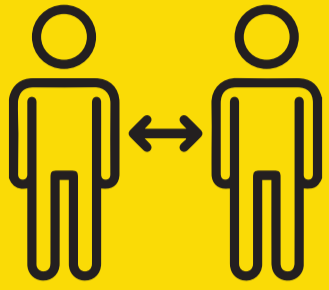


# WELCOME EVERYONE TO THE NEW ACADEMIC YEAR 2020/21

We have put measures in place to minimize risk of COVID-19 for all our staff and students. Here's a summary of what we need everyone to do to stay safe.



OBSERVE SOCIAL DISTANCING



WASH YOUR HANDS



WEAR YOUR MASK



SWIPE YOUR T-CARD



STAY HOME IF UNWELL

## CLASSROOMS/LABS

- Lecturer space is marked out at the top of each room, students should not enter this space
- Students must observe spacing as laid out and wear your face covering
- Should you have special requirements regarding face covering please contact your HOD prior to returning to college
- If you do not have a face covering, you will be asked to leave the classroom, (masks are for sale on campus)
- If a student refuses to wear a face covering, the class will be cancelled and the student reported to HOD
- Fill the classroom from the back of the room
- Clean down your desk/seating/mouse etc as you arrive and leave a room
- Do not move desks from their layout
- Remove your rubbish as you leave your desk and dispose in correct bins
- Wait for the lecturer to leave the room first then empty room from the front
- Swipe your t-card as you leave the classroom after the lecturer has left
- In labs, keyboard covers will be replaced after each class, mouse and desktops will be sanitised.
- Remember food and drink are not allowed in labs
- Lecturers will tell you how best to contact them after class (e.g. Blackboard, Email etc) and a general response time you can expect
- Open windows for increased ventilation
- Classes should be 40 min duration for one hour, and 80 mins for two hours
- Classes have staggered start times-on the hour, 5 past the hour, 10 past the hour, 15 past the hour

*we are in this together!*

If you have suggestions on how to make it better please email [covid19@ittralee.ie](mailto:covid19@ittralee.ie)