



## **DCU Language Services**

### **Return to Campus Guidelines for Students v1.1**

\*These guidelines will be updated regularly in line with current Public Health advice. Last updated 27/08/2020

#### **Context and Guiding Principles:**

- The world is still experiencing a global health pandemic. We must remain vigilant to keep everybody safe
- The safety of our students and staff remains our highest priority
- You will see signage throughout the University reminding us of the importance of social distancing and hygiene
- Floor markings and one-way systems throughout the campus must also be followed
- Vigorous and regular cleaning regimes are in place to make our campus as safe as possible
- Hand sanitisers are stationed throughout the campus, please use them regularly
- We will follow local protocols for staff or students who show COVID-19 symptoms or who test positive for COVID-19
- There is an appointed COVID-19 Coordinator and deputy Coordinator present at all times
- You must complete a health declaration prior to returning to campus until further notice
- You may be required to have your temperature taken daily prior to entering buildings

#### **Common areas:**

- Students should eat lunch either outdoors or in spacious indoor areas
- We recommend students bring food for break time and not leave at break time
- Our computer labs are not available for use therefore we strongly recommend students bring their own mobile devices for personal use
- Our libraries and self-study areas are closed for the moment
- Social distancing measures are in place for the use of any bathroom facilities
- Lifts are used only for deliveries or those with disabilities or health issues – stairwells should be used by all others
- Water fountains are not in use, please bring your own drinking water

#### **Class management and timetables:**

- The timetable may be blended and may incorporate both face-to-face and online lessons
- Face-to-face classes may have staggered start, break and end times
- Face-to-face class sizes are kept to an average of 7 students
- Furniture is arranged to allow safe distancing – please do not move desks
- Floor markings provide guidance for social distancing measures
- Students receive their own coursebook, no shared resources are available in classrooms
- Students are required to bring their own writing materials and notebooks
- All placement and progress assessments, induction and graduation will be completed virtually
- Office and teaching spaces have been deep cleaned and capacities measured and mapped to ensure compliance with social distancing.
- You will be assigned a permanent classroom where you will be based.
- Classroom capacity will be signed on the door to the classroom, this will not be exceeded.



- The teaching area at the top of the classroom will be clearly marked on the floor. This area will maintain a minimum 2m distance from the front-row students.
- Maintain a 2m distance at ALL times.
- The Londis shop on-campus is open from 09:00 – 15:00, Mon-Fri. There are no restaurants or cafes open until further notice. The Bank of Ireland branch remains closed.
- Should you feel unwell whilst on campus, please inform your teacher who will request the assistance of the Covid-19 Coordinator. The Coordinators are trained in what to do in this situation.
- There are isolation rooms on-campus and protocols to be followed in the event that somebody presents with symptoms

### **Personal protective equipment (PPE):**

- Team members, including teachers, may wear face coverings and other items of PPE
- Teachers and students must wear visors, these will be provided
- You are welcome to wear a face mask if you wish
- Hand sanitizer is available in many locations, please make a habit of using it regularly

### **Cleaning:**

- All areas are cleaned regularly with specific attention to door handles, switches and buttons

### **Student Services:**

- Protective screens may be installed at key points across the campus
- Students will have access to virtual office hours and meetings in the office will be by appointment only, limited to one student at a time, if absolutely necessary
- No in-person events or activities can be offered until social distancing restrictions are lifted
- We can only accept cashless payments
- We ask that you maintain a log of people with whom you come into contact, not only on campus
- We also ask that you download and use the “SafeZone” app to assist in contact tracing and safety

**How to Prevent**

- Wash**  
your hands well and often to avoid contamination
- Cover**  
your mouth and nose with a tissue or sleeve when coughing or sneezing and discard used tissue
- Avoid**  
touching eyes, nose, or mouth with unwashed hands
- Clean**  
and disinfect frequently touched objects and surfaces

**The Symptoms**  
> A Cough > Shortness of Breath > Breathing Difficulties > Fever (High Temperature)

**Affected Regions**  
Check the list of affected regions on [www.hse.ie](http://www.hse.ie)