

COVID-19

Response Plan

By: **Karen Murphy S. D. & C.**

Co. Donegal

in consultation with

The Safety Man (COVID-19 Compliance Advisor)

& in accordance with

COVID-19 COMPLIANCE PROTOCOLS
HSA / HSE / NSAI / LEEF

Signature - _____

Date - _____

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COVID-19 Policy

We take very serious the responsibility we have to our Students and others in relation to infectious diseases and in particular COVID-19.

Karen Murphy S. D. & C. will take all reasonable steps to secure and maintain the health, safety and welfare of all Students, and members of the public. Health and hygiene are a core value and is an integral part of how we plan, organise and undertake all work.

Karen Murphy S. D. & C. is committed to:

- continue to monitor our COVID-19 response and amend this plan in consultation with our workers
- provide up to date information to our Students on the Public Health advice issued by the HSE and Gov.ie
- display information on the signs and symptoms of COVID-19 and correct hand-washing techniques
- inform all workers of essential hygiene and respiratory etiquette and physical distancing requirements
- adapt the premises to facilitate physical distancing
- have all Students attend an induction / familiarisation briefing
- develop a procedure to be followed in the event of someone showing symptoms of COVID-19 while at work or in the workplace
- provide instructions for Students to follow if they develop signs and symptoms of COVID-19 during work
- intensify cleaning in line with government advice

The spread of COVID-19 can result in pain, injury, distress, disruption and, in the most serious circumstances, death. Our goal is to eliminate the spread of COVID-19 within our operations. Achieving this will require commitment to fostering a pro-active health and hygiene culture, based on a duty of care for oneself, co-workers and members of the public. All Students and management have a moral and legal responsibility to co-operate in implementing the rules, standards, procedures, guidelines and protocols laid out in this COVID-19 Response Plan as required by the '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.

This plan is a live working document and it will be reviewed on an ongoing basis and amended to take into account new guidance from www.Gov.ie, www.dbei.ie www.hse.ie, www.hpsc.ie, www.hsa.ie . Karen Murphy S. D. & C. will bring this Response Plan to the attention of Students during training and if it is updated.

Symptoms and how COVID-19 is spread

The following symptoms may develop in the 14 days after exposure to someone who has COVID-19 infection:

- Cough,
- Difficulty in breathing,
- Fever (38.0° C [100.4° F] or greater using an oral thermometer).
- Loss of the sense of smell or taste

Generally, these infections can cause more severe symptoms in people with weakened immune systems, older people, and those with long-term conditions like diabetes, cancer and chronic lung disease.

Spread of COVID-19

From what is known about other coronaviruses, the spread of COVID-19 is most likely to happen when there is close contact with an infected person. It is likely that the risk increases the longer someone has close contact with an infected person.

Respiratory secretions produced when an infected person coughs or sneezes containing the virus are most likely to be the main means of transmission.

There are 2 main routes by which people can spread COVID-19:

- infection can be spread to people who are nearby (within 2 metres) or possibly could be inhaled into the lungs,
- it is also possible that someone may become infected by touching a surface, object or the hand of an infected person that has been contaminated with respiratory secretions and then touching their own mouth, nose, or eyes (such as touching contaminated surfaces (e.g. door knob) or shaking hands then touching own face).


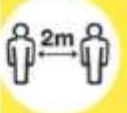









Proactive day to day duties of a C-19 Compliance Officer / Co-ordinator

- Monitor activities to ensure social distancing and hygiene rules are being maintained to protect health and reduce the spread of the C-19 virus.
- Do not put yourself at risk while carrying out your duties.
- Ensure all Students in the business complete a relevant COVID-19 Questionnaires / Declarations and completes a COVID-19 Induction which give appropriate consideration to COVID-19 guidelines.
- Monitor compliance with social distancing of 2 metres between all Students.
- In instances where there is non-conformance with social distancing, intervene.
- Maintain a log of regular monitoring of COVID-19 controls in the workplace.
- Ensure there is sufficient up to date signage erected at the business entrance to educate Students about the COVID-19 controls within the business.
- Promote and coach good hygiene practises to all Students within the business.
- Ensure regular cleaning of welfare facilities, handrails, door handles, etc. is undertaken.
- Ensure hand wash liquid/soap and hand sanitisers are in place and replenished as required.
- Check hot water and hand drying facilities are available at all times.
- Ensure Students are adhering to staggered break time schedules
- Ensure Students leaving at designated breaks remove their PPE and continue to adhere to social distancing guidelines.
- Report any areas of non-compliance to management and ensure these are addressed.
- Consider provision of additional controls for exceptional circumstances.
- Keep up to date with HSE guidelines.
- Ensure contractors working at the premises complete a JSSP for every main task with appropriate consideration given to COVID-19

Reactive C-19 Compliance Officer duties

- Refuse access to – Students with COVID-19 symptoms or anyone who is living with someone who is self-isolating or waiting a C-19 test (see pre-work COVID19 questionnaire)
- Informing management if there is a confirmed case or if they have been made aware of an individual with COVID-19 symptoms.
- Isolating an individual with symptoms in an isolation room/segregated area away from other Students.
- Follow company protocol for individuals with COVID-19 symptoms. (i.e. send home, inform them to contact GP).
- Assisting in contact tracing should there be a confirmed case of COVID-19.

Induction Form

Karen Murphy S. D. & C. COVID-19 INDUCTION						
 <p>Stop shaking hands or hugging when saying hello or greeting other people</p>	 <p>Distance yourself at least 2 metres (6 feet) away from other people, especially those who might be unwell</p>	 <p>Wash your hands well and often to avoid contamination</p>	 <p>Cover your mouth and nose with a tissue or sleeve when coughing or sneezing and discard used tissue</p>	 <p>Avoid touching eyes, nose, or mouth with unwashed hands</p>	 <p>Clean and disinfect frequently touched objects and surfaces</p>	<p>Symptoms</p> <ul style="list-style-type: none"> > Fever (High Temperature) > A Cough > Shortness of Breath > Breathing Difficulties
<ul style="list-style-type: none"> • Complete a COVID-19 Questionnaire before returning to Class • Apply Social Distancing >2m (If this is not possible consult your COVID-19 Compliance Officer and a plan will be implemented) • Adhere to guidance on COVID-19 Posters and Leaflets. Wash hands regularly and thoroughly or sanitize, sufficient facilities are provided and maintained to allow this to happen. • Cough / sneeze into sleeve or elbow, always cover up, dispose of tissues. • If you develop COVID-19 symptoms at work you will be ask to follow the protocol in the COVID-19 PLAN which includes but is not limited to wearing PPE, Isolate and contact your GP 						
<p align="center">Your COVID-19 Compliance Co-Ordinator/Officer is Karen Murphy</p>						
	<p>RPE may be required in certain circumstances to prevent the spread of COVID-19 The RPE may take the form of FFP3 / FFP2 or surgical mask – Refer to your Risk Assessment and/or COVID-19 Compliance Officer for advice.</p>					
	<p>Eye Protection or Full-Face Shield may be required to prevent the spread of COVID-19 Refer to your Risk Assessment and/or COVID-19 Compliance Officer for advice.</p>					
	<p>Gloves may be required in certain circumstances to prevent the spread of COVID-19. Note- Gloves should not be a substitute for washing your hands - Refer to your Risk Assessment and/or COVID-19 Compliance Officer for advice.</p>					
	<p>The following symptoms may develop in the 14 days after exposure to someone who has COVID-19 infection: Cough, Difficulty in breathing, Fever (38.0° C [100.4° F] If you feel the onset of any of these symptoms you must self-isolate and phone your GP immediately If you fell any of these symptoms at work you must inform your supervisor or COVID-19 Officer immediately Are you in an At Risk Group? let your supervisor know privately if you fall into any of the categories – More information can be found at https://www2.hse.ie/conditions/coronavirus/people-at-higher-risk.html</p>					
	<p>A COVID-19 Response Plan is being implemented and is available to you at any time, this plan is a live document which will be reviewed regularly and contains the following information:</p> <ul style="list-style-type: none"> • Symptoms and how COVID-19 is spread • COVID-19 Compliance Officer assigned • Duties of the COVID-19 Compliance Officer • Induction to include COVID-19 measures • COVID-19 Induction • Pre-Class COVID-19 Questionnaire • Zoning • Cleaning • Strategy to minimise spread – Outside & inside Premises • At Risk/Vulnerable Workers • Use of PPE – Personal Protective Equipment • Measures to be implemented on site to prevent the spread of COVID-19; • >2m Distancing • Travelling Measures • Welfare Facilities Measures • Dissemination of COVID-19 information • One-way systems / Safe site entrance and exit • Restructuring and splitting teams/shifts • Hygiene Do & Don't • COVID-19 Risk Assessment • Close Working Measures • Action Plan if Symptoms occur • Return to work after COVID-19 Measures 					
<p>Name:</p>		<p>Signature:</p>				
<p>Company:</p>		<p>Date:</p>				

Short Cuts Leave Long Scars – TheSafetyMan.ie

Pre Class Questionnaire

Karen Murphy S. D. & C. Pre-return to Class Form / Questionnaire / Self-declaration

In the interests of safety of the people at Karen Murphy S. D. & C., their families and the community, Karen asks that you complete the following questionnaire / self-declaration. Your co-operation and support are appreciated. You will be requested to leave or not enter the premises and seek medical advice if you answer 'YES' to any of the following Questions.

Question	YES	NO
Do you have symptoms of cough, fever, high temperature, sore throat, runny nose, breathlessness, loss of the sense of smell / taste or flu like symptoms now or in the past 14 days?		
Have you been diagnosed with confirmed or suspected COVID-19 infection in the last 14 days?		
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 2m for more than 15 minutes accumulative in 1 day)?		
Have you been advised by a doctor to self-isolate at this time?		
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 Class.		

I confirm that I have answered the above questions truthfully and to the best of my knowledge. I will inform Karen if at any-time in the future I answer yes to any of the above questions

Name - _____

Signature - _____

Date-_____

Zoning

Work areas are divided into zones for group work using cones with students allocated to work within each zone. Movement between zones should be minimised and controlled at all times. The following zoning template is being considered

Shift No.		Date:	
Staff Member Name	Allocated Zone	Zones Visited	Time of Visit

Cleaning

Cleaning schedules and procedures are in place and have been updated to include touch points throughout the premises

Examples include:

- Door Handles
- Items which Students have lifted to examine
- Desks
- Cones

Strategy to minimise spread – Outside & Inside of premises

Outside

Cones will be placed outside for students to stand at while waiting to enter. One student will stand at each cone and cones will be socially distanced. This and other measures including but not be limited to:

- The implementation of a queue management system with correct distance markings;
- Signage placed outside the class regarding numbers allowed in
- Signage on public responsibility of personal sanitizing and physical distancing;
- The provision of hand sanitiser at entrance for Students;
- The provision of disinfectant at/outside entrance for cleaning
- Open Door Policy

Inside

- Limit numbers accessing the premises to comply with HSE guidelines with continuous monitoring in place
- Cones to highlight physical distancing requirement i.e. for group work etc.
- Extra cleaning facilities to be provided along with regular waste disposal.
- Karen to wear Face Shield or other PPE as required

At Risk/Vulnerable Workers:

If an at risk or vulnerable worker cannot work from home and must be in the workplace, we will make sure that they are preferentially supported to maintain a physical distance of 2 metres. However, employers should enable vulnerable workers to work from home where possible.

Use of PPE – Personal Protective Equipment

While correctly using PPE can help prevent some exposures, it should not take the place of other preventative measures as outlined above. Examples of PPE include gloves, goggles, respiratory protection. Use of PPE may already be required in many workplaces to address occupational health and safety risks, for example, exposure to hazardous chemicals. In the context of COVID-19 risk, The HPSC website will be regularly checked for updates regarding use of recommended PPE.

- Full hygiene compliance as set out in this plan will be applied and maintained in all circumstances.
- PPE will be selected based on the hazard to the worker.
- We will provide PPE and protective clothing to workers in accordance with identified COVID-19 exposure risks and in line with Public Health Advice.
- Workers will be trained in the proper use, cleaning, storing and disposal of PPE.
- Gloves are generally not required for infection prevention and control purposes. Where gloves are necessary, they must not be considered a substitute for hand hygiene and hands must be cleaned whenever gloves are removed. Gloves should not create an additional occupational hazard (such as of gloves getting caught in rotating parts, or melting). Limitations on wearing time and workers' individual susceptibilities (allergies, etc.) will also be taken into account.
- PPE needs to be consistently and properly worn when required. In addition, it must be regularly inspected, cleaned, maintained and replaced as necessary.
- Further information on PPE is available at:
https://www.hsa.ie/eng/Topics/Personal_Protective_Equipment_-_PPE/.

Work Related Stress

All that is reasonably practicable to reduce and minimize work related stress will be implemented. Any employee who feels they are under excessive stress should report this to the supervisor and all reasonable efforts will be made to reduce the stress to an acceptable level.

- Workers, when they return to work, may have gone through traumatic events such as the serious illness or death of a relative or friend, or be experiencing financial difficulties or problems with their personal relationships.
- Workers who are returning to the workplace after a period of isolation are likely to have concerns about the risk of infection or changes to their job due to the implementation of measures to prevent the spread of COVID-19
- A range of supports and advice is available from the Health and Safety Authority on work related stress at:
https://www.hsa.ie/eng/Topics/Workplace_Stress/. The Authority also provides a free online risk assessment tool for addressing work related stress: WorkPositive (www.workpositive.ie).
- The Government's "*In This Together Campaign*" also provides information on minding one's mental health as well as tips on staying active and connected and may be useful for use by employers and workers:
<https://www.gov.ie/en/campaigns/together/?referrer=/together/>

>Social Distancing

- Social distancing, or physical distancing, is a set of interventions or measures taken to prevent the spread of a COVID-19 by maintaining a physical distance between people and reducing the number of times people come into close contact with each other.
- Ensuring Students maintain separation insofar as possible while working, when using toilets, canteens etc. Also, to promote social distancing when travelling to and from Class (public transport, vans etc.), and in their daily lives, is required in order to limit exposure.
- Avoid making close contact with people (i.e. do not shake hands)
- Reducing time spent in close proximity with others
- Staggering times for collections/appointments/deliveries
- It is essential to assess various work scenarios to ensure that the key requirements such as worker distancing is achieved.
- Reduce - the number of persons-in any work area to comply with the social distancing guideline recommended by the HSE
- Review - work practices, mindful of close working arrangements. Coach Students to self-assess their task for social distancing and transmission points.
- Ensuring compliance to the social distancing rule and good hygiene is not the sole responsibility of the C-19 Compliance Co-Ordinator. Their role is supported by all management, Students
- The COVID-19 Compliance Officer / Co-Ordinator must monitor compliance with social distancing between all Students at the premises (with the exception of planned close working). In instances where there is non-conformance with social distancing the C-19 Compliance Co-Ordinator is to intervene.
- Restrict the number of people using toilet facilities at any one time. Ensure there is a social distance maintained while using the toilet facility.
- Break times should always be staggered to reduce congestion and contact.
- Ensure a seating arrangement where students sit apart from each other whilst eating and avoid all physical contact with co-workers.
- Provide illustrations of spacing to clearly demonstrate social distancing.

Travelling

- Do not travel to Class if you have any COVID-19 symptoms such as cough, fever, difficulty breathing,
- Wherever possible Classwork should be carried out remotely.
- Wherever possible, Students should travel to Class alone using their family means of transport.
- Where public transport is the only option for students, then regular talks outlining how to reduce the possibility of infection should be considered.

Welfare Facilities

Toilet Facilities

- Restrict the number of people using toilet facilities and cloakroom
- toilet to be cleaned / sanitised after each use
- Implement appropriate COVID-19 hygiene regime.
- Ensure soap and hand washing pictorial guides are provided for washing hands are clearly visual and in a form manner and language understand for all.
- Enhance the cleaning regimes for toilet facilities and cloakrooms particularly door handles, locks and the toilet flush handle.
- Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal.

Dissemination of COVID-19 information

- Pre-Class Questionnaire to be completed by all Students returning to Class.
- COVID-19 Induction to be completed by all Students
- COVID-19 Posters to be displayed in prominent locations around the business, in the canteen, toilets, entry and exit.
- The HSE has prepared a package of resource materials that may be displayed in all workplaces and sites. See link below and Appendix 4
<https://www.hse.ie/eng/services/news/newsfeatures/covid19-updates/partner-resources/>
- COVID-19 Compliance Officer/Co-Ordinator to liaise with Students, carry out COVID-19 audits and intervene where required.
- All meetings to include COVID-19 updates
- social distance to be marked / posted where queues may form.
- social distance to be marked / posted around the shop area

Hygiene Do & Don't

DO:

- Wash your hands properly and often. Hands should be washed:
 - 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 (cough, shortness of breath, difficulty breathing)
 - before and after being on public transport if you must use it
 - before and after being in a crowd (especially an indoor crowd)
 - when you arrive and leave buildings including your home or anyone else's home
 - before having a cigarette or vaping
 - if your hands are dirty
 - after toilet use
- Cover your mouth and nose with a tissue or your sleeve when you cough and sneeze.
- Put used tissues into a bin and wash your hands.
- Clean and disinfect frequently touched objects and surfaces.

DON'T:

- Do not touch your eyes, nose or mouth with your hands.
- Do not share objects that touch your mouth – for example, bottles, cups.

7.m

Risk Assessment Form

Company Name: Karen Murphy S., D. & C. Risk Assessor: Karen Murphy

Date –15-07-20

Hazard = task/ activity with the potential to cause harm	Type of injury which could result if harm occurs	Type of People & number affected	Likelihood of injury occurring		Severity of Harm if injury does occur		RISK Low Med High	Current Control Measures in place	Further Control Measures required	Person Responsible to implement further measures required and Date to implement	Date to review: Assessments are annual review unless the task changes/alters	
			With CURRENT CONTROL in place		Harm if injury does occur							
			L	M	H	L	M					H
COVID-19	Serious Illness Death	All	x				x	M	Regular Washing of hands. Hand Sanitiser Provided and used. 2m social distancing implemented Procedure in place for <2m work. No shared Stationary. All regular contact spots (handles, handrails etc.) cleaned regularly. JSSP with specific COVID requirements, completed for all main tasks. COVID-19 Compliance Officer appointed. Induction on COVID-19 COVID-19 Pre-Class questionnaire completed for all Students. Appropriate COVID-19 signage posted throughout the Class. COVID-19 Plan in place. No access for non-essential personnel. Appropriate Welfare facilities in place (2m distance / hand washing facilities / regular cleaning / packed lunches etc.). Procedure in place for dealing with potential case of COVID-19. One-way system in place for moving around Class. Appropriate use of PPE – Face Mask, Gloves, Face shield. Cones used as social distancing Markers	COVID-19 Compliance Officer Regular Audits to ensure compliance with COVID-19 requirements Implement current control measures Regular review of COVID-19 announcements from HSE and the government with any additional controls implemented	– Ongoing – Daily / All – Ongoing / All - Ongoing	Review daily
No person with symptom on site- fever(temperature), cough, breathing difficulties. Also, no person who is living with someone who is self-isolating or waiting a C-19 test												

Action Plan if COVID-19 Symptoms occur on premises

- Treat people with dignity at all times
- If someone becomes unwell with symptoms such as cough, fever, difficulty breathing, the unwell person should be removed to an area which is at least 2 metres away from other people. If possible, find a room or area where they can be isolated behind a closed door, such as an office. If it is possible to open a window, do so for ventilation. Request individual to wear a mask to prevent contamination of area and Students.
- The individual who is unwell should call their doctor and should outline their current symptoms. Whilst they wait advice, ideally they should be in isolation or as a minimum remain at least 2 metres from other people. They should avoid touching people, surfaces and objects and be advised to cover their mouth and nose with a disposable tissue when they cough or sneeze and put the tissue in a bag or pocket then throw the tissue in the bin. If they don't have any tissues available, they should cough and sneeze into the crook of their elbow. If they need to go to the bathroom whilst waiting for medical assistance, they should use a separate bathroom if available.
- Closure of the premises is not recommended.
- The management team of the office or workplace will be contacted by the HSE to discuss the case, identify people who have been in contact with them and advise on any actions or precautions that should be taken.
- A risk assessment of each setting will be undertaken by HSE with the lead responsible person. Advice on the management of staff and members of the public will be based on this assessment. The HSE will also be in contact with the effected person directly to advise on isolation and identifying other contacts and will be in touch with any contacts of the case to provide them with appropriate advice.
- HSE will initiate Contact Tracing which will include the following:
 - any employee in close face-to-face or touching contact
 - talking with or being coughed on for any length of time while the employee was symptomatic
 - anyone who has cleaned up any bodily fluids
 - close friendship groups or workgroups
 - any employee living in the same household as a confirmed case
 - Contacts are not considered cases and if they are well, they are very unlikely to have spread the infection to others:
 - those who have had close contact will be asked to stay at home for 14 days from the last time they had contact with the confirmed case and follow the home isolation information sheet.
 - they will be actively followed up by the HSE
- Staff /Students who have not had close contact with the original confirmed case do not need to take any precautions and can continue to attend work.
- Note: Close contact is defined by the HSE as spending more than 15 minutes face-to-face contact within 2 metres of an infected person / living in the same house or shared accommodation as an infected person.

General tips for cleaning/disinfecting COVID-19 Isolation room after use

- Keep the door to the room closed for at least one hour before cleaning. Do not use the room until the room has been thoroughly cleaned and disinfected and all surfaces are dry.
- The person assigned to clean the area should avoid touching their face while they are cleaning and should wear household or disposable single use non-sterile nitrile gloves and a disposable plastic apron (if one is available).
- Open the window while you are cleaning.
- Clean the environment and the furniture using disposable cleaning cloths and a household detergent followed or combined with Chlorine based product such as sodium hypochlorite (often referred to as household bleach). Chlorine based products are available in different formats including wipes.
- If you are not familiar with chlorine based disinfectants then please refer to the HPSC Management of Infectious Diseases in Schools available at <https://www.hpsc.ie/az/lifestages/schoolhealth/>
- Pay special attention to frequently touched flat surfaces, the backs of chairs, couches, door handles and any surfaces or items that are visibly soiled with body fluids.
- Place all waste that has been in contact with the pupil, including used tissues, and masks if used, in a plastic rubbish bag and tie when full. Remove your apron and gloves and discard into the waste bag and clean your hands. Place the plastic bag into a second bin bag and tie it, then clean your hands.
- Store the bag in a safe place until the result of the test is available. If the pupil tests negative, place the waste in the normal domestic waste bin. In the event the pupil tests positive, Public Health will advise what to do next.
- Once the room has been cleaned and disinfected and all surfaces are dry, the room can be put back into use.
- There is no need to clean carpets (if present) unless there has been a spillage.

Waste disposal

- All waste that has been in contact with the individual, including used tissues, and masks if used, should be put in a normal waste bag. Tie the bag when it is almost full. Double bagging should be used. Note the date and time on the bag with a permanent marker when the waste is placed in the bag. The waste bag should be kept for 72 hours, then thrown into the normal waste.

Defence – CHECKLIST

What to do when a suspect case occurs?

Appoint dedicated resource to manage prevention measures e.g. COVID 19 Manager

Segregate suspected cases from others – separate area where possible, advised on steps to minimise contamination e.g. minimise surface contact, disposal of tissues etc

Segregation of disposable tissues/towels used by suspected case

Call the General Practitioner of the person

Follow advice regarding self-isolation and other prevention measures e.g. sending to hospital/home

Keep log/record of close contacts of person

Cleaning of area where suspected case operated

Assessment of incident and follow-up actions necessary

Provide information to HSE on request

Follow up with close contacts of suspected case and carry out necessary risk assessment for possible contamination

Review contact logs to identify possible contamination risks.

Use of Personal Protective Equipment

Supply suitable PPE as necessary when physical distancing measures are not suitable/appropriate

Cleaning staff to be provided with disposable gloves and gowns

Change PPE regularly to reduce risk of exposure to COVID 19

All PPE should be carefully removed and disposed of to minimise risk of contamination.

Breaches in PPE equipment to be reported

Return to Work after COVID-19

Develop and implement a COVID-19 Response Plan

Updates to Safety and Health Plans, Safety Statement and other relevant documents will have to be communicated to all Students

All Students must complete a COVID-19 induction

All persons returning to work must complete a COVID-19 Questionnaire / self-declaration.

It is recommended that this be completed and submitted at least 3 days in advance of persons returning to work– if conditions change at any time, resulting in a re-appearance of symptoms – workers should be advised not to come to work !

The questionnaire / self declaration is designed to seek confirmation that

the individual has no symptoms of COVID-19 and is not waiting a COVID-19 test results

Procedure for Students returning to class on recovery from COVID-19

In the event of a Student either being a suspected/ confirmed case of COVID-19 or a known “close contact” with a confirmed or suspected case, this protocol must be followed to ensure they are fit to return to work by means of self-declaration.

Fitness for Work should be considered from two perspectives:

1. Does their illness pose a risk to the individual themselves in performing their work duties?
2. Does their illness pose a risk to other individuals in the workplace?

The following steps should be followed, in line with current public health advice:

- Any worker/Student who has displays symptoms consistent with COVID-19 must stay away from work/class, self-isolate and contact their GP by phone as part of the triage process.
- They must also notify their line manager / teacher.
- An individual will be classified as either a suspected or confirmed case, based on HSE decision to test / outcome of test.
- An individual who is a known close contact with a confirmed or suspected case will be contacted by the HSE through its contact tracing process.
- Advice regarding self-isolation for a period of 14 days since their last “close contact” with confirmed/suspected case must be followed.
- An individual must only return to work/class if deemed fit to do so and upon approval of their medical advisor and having coordinated with their line manager/designated HR/employer contact.
- When an individual is symptom-free and are deemed fit to return to work, the key criteria are:
 - 14 days since their last “close contact” with a confirmed/suspected case and have not developed symptoms in that time, or
 - 14 days since the onset of their symptoms and 5 days since their last fever (high temperature), or
 - They have been advised by a GP / healthcare provider to return to work.

COVID_19 Response Plan – The Company

Line Manager/Teacher should confirm the relevant criteria above with the individual and write down their responses.

Individual must self-declare their fitness for work in the absence of having a fitness for work certificate from their GP/healthcare provider.

This is in acknowledgement that GP's don't currently have capacity to be issuing return to work certificates.

Close contact is defined by the HSE as spending more than 15 minutes face-to-face contact within 2 metres of an infected person (accumulative) / living in the same house or shared accommodation as an infected person. [This is only a guide].

COVID-19
HAND HYGIENE BEFORE AND AFTER USING A MASK


Coronavirus
COVID-19
Public Health
Advice

Safe use of Masks

WEARING THE MASK

DO: Wear your mask so it comes all the way up, close to the bridge of your nose, and all the way down under your chin.

DO: Press the metal band so that it conforms to the bridge of your nose.

DO: Tighten the loops or ties so it's snug around your face, without gaps. If there are strings, tie them high on top of the head to get a good fit.



DO NOT:
Wear the mask below your nose.



DO NOT:
Leave your chin exposed.



DO NOT:
Wear your mask loosely with gaps on the sides.



DO NOT:
Wear your mask so it covers just the tip of your nose.



DO NOT:
Push your mask under your chin to rest on your neck.



ONCE YOU HAVE ADJUSTED YOUR MASK TO THE CORRECT POSITION, FOLLOW THESE TIPS TO STAY SAFE:

- ALWAYS change your mask when you answer the telephone or you take a drink/break.
- ALWAYS wash your hands before and after handling a mask.

- ALWAYS change mask when leaving a cohort area or exiting a single patient isolation room
- ALWAYS change mask if it is dirty, wet or damaged

- NEVER fidget with your mask when it's on.
- NEVER store your mask in your pocket.

REMOVING THE MASK



Use the ties or ear loops to take the mask off.

Do not touch the front of the mask when you take it off.

DISPOSING OF THE MASK



Dispose of mask in a healthcare risk waste bin.

IF HEALTHCARE RISK WASTE SERVICE IS NOT AVAILABLE:

The mask, along with any other PPE used, needs to be double-bagged and stored for 72hrs in a secure location, then put in the domestic waste.



Coronavirus COVID-19



Help prevent coronavirus



**Wash your
hands**



**Cover mouth if
coughing or sneezing**



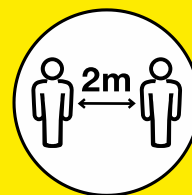
**Avoid touching
your face**



**Keep surfaces
clean**



**Stop shaking
hands and hugging**



**Keep a safe
distance**

The virus spreads in sneeze and cough droplets, so regularly taking the above measures helps reduce the chance of it spreading.

Visit **HSE.ie**

For updated factual information and advice

Or call 1850 24 1850

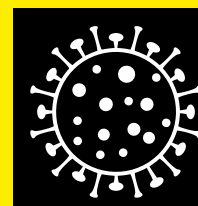
**Protection from coronavirus.
It's in our hands.**

'Short Cuts Leave Long Scars' – TheSafetyMan.ie



**Rialtas na hÉireann
Government of Ireland**

Coronavirus COVID-19



Coronavirus
COVID-19
Public Health
Advice

**Stay home. Stay safe.
Protect each other.**

If you **MUST** go outdoors



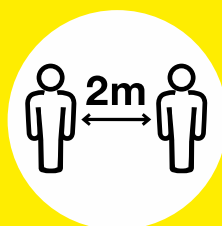
Stay

within 5km from
where you live



Avoid

close contact
with others



Distance

yourself at least
2 metres (6 feet) away
from other people



Groups

should be no more
than four people
unless all are from
the same household



Avoid

an area if it looks busy
and go somewhere
else for your exercise



Wash

your hands when you
return home

#holdfirm



Karen Murphy Speech Drama & Communications

COVID-19 Response Plan

In Place

in consultation with



& in accordance with

COVID-19 COMPLIANCE PROTOCOLS - HSA / HSE / NSAI / LEEF