

Stáisiún Uí Chonghaile, Baile Átha Cliath 1, D01 V6V6

Connolly Station, Dublin 1, D01 V6V6

T 01 703 4293 E foi@irishrail.ie W www.irishrail.ie



26th January 2021

[Redacted]

[Redacted]

Email: [Redacted]

Phone: [Redacted]

Re: Acknowledgement of FOI request IE_FOI_418

Dear [Redacted],

I refer to your request dated 04th November 2020 made under the Freedom of Information Act 2014, which was received on by my office on the 5th November 2020, for records held by Iarnród Éireann.

Request:

- copies of all records held referring or relating to a decision to keep windows open on Irish Rail services through the late autumn and winter months. This request to cover the period 1 September 2020 to date of receipt of the request.

I would prefer to receive this information electronically, ideally in its original electronic format.

Response:

I, Ms. Heidi Reardon, Decision Maker have now made a final decision to grant your request on 26th January 2021.

You have sought access to the records outlined above and I consider this an appropriate form of access in this case. Accordingly a copy of the records is now enclosed including a copy of the schedule to these records.

Rights of appeal

In the event that you are not happy with this decision you can make an appeal in relation to this matter, you can do so by writing to the FOI Unit, Corporate Communications, Iarnród Éireann Irish Rail, Connolly Station, Amiens St, Dublin 1 or by e-mail to foi@irishrail.ie. You should make your appeal within 4 weeks (20 working days) from the date of this notification, where a day is defined as a working day excluding, the weekend and public holidays, however, the making of a late appeal may be permitted in appropriate circumstances.

The appeal will involve a complete reconsideration of the matter by a more senior member of the staff of this body.

Should you have any questions or concerns regarding the above, please contact the FOI Officer on [Redacted] or by email at foi@irishrail.ie

Yours sincerely,

Mr. Paul Slowey,
Decision Maker, Iarnród Éireann
PP: Hayley Durnin

A handwritten signature in black ink, reading "Hayley Durnin". The signature is written in a cursive, flowing style.

Hayley Durnin
Freedom of Information Office

Freedom of Information Request:
Schedule of Records for **IE_FOI_418** : Summary for Decision Making

Record No.	Date of Record	Brief Description	No. of Pages	Decision: Grant/Part Grant/Refuse	Section of Act if applicable	Record Edited/Identify Deletions
1	26.01.2021	COVID 19 Operator Group ventilation questionnaire_ Redacted	1	Part Grant	S37 Personal Information	Personal Information of Others
2	26.01.2021	FWD_COVID 19 Conference Call- Ventilation of vehicles_Redacted		Part Grant	S37 Personal Information	Personal Information of Others
3	26.01.2021	Irv cisg v5_ addemdum e-info sheet c-19 hop decal_iss 010920 Redacted		Part Grant	S37 Personal Information	Personal Information of Others
4	26.01.2021	Luas C-19 hop win decal _artwork		Grant		
5	26.01.2021	Luas Temp C-10 Hopper Window Decal_Redacted		Part Grant	S37 Personal Information	Personal Information of Others

Signed: Hayley Durnin

Freedom of Information / Data Protection Office

COVID 19 Operator Group

Questionnaire on ventilation of public transport fleet

Please complete as applicable for all fleet operated under contract to NTA and return to the National Transport Authority [REDACTED]

Please complete for all fleet operated on services under contract to NTA

Question	Answer	Comments
How many bus vehicles/rail /light rail cars with windows that can be opened?	140	Mainly DART and Cork / Limerick Commuter
How many bus vehicles/rail/light rail carriages with no windows that can be opened?	463	Drogheda Commuter train have emergency windows for use when HVAC is inoperative
Do you foresee any issues in applying decals below windows that can be opened, that request passenger to leave windows open?	No	No issues from a technical perspective, may be some issues on board with passenger compliance
Once decal design is confirmed, what is your estimated timescale for applying the decal below windows?	2 weeks	

Please complete for rail /light rail cars or bus/coach fleet with no opening windows only

(copy for each fleet type)

Carriage/bus type: Intercity ICR, Intercity MK4, DART 8520, Commuter 29000		
Number of carriages/buses of this type in service		
(ICR - 234), (Mk4 - 59), (DART 8520 - 40), (Commuter 29000 - 116)		
Question	Answer	Comments
Currently, how many changes of air within the carriage are typically made per hour?	Checking Specifications on all units and will revert in the coming days	
Is it technically possible for the number of air changes per hour to be increased?	Not technically possible	
Is there an air filtration system for re-circulated air?	Yes	
Is there any information you can share in relation air filtration system's effectiveness in protecting against Coronavirus?	Filtration used is very unlikely to block the pathogen particle size of Covid 19	HEPA type filtration would be necessary. Current systems are not designed around such a restrictive airflow
Are you considering upgrading any air filtration system you may have on board to provide greater protection against Coronavirus?	We have reviewed some potential upgrades and improvements and are assessing feasibility. These are likely to take a long time to implement	Current ECDC and Rail Delivery Group guidance is that there is no clear evidence that HVAC systems spread COVID 19 or contribute to infection

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

From: [REDACTED]
Date: 19 November 2020 at 10:16:27 GMT
To: [REDACTED] >
Subject: FW: COVID-19 Conference Call - Ventilation of vehicles

FYI

From: [REDACTED]
Sent: 17 November 2020 10:46
To: [REDACTED]
Cc: [REDACTED]
Subject: FW: COVID-19 Conference Call - Ventilation of vehicles

Hi [REDACTED]

Please find below in relation to your request.

Regards,

[REDACTED]

From: [REDACTED]
Sent: 03 September 2020 08:20

To: [REDACTED]
Subject: FW: COVID-19 Conference Call - Ventilation of vehicles

Hi [REDACTED]

The NTA have asked us to look at placing these stickers on vehicles that have windows, can you take a look at the decal template attached.

Regards,

[REDACTED]

From: [REDACTED]
Sent: Wednesday 2 September 2020 18:21
To: [REDACTED]
[REDACTED]
Subject: RE: COVID-19 Conference Call - Ventilation of vehicles

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Mimecast Attachment Protection has deemed this file to be safe, but always exercise caution when opening files.

Hi [REDACTED]

Thanks for the completed questionnaire you sent on earlier. Regarding window decals, please see attached final artwork from TII for their window signage. Please review requirements for IE window sizes and tweak as required.

Regards

[REDACTED]

From: [REDACTED]
Sent: Monday 31 August 2020 16:27
To: [REDACTED]
Cc: [REDACTED]
[REDACTED]
Subject: Re: COVID-19 Conference Call - Ventilation of vehicles

Hi [REDACTED]

Please find attached Dublin Bus response to questionnaire on ventilation of public transport fleet.

Kindest regards

[REDACTED]

[REDACTED]

Sent: Friday 28 August 2020 14:46

To: [REDACTED]

[REDACTED]

Subject: RE: COVID-19 Conference Call - Ventilation of vehicles

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

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Hi all

Could I ask that each operator completes the short questionnaire attached and returns a copy to us. We can collate and pick up then on the calls next week.

If there are issues we need to be aware of that aren't covered in the questionnaire please highlight these as well of course.

Regards

[REDACTED]

-----Original Appointment-----

From: [REDACTED]

Sent: Friday 17 April 2020 10:30

To: [REDACTED]

Cc:

Subject: COVID-19 Conference Call

When: Monday 31 August 2020 08:00-08:30 (UTC+00:00) Dublin, Edinburgh, Lisbon, London.

Where: Microsoft Teams Meeting

[Join Microsoft Teams Meeting](#)

[Learn more about Teams](#) | [Meeting options](#)

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Addendum to: Light Rail Vehicle Customer Information Signage Guidelines

**Citadis 401
Citadis 402
Citadis 502**

**Version 5
Issued 11/01/2018**

**Temporary COVID-19 Hopper Window Decal
for all Trams
Issued 01/09/2020**

Tram Decal Information Sheet

(Temporary) COVID-19 Hopper Window Decal

Section 1 Background

This is an Addendum to the Light Rail Vehicle Customer Information Signage Guidelines Version 5 issued 11/01/2018.

This Addendum is related to all trams in the Luas fleet. This includes 402 trams being extended 2019 – 2021 and 8 new 502 trams coming into service 2020 – 2021.

This Addendum details the information related to the new temporary COVID-19 Window Hopper Decal (Keep Window Open). This decal is being fitted on all tram doors due to the COVID-19 pandemic and related HSE guidance on ventilation. The decal will be removed when COVID-19 measures are no longer required on Public Transport, date to be confirmed.

If you need any assistance, please contact [REDACTED]

Section 2 Artwork

Side Facing Out of Tram



Side Facing Into Tram



Section 3 Design & Print Specification

Decal Reference Number	OTD-078-20
General Description	Double-sided decal on hopper windows Same message both sides Ref. No. only on side facing into tram
Size	Design Size 1110mm wide x 80mm high Design Safe Area N/A Includes 5mm transparent border all sides Decal corners are rounded, radius 1.75mm on artwork and 6.75mm on the transparent border.
Font Type	Univers
Colour / Ink	Pantone Yellow 109C Spot Black
Transparent Border	Includes 5mm transparent border all sides
Base Material	Transparent self-adhesive vinyl. 2-3 year durability.
Printing Specification	Screen (Pantone) printed as per artwork file. Printed double sided graphic, with block out silver inner layer to block rear side graphics. Includes 5mm transparent border all sides
Print Finishing Specification	Adhesive applied on the side facing out (side without Ref. No.) Chemical and scratch resistant clear coat lacquer applied for durability.
Dye Cutting Specification	The decal is dye cut to specified size Size 1110mm wide x 80mm high Includes 5mm transparent border all sides Includes rounded corners 6.75mm radius
Artwork Files	Artwork File Colour Set-Up Pantone Artwork File includes Keyline to show 5mm transparent border.

	PDF Artwork File supplied for Print. JPEG Artwork Files supplied for reference. Image of final artwork, both sides, above. Artwork files issued with document. Alternatively contact TII Marketing Department.
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Section 4 Installation Mark-Up



Decals to be installed on internal side of hopper window glass on all hopper windows on each side of trams.

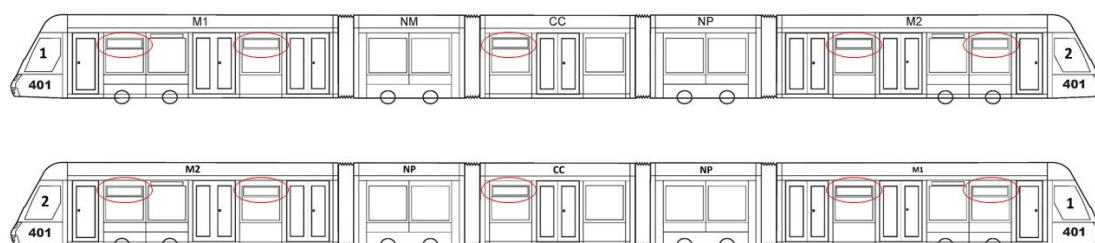
Decals to be installed in the horizontal centre of the hopper window.

Decals to be installed vertically centred between the top of the hopper window and the marking (aka sliver button) approx. 30% up the window.

Section 5 Installation Specification 401 Trams

In-situ image, for reference, to be provided by installer following installation.

Location on 401 Tram:	COVID-19 Hopper Window Decal (Keep Window Open) is located on internal side of window glass on 5 hopper windows on each side. All C-19 Hopper Window Decals to be located in the horizontal centre of the hopper window and vertically centred between the top of the hopper window and the marking approx. 30% up the window.
Available space on 401 Tram:	Hopper windowpane is 1382mm w x 180mm high. It has a (silver) marking approx. 30% up the glass in the centre. There are no other decals on the hopper windows, thus full hopper glass windowpane is available.
Quantity for 401 Tram:	5 decals each side per tram Total - 10 decals per tram
401 Visual Mark Up:	401 Tram locations mark-up below Hopper Window with decal mock-up below

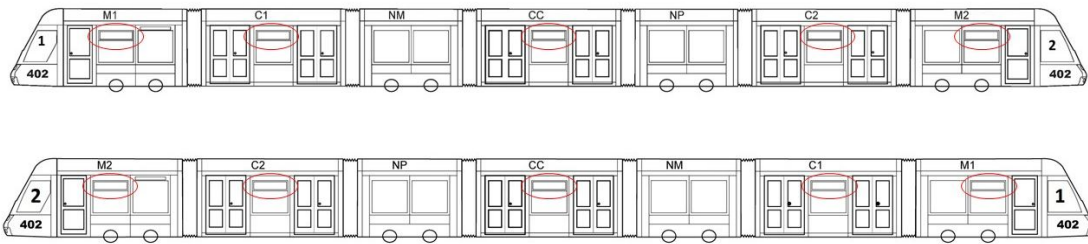


Section 6 Installation Specification 402 Trams

In-situ image, for reference, to be provided by installer following installation.

Location on 402 Tram:	COVID-19 Hopper Window Decal (Keep Window Open) is located on internal side of window glass on 5 hopper windows on each side.
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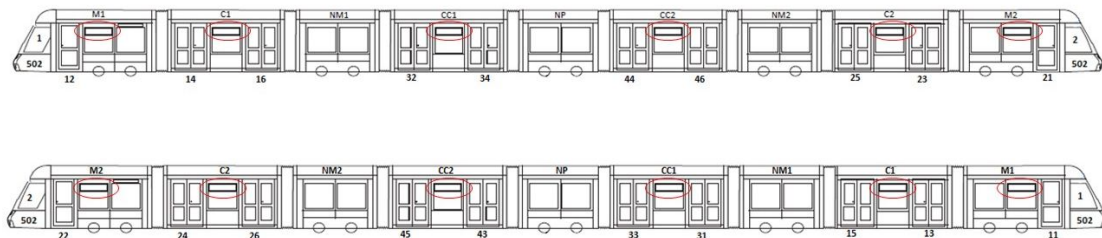
	All C-19 Hopper Window Decals to be located in the horizontal centre of the hopper window and vertically centred between the top of the hopper window and the marking approx. 30% up the window.
Available space on 402 Tram:	Hopper windowpane is 1382mm w x 180mm high. It has a (silver) marking approx. 30% up the glass in the centre. There are no other decals on the hopper windows, thus full hopper glass windowpane is available.
Quantity for 402 Tram	5 decals each side per tram Total - 10 decals per tram
402 Visual Mark Up:	402 Tram locations mark-up below Hopper Window with decal mock-up below



Section 7 Installation Specification 502 Trams

In-situ image, for reference, to be provided by installer following installation.

Location on 502 Tram:	COVID-19 Hopper Window Decal (Keep Window Open) is located on internal side of window glass on 6 hopper windows on each side. All C-19 Hopper Window Decals to be located in the horizontal centre of the hopper window and vertically centred between the top of the hopper window and the marking approx. 30% up the window.
Quantity for 502 Tram	6 decals each side per tram Total - 12 decals per tram
Available space on 502 Tram:	Hopper windowpane is 1382mm w x 180mm high. It has a (silver) marking approx. 30% up the glass in the centre. There are no other decals on the hopper windows, thus full hopper glass windowpane is available.
502 Visual Mark Up:	502 Tram locations mark-up below Hopper Window with decal mock-up below



Coróinvíreas
COVID-19

Coimeád an Fhuinneog ar Oscailt

Coronavirus
COVID-19

Keep Window Open

Coróinvíreas
COVID-19

Coimeád an Fhuinneog ar Oscailt

Coronavirus
COVID-19

Keep Window Open

From: [REDACTED]
Cc: [REDACTED]
Subject: Luas Temp C-19 Hopper Window Decal
Date: Tuesday 1 September 2020 13:30:53
Attachments: [LRV CISG V5 Addendum F Info Sheet C-19 Hop Win Decal Iss 010920.pdf](#)
[Luas C-19 Hop Win Decal ARTWORK 1100x70 TII App 010920.pdf](#)
[Luas C-19 Hop Win Decal KEYLINE 1110x80 TII App 010920.pdf](#)
[Luas C-19 Hop Win Decal Base Artwork File 1100x70 TII 010920.ai.pdf](#)

Hi,

Please see attached the print ready artwork and keyline file for the Luas Temp C-19 Hopper Window Decal (aka Keep Window Open).

It is designed for Luas thus size and some design elements may need to be altered for other operators / vehicles. Thus, as discussed with John earlier, please see attached the base artwork files in Adobe Illustrator for use.

I have included the full 'info sheet' for reference.

Kind Regards,

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]



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