



COVID-19 Response Plan for University Employees

30 September 2020



**Maynooth
University**
National University
of Ireland Maynooth

Summary – Overall principles



CONDITION



EMPLOYEE



CLOSE CONTACTS OF THE EMPLOYEE, AS DETERMINED BY HSE

Has Symptoms

- ✓ Seek medical advice
- ✓ Self Isolate

✓ No action

Advised to take a test because of symptoms

- ✓ Self Isolate

✓ Reminded to take precautions.

Confirmed Positive

- ✓ Self Isolate

✓ Restrict movement until advised by the HSE for 72 hours.

Identified as a close contact and advised to take test

- ✓ Restrict movement

✓ Reminded to take precautions.

Advised to restrict movement but not advised to take test

- ✓ Restrict movement

✓ Reminded to take precautions.

Negative test result

- ✓ Continue to restrict movement as advised, then return to campus

✓ No action

> Symptomatic Employee – On Campus

Event	Immediate Employee Action	Employee Follow on Action
1.1 Employee develops Covid-19 symptoms (on campus)	Call MU Covid-19 Response Team on (01 474 7999 / covid.response@mu.ie) Notify your Head of Department/line manager	Follow the instructions given to by the MU Covid-19 Response Team.
1.2 Attend designated isolation area with MU Covid-19 Response Team	Provide personal contact log. If directed go home, do so and contact GP and continue self-isolation at home: OR If it is not possible to leave campus immediately, remain in the isolation area and call GP and follow advice (transport home will be provided).	Email HR with details to commence special leave process. Keep HoD informed of the situation.
1.3 Employee takes Covid-19 test.	Self-isolate until advised otherwise by GP/HSE.	Inform Covid-19 Response Team.
1.4 Employee tests positive OR	Follow the instructions of the HSE public health team. Provide details of close contacts to HSE. Inform MU Covid-19 Response Team.	Liaise with HoD Complete Special Leave Form, available from HR Follow GP/HSE advice and Self isolate until you have had no fever for 5 days and it is at least 10 days since the first symptoms developed.
1.5 Employee tests 'not detected'	Inform MU Covid-19 Response Team of 'not detected'. Return to normal activities once 48 hours without symptoms.	Notify HR and HoD Subject to health advice, return to campus.

01

> Symptomatic Employee – Off Campus

02

Event		Immediate Employee Action	Employee Follow on Action
2.1	Employee develops Covid-19 symptoms (off campus)	Stay away from campus. Contact GP and follow advice. Inform Head of Department.	Ensure contact log is up to date in case needed. Email HR with details to commence the special leave process.
2.2	Employee takes Covid-19 test	Self-isolate until advised otherwise by GP/HSE.	Inform MU Covid-19 Response Team of test date (01 474 7999 / covid.response@mu.ie).
2.3	Employee tests positive <u>OR</u>	Follow the instructions of the HSE public health team. Provide details of close contacts to HSE. Inform MU Covid-19 Response Team of test outcome	Liaise with HoD and Complete Special Leave Form, available from HR. Follow GP/HSE advice and Self isolate until you have had no fever for 5 days and it is at least 10 days since the first symptoms developed.
2.4	Employee tests 'not detected'	Inform MU Covid-19 Response Team of 'not detected'. Return to normal activities once 48 hours without symptoms.	Notify HR and HoD Subject to GP/HSE advice, return to campus.

> Covid-19 Close Contact of Confirmed Case

03

Event		Immediate Employee Action	Employee Follow on Action
3.1	Employee contacted by HSE as close contact	If advised, restrict movements for 14 days. Inform MU Covid-19 Response Team and follow instructions (01 4747999 / covid.response@mu.ie)	Liaise with HoD on whether work can be carried out remotely or not. Email HR with details to commence the special leave process.
3.2	Employee takes CV19 test	Inform MU Covid-19 Response Team if test is positive.	Continue to restrict your movements for 14 days even if test is 'not detected'.
3.3	Follow HSE/GP Advice	If advised, get a 2 nd Covid-19 Test. Inform MU Covid-19 Response Team of test result.	Remain away from campus if test is positive OR Return to campus after restricted movement period ends and in line with GP/HSE advice

> Living with Covid-19 Symptomatic Person

04

	Event	Immediate Employee Action	Employee Follow on Action
4.1	Employee advised by GP to restrict movements or self-isolate, but not to take test.	Stay away from campus.	Inform Head of Department. Email HR with details to commence special leave process, if required.
4.2	The resolution of this scenario will depend on the details. For example, a parent may be advised to restrict movements while a child is tested. If the child's test is positive, the parent will have to self-isolate for 14 days and be tested. If the child's test is negative, the restricted movement will be lifted, and the person can return to campus immediately.		

> Where a student informs an employee of Covid-19 related issue

	Event	Immediate Employee Action	Employee Follow on Action
5.1	Student approaches member of staff to advise of Covid-19 related issue while on campus.	Call MU Covid-19 Response Team on 01 474 7999 / covid.response@mu.ie and follow their instructions.	Notify your Head of Department.
OR			
5.2	Student contacts member of staff to advise of Covid-19 related issue while off campus.	Direct student to follow the steps set out on the University website.	Notify your Head of Department.