to Campus. Any questions relating to the Declaration should be directed to the COVID-19 Student Support Officer on [studentcovidmanager@staff.ncad.ie](mailto:studentcovidmanager@staff.ncad.ie).

Please note it is imperative that staff and students declare any changes to the declaration made to their relevant COVID-19 Officer.

Students should be reminded at the start of each session that they should leave if they have symptoms of COVID-19 or if they are a 'close contact' of a person that has been diagnosed with COVID-19.

## 6.2 Attendance on Campus

**For staff** and on the basis of the needs of the college and of each Faculty and Department, each Manager will identify the roles where attendance on Campus on either a full or partial basis is essential. This will be discussed individually with each staff member involved. Weekly lists of staff attendance on Campus need to be submitted by Heads of Department/Line Managers to the HR COVID-19 Support Officer on the Thursday prior to each week. This is in order to monitor appropriate occupancy levels on Campus and to assist with contact tracing. Academic Staff Members/Technical Officers will attend on Campus for the delivery of timetabled teaching and learning as well as for scheduled preparation of remote teaching elements. Staff attendance on Campus at times not timetabled for on-campus teaching and learning is to be agreed with your Head of Department/Line Manager.

**Students** will be provided with a timetable indicating those periods where attendance on Campus is scheduled and where remote study will be provided. Students must adhere strictly to their timetables. Students should not attend on Campus on days or times that they are not timetabled there. Students who are unable to attend on Campus in accordance with their timetables must discuss this with the relevant Head of Department.

Students are asked not to visit studios or workshops that they are not timetabled to be in.

## 6.3 COVID-19 Induction Training

The return to Campus process for staff and students includes mandatory viewing of COVID-19 inductions videos. This is an important preparation for returning to Campus that must be completed by all.

Departmental meetings need to be held by Heads of Departments/Line Managers to brief staff on COVID-19 protocols and Standard Operating Procedures in their area.

Students will be given Departmental level COVID-19 inductions on their first day on Campus.

## 6.4 At Risk Categories/Groups

### High Risk/Very High Risk Staff

The HR department have requested staff who are at “high” or “very high” risk of infection with COVID-19, [as defined by the HSE](#), to alert them of their condition so that arrangements can be put in place to enable them to continue to work either remotely or on Campus, where it is safe to do so and to minimise or eliminate the risk of workplace transmission.

The details submitted to HR are strictly confidential, only the fact that a staff member is in an “at risk” group will be disclosed to the relevant line manager or head of department. Where a staff member falls into the “Very High risk groups” then a specific assessment will be carried out for them in relation to their concerns in accordance with national protocols.

In accordance with the DPER FAQs, Staff Members falling into the high risk category should attend work where their role is identified as requiring attendance on Campus. In accordance with HSE advice, staff members in the high risk category should take extra care to practice physical (social) distancing where possible and wash their hands regularly and properly and under the NCAD protocols, wear a face covering on Campus.

Where a staff member identifies to the HR Department that they consider themselves to be in the “very high risk” category, an assessment by the college’s Occupational Health service will be requested to determine the nature of the risk and the accommodations that may need to be made. Where possible staff members in the “very high risk” category will be facilitated to work from home to the maximum extent possible. Where a staff member is very high risk and working from home in their current role is not feasible, they may be assigned work outside their usual core duties and/or given a new role with no change to their existing terms and conditions of employment.

Employees who live with a very high risk individual should attend the workplace and should follow the HSE guidelines to protect themselves and to minimise risk of transmission. The implementation of the Return to Work Safely Protocol is intended to minimize the risk of transmission in the workplace.

The list of people in high risk groups includes people who:

- are over 60 years of age.
- have a learning disability.
- have a lung condition that's not severe (such as [asthma](#), [COPD](#), emphysema or bronchitis).
- have [heart disease \(such as heart failure\)](#).
- have [high blood pressure \(hypertension\)](#).
- have [diabetes](#).
- have chronic kidney disease.
- have liver disease (such as hepatitis).
- have a medical condition that can affect your breathing.
- have cancer.
- have [clinically stable cystic fibrosis](#).
- have a [weak immune system \(immunosuppressed\)](#).
- have cerebrovascular disease.
- have a condition affecting your brain or nerves (such as Parkinson's disease, motor neurone disease, multiple sclerosis, or cerebral palsy).
- have a problem with your spleen or have had your spleen removed.
- have a condition that means you have a high risk of getting infections (such as HIV, lupus or scleroderma).
- are [taking medicine that can affect your immune system \(such as low doses of steroids\)](#).
- have [obesity](#).
- are residents of nursing homes and other long-stay settings.

- are in specialist disability care and are over 50 years of age or have an underlying health problem.

### **What to do if you're at high risk**

Take extra care to follow the advice on how to protect yourself from COVID-19.

This means:

- staying at home as much as practicable.
- [social distancing](#).
- limiting your social interactions to a very small network for short periods of time.
- [washing your hands regularly and properly](#).

You do not need to [self-isolate](#) unless you have [symptoms of COVID-19](#).

### **High Risk/Very High Risk Students**

At registration, all students are being asked to flag if they are high risk or very high risk ([according to HSE guidelines](#)) and if they are cohabiting with someone who is high risk or very high risk. The COVID-19 Student Support Officer will ask these students to complete a [COVID-19 Extenuating Circumstances Form](#). Evidence in the form of a note from their GP may be required.

In the case of high risk students, the COVID-19 Student Support Officer will notify the student's Head of Department, who will arrange a meeting with the student and lead tutor. The priority for high risk students is to facilitate on-campus learning. Where on-campus learning cannot be facilitated, off-campus learning will be enabled, if possible. A request to defer will be considered if the other options are not workable. After meeting with the student, the Head of Department will report back to the COVID-19 Student Support Officer on the outcome. The final decision regarding requests for deferral will be taken by the Head of Academic Affairs in consultation with the College Management Team.

In the case of very high risk students, the COVID-19 Student Support Officer will notify the Head of Academic Affairs, who will arrange a meeting with the student, Head of Department, COVID-19 Student Support Officer and their lead tutor. The priority for very high risk students is to facilitate off-campus learning. If off-campus learning is not feasible, deferral will be recommended. The final decision regarding deferral will be taken by the Head of Academic Affairs in consultation with the College Management Team. See Appendix E on High Risk/Very High Risk Students Process Map.

In exceptional circumstances, students who do not belong to the high risk/very high risk groups may seek to pursue their programme of study for a Trimester through remote participation only. It is important to note that such requests will be approved in exceptional circumstances only, and where the relevant programme leaders are confident that the student's learning can be effectively supported in that Trimester. Requests for remote participation only must be:

1. Made at the start of the Trimester using the [Exceptional Circumstances \(COVID-19\) Form](#).
2. Submitted by the relevant deadline (given on the form).

The process through which such requests will be considered is outlined in Appendix F. Where a request is approved, the student will not be eligible to come on-campus to participate in scheduled classes but must access those classes remotely.

### **6.5 Contact Tracing**

Contact tracing is the key tool to minimising the spread of infection following a suspected or confirmed case. To be effective it does need to be efficient and accurate. The HSE has developed a COVID-19 Tracker App to assist in the control of the virus nationally. Staff and Students are strongly recommended to download and use this App. Details of the App can be found here: [COVID-19 Tracker App](#).

Following recommendations from the Department of Education and Skills in relation to the maintenance of contact logs, institutions are requested to advise staff and students to ensure they keep records of instances where they have been in close contact with other individuals. This will be facilitated through the keeping of class attendees lists and timetabling information in respect of students. Staff and students attending face-to-face meetings should keep their own record of such meetings and the attendees to facilitate close contact tracing if necessary. It should be noted that NCAD will not conduct any form of Contact Tracing, this will be carried out by the HSE or by agencies on behalf of the HSE. NCAD will provide details from timetables, class attendee lists and other contact logs to the HSE for the purposes of contact tracing.

To assist contact tracing, daily attendance sheets need to be maintained by each Department using a template provided. These should be uploaded daily by each Department into a shared google drive to ensure the information is available overnight if required.

### **6.6 Contact Logs (Staff)**

All staff members must maintain a Contact Log on a daily basis while attending on Campus and must retain this for potential future contact tracing. This Log must be held within each Department for onward transmission to the HSE in the event that the staff member becomes unwell due to COVID-19 and/or is identified as a close contact of a COVID-19 patient. Staff are strongly recommended to download and use this App. Details of the App can be found here: [COVID-19 Tracker App](#).

Neither the staff member themselves and/or the HR Department should make direct contact with individuals listed on the Contact Log, this is entirely a matter for the HSE.

### **6.7 Contact Control (Students)**

Students are strongly recommended to download and use the [COVID-19 Tracker App](#) developed by the HSE to assist in the control of the virus nationally. Timetable, personal logs and Tracker App are the primary Contact Tracing mechanism for students. All of these details will be provided to the HSE on request and in the event of a declaration by a student becoming unwell due to COVID-19 and/or is identified as a close contact of a COVID-19 patient.

Neither the student themselves and/or any NCAD Staff member should make direct contact with individuals who may be close contacts, this is entirely a matter for the HSE.

## 7. Life on Campus

### 7.1 Suspected or Confirmed Cases of COVID-19 on Campus

If possible, the **staff member or student** should go home as quickly as possible without using public transport, but not without notifying their **Line Manager or Head of Department** or the most senior staff member available in their work area (by phone). For **staff** they should additionally contact the COVID-19 HR Support Officer on [covid-hr@staff.ncad.ie](mailto:covid-hr@staff.ncad.ie) or Tel: +353 (0) 86 067 6497 and for students they should contact COVID-19 Student Support Officer on 353 (0)86 066 9162 or [studentcovidmanager@staff.ncad.ie](mailto:studentcovidmanager@staff.ncad.ie).

From their home, **staff or student** should contact their own GP, by telephone, as soon as possible.

Where the affected **staff member or student** is **not able to go home** and not able to remain in isolation at their current location, they will be directed to the designated isolation room (the **Orpen Room** off the Concourse). They do not need to be accompanied but if they are both parties should wear face coverings, maintain 2 m social distancing and avoid high touch surfaces. They will be met in the Isolation Room by the appropriate member of the COVID team and the most appropriate method for the affected staff member/student to leave the Campus. NCAD will arrange and cover the cost of taxis where required. The Isolation Room is equipped with appropriate protective equipment including a face mask, gloves, disposable apron and face shield/eye protection. The Isolation Room will be cleaned and disinfected after the patient has left.

Additional isolation rooms will be identified and notified as required and where necessary for each building.

The COVID-19 Student Support Officer or COVID-19 HR Support Officer will remain in contact with the staff member or student following their departure to advise of the appropriate next steps and protocols for returning to Campus.

### 7.2 Contact with a Confirmed Case

If a confirmed case of COVID-19 is identified on Campus, the HSE will be notified and the college will follow their guidance with regards to close contacts. For these reasons, it is important for **staff and students** to maintain the relevant contact logs and to download and use the [HSE COVID-19 Tracker App](#). Subject to the guidance received from the HSE, those who have had close contact may be asked to work and/or study at home for 14 days from the last time they had contact with the confirmed case and follow the restricted movements guidance set out by the HSE.

All affected **staff** cases will be followed up by the HR Department and the appropriate leave arrangements will be put in place: [NCAD COVID-19 Special Leave](#).

All affected **student** cases will be followed up by the COVID-19 Student Support Officer. If the person develops new symptoms or their existing symptoms worsen within their 14-day observation period, they should call their GP for reassessment.

### 7.3 Self Isolation

Self-isolation means staying indoors and completely avoiding contact with other people. This includes other people in your household, as much as possible.

You will need to self-isolate:

- if you have symptoms of COVID-19.
- while you wait for a test appointment and your test results, if you have symptoms of COVID-19.
- if you are being tested as a close contact of a confirmed case of COVID-19.
- if you have had a positive test result for COVID-19.

### 7.4 Cleaning after a Confirmed Case

Where a confirmed case has spent sufficient time in any office or area that is likely to require sanitation, this will be carried out according to the guidance from the HSE and for environmental cleaning in non-healthcare facilities HSE Cleaning Guidance.

### 7.5 Returning to work following COVID-19

The HSE advises that in confirmed COVID-19 infection cases an individual needs to be 10 days post onset of symptoms and also 5 days fever free (which may run concurrently) before returning to the workplace. Please note that the 10 days is from onset of symptoms and not the date of receiving a positive COVID-19 test result.

Staff should not return to Campus following self isolation or restricted movements without contacting the COVID-19 HR Support Officer first to arrange their return to work (covid-hr@staff.ncad.ie). Please note that the Department of Education & Skills Circular, 0051/2020, relate to a return to work on Campus ([https://www.education.ie/en/Circulars-and-Forms/Active-Circulars/cl0051\\_2020.pdf](https://www.education.ie/en/Circulars-and-Forms/Active-Circulars/cl0051_2020.pdf)). These arrangements do not preclude staff members from returning to work at home at an earlier stage if this is feasible, depending on the situation of each case. However, staff members should seek appropriate advice from their GP regarding returning to work at home following any illness.

Staff Members applying for special leave with pay arising from COVID-19 will be required to complete a self-declaration form and return this to the HR Department.



**Students should not return to Campus until they have completed a new Return to Campus Declaration and are given confirmation by the COVID-19 Student Support Officer to do so.**

### 7.6 Field and Study Trips, Placements and Internships

Guidance provides that:

*“Educational trips and field work, where there is not an overnight accommodation aspect and where physical distancing can be maintained, may be undertaken but will require individual risk assessment on a case-by-case basis by institutions. It will be necessary to keep a record of attendance and of close contact groups.”*

It is a matter for each programme in consultation with the relevant Head of Department and/or Head of School to determine the appropriateness of field and study trips, placements and internships and to carry out the required risk assessments.

International field and/or study trips are currently **prohibited** from the college until further notice.

### 7.7 Wayfinding on Campus

Over the summer we have done extensive work to prepare the Campus for the return to teaching for staff and students. An individual risk assessment has been conducted for each department. Based on these assessments, and the current public health guidelines, physical work has been done throughout the Campus. This includes;

- Signage in all buildings to remind you of the measures in place.
- Floor marking as a guide to where you should walk, and to encourage separation.
- One-way systems in places, to increase separation.

We ask that you maintain social distancing when entering and leaving indoor spaces. Please do not congregate close together outside College buildings in advance of entering. When entering and leaving, please do so calmly and with a 2 metre separation, and avoid touching surfaces as much as possible.

### 7.8 Guidance on Outdoor Settings

It is generally accepted that your risk of catching the COVID-19 is much lower outdoors than indoors, wind currents tend to disperse germs in the air quickly, which makes it less likely you'd inhale a large quantity of viral particles in the open air and catching COVID-19 requires exposure to the virus over a period of time. However this does not mean the risk is eliminated and personal responsibility will be important to maintain social distancing outdoors. We **discourage groups from gathering in large numbers**. We ask you to avoid any social activity which is not compliant with the public health advice. Please maintain social distance and respiratory etiquette outdoors. Please do not congregate on benches, seats or on any other seated area.

## 8. Staff and Student Responsibilities

**At NCAD  
we ask that you:**



**PLEASE  
WEAR A FACE  
COVERING**



**PLEASE KEEP  
YOUR SOCIAL  
DISTANCE**



**REMEMBER TO  
SANITISE YOUR  
HANDS REGULARLY**



**REMEMBER  
TO RESPECT  
EACH OTHER**

## 8.1 Staff Responsibilities

Adhere to the College COVID-19 Handbook and the control measures outlined.

- Complete the [Return to Work \(RTW\) Form](#) available from HR before they return to work.
- Must inform the HR Department if there are any other circumstances relating to COVID-19, not included in the form, which may need to be disclosed to facilitate their safe return to the workplace.
- Must complete [COVID-19 Induction Training](#) and any other training required prior to their return to Campus life.
- Must be aware of, and adhere to, good hygiene and respiratory etiquette practices.
- Wear a face covering whilst on Campus at all times.
- Be aware of, and adhere to good hygiene and respiratory etiquette practices and ensure that physical distancing is maintained.
- Coordinate and work with their colleagues to ensure that physical distancing is maintained.
- Make themselves aware of the symptoms of COVID-19 and monitor their own wellbeing.
- Self-isolate at home and contact their GP promptly for further advice if they display any symptoms of COVID-19.
- Don't attend Campus if they have symptoms of COVID-19 under any circumstances.
- If they develop any symptoms of COVID-19 whilst at NCAD they should adhere to the procedure outlined above.
- Keep informed of the updated advice of the public health authorities and comply with same.

## 8.2 Student Responsibilities

Adhere to the College COVID-19 Handbook and the control measures outlined.

- Complete the [Return to Campus Student Declaration Form](#) before 12pm on Thursday 1st October.
- Complete the COVID-19 Induction Training listed on the [Return to Campus Student Declaration Form](#).
- Engage with the COVID-19 Student Support Officer ([studentcovidmanager@staff.ncad.ie](mailto:studentcovidmanager@staff.ncad.ie)) if you have indicated High Risk or Very High Risk during registration. If you indicated High Risk or Very High Risk you will be contacted by the COVID-19 Student Support Officer who will advise you on the procedures you will need to follow.
- Wear a face covering whilst on Campus at all times.
- Be aware of, and adhere to good hygiene and respiratory etiquette practices and ensure that physical distancing is maintained.
- Make yourself aware of the symptoms of COVID-19 and monitor your own wellbeing.
- Self-isolate at home and contact your GP promptly for further advice if you display any symptoms of COVID-19, and keep the COVID-19 Student Support Officer updated on your status ([studentcovidmanager@staff.ncad.ie](mailto:studentcovidmanager@staff.ncad.ie)).
- Do not return to or attend Campus if you have symptoms of COVID-19 under any circumstances.
- Do not return to Campus after displaying symptoms or becoming a close contact until you receive confirmation from the COVID-19 Student Support Officer.

- Contact the COVID-19 Student Support Officer if you develop any symptoms of COVID-19 whilst on the NCAD Campus ([studentcovidmanager@staff.ncad.ie](mailto:studentcovidmanager@staff.ncad.ie)).
- Keep yourself informed of the updated advice of the public health authorities.
- Download and use the [free HSE Contact Tracing App](#) (compatible with Android and Apple phones), which will facilitate and speed up contact tracing in the event of a COVID-19 case within the NCAD Community.
- Stay in studios as timetabled and do not move around Campus.
- Do not congregate on seats, benches or any other seating area. Maintain social distancing outdoors.

**APPENDICES -  
DETAILED GUIDELINES**  
**Appendix A - Hand Hygiene**



**Protect yourself and others  
from getting sick**

**Wash your hands**

- after coughing or sneezing
- when caring for the sick
- before and after you prepare food
- before eating
- after toilet use
- when hands are visibly dirty
- after touching cuts, blisters or any open sores
- you can use alcohol hand rub, if hands are not visibly dirty

**RESIST**

[www.hse.ie/handhygiene](http://www.hse.ie/handhygiene)



# Coronavirus **COVID-19**



Coronavirus  
**COVID-19**  
Public Health  
Advice

**To protect yourself and others  
you need to wash your hands  
with soap and water**



Wet your hands with water and apply soap



Rub your hands together until the soap forms a lather



Rub the top of your hands, between your fingers and under your fingernails



Do this for about 20 seconds



Rinse your hands under running water



Dry your hands with a clean towel or paper towel

**Kill** the virus. **Save** lives.

Ireland is operating a delay strategy in line with WHO and ECDC advice



Rialtas na hÉireann  
Government of Ireland

# Hand Hygiene using an Alcohol Hand Rub



**1** Rub palm-to-palm

Rub back of both hands

**2**



**3** Rub palm to palm with fingers interlaced

Rub backs of fingers (interlocked)

**4**



**5** Rub both palms with fingertips

Rub both thumbs and rub both wrists

**6**



Flammable

Ayliffe et al (1978)



## 6 Step Technique

- Alcohol hand rubs must only be used on visibly clean hands
- Dispense alcohol as per manufacturers instructions into a cupped hand
- Cover all surfaces of the hands ONCE using the 6 step technique as outlined
- Duration 20-30 seconds

Continue rubbing hands until the hands are completely dry

**HE** Feidhmeannacht na Seirbhíse Sláinte  
Health Service Executive

HSE-South, Wilton Rd, Cork, July 2011

## Appendix B - Respiratory Hygiene

# COVER UP

## COUGHING AND SNEEZING



- Turn your head away from others
- Use a tissue to cover your nose and mouth



- Drop your tissue into a waste bin



- No tissues? Use your sleeve



- Clean your hands after discarding tissue using soap and water or alcohol gel for at least 15 seconds



These steps will help prevent the spread of colds, flu and other respiratory infections



# Appendix C - Displaying Symptoms

## Coronavirus COVID-19



### Know the signs



High Temperature



Shortness of Breath



Breathing Difficulties



Cough

For 8 out of 10 people, rest and over the counter medication can help you feel better.

If you have symptoms, self-isolate to protect others and phone your GP. Visit [hse.ie](https://www.hse.ie) for updated factual information and advice or call 1850 24 1850.



Wash



Cover



Avoid



Clean



Stop



Distance

Protection from coronavirus.  
It's in our hands.



Rialtas na hÉireann  
Government of Ireland

## Appendix D - Symptoms of coronavirus (check HSE website for updates)

If you have any common symptoms of COVID-19 you should [self-isolate](#) and phone your GP straight away to [get a coronavirus test](#).

Common symptoms of coronavirus include:

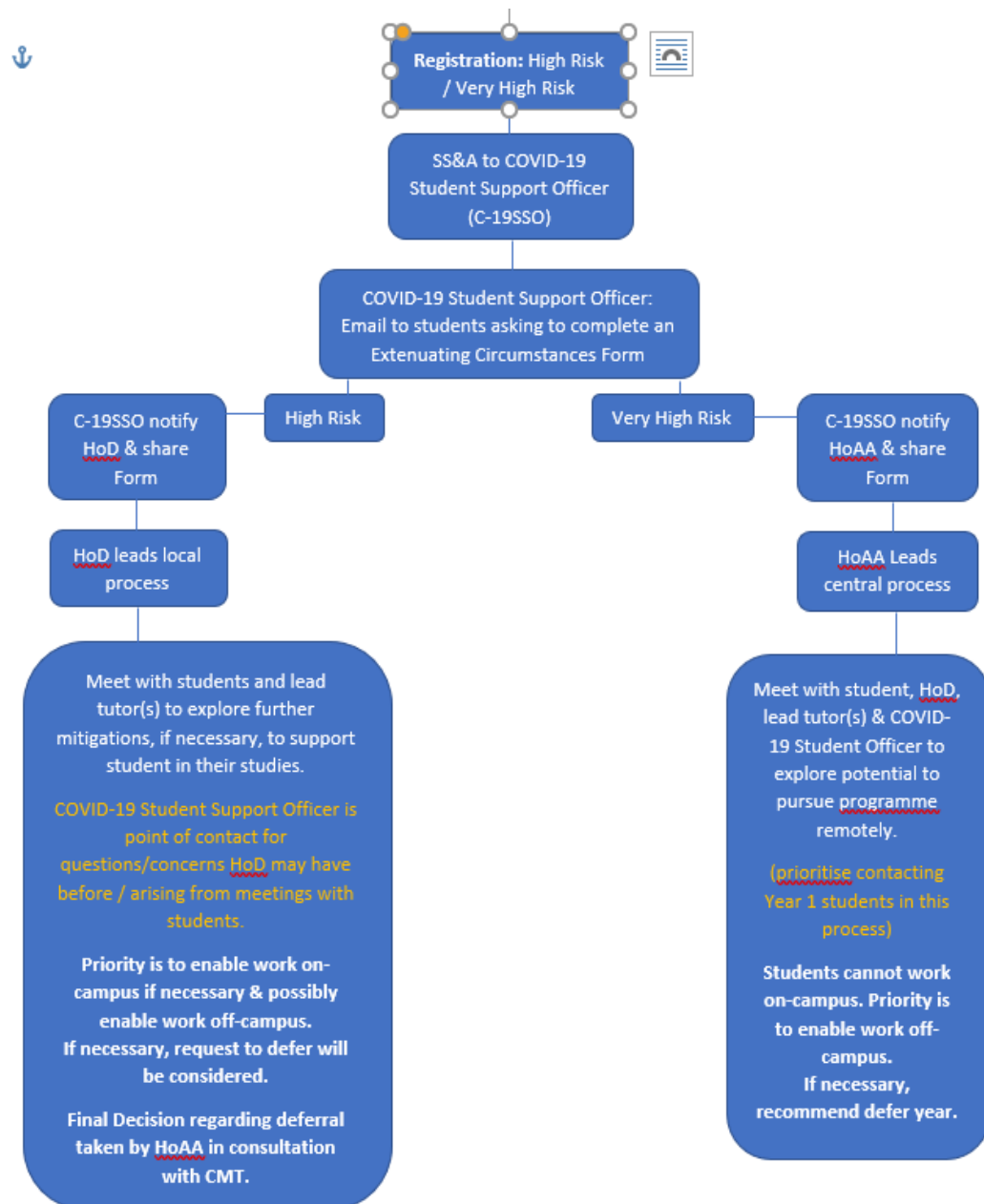
- [a fever \(high temperature - 38 degrees Celsius or above\)](#).
- [a cough](#) - this can be any kind of cough, not just dry.
- [shortness of breath](#) or breathing difficulties.
- [loss or change to your sense of smell or taste](#) – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal.

It can take up to 14 days for symptoms to show. They can be similar to symptoms of cold and flu. Getting an early diagnosis from your GP means you can get the help you need and take steps to avoid spreading the virus, if you have it.

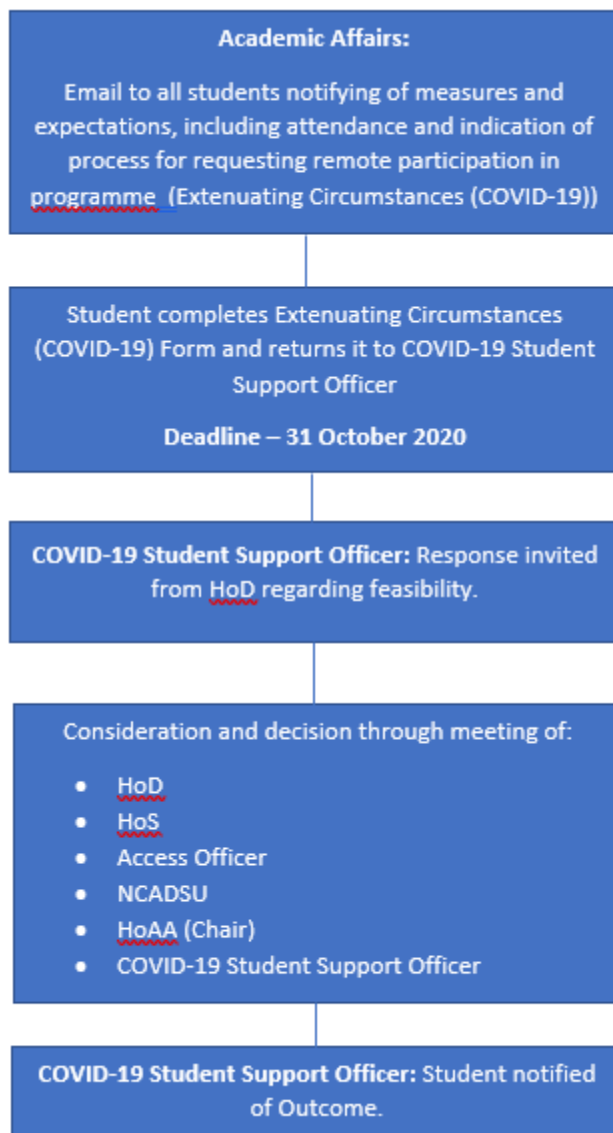
Compare symptoms of coronavirus, flu and cold through the [HSE website](#).

Signs and symptoms of hay fever can also be similar to symptoms of COVID-19. But hay fever does not cause a high temperature. Hay fever symptoms also get worse when you are exposed to certain triggers, such as pollen, weeds or grass. Read more about hay fever.

# Appendix E: High Risk/Very High Risk Students Process Map



## Appendix F: Exceptional Requests From Students Seeking Remote Participation Only



# Appendix G: COVID-19 Measures: Student Attendance On Campus Policy

## **Context**

In exceptional circumstances that may be with us for some time to come, NCAD is working to frame a learning experience for our students that reflects our ambition and commitment to ensuring every student has access to a learning experience that is dynamic, resourced and transformative. (Strategic Focus 1. Embed BOLD and CURIOUS LEARNING at our core) At all times, the learning and teaching environment and the delivery of your programme is being planned so as to ensure that the academic environment is safe. The interests of students and staff are at the forefront of all measures undertaken by the College to maintain academic delivery during the pandemic.

While it is anticipated that certain features of the existing public health requirements may change and be lessened as the year progresses, it is also the case that some new measures may be introduced. We are mindful of this evolving situation and will adjust our learning and teaching environment as needed to deliver our programmes on the basis of the best information currently available to us.

## **Attendance**

As outlined in NCAD's student handbook, all students are required to follow the programme of studies for which they have registered, including all on-campus and on-line components. Programme and attendance requirements are specific to each School/Department and you must refer to the practice in each area of their programme.

If extenuating personal circumstances, including illness, arise at any time during the course of the academic year that affect your studies or attendance, you should make these known immediately to your tutors in both the studio and Visual Culture areas.

## **Remote Participation Only**

Practice is at the heart of learning at NCAD. Teaching and learning happens in studios, workshops and seminars, and collaboration is central to learning. Wherever possible, and within the parameters of public health and safety advice, on-campus learning opportunities will be provided. Based upon institutional risk assessments, the nature of all classroom / studio / workshop activity has been reviewed to ensure the appropriateness of the size of the group and range of Personal Protective Equipment (PPE) necessary to support the activity.

In line with government guidance in respect of our obligations to those who are particularly vulnerable to COVID-19, it will not be possible to enable students who fall into the Very High Risk

Group to avail of on-campus learning. If you belong in the very high risk category, we will work with you to support you in progressing in your programme of study through remote participation only. The process through which this will be undertaken is outlined in Appendix 1.

Students who belong in the High Risk Group do not need to cocoon and will be able to avail of on-campus learning. If you belong in the high risk category, we will work with you to ensure that all necessary measures are in place to support you in progressing in your programme of study both on- and off-campus. The process through which this will be undertaken is outlined in Appendix 1.

Students who are not at higher risk from COVID-19 can request permission to pursue their programme of study for a Trimester through remote participation only. It is important to note that such requests will be approved in exceptional circumstances only, and where the relevant programme leaders are confident that the student's learning can be effectively supported in that Trimester. Requests for remote participation only must be:

- made at the start of the Trimester using the Exceptional Circumstances (COVID-19) Form
- submitted by the relevant deadline (given on the form).

The process through which such requests will be considered is outlined in Appendix 2. Where a request is approved, the student will not be eligible to come on-campus to participate in scheduled classes but must access those classes remotely.

# Appendix H:

## NCAD's COVID-19 Protocols: Implementation Procedures

### **Context**

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.

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.

### **A Shared Responsibility**

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. 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.

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

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.

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.

### **Stage 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.

- 1st 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,
- 2nd verbal warning (any member of staff or Officer of NCADSU), notify COVID-19 Student Support Officer & HoD,
- Following a 2nd 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

### **Stage 2**

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.

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:

- 3rd 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.

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.



### **Stage 3**

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.

### **Stage 4**

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.

# Appendix I - NCAD Response to Level 3 Restrictive Measures

In the context of moving to Level 3 COVID-19 Restrictions in Dublin, the Minister for Further and Higher Education, Research, Innovation and Science has asked the Dublin universities to reduce student numbers on Campus as part of a wider plan to reduce the number of COVID-19 cases in the capital.

## **Schools of Fine Art and Design**

The government guidelines advise that teaching that is practical or requires physical presence or is required for professional accreditation can continue under these guidelines. NCAD is therefore continuing with the delivery of studio based teaching and learning as planned.

To maintain appropriate social distancing in the studios, workshops and seminar rooms we will be able to accommodate just under 50% of our student community on the Campus at any one time and the outline timetable for these schools will remain as planned:

- Second Year students will be on Campus every Monday and Tuesday
- Final Year students will be on Campus every Thursday and Friday
- Wednesday will be a day for Second Year / Final Year Joint Course Critical Cultures electives and additional timetabled access for year groups to the studios and workshops on a schedule determined in each School based on the needs of each programme

## **Schools of Visual Culture and Education**

The government guidelines advise that teaching that can be delivered effectively online should not take place on Campus in order to reduce the numbers of students on Campus. We have therefore taken the difficult decision to move the majority of teaching in the Schools of Visual Culture and Education online for a short period. When Dublin returns to Level 2 this teaching that was planned to take place on Campus in these schools can resume at an appropriate time in the teaching schedule for each School.

Visual Culture BA students will be granted access to the Campus for the collection and return of library books during this period of online study.

Education students should note that their studio time will be in line with the plans for the Schools of Design and Fine Art outlined above.

4th year Education students will have some onsite professional practice in the School of Education in Week three of their programme.

**Scheduled Arrival and Departure**

Whilst teaching and learning can continue in the studios and workshops it is very important that additional measures are put in place to limit congregation on Campus. We will therefore be assigning specific studio hours to different departments to ensure staggered arrival and departure times across the Campus.

**Safety Briefings Week of October 5**

It is very important that all returning students receive a full briefing on the COVID-19 protocols in place across the College and the specific arrangements in place in each Department to ensure safe working practices in the studios and workshops. The first week of the Trimester will therefore be dedicated to scheduled Departmental briefings. This briefing will represent your assigned time on Campus so it is very important that you only attend at the time confirmed with you by your Department.

## Appendix J - NCAD Response to Level 5 Restrictive Measures

Higher Education, as described below, is categorised as an essential service that can continue and for which travel beyond 5km is permitted:

*'higher and further education, insofar as onsite presence is required and such education activities cannot be held remotely'*

<https://www.gov.ie/en/publication/c9158-essential-services/#education>

Minister Harris issued a statement on 20 October 2020 confirming the enhanced measures for HEI's issued on September 21st, wherein teaching and learning for which on-campus presence is essential should continue. Workshop and skills based learning are listed as activities that can continue under these measures.

<https://www.gov.ie/en/press-release/f3bbe-what-level-5-means-for-further-and-higher-education-minister-harris/>

In light of this, NCAD we will continue with the current balance of on-campus and remote learning as put in place at the start of the Trimester in response to the enhanced measures for HEI's. There may be some adjustments at a local level to daily studio times to further mitigate the risk of congregation but our overall timetable will remain in place. We recognise the importance of protecting the studio as a site of learning and that the experience and depth of practice gained through learning on campus is essential to students of art and design.

In light of the higher level of transmission within the wider community, we have undertaken a full review of our activities on campus and the following additional safety measures will be in place when you return to the campus from Tuesday 27 October:

1. **Face coverings are now mandatory at all times on the entire NCAD campus**, inside and outside of buildings. They can be removed inside while eating at your desk and at a 2m social distance from those around you; and when smoking or seated at the screened benches when outside. Other than these exceptions they must be worn for the duration of the day.
2. **Please take a step back from one another** and maintain as much distance as possible when using any outside spaces on break periods.
3. **Please sanitise your hands before using any materials, tools, or machines another student will be using after you.**