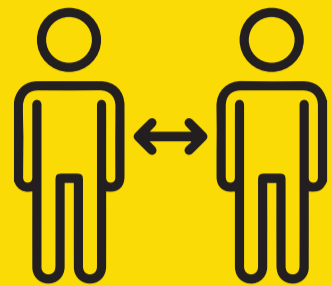


# WELCOME STUDENTS TO THE NEW ACADEMIC YEAR 2020/21

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

## GENERAL

- Only attend campus when scheduled or booked to do so
- Stay in your base building as much as possible
- Keep a personal log of all contacts outside the classroom environment
- Physical contact should be avoided

## ENTRANCE

- Sanitize hands before and after entrance door
- Put on your face covering before entering the building
- Swipe ID card at nearest location
- Two way system is in place – keep to left

## CORRIDORS

- Use regular sanitisation points
- Use water sinks for hand washing
- Use bottle-touch water fountains when you wish to access drinking water
- Face coverings should be worn at all times on campus
- Observe social distancing, please do not congregate in the corridors

## TOILETS

- Reduced number of cubicles and sinks are available
- Non-touch hand dryers have been installed
- Wash hands before and after usage
- Limited numbers identified at any one time
- Keep social distance while waiting to enter the toilet

## LIBRARY

- See [library.ittralee.ie](http://library.ittralee.ie) for up to date information
- If attending online classes when on campus-contact the library for advance booking of a space

## LIFT

- Only one person at a time - use the stairs (unless with a Carer /Personal Assistant)

## CLASSROOMS/LABS

- Space is marked out for lecturers at the top of the class, please do not use enter this space
- Observe spacing as laid out and wear your face covering
- Should you have special requirements regarding face coverings 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)
- Should a student refuse 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
- 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

## OFFICES

- All services are still available to you but you will need to make an appointment
- Knock and wait policy is in effect
- Notice on each door for numbers allowed at any one time
- Contact numbers are listed on the wall by the red phone

*we are in this together!*

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