

Policy Identifier: Code of Conduct for Students with Regard to COVID-19

Policy Title:	Code of Conduct for Students with Regard to COVID-19
Description:	This document outlines the code and practices which should be followed by Students during the COVID-19 pandemic.
Author (Position):	Registrar and Vice President of Academic Affairs
Version:	1
Approved By:	Governing Body
Policy Approval Date:	September 2020
Date of Next Policy Review:	September 2023 or sooner should there be a significant change to the guidance from relevant agencies.

Code of Conduct for Students with Regard to COVID-19

1. Context

As you are aware, in providing the best possible education for students at this time, Marino Institute of Education (MIE) is committed to ensuring that every possible step is taken to ensure the safety of students, staff, their loved ones and the wider community during this COVID-19 pandemic. Given these unique circumstances it is pertinent that everyone plays their part to protect the health and safety of those around us at home and at MIE. This Code of Conduct for Students with regard to COVID-19 outlines our expectations for all MIE students regardless of where you are living for as long as COVID conditions prevail. By registering as a student, you agree to adhere to the COVID-19 Code of Conduct outlined below. By following these guidelines and those of the [Health Service Executive \(HSE\)](#), we are helping to protect the health of our campus community while keeping the campus open for teaching and learning.

2. Purpose

This document outlines the code and practices which should be followed by Students during the COVID-19 pandemic.

3. Scope

This Code of Conduct applies to all Students who are registered in MIE during the current academic year.

4. Procedure

4.1. General

I AGREE:

I have read the Terms and Conditions of Being a Registered Student in MIE and I agree to abide by its contents.

4.2. On Campus

I AGREE:

- i. That I will adhere to the implemented traffic system, pay special attention to signage and to the restrictions on the maximum number of students allowed into any given space e.g. offices/toilets/[computer labs](#)/[library](#) etc.

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- ii. That I will not come on campus if I begin to feel unwell or display [COVID-19 symptoms](#) and I will contact my General Practitioner or MIE [Health Service](#) immediately.
- iii. That if I do begin to feel unwell while on campus, I will contact [MIE Conferencing and Facilities](#) (Ciarán Fogarty or Ian Blount on 087 204 4206 or 01 805 7763) to avail of one of the COVID-19 Isolation Rooms and follow the contact instructions displayed in each room. This information will be kept confidential and not disclosed without the Student's permission except to contact close contacts, which will be done without identifying the student. The use of such information shall, at all times, comply with the MIE [Data Protection Policy](#).
- iv. To congregate only in designated outdoor and indoor areas of campus, wearing a facial covering and maintaining adequate social distancing and complying with all signage.
- v. To practice social distancing at all times, avoid gathering in small or confined areas and understand that large social gatherings are not permitted.
- vi. To use the designated areas on campus, to safely socialise with a small number of number of friends while practicing social distancing during breaks between lectures and during lunchtime.

4.3. Health and Wellness

I AGREE:

- i. To wear a face mask/covering/shield at all times when indoors in any of the buildings on campus and outdoors when physical distancing is not practised*. (This includes, but is not limited to during lectures, in meetings, in other shared facilities or working closely beside someone for a short period).
- ii. To use hand sanitiser when entering and exiting MIE at all times.
- iii. To actively use the hand sanitiser stations located throughout the campus and wash my hands especially before and after use of the bathroom, eating, touching of public surfaces (e.g. doorknobs), and before and after touching my eyes, face, or mouth.
- iv. To refrain from sharing my personal items or using others' personal items, including mobile phones, computers, laptops, tablets, keys, water bottles etc.
- v. To use sanitiser spray and wipes to clean any common/shared equipment such as keyboard, mouse, science equipment etc. before and after using them.

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**If you are unable to wear a face mask due to a medical or other condition, you must register this with MIE's [Disability Service](#) by contacting disability@mie.ie. You may be asked to provide documentation to support this claim. All information obtained by MIE's [Disability Service](#) will be handled as per the MIE policies, [Consent to Disclose and Share Disability Information](#), [Disability Privacy Notice](#), [Code of Practice for Students with Disabilities](#), MIE's [Record Management Policy](#), [MIE Records Retention Schedule](#) and MIE [Data Protection Policy](#).*

4.4. COVID-19 Measures – Attendance and Contact Tracing Logs

In the context of the Covid-19 pandemic and the public health imperative of contact tracing and having regard to the consent hereinafter set out, the legal obligations of MIE, and the public interest/official authority vested in MIE,

I AGREE:

- i. To have my attendance recorded orally or through signing in for each class I attend. This will be done in accordance with MIE's [Attendance Monitoring Procedure](#) and information will be stored and managed as per MIE's [Record Management Policy](#) and the [MIE Records Retention Schedule](#). This attendance record will be retained for a period of two weeks from the date of its creation and thereafter will be securely destroyed.
- ii. To sign no-one else's name on an attendance sheet for any reason.
- iii. A daily contact tracing log must be kept in order to identify any person I have come into close contact with in the event where I display [COVID-19 symptoms](#).
 - a. To make a note of anyone I am in close contact with for 15 minutes or more (outside of formal classes).
 - b. To make a note of anyone whose company I'm in (other than in class) for two hours or longer.
 - c. Once two weeks has passed after the log was made I can then securely destroy that daily contact tracing log.*

** MIE will not share the contact tracing log information with anyone other than [MIE Conferencing and Facilities](#) (Ciarán Fogarty or Ian Blount on 087 204 4206 or 01 805 7763) and those close contacts named on the contact tracing log. The Student who provides their contact tracing log will not be named in any circumstance to any close contacts identified. This is subject to public health legislation and guidelines and MIE [Data Protection Policy](#).*

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4.5. Social Life and Recreation

I AGREE:

- i. To observe social distancing and follow [HSE guidelines](#) when participating in student clubs and societies on or off campus and in any other aspects of student life.
- ii. To refrain from organising, hosting or attending events, parties or other social gatherings on or off campus that may cause health or safety risks to me and other members of the community.
- iii. To refrain from having guests, including family members, in my on-campus residence.

Breach of this code of conduct may result in a student being asked to leave campus and to self-isolate for up to two weeks or disciplinary procedures¹. For more information on how to protect yourself and others while on campus and at home, please visit [MIE COVID-19 Updates](#).

5. Responsibility

The responsibility of this document rests with the Registrar and Vice President of Academic Affairs. This document will be maintained and regularly updated as required.

6. Related Documents and Websites

- 6.1. [MIE COVID-19 Updates](#)
- 6.2. [HSE Guidelines](#)
- 6.3. [COVID-19 symptoms](#)
- 6.4. [MIE Health Service](#)
- 6.5. [MIE Disability Service](#)
- 6.6. Terms and Conditions of Being a Registered Student in MIE
- 6.7. [Disciplinary Procedures in Respect of Students](#)
- 6.8. [Consent to Disclose and Share Disability Information](#)
- 6.9. [Disability Privacy Notice](#)
- 6.10. [Code of Practice for Students with Disabilities](#)
- 6.11. [Record Management Policy](#)
- 6.12. [Data Protection Policy](#)
- 6.13. [MIE Records Retention Schedule](#)
- 6.14. Attendance Monitoring Procedure

¹ See [Disciplinary Procedures in Respect of Students](#)