The New, Covid-19 Compliant Workplace

Staff Advice & Guidance

Cork Kerry Community Healthcare

July 2020

Introduction

▶ Work is a key part of life and whether we're returning to work, or have not left our workplaces during the pandemic, we all need to ensure that we are working in a safe, COVID-19 compliant environment.

▶ Strong communication and a shared collaborative approach between employers and workers is key to protecting against the spread of COVID-19 in the workplace

▶ This document provides general, non-clinical information & guidance on:

✓ Checklist before returning to work

✓ Signs and symptoms of COVID-19

✓ How COVID-19 spreads

✓ Hand & respiratory hygiene

✓ Cleaning routines, waste disposal

✓ Physical distancing

✓ What to do if you/other member of staff becomes ill

Covid-19 Lead Worker Representative (LWR)

Each LWR (in conjunction with Line Manager) will be responsible for:

➢ Putting in place, and keeping regular checks of COVID-19 control measures

➢ Ensuring that fellow staff members ae adequately informed and kept up to date on COVID-19 information, advice and guidance

➢ Liaise between management and staff on matters relating to COVID-19

➢ Help as part of a response team in managing someone with symptoms of COVID-19 at the workplace

Covid-19 Lead Worker Representative (LWR)

What is the role of a Lead Worker Representative?

- Help out with putting in place the COVID-19 control measures.

- Communicate regularly with your employer, and assist in providing COVID-19 health advice to your co-workers.

- Carry out regular checks that COVID-19 control measures are in place.

- Keep a record of non-compliance with COVID-19 workplace controls.

- Report to your employer / manager any problem areas or non-compliance.

- Listen to the concerns of fellow workers and raise them with your employer.

- Help keep your fellow workers up to date with the latest COVID-19 advice from Government.

- Help as part of a response team in managing someone with symptoms of COVID-19 at the workplace.

What will my employer do?

Your employer will:

- provide you with the information you need to carry out the role

- provide you with relevant training

- provide you with a COVID-19 induction

- consult with you when putting control measures in place to keep you and other workers safe

- make you aware of the control measures they have put in place

- tell you about any impact on or changes to emergency plans or first aid

- agree a system for addressing concerns and regular communication with you.

How do I prepare for the role?

- Be familiar with the Return To Work Safely Protocol and the public health recommendations.

- Complete the COVID-19 return to work form and give it to your employer.

- Complete the COVID-19 Induction that your employer provides.

- Keep up to date with the latest COVID-19 advice from Government.

- Know the signs and symptoms of COVID-19.

- Understand how to stop the virus from spreading.

- Know the cleaning requirements needed to prevent the spread of the virus.

Before ever returning to work…

Employers Must…

▶ Establish and issue a pre-return to work form for workers to complete at least 3 days in advance of the return to work. This form should seek confirmation that the worker, to the best of their knowledge, has no symptoms of COVID-19 and also confirm that the worker is not self-isolating or awaiting the results of a COVID-19 test.

▶ If a worker answers Yes to any of the questions on the form, they are strongly advised to follow the medical advice they receive or seek medical advice before returning to work

▶ Provide an induction training for all workers. This training should at a minimum include the latest up to-date advice and guidance on public health: what a worker should do if they develop symptoms of COVID-19; details of how the workplace is organised to address the risk from COVID-19; an outline of the COVID-19 response plan; identification of points of contact from the employer and the workers; and any other sector specific advice that is relevant.

▶ Arrange for the putting in place of the necessary controls identified in the risk assessment to prevent the spread of COVID-19 in the workplace. Risk assessment prompt sheet can be found at https://www.hse.ie/eng/staff/safetywellbeing/healthsafetyand%20wellbeing/safetystatementsandriskasse ssments.html

▶ Implement temperature testing in line with Public Health advice.

Staff Must…

▶ Complete and return the pre-return to work form before they return to work. Any employees who were not present in the workplace prior to the introduction of the Protocol on 9th May 2020 are required to complete the pre-return to work questions.

▶ Inform their employer if there are any other circumstances relating to COVID-19, not included in the form, which may need to be disclosed to allow their safe return to work.

▶ Self-isolate at home and contact their GP promptly for further advice if they have any COVID-19 symptoms.

▶ Stay out of work until all symptoms have cleared following self-isolation.

▶ Participate in any induction training provided by the employer on their return to the workplace.

▶ Complete any temperature testing as implemented by the employer and in line with public health advice

Return to Work Forms / Checklists

COVID-19 Return to Work Form

HEALTH AND SAFETY AUTHORITY

To help prevent the spread of COVID-19 in the workplace, every worker must complete and sign this form before returning to work. On review of the form, management may contact you and ask you not to return to work immediately and will discuss a suitable future date for your return. N.B. Every question <u>must</u> be answered.

Employee Name:	Manager Name:

Workplace Address:

	Question	✓ Yes	✓ No
1.	Do you have symptoms of cough, fever, high temperature, sore throat, runny nose, breathlessness or flu like symptoms now or in the past 14 days?	◯	◯
2.	Have you been diagnosed with confirmed or suspected COVID-19 infection in the last 14 days?	◯	◯
3.	Are you a close contact of a person who is a confirmed or suspected case of COVID-19 in the past 14 days (i.e. less than 2 metres for more than 15 minutes altogether in 1 day)?	◯	◯
4.	Have you been advised by a doctor to self-isolate at this time?	◯	◯
5.	Have you been advised by a doctor to cocoon at this time?	◯	◯
6.	Please provide details* below of any other circumstances relating to COVID-19, not included in the above, which may need to be considered to allow your safe return to work. Further information on people at higher risk from Coronavirus can be accessed here.	◯	◯

Additional Information

* If you are unsure whether or not you are in an at-risk category, please check the information at the link in Question 6. If your situation changes after you complete and submit this form, please tell management.

Print Name: _____ **Signature:** _____ **Date:** _____

https://tinyurl.com/HSA-Template-and-Checklists

What is Coronavirus (COVID-19)?

COVID-19 is a new illness that can affect your lungs and airways. It's caused by a virus called Coronavirus.

Coronavirus (COVID-19) is spread in sneeze or cough droplets. Current evidence suggests that the virus can spread as easily as the flu virus that circulates every winter.

Viruses can be easily spread to other people and you are normally infectious until all your symptoms have gone.

Coronavirus (COVID-19) may survive on surfaces if someone who has it coughs or sneezes onto it. Simple household disinfectants can kill the virus on surfaces.

The evidence so far suggests that:

80%
of cases
Patients experience mild illness and make a full recovery within a few weeks

Around 14%
of cases
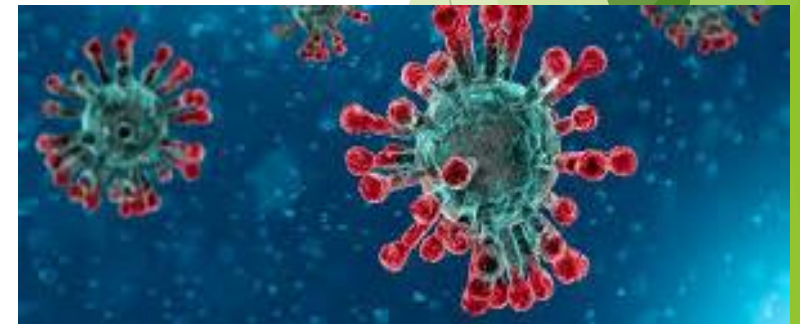Patients experience more severe illness

Around 6%
of cases
Patients experience critical illness

Who are at-risk groups?

There are some groups of people who may be more at risk of serious illness if they catch Coronavirus (COVID-19).

These groups include:

- ➡ People over 75 are particularly vulnerable

- ➡ All people aged 60 years and over

- ➡ People (adults and children) with long-term medical conditions including people with cardiac and respiratory conditions

- ➡ People whose immune system is impaired due to disease or treatment including cancer patients

- ➡ Patients with any condition that can affect respiratory function (breathing)

- ➡ Residents of nursing homes and other long-stay settings including disability, mental health and older persons services

- ➡ All over 50-year olds within the specialist disability health services

- ➡ All people in the specialist disability health services with an underlying health problem

Further Information on at-risk groups is found at the following link

https://www2.hse.ie/conditions/coronavirus/people-at-higher-risk.html

Symptoms of Covid-19

The most common symptoms are:

Cough: any kind of cough, usually dry but not always	**Fever:** High Temperature over 38° C	**Shortness of Breath**	**Difficulty Breathing**

It can take up to 14 days for symptoms to appear.

If you are felling unwell or displaying symptoms, immediately self isolate and make phone contact with your GP and line manager / supervisor.

Persons displaying symptoms must telephone their GP or the HSE Helpline at 1850 241850 and follow advice received.

How does the virus spread?

➢ Respiratory Droplets (generated by coughing, sneezing, talking)

➢ Contact with contaminated surfaces including door handles, table tops, counter spaces, taps, sinks, kitchen utensils, towels & face clothes.

Coronavirus transmission is from human to human

Breath

Droplets

Cough

Contact
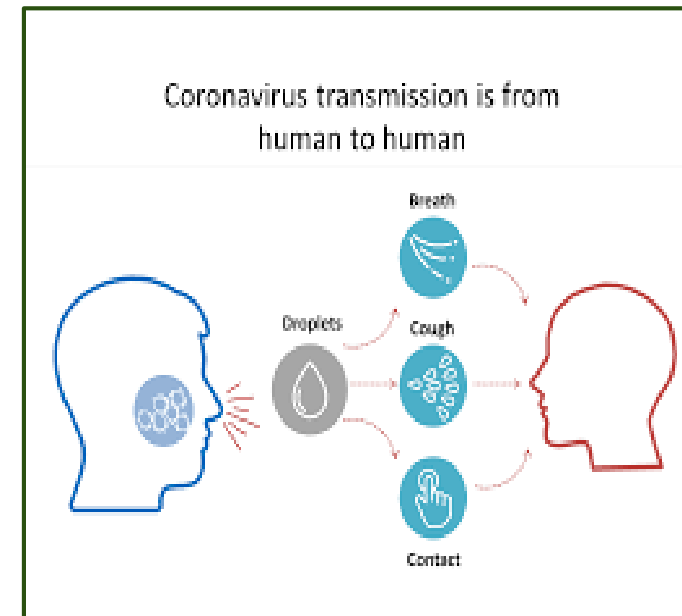
Protection against getting/giving Covid-19

Handwashing

Wash your hands regularly and avoid touching your face with your hands. Hand gels with at least 60% alcohol content can be used if soap and water are not available.

How to wash your hands with soap and water

✔ Wet your hands with warm water and apply soap.

✔ Rub your hands together until the soap forms a lather.

✔ Rub the top of your hands, between your fingers and under your fingernails.

✔ Do this for about 20 seconds.

✔ Rinse your hands under running water.

✔ Dry your hands with a clean towel or paper towel.

A video demonstration is available at **hse.ie/handhygiene**

Coronavirus COVID-19

Coronavirus COVID-19 Public Health Advice

To protect yourself and others you need to wash your hands with soap and water

Wet your hands with water and apply soap

Rub your hands together until the soap forms a lather

Rub the top of your hands, between your fingers and under your fingernails

Do this for about 20 seconds

Rinse your hands under running water

Dry your hands with a clean towel or paper towel

Kill the virus. **Save** lives.

Ireland is operating a delay strategy in line with WHO and ECDC advice

HSE — Rialtas na hÉireann Government of Ireland

Handwashing – Contd.

When to wash your hands

- ✓ after coughing or sneezing
- ✓ before and after eating
- ✓ before and after preparing food
- ✓ if you were in contact with someone who has a fever or respiratory symptoms
- ✓ after being on public transport or in a crowd (especially an indoor crowd)
- ✓ if you have handled animals or animal waste
- ✓ if your hands are dirty
- ✓ after toilet use

Moisturise your hands often. Any basic product that is not perfumed/coloured is ok.

Do not wear gloves instead of washing your hands. The virus gets on them in the same way it gets on your hands. Also, your hands can get contaminated when you take the gloves off.

When using Alcohol Hand Rub

- ✓ Use on physically clean hands

- ✓ Cover all surfaces of your hands

- ✓ Duration 20-30 seconds

- ✓ Continue rubbing until hands are completely dry

Handwashing – Contd.

Watch this video
Click below on
the underlined
link

https://youtu.be
/IsgLivAD2FE

Wet hands with water and apply enough soap to cover all surfaces of the hands.

Employers Must…

▶ Ensure that **appropriate hygiene facilities** are in place to accommodate workers adhering to hand hygiene measures.

▶ Make available **advice and training** on how to perform hand hygiene effectively: https://www2.hse.ie/wellbeing/how-to-wash-your-hands.html

▶ Display **posters** on how to wash hands in appropriate locations: https://www.hse.ie/eng/services/news/newsfeatures/covid19-updates/partner-resources/hand-hygiene-poster-english.pdf

▶ Refer to the Health and Safety Authority Checklist No.2 (Control Measures) https://tinyurl.com/HSA-Template-and-Checklists

Staff must…

- Ensure they are familiar with and follow **hand hygiene guidance and advice.**

- **Wash their hands** with soap and water or with an alcohol-based hand rub regularly

- Avoid **touching** their eyes, mouth, or nose.

- Have access to **facilities to support hand hygiene** (for example hand sanitiser/hand wipes/hand washing facilities).

- **Not share** objects that touch their mouth, for example, bottles or cups.

Further Information and Resources - Handwashing

▶ **Health Service Executive (HSE) Website. General information on handwashing.** https://www2.hse.ie/wellbeing/how-to-wash-your-hands.html

▶ **Health Protection Surveillance Centre (HPSC) Website**. General advice and posters. https://www.hpsc.ie/a-z/respiratory/coronavirus/novelcoronavirus/

▶ **Department of Health. Posters** https://www.gov.ie/en/collection/02cd5c-covid-19-information-resources/#hand-washing

▶ **Health Service Executive (HSE) Website. Poster** https://www.hse.ie/eng/services/news/newsfeatures/covid19-updates/partner-resources/hand-hygiene-poster-english.pdf

Respiratory Etiquette

When coughing and sneezing, cover your mouth and nose with your bent elbow or tissue. Put used tissues into a closed bin and wash your hands.

WRONG

RIGHT

COVER YOUR COUGH AND SNEEZE THE RIGHT WAY

✓ **DO**
Use a tissue and place it immediately in the bin. Wash your hands or use a hand sanitiser.

✓ **DO**
Cough or sneeze into your upper sleeve. Germs won't spread through your clothing.

✗ **DON'T**
Cough or sneeze into your hands. You'll end up spreading germs to everything you touch.

Employers Must…

- Provide **tissues** as well as **bins/bags** for their disposal.
- **Empty bins** at regular intervals.
- Provide **advice** on good respiratory practice.

Staff must...

► Adopt good **respiratory hygiene and cough etiquette**.

► Ensure they are familiar with and follow **respiratory hygiene guidance.**

When you cough or sneeze cover your nose and mouth with a tissue

or

Cough or sneeze into your elbow, not your hands.

Further Information and Resources – Respiratory Etiquette

- Health Protection Surveillance Centre https://www.hpsc.ie/a-z/respiratory/coronavirus/novelcoronavirus/posters/

Clean & Hygienic Workplaces

▶ Surfaces (e.g. desks and tables) and objects
(e.g. telephones, keyboards) need to be cleaned
 regularly

▶ Contamination on surfaces touched by
employees and customers is one of the main
ways that COVID-19 spreads

Employers must…

► Implement **thorough and regular cleaning** of frequently touched surfaces.

► Ensure **contact/touch surfaces** such as table tops, work equipment, door handles and handrails are visibly clean at all times and are cleaned at least twice daily.

► Implement **modified cleaning intervals** for rooms and work areas. This applies especially to washroom facilities and communal spaces.

► Provide workers with **essential cleaning materials** to keep their own workspace clean (for example cleaning products, paper towels and waste bins/bags).

► Increase number of **waste collection points** and ensure these are emptied regularly throughout and at the end of each day.

► Modify use of **hot desks** to ensure that these are made available to identified staff and have appropriate cleaning materials in place for workers to clean the area before using.

► Refer to Health & Safety Authority Checklist No. 5 (Cleaning and Disinfection) https://tinyurl.com/HSA-Template-and-Checklists

Staff must...

- Staff must familiarise themselves with the **basic rules of hygiene and infection control**, in particular the difference between cleaning and disinfecting, detergents and disinfectant and apply those rules to minimise the risk of COVID-19 spread.

- It is the responsibility of staff to ensure their **immediate work areas are clean** including keyboards, phones, desks and staff must clean their immediate work area both before and after use. Where phones are shared, each person using the phone will need to clean same before and after they use it.

- Follow any **specific direction from the employer**

CLEANING,
DISINFECTING,
& SANITIZING:
WHATS THE
DIFFERENCE?

Further Information and Resources – Cleaning and Disinfecting

▶ HSE guidance on how to clean work areas. https://www.hse.ie/eng/staff/safetywellbeing/healthsafetyand%20wellbeing/health-and-safety-covid-19-instructions-on-how-to-clean-pc-and-desks.pdf

▶ Video resource on preventing the spread of infection https://www.hpsc.ie/a-z/respiratory/coronavirus/novelcoronavirus/videoresources/non-clinicalstaffcovid-19videoresources/

For Clinical Staff, refer to:

Section 3: Standard Precautions
• **https://www.hse.ie/eng/about/who/healthwellbeing/infectcont/sth/gl/sec3.html**

Section 8: Decontamination
• **https://www.hse.ie/eng/about/who/healthwellbeing/infectcont/sth/gl/ipcc-guidelines-section-8.pdf**

Physical Distancing…The new norm

- ✓ At least 2 metres (6.5 feet) distance between people (particularly those who are coughing, sneezing or have a fever).

- ✓ No handshaking or unnecessary contact

Physical Distancing- explained

Physical distancing (also known as social distancing) aims through a variety of means to decrease or interrupt the spread of COVID-19. It does this by minimising contact between potentially infected individuals and healthy individuals.

The current recommended distance to be maintained between people in order to minimise risk of transmission is 2 METRES

Unnecessary contact – do not shake hands or make unnecessary contact

If your work activity is going to require close contact within 2M, STOP and ask your Line Manager / Supervisor for advice. This will require a risk assessment resulting in additional protection measures.

Employer must….

▶ Ensure that workers sharing collective accommodation at a place of work are grouped in fixed teams that are as small as is reasonably practicable and consist of individuals who also work together. As far as is reasonably practicable,

- each team should where reasonably practicable be provided with their own communal facilities (washrooms, kitchens and communal rooms) in order to avoid the additional burden of shift-wise use and the necessity to clean between occupancy by different teams. If this is not possible, employers should implement phased use and an enhanced cleaning regime.

- accommodation must be regularly cleaned and ventilated either manually (by opening windows and doors) or mechanically.

- additional rooms must be provided for early isolation of infected persons.

▶ Prevent gatherings of workers in the workplace at the beginning and end of working hours (such as at time recording terminals and in changing rooms, washrooms and showers),

Employer must….

- Implement a **no hand shaking** policy
- Organise workers into **teams who consistently work and take breaks together.** The teams should be as small as is reasonably practicable in the context of the work to be done
- Organise breaks in such a way as to **facilitate maintenance of physical distancing** during breaks
- **Reorganise and rearrange working and break areas**. For example, placing tables and chairs far enough apart in canteens
- Consider closing **canteen facilities** if public health measures including social distancing cannot be facilitated. If closing, provide information on delivery options
- **Stagger canteen use** and extend serving times
- Implement a **queue management system** with correct distance markings to avoid queues at food counters, tray return points and checkouts
- Put in place use of **card payment methods** where practicable

Employer must...

▶ Allocate **specific times for collections, appointments and deliverables**

▶ Conduct **meetings as much as possible using online remote means**

Where face to face meetings are absolutely necessary, the length of the meeting and the numbers attending should be kept to a minimum and participants must maintain physical distancing at all times

▶ Provide **one way systems** for access/egress routes in the workplace where practicable

▶ Adapt existing **sign-in/sign-out measures and systems**, for example, biometrics/turnstiles, to ensure that physical distancing can be maintained

Further Information and Resources – Physical Distancing

▶ A HSE prompt sheet with regard to physical distancing
https://www.hse.ie/eng/staff/safetywellbeing/healthsafetyand%20wellbeing/safetystatementsandriskassessments.html

▶ HSE Circular https://www.hse.ie/eng/staff/resources/hr-circulars/hr-circular-014-2020-social-distancing-in-the-health-sector.pdf

▶ HSE Circular https://www.hse.ie/eng/staff/resources/hr-circulars/hr-circular-017-2020-update-social-distancing-in-the-health-sector.pdf

▶ HSA website detailing Signage to assist in social distancing
https://www.hsa.ie/eng/topics/covid-19/

Social Distancing
For your safety please keep **2 metres** (6 feet) from one another in queues

2m

Coronavirus
COVID-19
Public Health
Advice

Travelling to Work

- When travelling to work, it is preferable that you do so alone by walking, cycling or using a private vehicle

- Avoid using public transport if possible. If this is not possible, ensure you take steps to protect yourself

    - Take a seat, avoid being close to others

    - Wear a face covering

    - Avoid touching transmission points such as handrails

    - Bring hand sanitiser

https://www.hse.ie/eng/staff/safetywellbeing/healthsafety and%20wellbeing/guidance-on-staff-travel-during-covid-19-outbreak.pdf

Coronavirus (COVID-19)
DON'T TOUCH
Public Surfaces

Symptoms, Self-Isolation & Close Contact

To protect you, your colleagues and family, it is essential that if you:

1. Have any symptoms of COVID-19 or if you feel unwell before or during work

    or

2. Have been in close contact with a confirmed COVID-19 case

You should immediately self-isolate at home, make phone contact with your GP and line manager / supervisor and follow advice issued.

Close Contact

Close Contact is defined as:

- Spending more than 15 minutes within 2 metres of an infected person
- Living in the same house or shared accommodation as an infected person
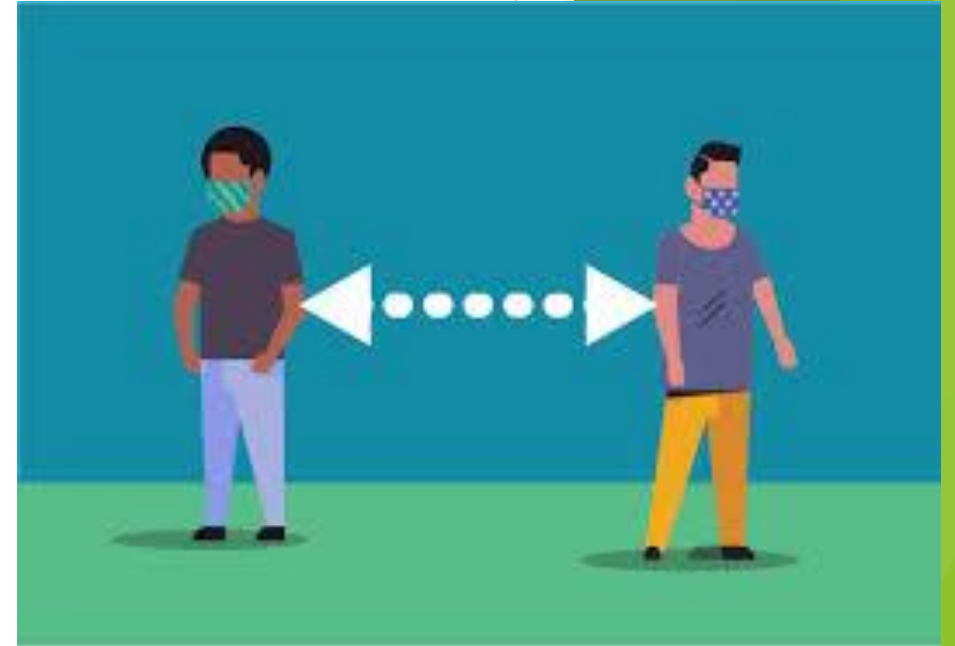
Advised to stay at home to avoid spread?

▶ If close contact of a confirmed case OR of a suspect case

▶ Usually 14 days from last contact with the case.

▶ Can still go outside for walks etc. on your own. But avoid spending time in close contact with others

▶ 2 forms of home stay

1. **Self quarantine** – applies to contacts of cases who have NO SYMPTOMS

2. **Self- isolation** – applied to Suspect or Confirmed cases of COVID-19

CORONAVIRUS
What are some of the symptoms?

Fever   Breathing difficulties   Cough

14 DAYS
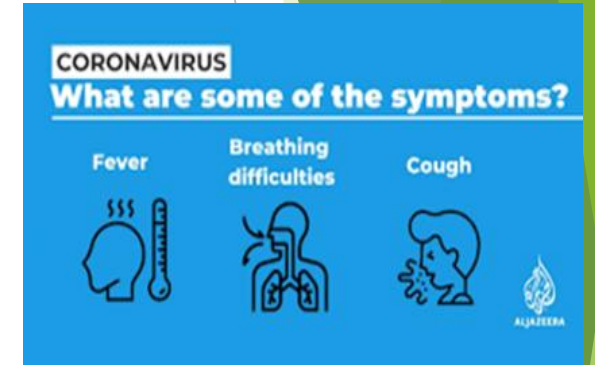
Self Quarantine

× Do not go to school, college or work.

× Do not use public transport.

× Do not go to meetings, social gatherings, group events or crowded places.

× Do not have visitors at your home.

× Do not go shopping - where possible, order your groceries online or have some family or friends drop them off.

× Avoid contact with older people, people with chronic health problems and pregnant women if possible.

× Do not travel outside Ireland.

Quarantine - Self-Isolation

If during the quarantine period a person develop symptoms of COVID-19, they must self-isolate and phone **HSE Live 1850-24-1850.** Once you phone the helpline the person will be assessed and testing will be arranged.

Self-isolation means staying indoors and **<u>completely</u>** avoiding contact with other people (including those in your household).

FROM? 14 days since onset of any symptom AND no fever for 5 days.

WHEN?

✓ If sent for testing and either awaiting getting the testing or awaiting the result.

✓ Or if a case has a positive test result for coronavirus.

✓ Or if a contact who was in self quarantine (receiving daily texts from Department of Public Health i.e. on Active Surveillance) develops symptoms they will change to self isolation.

Self isolation

- Stay at home, in a room with the window open.

- Keep away from others in your home as much as you can. (especially older people, pregnant women or anyone with an underlying health condition)

- Check your symptoms - call a doctor if they get worse.

- Phone your doctor if you need to - do not visit them.

- Cover your coughs and sneezes using a tissue - clean your hands properly afterwards.

- Wash your hands properly and often.

- Use your own towel - do not share a towel with others.

- Clean your room every day with a household cleaner or disinfectant.

- Do not go to work, school, religious services or public areas.

- Do not share your anything you handle

- Do not use public transport or taxis.

- Do not invite visitors to your home.

For more information refer to:
https://www2.hse.ie/conditions/coronavirus/managing-coronavirus-at-home/self-isolation.html

Self isolation

It is advised you do not return to work after isolation unless:

- It has been 14 days since your first symptoms

- 5 days have passed without a temperature

- You have no symptoms

- Unless your doctor recommends otherwise.

If you are in an at risk / vulnerable group, as advised by the HSE, or have any concerns contact your GP.

Responding to a suspect case

▶ Ensure to have a designated isolation area

  ▪ Adequately ventilated

  ▪ Contains tissues, hand sanitizer, PPE, Gloves, Mask, Clinical Waste Bags

▶ COVID-19 Lead Worker Representative / Response Team assess whether individual can be directed to a) go home, b) call their doctor and c) continue self-isolation at home
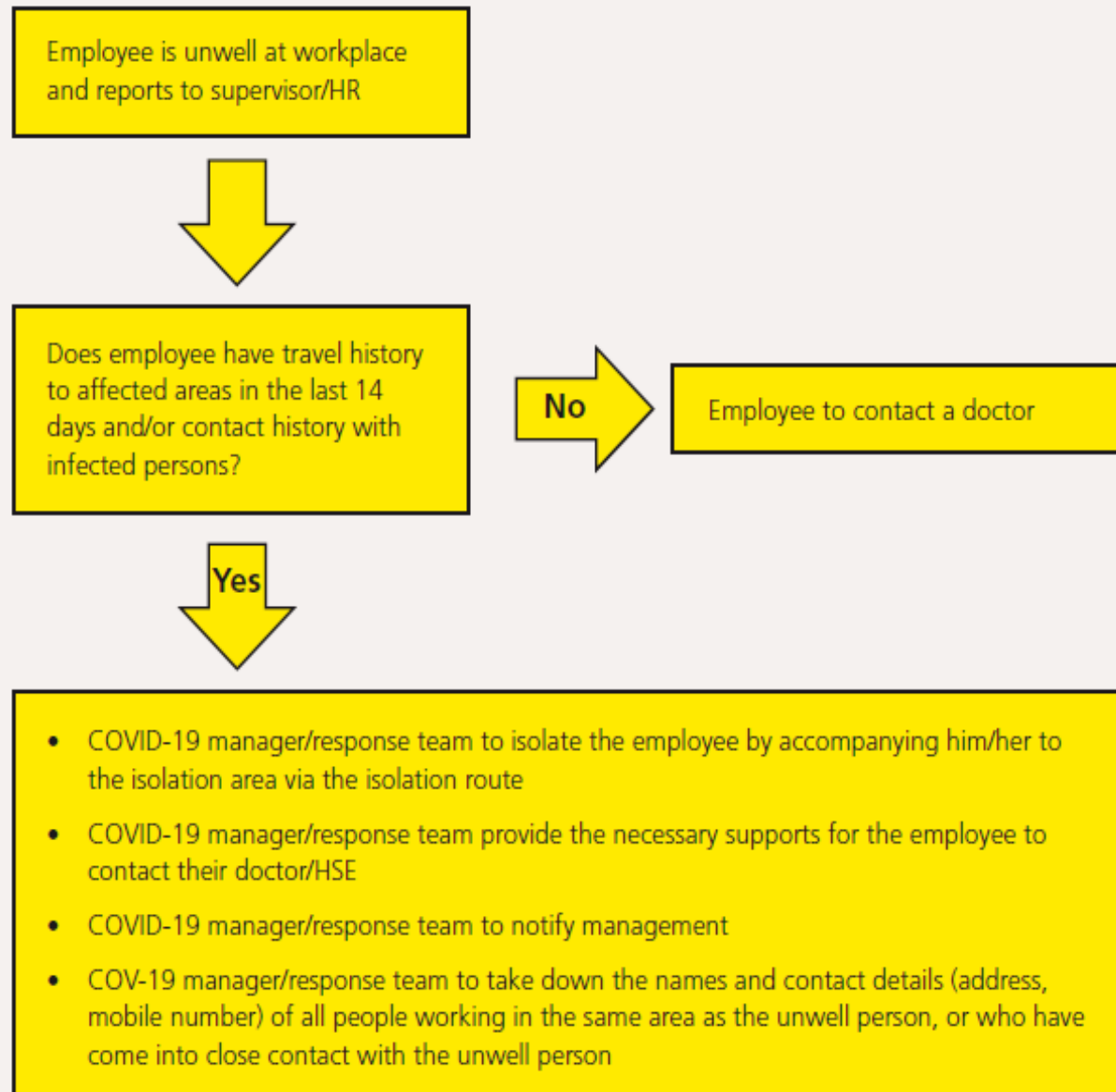
Additional advice on dealing with a suspected case is available from the NSAI:
https://www.nsai.ie/images/uploads/general/NSAI-Guidelines-for-COVID-19-2020-04-09.pdf

A check list with regard to reacting to a suspected case is found on the HSA website
https://tinyurl.com/HSA-Template-and-Checklists

Responding to a suspect case

Employee is unwell at workplace and reports to supervisor/HR

Does employee have travel history to affected areas in the last 14 days and/or contact history with infected persons?

No → Employee to contact a doctor

Yes

- COVID-19 manager/response team to isolate the employee by accompanying him/her to the isolation area via the isolation route
- COVID-19 manager/response team provide the necessary supports for the employee to contact their doctor/HSE
- COVID-19 manager/response team to notify management
- COV-19 manager/response team to take down the names and contact details (address, mobile number) of all people working in the same area as the unwell person, or who have come into close contact with the unwell person

- System in place to identify and isolate staff who start to display symptoms of COVID-19

- COVID-19 contact / group work log in place to facilitate contact tracing

- Display posters highlighting signs and symptoms of COVID-19

GENERAL PRINCIPLES TO BE APPLIED DURING COVID-19

Reduce - the number of persons in any work area to comply with the 2-metre physical distancing guideline recommended by the HSE.

Review - work practices, mindful of close working arrangements. Employees should be encouraged to self-assess their task for physical distancing and transmission points.

Supervise – monitoring compliance to ensure physical distancing, hygiene rules and COVID –19 control measures are being adhered to and maintained in order to reduce the risk of the spread of COVID-19.

Compliance and Monitoring

- Monitoring compliance will require ensuring that physical distancing, hygiene rules and COVID–19 control measures are being adhered to and maintained in order to reduce the risk of the spread of COVID-19.

- It is important to note that compliance with COVID-19 control measures is the responsibility of everyone and must be supported by all in order to protect health and reduce the spread of COVID-19. Compliance checks with COVID-19 may include checking the following measures are in place and being adhered to:

  - Adequate signage
  - Physical Distancing
  - Hand Washing
  - Cough/Sneeze Etiquette
  - Safety Documentation

  - Risk Assessment
  - Increased cleaning regimes where required
  - Staggering breaks, lunch times, etc
  - Correct use and disposal of PPE

Return to Work Safely Protocol, Covid-19 Specific National Protocol for Employers and Workers, prepared by the Department of Business, Enterprise and Innovation and the Department of Health, May, 2020)
https://dbei.gov.ie/en/Publications/Publication-files/Return-Work-Safely-Protocol.pdf

The HSE approach to the implementation of the Return to Work Safely Protocol can be accessed at the following link.
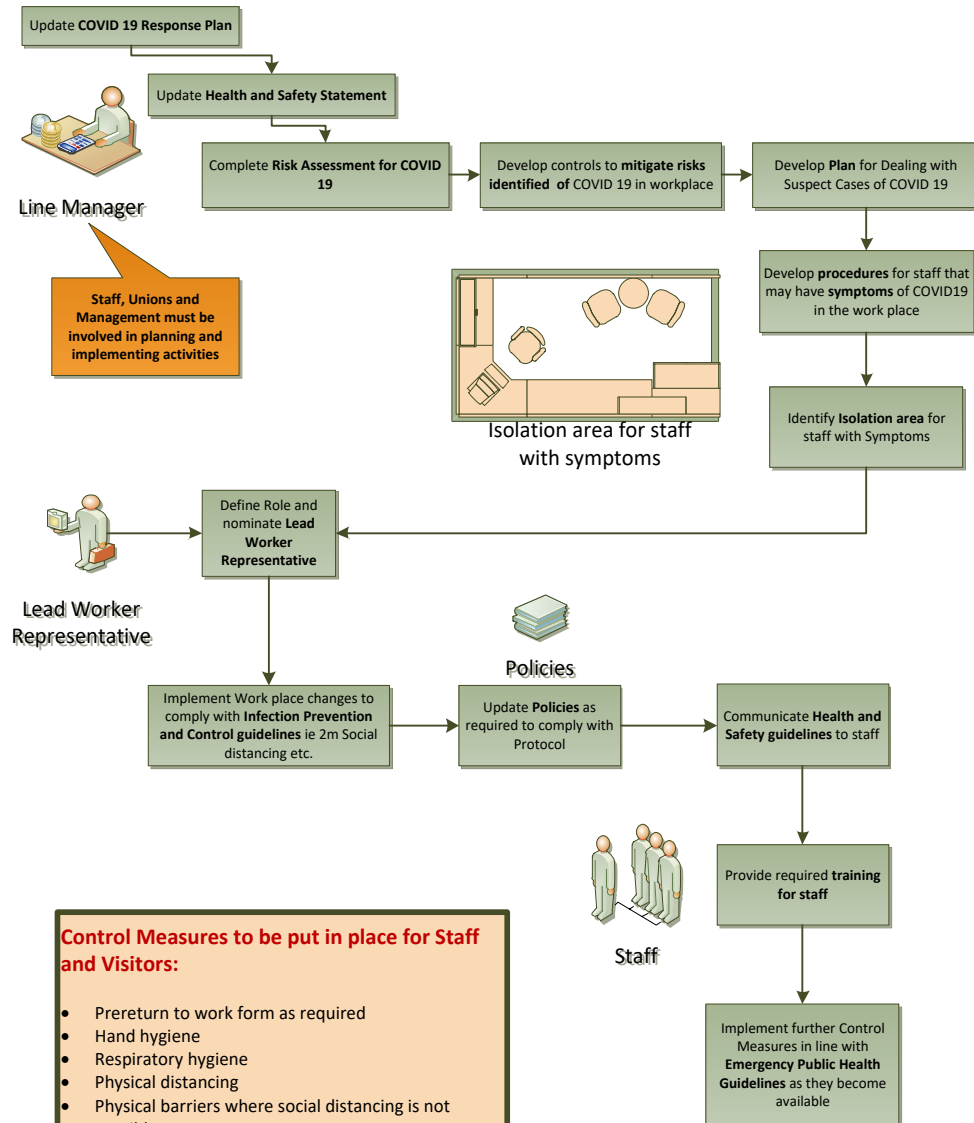**https://healthservice.hse.ie/staff/news/coronavirus/hse-approach-to-return-to-work-safely-protocol.html**

High Level Check List for Implementation of Return to Work Safely Protocol

No:	Task	Completed	Date
1	COVID 19 Response Plan updated		
2	Health and Safety Statement updated		
3	Risk Assessment for COVID 19 completed		
4	Controls to mitigate risks developed		
5	Plan for dealing with Suspect COVID 19 cases completed		
6	Procedure for staff with symptoms of COVID 19 completed		
7	Isolation area for staff with symptoms available		
8	Lead Worker Representative defined		
9	Lead Worker Representative identified and appointed		
10	Policies to comply with Protocol updates		
11	Health and Safety Guidelines communicated to staff		
12	Training provided to staff		
13	Further control measures implemented from Emergency Public Health		

Line Manager Return to work Safely Protocol Flowchart

Update **COVID 19 Response Plan**

Update **Health and Safety Statement**

Line Manager

Staff, Unions and Management must be involved in planning and implementing activities

Complete **Risk Assessment for COVID 19**

Develop controls to **mitigate risks identified of** COVID 19 in workplace

Develop **Plan** for Dealing with Suspect Cases of COVID 19

Develop **procedures** for staff that may have **symptoms** of COVID19 in the work place

Isolation area for staff with symptoms

Identify **Isolation area** for staff with Symptoms

Define Role and nominate **Lead Worker Representative**

Lead Worker Representative

Policies

Implement Work place changes to comply with **Infection Prevention and Control guidelines** ie 2m Social distancing etc.

Update **Policies** as required to comply with Protocol

Communicate **Health and Safety guidelines** to staff

Staff

Provide required **training for staff**

Implement further Control Measures in line with **Emergency Public Health Guidelines** as they become available

Control Measures to be put in place for Staff and Visitors:

- Prereturn to work form as required
- Hand hygiene
- Respiratory hygiene
- Physical distancing
- Physical barriers where social distancing is not possible
- Working from home where possible
- Business travel
- Minimise face to face interactions where possible
- Use of PPE where required in line with guidelines
- Cleaning requirements process and awareness

STAFF AND MANAGEMENT ARE RESPONSIBLE FOR IMPLEMENTING THE CONTROL MEASURES

Useful Websites / Resources

- **Health Service Executive (HSE) Website** https://www2.hse.ie/coronavirus/

- **Health Protection Surveillance Centre (HPSC) Website** https://www.hpsc.ie/a-z/respiratory/coronavirus/novelcoronavirus/

- **World Health Organization (WHO):** https://www.who.int/health-topics/coronavirus

- **HSE Covid -19 Posters and Resources** https://www.hse.ie/eng/services/news/newsfeatures/covid19-updates/partner-resources/

- **Department of Health resources, leaflets and posters** (https://www.gov.ie/en/collection/02cd5c-covid-19-information-resources/)

- **Health and Safety Authority** https://www.hsa.ie/eng/topics/covid-19/

- **HSE Coronavirus Support for Staff** https://healthservice.hse.ie/staff/coronavirus/

- **HSE, National Health & Safety Function (NHSF)** Covid-19 related pages https://www.hse.ie/eng/staff/safetywellbeing/

Staff Workplace Wellbeing Directory

https://www.hse.ie/eng/about/who/healthwellbeing/healthy-ireland/community-healthcare-organisations/wellbeing-booklet-180520-small.pdf