

In the interest of safety and in line with current government guidelines, we are restricting visitors to all UL buildings.
Only business critical visitors approved by the local Department/Unit Manager will be permitted to access UL Buildings.
Department/Unit Managers are responsible for the approval and management of visitors in UL Buildings at all times

Staff member requests visitor access by contacting their Line Manager, who will assess if the visitor is critical to department/unit operations.

Staff member contacts the Visitor to confirm the visit is not feasible and explores alternative options e.g. online meeting, video meetings etc.

Visit is business critical?

The Unit/Department Manager approves the visit and emails hnsbookings@ul.ie to request the COVID-19 Visitor Management documentation

- COVID-19 Visitor Questionnaire SF031
- A copy of the current COVID-19 Visitor Awareness Training Presentation
- Link to the Work Safely Protocol Induction Course.

The Health and Safety Unit provides the Department/Unit Manager with COVID-19 Visitor Safety Documentation.

Visitor Safety documentation is sent to the Visitor from the Department/Unit host for completion prior to the visit

Upon receipt and satisfactory review of the completed Visitor Safety documentation by the Department/Unit Manager or their alternate, the visit date is scheduled and agreed. All returned documentation is stored securely in accordance with GDPR requirements by the Department/Unit.

The Department/Unit Manager informs the UL Security Department of the upcoming visit

The Visitor is accompanied by the UL host at all times while on campus. Visitors should be encouraged to limit their time in UL Buildings

The Department/Unit securely destroys the relevant completed SF031 forms on the day the visit is completed.

END