

Dear colleagues,

There was plenty of interest from students in the on-campus COVID-19 testing last week arranged by HSE Mid-West with UL. Public Health have said that they will notify us of any trends in relation to positivity rates.

These tests were offered to students due to a slight rise in cases of COVID-19 in recent weeks among students in the Castletroy area of Limerick. This is largely attributable to simple household visits and not consistently applying health advice. Thank you to all staff in contact with students online and face-to-face who helped to raise awareness of the on-campus testing.

COVID-19 Personal Protective Equipment (PPE)

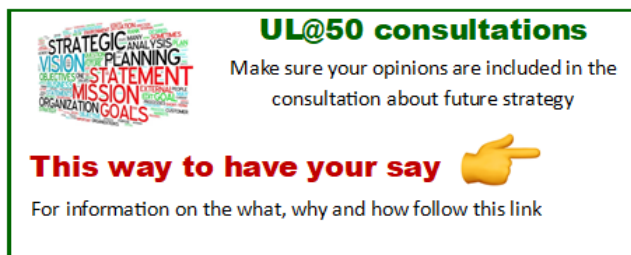
Appropriate PPE for the range of permitted essential work taking place on campus is available to staff on demand. If you require PPE for on campus working, you should apply to your line manager or Chief Technical Officer.

Buildings & Estates have PPE items in stock including FFP2 respirators, disposable masks, reusable face coverings, sanitising gel, alcohol wipes, aprons and gloves. Your required PPE can be ordered via your Department Head/ Faculty Manager/ Chief Technical Officer, who will complete the *PPE Request Form* available in the [Return to Campus Working](#) section on the COVID-19 SharePoint Hub.

There are specific requirements to wearing FFP2 respirators, Please consult this [short video guide on how to wear FFP2](#) respirators from the HSE prior to use.

UL@50 Consultations

Thanks to everyone who has already given their views on our strategic goals by downloading and completing the [Individual Consultation Form](#) and by taking part in one of the



consultations happening across our virtual campus.

The ultimate aim of the Consultations is to ensure that staff have a voice in determining the University's strategic initiatives. For more information, follow the signpost in the Staff

Gateway on www.ul.ie to the UL@50 Consultation webpage.

If you would like to host a consultation in your area, resources and co-facilitators are available. Email consultation@ul.ie for more information.

Home Working Equipment

Distribution of HWE ceased at 1pm on Friday. If you require remote working equipment, you should follow the procedure on [Staff FAQs on the HR website](#) to order same.

Minimising Emails

I know there is something ironic about suggesting ways to minimise unnecessary emails in an email that goes out to all staff. Still, I hope the pointers we have put on the [Quick Links section of the HR website](#) are of some use and thanks to everyone who got in touch with their ideas for organising and minimising emails.

My take away from the six tips is the rule that email begets email. Sometimes it is better and easier to call or to only respond if the email needs a response. While working remotely, you can use MS Teams to make calls. The recipient can see missed calls, and they can return the call when available.

It is also worth bearing in mind the dreaded cc. Copy only the people who need to read the message. The most common cause of GDPR breaches in UL is due to emails: copying in the wrong people or bringing new people into a long email chains.

If you have any hints on email and information management that you find helpful, please do send them to hrnotice@ul.ie and we'll add them to our list.

Have a great week.

A handwritten signature in black ink, appearing to read 'A. O'Connell'.