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| Guidelines  Covid-19 : Guidelines in support of the Governments Return to the Workplace Safely  June 2020 |

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These guidelines should be read in conjunction with :-

Checklist 1: Planning and Preparing, Control Measures, Induction, Cleaning & Disinfection, Suspected Cases

Checklist 2: Staff

Checklist 3: Lead Worker Representative

Advice Note for First Aid Responders

Advice Note for Cleaning

# Introduction



The COVID-19 Response Plan details the policies and practices necessary for Dublin and Dun Laoghaire ETB (DDLETB) employees to meet the Government’s ‘[Return to Work Safely Protocol’](https://assets.gov.ie/74103/6b5dc9ecab2a489280a5a0cdcc647c5c.pdf) and to prevent the spread of COVID-19 in our workplaces.

The plan provides an overview of key areas that DDLETB must assess to ensure compliance with the protocol and to minimise the risk to employees, learners and others.

All our schools, education centres and offices are required to develop a plan and the use of this guidance and associated checklists will help in this.

The plan needs strong commitment from management, employees and learners. Our priority is for the health and safety of everyone. We need everyone’s’ support in our actions to achieve this.

The plan is a living working document and should be reviewed on an ongoing basis and amended to take into account new guidance from [www.Gov.ie](http://www.Gov.ie), [www.hse.ie](http://www.hse.ie), [www.hsa.ie](http://www.hsa.ie), [www.etbi.ie](http://www.etbi.ie), [www.des.ie](http://www.des.ie) . In line with Phase 3 of the revised road map staff should continue to work from home where possible. Face coverings should be worn on public transport, in shops and in places wither it is difficult to maintain social distancing.

# COVID 19 Policy Statement

The DDLETB COVID-19 policy outlines our commitment as an employer to implement the plan and help prevent the spread of the virus. The policy is signed and dated by the Chief Executive Officer and brought to the attention of our employees, learners and others.

The plan needs strong commitment from management, employees and learners. Our primary concern should be the health and safety of everyone. We need everyone’s’ support in our action to achieve this.



# Guidelines

## Scope

This document applies to all DDLETB locations. Each school, education centre and office are required to develop a working version of this document containing information specific to its location.

In circumstances where staff are working from non DDLETB premises, you are requested to refer to the DDLETB policy statement and guidelines ***and*** the Covid-19 Response plan prepared by the centre management where you are located. If you have any concerns or require additional information and support please contact your DDLETB line manager.

## Covid-19 Location Management Team (CMT)

The CMT Leaders for the location are

|  |  |
| --- | --- |
| 1. |  |
| 2. |  |
| 3. |  |

The role of the CMT is to monitor the day to day activities to help ensure social distancing and hygiene rules are being maintained to help protect employees/learners health and reduce the spread of the COVID-19 virus.

**Ensuring compliance to the social distancing rule and good hygiene is not the sole responsibility of the CMT. Their role must be supported by all employees.**

*Proactive day to day duties of the CMT*

* Monitor compliance with social distancing guidance.
* Maintain a log of regular monitoring of COVID-19 controls
* Ensure there is sufficient up to date signage erected to educate all employees/ learners/visitors about the COVID-19 controls in place.
* Promote and coach good hygiene practices to all employees/learners.
* Ensure adequate cleaning of welfare facilities, handrails, door handles etc. is undertaken.
* Ensure hand wash liquid/soap and hand sanitisers are replenished as required.
* Ensure employees/learners are adhering to staggered break time schedules and limit numbers in canteen/staff room.
* Ensure employees are cognisant of the social distancing guideline.
* Report any non-compliance to management and ensure these are addressed.
* Keep up to date on HSE guidelines.

## COVID-19 Lead Worker Representatives

Each location will appoint at least one lead worker representative charged with

* ensuring that COVID-19 measures are strictly adhered to in their place of work and
* make representations to management with regards to any COVID-19 concerns raised by employees.

The person(s) undertaking the role must receive the necessary training. Management will have regular engagement with their worker representative about the measures being put in place to address the occupational exposure to COVID-19 in the workplace.

Management and worker representatives will work together to ensure that all the actions in the COVID-19 protocols are fully adhered to in order to ensure the suppression of COVID-19 in the workplace.

The Lead Worker Representative(s) at this location is/are

|  |  |
| --- | --- |
| 1. |  |
| 2. |  |
| 3. |  |

## School/Education Centre/Office Access Control and Operation

1. Travel to/from work

* Employees should travel to work alone using their own transport.
* Location management should consider the following:
  + Parking arrangements for additional cars/bicycles
  + Providing hand cleaning facilities at entrances and exits.
  + How someone taken ill would get home.

1. Access Control

In these special circumstances the following changes will be made to how staff learners and visitors will access the school/centre/office.

* Where possible staggered start times in the mornings, lunch/coffee breaks and finish times
* A restriction on visitors to the school/centre/office, where possible, will be put in place. Where business critical visitors are required to attend, a controlled access process will be in place including: -
  + visits by appointment only
  + adherence to sanitisation processes
  + full personal contact details supplied to assist with contact tracing (e.g. telephone number, last place visited)n([See Visitor Contractor Covid-19 Questionnaire below](#_Visitor_/_Contractor))
  + adherence to school/centre/office procedures and protocols.
* Building/Construction Contractors are bound by the CIF guidelines and should indicate completion of the CIF GoContractor C19 Induction (Mobile App)



1. Handwashing and Sanitation Facilities

Hand washing, including hot water and soap, and sanitisation facilities will be provided at locations adjacent to the entry and exit points from the location.

Antibacterial hand sanitizer stations will be provided.

The hand washing and sanitisation facilities will be checked daily by maintenance staff.

## COVID-19 Induction / Familiarisation

All staff returning to work and all new staff members must complete the ETB’s online COVID-19 induction. All staff who have completed the induction will receive a digital confirmation letter.

## Signage and Notices

The following posters and signage will be provided throughout the location:

|  |  |
| --- | --- |
| What | Where |
| 2 metre apart signage | All focal points |
| Wash hands | All wash hand facilities |
| HSE handwashing technique | All wash hand facilities |
| 2 metre distancing | Main walkways / waiting areas |

## Social Distancing

(According to current guidelines)

Social distancing, the term now used to describe keeping people apart from one another is a critical defence against the spread of the COVID-19 virus. The location has taken the following measures to affect social distancing:

* COVID-19 Local Management Team appointed.
* Signage installed to keep 2 metres apart.
* Monitoring taking place by COVID Management Team and Senior Management
* All workers are being encouraged to work from home where possible.
* Excess chairs removed from the staff rooms/canteens.
* Restricted numbers allowed into toilet blocks.
* One-way pedestrian system put in place around the building/centre.
* One-way system put in place in offices.
* Numbers of staff in the office are being kept to a minimum.

## Cleaning Programme

Common areas cleaning is carried out by the maintenance staff. In these special circumstances maintenance staff will focus on handrails/ balustrades/door handles. Individuals will be expected to take an active role in keeping their workspaces clean and ensuring that they clean equipment and work benches before starting work / at the end of the working day.

### Cleaning Protocol – Post Event

If a COVID-19 event occurs areas may require specific post event cleaning. These areas could include general corridors, office areas, classrooms, canteen facilities, the isolation room or specific classrooms, offices or work areas.

The cleaning will follow the guidance provided by the HSE/Health and Safety Authority (HSA). Where possible parts of locations will be securely isolated for 72 hours, after this time the amount of virus contamination will have decreased substantially, and can be cleaned as normal with normal cleaning products.

The extent and type of cleaning will be determined by school/centre senior management and the CMT when the details of each event are ascertained but in preparedness for instructions to implement such cleaning processes the arrangements detailed in the tables below have been made:

|  |  |
| --- | --- |
| Cleaning Levels | |
| **Level 1 clean** | **Public areas where a symptomatic individual has passed through and spent minimal time, such as corridors, but which are not visibly contaminated with body fluids or areas which can be completely isolated for 72 hours after the individual has left.**  **Can be cleaned thoroughly as normal using anti-bacterial cleaning products** |
| **Level 2 clean** | All surfaces that the symptomatic person has come into contact with that cannot be completely isolated for 72 hours.  Must be cleaned and disinfected, including:   * + - objects which are visibly contaminated with body fluids     - all potentially contaminated high-contact areas such as bathrooms, door handles, telephones, grab-rails in corridors and stairwells   Use disposable cloths or paper roll and disposable mop heads, to clean all hard surfaces, floors, chairs, door handles and sanitary fittings, following one of the options below:   * + - use a combined detergent disinfectant solution at a dilution of 1,000 parts per million available chlorine or * a household detergent followed by disinfection (1000 ppm av.cl.). Follow manufacturer’s instructions for dilution, application and contact times for all detergents and disinfectants or * if an alternative disinfectant is used within the organisation, this should be checked and ensure that it is effective against enveloped viruses.   Avoid creating splashes and spray when cleaning.  Any cloths and mop heads used must be disposed of and should be put into waste bags as outlined below.  When items cannot be cleaned using detergents or laundered, for example, upholstered furniture steam cleaning should be used.  Any items that are heavily contaminated with body fluids and cannot be cleaned by washing should be disposed of. |

## Delivery Control

Delivery personnel present a specific risk as they transit between many locations. Specific measures to control this risk include:

* Ensuring that all delivery transactions enforce physical distancing.
* Ensuring that all deliveries are planned with allocated times for deliveries/collections/appointment.
* Making arrangements for paperless delivery acceptance and acknowledgements with suppliers.
* Ensuring there are appropriate sanitising arrangements at points of access and egress areas.

## Case Preparedness

### Immediate Action

If an individual is unwell at work, they should be directed towards a dedicated isolation room that has been prepared and made ready for such an event. The following immediate guidance should be followed by anybody who is required to support the unwell individual:

* The unwell person should be kept at least 2 metres away from other people
* Advise them to cover their mouth and nose with a disposable tissue when they cough or sneeze and put the tissue in the bin promptly
* Advise them to avoid touching things and do not touch anything that they touch
* Provide them with a face mask to wear
* Accompany them at a safe distance to the allocated isolation room - where they can be isolated behind a closed door
* Ask them to open a window to ventilate the room
* Insofar as practically possible seek to identify who the individual has been in contact with and where they have been in the time since they arrived at the location, also consider where they haven’t been. This will help determine which areas may need to be cleaned, for example in a 2-story building it might be possible to determine the individual hasn’t been on the 2nd floor
* If they need to go to the bathroom, they should use a separate bathroom if available. This bathroom should not be used by anybody else until appropriate cleaning has been arranged
* If the individual is unwell fever/cough/flu symptoms but in no distress, they should be advised to go home, they should not use public transport and they should be advised to self-isolate and call their GP
* If the individual appears very unwell or has any breathing difficulty summon a location first aider and contact the emergency services
* Ensure the designated first aider has appropriate PPE including a face mask and medical/surgical gloves
* When the individual has left the location the isolation room and any bathroom used must be cleaned following the guidance in Section 8.
* The event must be reported as soon as practically possible to the CMT, CEO/Director/ HR

### Isolation Room Arrangements

To ensure a COVID-19 event can be appropriately managed, an isolation room has been established. [This room should ideally have a window that can be opened for ventilation and it should be located adjacent to a bathroom facility and should be located as close to the exit area of the building as possible]. The room is stocked with an enclosed bin, tissues, face masks and an alcohol-based hand sanitiser product. It is clearly identified with signage and is not used for any other purpose.

The Isolation Room(s) is/are located:

|  |  |
| --- | --- |
| 1. |  |
| 2. |  |
| 3. |  |

## Action Plan in the Event of a Partial or Full Location Closure

If a suspected or confirmed case arise and the CEO in consultation with the HSE/Principal/ Manager and local CMT decide that a partial closure of the school/centre/office is required, [checklist 1 guidance notes](#_Checklist_1:_Guidance) should be used to verify the areas of the school/centre/office are closed safely and effectively.

## Action Plan to Remobilise a Partially or Fully Closed Location

When the agreed cleaning programme in section 8 has been completed the school/centre, can initiate the reversal of the close down process. The [checklist 1 guidance notes](#_Checklist_1:_Guidance) should be used to verify the area of the school/centre can be restarted safely and effectively.

## Waste Disposal

If a COVID-19 event occurs, waste will be generated through the cleaning process. This waste needs to be carefully handled and disposed of appropriately. This includes disposable of cloths and tissues. All waste arising from a COVID-19 event including that from a post event cleaning operation should be treated as detailed below:

* The waste should be put in a plastic rubbish bag and tied when full
* Material grabbers should be used to handle material and PPE for those handling the waste should include disposal overall’s, surgical/medical gloves and a face mask
* The plastic bag should then be placed in a second bin bag and tied
* It should be put in a suitable and secure place (suitable signed) and marked for storage until the individual’s test results are known, the date and time it was stored should be added and the date and time it can be released for disposal also added in the Form “Not to be released for disposal until hh:mm on dd.mm.yyyy’
* It should not be stored in communal waste areas until negative test results are known, or the waste has been stored for at least 72 hours
* if the individual tests negative, this can be put in with the normal waste
* if the individual tests positive, then store it for at least 72 hours and then put in with the normal waste
* if the individual isn’t tested it should also be stored for at least 72 hours and then put in with the normal waste

If storage for at least 72 hours is not appropriate, arrange for collection as a Category B infectious waste either by your local waste collection authority if they currently collect your waste or otherwise by a specialist clinical waste contractor.

At this school/centre the following arrangements have been made to manage waste resulting from a COVID-19 event:

|  |  |
| --- | --- |
| ***COVID-19 Waste Disposal Plan*** | |
| Waste will be stored for 72 hours | Caretaker/cleaners to dispose of waste? |
| Colour and type of bag to be used for storage | Orange? |
| Alternative waste collection arrangements if no storage available | To be decided |
| Person responsible for managing contact with waste collection services and waste management | Caretake? |

## COVID-19 Materials and Equipment

To ensure each location is adequately prepared to deploy both the preventative measures and the response measures detailed in this plan a suitable storage location should be established and this stocked with materials and equipment so they are readily available should they be needed. The table below provides details of the store location and the stocks that will be maintained:

|  |  |  |
| --- | --- | --- |
| ***COVID-19 Materials and Equipment Store*** | | |
| *Person responsible for maintaining stocks in the store:* |  | |
| *Store Location:* |  | |
| ***Item*** | ***Purpose*** | ***Quantity*** |
| Waste disposal bags | Waste disposal |  |
| Liquid Soap | PPE |  |
| Sanitiser | PPE |  |
| Medical/surgical gloves | PPE |  |
| Face masks | PPE |  |
| Disposal plastic aprons | PPE |  |
| Disposal overall | PPE |  |

## Case Management

In the event of an employee 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:

a) Does their illness pose a risk to the individual themselves in performing their duties?

b) 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 in Ireland:

**Any employee who has displays symptoms consistent with COVID-19 must stay away from work, self-isolate and contact their GP by phone as part of the triage process.**

They must also notify their line manager/HR.

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 a confirmed/suspected case must be followed.

An individual must only return to work if deemed fit to do so and upon approval of their medical advisor and having coordinated with their line manager/HR.

When an individual is symptom-free and are deemed fit to return to work, the key criteria are:

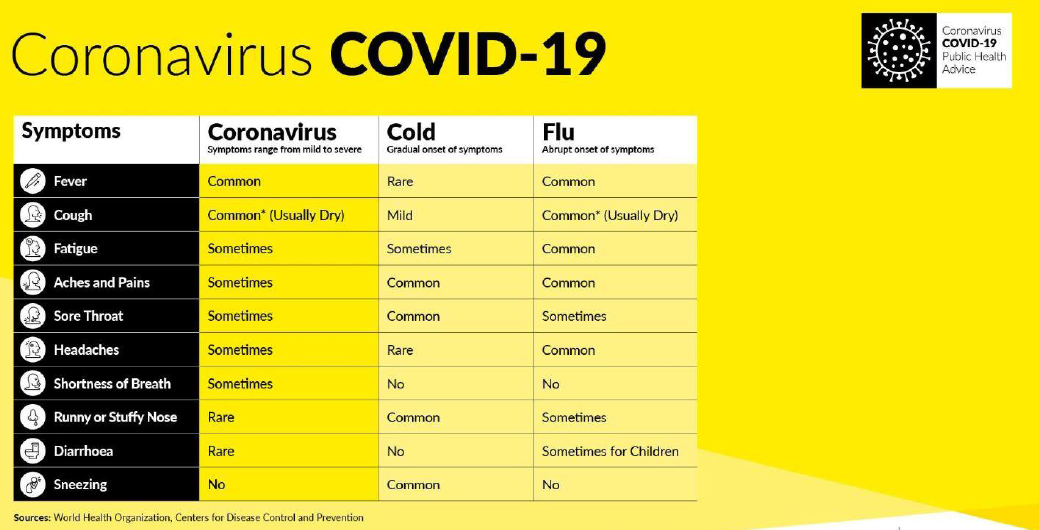
1. 14 days since their last “close contact” with a confirmed/suspected case and have not developed symptoms in that time, or
2. 14 days since the onset of their symptoms and 5 days since their last fever (high temperature), or
3. They have been advised by a GP / healthcare provider to return to work.

Line Manager/HR should confirm in writing the relevant criteria above with the individual.

1. The 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.
2. 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. [This is only a guide].

## First Aid Responder Guidance

* COVID‐19 infects people through contact with the mucous membranes. First Aid Responders must think of these as being the mouth, nose and eyes. **It does not infect through the skin**.
* The greatest element of risk for a First Aid Responder is transfer of the virus to the mucous membranes by contact of contaminated hands (including contaminated gloved hands) with the eyes, nose or mouth.
* The key interventions to manage this risk are to minimise hand contamination, avoid touching your face and clean your hands frequently with soap and water or alcohol-based hand gel.
* There is also a significant risk of direct transfer of the virus on to mucous membranes by droplet transmission, that is, by direct impact of larger infectious virus droplets generated from the person’s respiratory tract landing directly in your eyes, nose or mouth. This risk is managed by use of appropriate PPE (visor, mask and eye protection) and by providing the ill person with a mask to cover their nose and mouth when coughing or sneezing (respiratory hygiene and cough etiquette).
* If, as a First Aid Responder, you can avoid close contact with a person who may require some level of first aid, do so. This, of course, will not be possible in the event of having to provide emergency lifesaving measures such as an incident of cardiac arrest, heart attack, choking, stroke.
* First Aid Responders should be familiar with the symptoms of COVID-19, as per graphic below. You will need to perform a “dynamic risk assessment” based on the scenario you are presented with.



### Key Control Measures

* Standard infection control precautions to be applied when responding to **any first aid incident** in the workplace. Hand washing with warm water and soap or an alcohol-based hand gel must be performed before and after providing any first aid treatment.
* Any person presenting with symptoms consistent with COVID-19 should be treated as a suspected case.
* In such cases, move individual to the isolated room to minimise risk of infection to others.
* Only one First Aid Responder to provide support/treatment, where practical.
* Additional PPE (enclosed eye protection and FFP3 mask if available) should be worn by First Aid Responders when responding to all first aid incidents where close contact cannot be avoided. Please also have a mask available to give to person in the event that they are displaying symptoms consistent with COVID-19 to limit droplet dispersion.
* If you suspect a person has experienced a cardiac arrest, do not listen or feel for breathing by placing your ear and cheek close to the person’s mouth. If you are in any doubt about confirming cardiac arrest, the default position is to start chest compressions only until help arrives. To iterate the point, a person in cardiac arrest should have **compression only CPR** applied.
* Persons with minor injuries (cuts, abrasions, minor burns) - where practical, a First Aid Responder should avoid close contact and advise the injured party what steps to take in treating their injury.
* No reusable equipment should be returned to service without being cleaned/disinfected appropriately

### PPE Requirements

The following PPE must be available for responding to first aid incidents:

1. Disposable gloves (nitrile/latex)
2. FFP3/FFP2 masks ideally
3. Disposable plastic aprons
4. Enclosed eye protection

First Aid Responder must ensure that the mask covers both the mouth and nose and is fitted correctly to create an adequate seal to the face.

Following first aid treatment, disposable PPE and any waste should be disposed of appropriately and reusable PPE cleaned/disinfected thoroughly.

Wash hands thoroughly with warm water and soap before putting on and after taking off PPE.

Replenish PPE stock as appropriate. Liaise with school-centre management/CMT to ensure any issues with first aid PPE are resolved in as timely a manner as possible.

## Risk Assessment

This plan has been informed through a risk assessment process. A copy of the general risk assessment checklists is included in [Checklist 1](#_Checklist_1:_Guidance).

## Communication

The CMT for the schoo/centre/office will ensure that the contents of this plan are clearly communicated to all those required to enact its provisions.

The implementation of the procedures in this document will be regularly monitored using the Covid-19 checklists.

## Review and Revision

DDLETB senior management and school/centre CMTs will review this plan on a regular basis in response to

(a) guidance from Government and HSE and

(b) after any COVID-19 event to ensure it remains effective and appropriate.

# Return to Workplace Plan –Checklists

The COVID-19 Response Plan set out control measures put in place to reduce the risk of spread of COVID-19 and are backed up by the following checklists:

Checklist 1 - Planning and Preparing

Control Measures to Prevent Infection

COVID 19 Induction

Dealing with a Suspected Case of COVID-19

Cleaning and Disinfection

Checklist 2 - Employees’ Role and Responsibilities

Checklist 3 Worker Representative(s)

# Visitor / Contractor Questionnaire

All visitors and contractors to any DDLETB location must complete the Visitor/Contractor Questionnaire prior to being permitted entry to the premises.

|  |  |
| --- | --- |
| Visitor / Contractor Covid-19 Questionnaire | |
| Name: |  |
| Company: |  |
| Mobile No.: |  |
| Visiting: |  |
| Date: |  |
| To ensure the Safety & Health of all people interacting with DDLETB locations, visitors and contractors must complete this declaration form prior to entering our sites. If you have symptoms of COVID-19 OR you have been abroad in the last 14 days with exception to Northern Ireland you should not be at work. Where this is the case, you are prohibited from entering the site and advised to seek professional medical help/assistance. | |
| |  |  |  | | --- | --- | --- | |  |  | Yes / No | | 2. | Are you suffering any flu like symptoms/symptoms of coronavirus covid-19? | Yes / No | | 3. | Are you experiencing any difficulty in breathing, shortness of breath? | Yes / No | | 4. | Are you experiencing any fever like/Temperature symptoms? | Yes / No | | 5. | Did you consult a Doctor or other medical practitioner? | Yes / No | | 6. | How are you feeling Healthwise? | Well / Unwell | | 7. | Have you been in contact with someone who has visited an affected region in the past 14 days? | Yes / No | | NOTE: When on premises, please adhere to our standard processes/procedures regarding infection control, i.e. hand washing/hand sanitising and general coughing/sneezing etiquette? | | | | Signature Visitor: |  | Date: | | (Please circle your answers above) | | | | |

# Checklist 1: Guidance Notes

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **COVID-19 Return to Workplace Safely Protocol**  **Planning and Preparing, Control Measures, Induction, Cleaning & Disinfection, Suspected Cases** | | | | |
| These checklists have been prepared to help DDLETB to get schools/centres/offices up and running again in a way that will help prevent the spread of Covid-19. Further information can be found at [www.Gov.ie](http://www.Gov.ie), [www.hse.ie](http://www.hse.ie), [www.hpsc.ie](http://www.hpsc.ie) and [www.hsa.ie](http://www.hsa.ie) | | | | |
| **No** | **Control** | **DDLETB RTW Guidance Note on Action Required** | **Completion Date** | **Person Responsible** |
|  | Have you a system in place to keep up to date with the latest advice from Government and to adjust your plans and procedures in line with that advice? | Centre/ School Responsibility. HSE.ie is primary source; Links on websites for all staff |  |  |
| 2. | Have you prepared / revised your business COVID-19 response plan? | Centre/ School Responsibility |  |  |
| 3. | Have you a system in place to provide your staff with information and guidance on the measures you have to put in place to help prevent the spread of the virus and what is expected of them? | Staff induction to inform of personal responsibilities - link to ETBI induction and training (Moodle – generate pre return to work form) |  |  |
| 4. | Have you consulted with your staff[[1]](#footnote-1) on measures, provided a system for staff to raise issues or concerns and to have them responded to? | Appoint two (back-up) safety reps/safety protocol office/workers representative and agree consultation process. Include this on staff rep checklist. Important that the staff voice is strongly represented here. |  |  |
| 5. | Have you identified the control measures you will need to put in place to minimise the risk of staff being exposed to COVID-19? (See Control Measures 32-79) | (Control Measures 32-79) |  |  |
| 6. | Have you reviewed and updated your risk assessments and safety statement to take account of any controls to help prevent the spread of COVID-19? | To be done on completion of all checklists |  |  |
| 7. | Have you updated your emergency plans, in particular to take account of physical distancing? | Take note of changing guidelines on physical distance |  |  |
| 8. | Has each staff member returned a completed COVID-19 return-to-work form 3 days before they return to the workplace? (See template Return-to-Work form) | Form to be returned 3 days prior to return to work. This form is generated upon completion of induction training, which must be completed at least 3 days prior to return to work. Need to have facility for someone to complete an additional RTW form with updates and perhaps after taking leave. Staff to inform management if travel abroad – personal responsibility. |  |  |
| 9. | Have you sent each staff member information on the [HSE guidance on people most at-risk](https://www2.hse.ie/conditions/coronavirus/people-at-higher-risk.html) and asked them to tell you if they fall into any of these categories? | Send on the HSE guidance and ask people to volunteer the information so that the risk can be mitigated or eliminated. Agree a phrasing e.g. “If you feel like you are at risk or vulnerable, please let HR/Centre Manager/Principal know”. |  |  |
| 10. | Have you assessed who can do their work from home and given them the facility to do so, in particular at-risk or vulnerable staff members? | Pending outcome of 9 and nature of work |  |  |
| 11. | Have you told staff members they must stay at home if sick or if they have any [symptoms of COVID-19](https://www2.hse.ie/conditions/coronavirus/symptoms.html) and informed them of their entitlements if they are sick or need to quarantine? | Continue and confirm in writing to staff |  |  |
| 12. | Have you appointed and trained a Staff Representative to help advise staff members and to monitor compliance with COVID-19 control measures in the workplace? | Training to be provided by DDLETB. Advice on who to appoint in differing circumstances. Monitor compliance. |  |  |
| 13. | Have you agreed with staff1 about any adjustment of staff rosters, organising of teams, breaks etc. needed to reduce the number of people in the workplace at any one time and to maintain physical distancing? | Clarification from DES on prioritising which students/pupils attend when? What does this look like in schools?? Vulnerable staff online? Substitute teachers? Creation of pods? Changing rooms for PE, Access to lockers. Staggered break times? Canteens? One-way system, use nearest exit on fire exit routine. Lots TBC |  |  |
| 14. | Have you updated your workplace induction / familiarisation training to include all information relating to COVID-19? (See Checklist 80-108) | Awaiting training and guidance |  |  |
| 15. | Have you organised to carry out meetings, training and information sessions online or by phone as far as possible? | Awaiting training and guidance |  |  |
| 16. | Have you identified the activities that involve interacting with customers / visitors and put in place measures to prevent physical contact, as far as possible? | Appointment system; avoid people visiting if possible; A lot is possible using technology; What about primary school parents/AEN parents? Clinicians – SLT, OT? Visiting speakers? Canteen staff? Every building will have its own needs: installing screens? Implication for Fire Cert? Appropriate advice needed – awaiting guidance. |  |  |
| 17. | Have you contacted suppliers and arranged contactless delivery, invoicing and payment? | Arranging as needs arise |  |  |
| 18. | Have you stopped all non-essential business / work travel? | All non-essential business / work travel |  |  |
| 19. | Are the number of staff sharing a vehicle kept to a minimum, are face coverings provided and are staff informed of the need for interior touch points to be cleaned/wiped at the start and end of each shift? | While in pursuance of your work. Awaiting guidance. School bus procedure. School minibus. Bus escorts. School mowers/machinery. |  |  |
| 20. | Have you advised staff to clean their hands before and after using public transport before arriving to work? | Maintain advice |  |  |
| 21. | Have you set up workstations, desks and tables to help with physical distancing? | Awaiting DES advice |  |  |
| 22. | Have you put in place supports for staff who may be suffering from anxiety or stress and told your staff about these supports? | PSS/Employee Support Scheme (ESS) |  |  |
|  | **Personal Protective Equipment (PPE)** |  |  |  |
| 23. | Have you identified, selected and sourced the PPE needed for your staff and arranged enough supplies of it? | Procurement advice from DDLETB on suppliers and prices. Each centre orders own. Staff to provide some of their own equipment unless it is essential for certain aspects of the job.  PPE: gloves, masks, face visor, soaps, sanitizer, gowns, bins – (see checklist 142-159) when administering first aid or if needed in special circumstances |  |  |
| 24. | Have you arranged to train your staff in the proper fitting, use, removal, cleaning, storing and disposal of PPE? | DDLETB to organize training; Posters required |  |  |
| 25. | Have your first aiders been given updated training on infection prevention and control re hand hygiene and use of face masks? | DDLETB to provide training |  |  |
| 26. | If you have mechanical ventilation does it need cleaning or maintenance before the workplace reopens? | Each centre needs to work with suppliers to carry out this cleaning/maintenance |  |  |
| 27. | Does your hot water system need flushing at outlets e.g. showers, backwashes etc. following low usage to prevent Legionnaire’s Disease? | Yes. Work with caretakers. |  |  |
| 28. | Have you lifting or other equipment (e.g. lifts, forklifts, tail-lifts, autoclaves, etc.) due a statutory examination and have you arranged for a competent person to do this before the workplace reopens? (See [HSA FAQ's](https://www.hsa.ie/eng/topics/covid-19/covid-19_advice_for_employers_and_employees/covid_19_%E2%80%93_advice_for_employers_and_employees.html)) | Centre specific – work with suppliers to ensure action taken |  |  |
| 29. | Has this competent person provided you with details of how they plan to do this task safely and what they require from you to do so? | Work with supplier/contractor |  |  |
| 30. | Have you visually checked, or had someone check, all vehicles and equipment in the workplace for signs of deterioration or damage before staff use it again? | Centre specific – important to differentiate between what can be given a once-over and what should have a full service. Err on side of caution. |  |  |
| 31. | Has the workplace, including all equipment, workstations, benches, doors and frequent touched surfaces points, been thoroughly cleaned? | Cleaners are required to complete this in all centres. Contractors can be brought in for additional deep clean.. Specific advice needed re isolation room. DES to advise on frequency of cleaning. |  |  |
|  | **Hand Hygiene Facilities:** |  |  |  |
| 32. | Are there enough hand washing and hand sanitising stations in place to accommodate staff, and others adhering to hand hygiene measures? | Awaiting advice from DDLETB on required amount. |  |  |
| 33. | Are hand washing and hand sanitising stations in convenient locations that can be easily and frequently accessed?  Have you considered:   * all entry/exit points * high traffic areas * the need for staff to wash their hands before, during or after a work task * the distance staff are from hand washing /hand sanitising facilities including wash/bathrooms * the number of staff members and any shift arrangements   The number of learners/students | Awaiting DDLETB/DES advise on requirement for students wash their hands/using hand sanitisers on entry to school?  Covid-19 Team in each school/centre to decide this. |  |  |
| 34. | Have you made arrangements to ensure hand hygiene facilities are regularly checked and well-stocked e.g. hot running water, soap dispensers, paper towels, touch-free bins and hand-sanitiser? | DES to advise on additional cleaning staff. Centre to maintain checks and stocks |  |  |
|  | **Hand sanitising** |  |  |  |
| 35. | Does the alcohol-based hand sanitiser have at least 60% ethanol or 70% isopropanol as the active ingredient? | Procurement to advise on suppliers. Centres to order. |  |  |
| 36. | Are there stations at entry/exit points to the workplace? | Centre dependant. Instruct staff to use a particular entry/exit point in the short-term |  |  |
| 37. | Are there stations in areas that have high touchpoints or high footfall? | Canteens, code panels etc |  |  |
|  | **Employee awareness around hand hygiene in the workplace** |  |  |  |
| 38. | Have you informed staff and others about the importance of hand washing? | Centre Responsibility with Posters, videos, general guidance and Centre Covid-19 Team |  |  |
| 39. | Have you trained/shown staff and others [how to wash their hands](https://www2.hse.ie/wellbeing/how-to-wash-your-hands.html) (with soap and water for at least 20 seconds) and dry them correctly? (HSE video resource available) | Centre Responsibility with Posters, videos, general guidance and Centre Covid-19 Team |  |  |
| 40. | Have you shown staff and others how to use hand sanitiser correctly and where hand-sanitising stations are located? | Centre Responsibility with Posters, videos, general guidance and Centre Covid-19 Team |  |  |
| 41. | Have you [displayed posters](https://www.gov.ie/en/collection/ee0781-covid-19-posters-for-public-use/) on how to wash hands correctly in appropriate locations? | Centre Responsibility with Posters, videos, general guidance and Centre Covid-19 Team |  |  |
| 42. | Have you told staff and others when they need to wash their hands?  This includes:   * before and after eating and preparing food * after coughing or sneezing * after using the toilet * before smoking or vaping * where hands are dirty * before and after wearing gloves * before and after being on public transport * before leaving home * when arriving/leaving the workplace/other sites * after changing tasks * after touching potentially contaminated surfaces   if in contact with someone displaying any COVID-19 symptoms | Centre Responsibility with Posters, videos, general guidance and Centre Covid-19 Team |  |  |
| 43. | Have you provided facilities for staff and others working outdoors to frequently practice hand hygiene? | PE teachers and ancillary staff |  |  |
| 44. | Have you provided staff and others with hand sanitiser for use in work vehicles? | Stock caretaker’s office, bus, mower |  |  |
|  | **Respiratory hygiene** |  |  |  |
| 45. | Have you told staff and others of good respiratory measures to limit the spread of the virus:   * avoid touching the face, eyes, nose and mouth * cover coughs and sneezes with an elbow or a tissue   dispose of tissues in a covered bin | Centre Responsibility with Posters, videos, general guidance and Centre Covid-19 Team |  |  |
| 46. | Have you made tissues available to staff and others and covered bins or bin bags for their safe disposal? | Centre Responsibility and change in cleaning practise |  |  |
| 47. | Is there a system in place to regularly empty bins so they don’t over fill? | Centre Responsibility and change in cleaning practise |  |  |
|  | **Physical Distancing – staying 2 metres apart** |  |  |  |
| 48. | Have you looked at how you can change the layout of your workplace to allow for physical distancing? | Centre Responsibility and change in work practices |  |  |
| 49. | Have you a system to regularly remind staff and others to stay 2 metres apart? | Centre Responsibility Signage/posters/Covid-19 Team |  |  |
| 50. | Have you identified the activities that involve interacting with customers, visitors and others and put in place measures to help prevent contact and ensure physical distancing, as far as possible? | Reception areas – protection may be required. DDLETB recommending not to use Screens. Each centre require site survey. Staff rooms – canteen area for staff/students |  |  |
| 51. | Can you rearrange working times and shifts to minimise the number of people at work together? | Only applicable to some centres. DES guidance on teaching & learning. |  |  |
| 52. | Can you rearrange break areas and times to comply with physical distancing? (e.g. placing tables and chairs further apart, staggering breaks) | DES to give guidance on teaching & learning. Centre to consider Ancillary staff |  |  |
| 53. | Can you organise staff into teams who consistently work and take breaks together? | DES to give guidance on teaching & learning. Centre to consider Ancillary staff |  |  |
| 54. | If it’s not possible to maintain physical distancing in the canteen, have you considered making alternative arrangements? | Centre to consider reduced seating in staff room and remove what prevents safe practices. |  |  |
| 55. | Can you provide a one-way system for entering and exiting the school/centre, where practical? | Centre to consider |  |  |
| 56. | Have you implemented physical distancing for outdoor work activities? | Centre to consider |  |  |
| 57. | Where staff are sharing accommodation provided by the employer, at a place of work, are you following the guidance as laid out in the [Return to Work Safely Protocol (Pg.18)](https://www.gov.ie/en/publication/22829a-return-to-work-safely-protocol/) ? | Only applicable to  Detention centres. |  |  |
| 58. | Have you reduced the number of people working in enclosed spaces by:   * facilitating working from home * reducing the number of work tasks * postponing non-essential work * modifying work tasks? | Centre to consider. |  |  |
| 59. | Have you put floor markings in place to remind everyone in the school/centre of the 2 metre physical distance required? | DDLETB Procurement to give advice on suppliers and costs. Centre to order and install. |  |  |
| 60. | If it is not possible to ensure a 2 metre physical distance between staff and others, have you put in place alternative measures:   * installed physical barriers, such as clear plastic sneeze guards between staff * to maintain at least a distance of 1 metre or as much distance as is practical * to minimise any direct staff member close contact * to provide hand washing or hand sanitising aids nearby, so that hands can be cleaned as soon as the task is complete * made face masks available to staff in line with Public Health advice, ensuring that masks are clean and not shared or handled by other staff members.   **Note:** wearing face masks is not a substitute for other measures outlined above. | Centre to consider. Specific difficulties to be discussed with DDLETB |  |  |
| 61. | Have you staggered entry into the workplace including the entry of customers or clients? | Centre to consider |  |  |
|  | **Minimising Contact** |  |  |  |
| 62. | Have you minimised the need for business trips or for staff to gather for meetings and interactions e.g. by making available technology for online or phone meetings? | DDLETB to advise on all business trip. |  |  |
| 63. | If staff and others have to meet, do you make sure they meet in a large space where physical distancing can be done and for as short a time as possible? | Centre to consider meeting spaces |  |  |
| 64. | Have you put in place a system that eliminates or reduces the need for staff to travel together in vehicles? | Centre to consider if applicable |  |  |
| 65. | In the case where vehicles must be shared, have you told staff members to sit as far apart as possible, to wear face coverings, and to clean the frequently touched surfaces in the vehicle as a minimum at the start and end of each shift? | Centre to consider if applicable |  |  |
| 66. | Have you advised staff to travel alone if using their cars for work? | Centre to consider if applicable |  |  |
| 67. | Have you told staff to clean and disinfect surfaces and shared equipment, not to shake hands and to avoid any physical contact? | Centre to inform staff. |  |  |
|  |  |  |  |  |
|  | **Personal Protective Equipment (PPE) [Guidance open to change]** |  |  |  |
| 68. | Note: PPE use cannot take the place of other preventative measures. For COVID-19, employers should check public health advice. Gloves are generally not required for infection prevention and control and are not a substitute for hand hygiene. | General Guidance/Noonans/Staff Cleaner/Caretaker Training |  |  |
| 69. | Has the correct PPE been identified based on the hazard and staff work activity? | Subject to Training/Assessment |  |  |
| 70. | Is there a sufficient supply of relevant PPE required to allow a safe return to school/centre? | Centre to decide on requirement in line with DES advise. |  |  |
| 71. | Have you trained staff and others in the correct fitting, use, removal, cleaning, storing and disposal of PPE? | DDLETB to provide training for Cleaners/caretakers. |  |  |
| 72. | Have you made arrangements for the cleaning, inspection, maintenance and disposal of PPE, where appropriate? | DDLETB to provide training for Cleaners/caretakers. Centres to organise inspections. |  |  |
|  | **At Risk Groups** |  |  |  |
| 73. | Have you determined which, if any, staff and others are at higher risk from COVID-19? Check out [HSE At Risk groups](https://www2.hse.ie/conditions/coronavirus/at-risk-groups.html). | DDLETB to provide Back to work template for questionnaire to discern what staff are at risk. |  |  |
| 74. | Have you enabled at risk or vulnerable staff and others to work from home where possible? | DES to advise and flowing this HR to advise in individual cases. |  |  |
| 75. | Have you enabled at risk staff and others to maintain a physical distance of 2 metres? | Awaiting guidance from DES for opening of schools. |  |  |
|  | **Changes to Work Practices** |  |  |  |
| 76. | Have you considered other changes to schools/centre practices to minimise the spread of COVID-19? | Site Specific |  |  |
| 77. | Have you arranged for safe delivery of goods to the school/centre? | Site Specific |  |  |
|  | **Visiting Contractors / Workers** |  |  |  |
| 78. | Are there arrangements in place to inform other workers, contractors or visitors of the workplace measures to help prevent the spread of infection? | Centre to provide Signage/General Guidance/ Covid-19 Safety Statement/Risk Assessment for Contractors/ |  |  |
| 79. | Is there a system for recording visits to the site/workplace by workers and others, as well as visits by staff to other sites? (COVID-19 Contact log) | VSWare for students / Centres to use sign in sheet either paper or electronic. Ensure if paper that staff use own pen |  |  |
|  | **Control** | **Action needed** |  |  |
| 80. | Have you a system in place to keep up to date with the latest COVID-19 advice from Government and to pass that advice on to staff? | Centre Covid-19 Team to check HSA and DES website daily for update. DDL website section for Covid-19 info. |  |  |
| 81. | Have you a completed COVID-19 return-to-work form for each staff member at the induction? (See template Return-to-Work form) (see Checklist 8) | DDLETB to provide all Staff with induction video/presentation, Questionnaire. Staff then required to complete return to work form. This is required 3 days before return to work. |  |  |
| 82. | Have you covered the [signs and symptoms of COVID-19](https://www2.hse.ie/conditions/coronavirus/symptoms.html)? | DDLETB induction video/presentation will address. |  |  |
| 83. | Have you explained to staff [how the virus is spread](https://www2.hse.ie/conditions/coronavirus/how-coronavirus-is-spread.html)? | DDLETB induction video/presentation will address. |  |  |
| 84. | Have you covered the control measures you have put in place to minimise the risk of staff being exposed to COVID-19? (See Checklist 5) | See Checklist 32-79 |  |  |
| 85. | Have you demonstrated physical distancing, good hand hygiene and respiratory etiquette to staff? | DDLETB induction video/presentation will address. |  |  |
| 86. | Have you given staff information on [At Risk Groups](https://www2.hse.ie/conditions/coronavirus/people-at-higher-risk.html) and asked them to let you know privately if they fall into any of these categories?  (see checklist 9) | DDLETB Return to workplace form. |  |  |
| 87. | Have you told staff they must stay at home if sick or if they have any [symptoms of COVID-19](https://www2.hse.ie/conditions/coronavirus/symptoms.html) and informed them of their entitlements if they are sick or need to quarantine? | DDLETB Return to workplace form. |  |  |
| 88. | Have you told staff what to do and what to expect if they start to develop symptoms of COVID-19 in the workplace, including where the isolation area is? (See Checklist No. 4) | DDLETB Return to workplace form. |  |  |
| 89. | Have you told staff of the purpose of the COVID-19 contact log in the workplace? | DDLETB Return to workplace form. |  |  |
| 90. | Have you covered any relevant changes in your business COVID-19 response plan? (See template COVID-19 Response Plan)  (see checklist 2) | Each centre to complete. |  |  |
| 91. | Have you included any relevant updates (to minimise the risk of you and others being exposed to COVID-19) in your risk assessments and safety statement?  (see checklist 6) | Each centre to complete. |  |  |
| 92. | Have you included information on changes to your emergency plans? | Each centre to complete. |  |  |
| 93. | Have you explained any changes to first aid procedures to minimise the risk of you and others being exposed to COVID-19? | DDLETB to provide training to first aiders. |  |  |
| 94. | Have you identified the Staff Representative(s) to all staff members and explained what their purpose is? | Each centre to complete. Already workplace safety rep nominated by staff |  |  |
| 95. | Have you explained any new staff rosters, changing of start / finish times, rostering of breaks etc. ? | Guidance from DES on Teaching & Learning .Centre determined depending on circumstances. |  |  |
| 96. | Have you told staff to wash their hands before leaving home and on arrival in the workplace, and at [regular intervals throughout the day](https://www.gov.ie/en/publication/22829a-return-to-work-safely-protocol/) (Pg.16)? | DDLETB induction video/presentation will address. |  |  |
| 97. | Have you explained the importance of staff avoiding touching their faces? | DDLETB induction video/presentation will address. |  |  |
| 98. | Have you explained the need for staff to avoid physical contact with colleagues, customers or visitors? | DDLETB induction video/presentation will address. |  |  |
| 99. | Have you explained the need for the twice-daily cleaning regime of frequently touched surfaces such as door handles, light switches, kettles, coffee machines, toasters, microwaves, fridge doors etc.? | DDLETB induction video/presentation will address.  DDELTB to provide cleaning staff with training |  |  |
| 100. | Have you explained the need to avoid sharing items such as cups, bottles, cutlery, pens etc.? | DDLETB induction video/presentation will address. |  |  |
| 101. | Have you provided each staff member with cleaning materials, including disinfectant wipes, and advised them to clean their own workspace twice daily? | Each centre to survey and supply to staff where necessary. |  |  |
| 102. | Have you advised staff of the public health recommendation to use a face covering on public transport? | DDLETB induction video/presentation will address. |  |  |
| 103. | Have you advised staff to reduce work-related travel as far as possible and provided means for them to have meeting in other ways e.g. phone/ online rather than in person? | DES to advise on req for HSCL etc. Restrict as much as possible in line with HSE advise on work practices. |  |  |
| 104. | Have you advised staff to travel alone if using their cars for work? | Centre to manage if applicable. |  |  |
| 105. | Have you advised staff who have to share a vehicle to wear a face covering and to clean the vehicle’s frequently touched surfaces at the start and end of each shift? | DES to advise on Bus Escorts and Sch trips? |  |  |
| 106. | Have you told staff about the supports available to them if they are feeling anxious or stressed? |  |  |  |
| 107. | Have you explained the proper fitting, use, removal, cleaning, storing and disposal of any required PPE? | DDLETB to train cleaners and Caretakers |  |  |
| 108. | Have you a system that allows your staff to raise issues or concerns and have these responded to? | Centre Staff Reps & local Covid-19 team |  |  |
| **No** | **Control** | **Action needed** |  |  |
|  | **Procedures and Information** |  |  |  |
| 109. | Have you a system in place to identify and isolate staff or others who start to display symptoms of COVID-19 in the workplace? | Appropriate space to be identified in each school/centre. |  |  |
| 110. | Have you a COVID-19 contact / group work log in place to facilitate contact tracing?  (see checklist 79) | VSWare for students / Centres to use sign in sheet either paper or electronic. Ensure if paper that staff use own pen |  |  |
| 111. | Have you informed staff of the purpose of the log?  (see checklist 89) | DDLETB Return to Workplace form. |  |  |
| 112. | Have you consulted with staff[[2]](#footnote-2) on the purpose of the isolation procedure and when it should be used? | DDLETB Return to Workplace form. |  |  |
| 113. | Have you displayed the COVID-19 posters in suitable locations highlighting the [signs and symptoms of COVID-19](https://www.hse.ie/eng/services/news/newsfeatures/covid19-updates/partner-resources/covid-19-symptoms-a4-poster.pdf)? | Each centre to procure and display. |  |  |
|  | **Instructions if a person(s) develops signs and symptoms of COVID-19 at work** |  |  |  |
| 114. | Have you instructed your staff about what they need to do if they develop signs and symptoms at work? | DDLETB Return to work form. DDLETB induction video/presentation will address. |  |  |
| 115. | Have you provided your staff with up to date public health information on COVID-19 issued by the [HSE](https://www2.hse.ie/coronavirus/) , [HPSC](https://www.hpsc.ie/a-z/respiratory/coronavirus/novelcoronavirus/) and [GOV.ie](https://www.gov.ie/en/campaigns/c36c85-covid-19-coronavirus/)? | DDLETB Return to work form. DDLETB induction video/presentation will address. |  |  |
|  | **Reporting** |  |  |  |
| 116. | Have you made your staff aware of reporting procedures if they develop signs and symptoms at work for COVID-19? | DDLETB Return to work form. DDLETB induction video/presentation will address. |  |  |
|  | **Response team** |  |  |  |
| 117. | Have you appointed a manager to deal with any suspected case of COVID-19? | Covid-19 Team in each School/Centre |  |  |
| 118. | Have you allocated staff to support a response team(s) to deal with a suspected case of COVID-19 in the workplace and trained this team in what actions to take? | DDLETB to provide training and applied to specific site. |  |  |
|  | **Isolation area(s)** |  |  |  |
| 119. | Have you identified a place that can be used as an isolation area, preferably with a door that can be closed, in the event of a suspected case of COVID-19? | Site specific area to be identified |  |  |
| 120. | Is this isolation area accessible, including to staff with disabilities? | Centre to audit locally |  |  |
| 121. | Is the route to the isolation area accessible? | Centre to audit locally |  |  |
| 122. | Have you a contingency plan for dealing with more than one suspected COVID-19 case? e.g. If more than one person is displaying signs and symptoms of COVID-19, are there additional isolation areas? | Centre to audit locally |  |  |
| 123. | Are the following available in the isolation area(s)?   * + ventilation, e.g. fresh air ventilation/ability to open a window   + tissues   + hand sanitiser   + disinfectant and/or wipes   + gloves, masks   + waste bags   pedal-operated, closed bin | School/Centre/Office to order separately subject to general procurement guidelines |  |  |
|  | **Isolating a person(s) displaying COVID-19 symptoms** |  |  |  |
| 124. | Are procedures in place for the manager or a member of the isolation team to accompany the affected person to the isolation area, along the isolation route, while maintaining physical distancing (2 metres) from them? | Centre to audit locally |  |  |
| 125. | Is the manager and response team familiar with this procedure? | DDLETB to provide training. |  |  |
| 126. | Have others been advised to maintain a distance of at least 2 metres from the affected person at all times? | General 2 meter guidelines apply |  |  |
| 127. | Is there a disposable mask available for the affected person to wear while in a common area and when exiting the building? | To be procured by local centre |  |  |
|  | **Arranging for the person to leave workplace/Exit Strategy** |  |  |  |
| 128. | Have you established, by asking them, if the affected person feels well enough to travel home? | Centre management/Covid-19 team to decide |  |  |
| 129. | If the affected person considers themselves able to travel home, have you directed them to do so and to call their GP and self-isolate at home? | Centre management/Covid-19 Team to complete |  |  |
| 130. | If the affected person feels unable to go home, has the manager/isolation team let them remain in isolation, and enabled them to call their GP? | Centre management/Covid-19 team to support |  |  |
| 131. | Has the affected person been advised to avoid touching other people, surfaces and objects? | Centre management/Covid-19 team to inform |  |  |
| 132 | Has the affected person been advised to cover their mouth and nose with the disposable tissue(s) provided when they cough or sneeze, and to put the tissue in the waste bag provided? | Centre management/Covid-19 team to inform |  |  |
| 133. | Has transport home or to an assessment centre been arranged if the affected person has been directed to go there by their GP? | Centre management/Covid-19 team to arrange |  |  |
| 134. | Has the affected person been advised not to go to their GP’s surgery or any pharmacy or hospital? | Centre management/Covid-19 team to inform |  |  |
| 135. | Has the affected person been advised they must not use public transport? | Centre management/Covid-19 team to inform/General Guidelines |  |  |
| 136. | Has the affected person been advised to continue wearing the face mask until the reach home? | Centre management/Covid-19 team to inform/General Guidelines |  |  |
|  | **Follow-up** |  |  |  |
| 137. | Have you carried out an assessment of the incident to identify any follow-up actions needed? | Centre management/Covid-19 team to assess |  |  |
| 138. | Are you available to provide advice and assistance if contacted by the HSE? | Centre management/Covid-19 team to advise |  |  |
|  | **Disinfection** |  |  |  |
| 139. | Have you taken the isolation area and any work areas were the person was involved out-of-use until cleaned and disinfected? | Centre management/Covid-19 team to assess areas. Service to be checked with Noonans/cleaning staff |  |  |
| 140. | Have you arranged for cleaning and disinfection of the isolation area and any works areas involved, at least one hour after the affected person has left the building? | Cleaning to be completed by Noonans/ cleaning Staff/  Covid-19 team |  |  |
| 141. | Have the cleaners been trained in dealing with contaminated areas and supplied with the appropriate PPE? | DDLETB Staff Training to be Provided (Caretakers/Cleaners) Video Instruction |  |  |
| No. | Topic | Action Required |  |  |
| 142. | Have you a system in place for checking and keeping up to date with the latest public health advice from Government and to adjust your cleaning procedures in line with that advice?  (also, checklist number 1) | HSE/HSA/DDLETB |  |  |
| 143. | Have you a system in place of thorough and regular cleaning of frequently touched surfaces? | Changes in cleaning routines locally. Definitive list of ‘frequently touched surfaces’ to be established |  |  |
| 144. | If disinfection of contaminated surfaces is required, has it been done following cleaning? | Cleaning Protocols to be determined and caretakers/cleaners instructed |  |  |
| 145. | Have the following frequently touched surfaces been included in your cleaning plan: for example   * table tops and desks * door handles and light switches * toilets and toilet doors, taps * remote controls * kettles, coffee machines, toasters, microwave, fridge handles   kitchen surfaces and cupboard handles? | Consider amending Point 145 to state “Have you identified a list of frequently touched surfaces....” rather than gibing examples |  |  |
| 146. | Are frequently touched surfaces visibly clean at all times and cleaned at least twice a day? | Centres recommended to have cleaning sign sheets, signed and timed. |  |  |
| 147. | Are washrooms and surfaces in communal areas being cleaned at least twice a day and whenever visibly dirty? | Centres recommended to have cleaning sign sheets, signed and timed. |  |  |
| 148. | Have you provided staff with cleaning materials such as disinfectant or wipes to keep their own workspace clean? | Centre specific provision |  |  |
| 149. | Have you told staff what they need to do to keep their own workspace clean? | Centres to provide cleaning materials for staff to clean own workspace areas. |  |  |
| 150. | Staff are responsible for cleaning personal items that have been brought to work and are likely to be handled at work or during breaks. e.g. mobile phone. Have you told staff to clean personal items that they have brought to work, such as mobile phones, to avoid leaving them down on communal surfaces or they will need to clean the surface after the personal item is removed? | Centres to provide cleaning materials for staff to clean own workspace areas. |  |  |
| 151. | Have no-touch bins been provided, where practical? | May be required in Kitchen/canteens, toilets |  |  |
| 152. | Have arrangements been made for the regular and safe emptying of bins? | Training for cleaners and caretakers to be provided by DDLETB. Change in cleaning procedure in centres. |  |  |
| 153. | Have you sufficient cleaning materials available to allow for increased cleaning? | Centre specific. |  |  |
| 154. | Have cleaning staff been trained in the new cleaning arrangements? | DDLETB to provide training to cleaning staff |  |  |
| 155. | Have staff been instructed to read and follow instructions on the product label/ Safety Data Sheet for any cleaning product(s) before use and that where relevant appropriate PPE is worn by cleaners? | DDLETB to provide training to cleaning staff. Part of existing cleaners’ responsibilities |  |  |
| 156. | If cleaning staff have been instructed to wear gloves when cleaning are they aware of the need to wash their hands thoroughly with soap and water, both before and after wearing gloves? | DDLETB to provide training to cleaning staff. Part of existing/ new protocol for cleaners’ responsibilities |  |  |
| 157. | Is there is system in place for the disposable of cleaning cloths and used wipes in a rubbish bag? Current HSE guidance recommends waste such as cleaning waste, tissues etc. from a person suspected of having COVID-19 should be double bagged and stored in a secure area for 72 hours before being presented for general waste collection. | DDLETB to provide training to cleaning staff. Part of existing/ new protocol for cleaners’ responsibilities |  |  |
| 158. | Is there a system in place to make sure reusable cleaning equipment including mop heads and non-disposable cloths are clean before re-use? | DDLETB to provide training to cleaning staff. Part of existing cleaners’ responsibilities |  |  |
| 159. | Is there a system in place to ensure that equipment such as buckets are emptied and cleaned with a fresh solution of disinfectant before re-use? | DDLETB to provide training to cleaning staff. Part of existing cleaners’ responsibilities |  |  |
|  |  |  |  |  |
|  | **Additional Information** |  |  |  |
|  |  |  |  |  |
|  | Recommended that new caretaker/cleaner training be provided |  |  |  |
|  | Recommended that Safety Protocol Officer in each centre receive Infection Control Training |  |  |  |
|  | Recommendation of remote training course for all staff to complete similar to GDPR test, perhaps following the provision of induction (e.g. training provided by Safety Solutions) |  |  |  |

# Checklist 2: Guidance Notes

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **COVID-19 Return to Workplace Safely Protocol**  **Staff** | | | | |
| This checklist has been developed to help inform staff about what they need to do to help prevent the spread of COVID-19 in their workplace. Employers and staff must work together to protect everyone at the workplace. Further information can be found at [www.Gov.ie](http://www.Gov.ie), [www.hse.ie](http://www.hse.ie), [www.hpsc.ie](http://www.hpsc.ie) and [www.hsa.ie](http://www.hsa.ie) | | | | |
|  | **Control** | **DDLETB RTW Guidance Note on Action Required** | **Completion Date** | **Person Responsible** |
| 1. | Do you feel well and fit enough to return to work? | Signed declaration submitted. |  | Staff member |
| 2. | Are you keeping up to date with the latest COVID-19 advice from Government? | Check with DDLETB website. Management to advise all staff at local induction. |  | Staff member |
| 3. | Are you aware of the [signs and symptoms of COVID-19](https://www2.hse.ie/conditions/coronavirus/symptoms.html)? | Check Posters/ Information/ DDLETB website.Complete DDLETB induction and local induction. |  | Staff member |
| 4. | Do you know [how the virus is spread](https://www2.hse.ie/conditions/coronavirus/how-coronavirus-is-spread.html)? | Check Posters/ Information/ DDLETB website.Complete DDLETB induction and local induction. |  | Staff member |
| 5. | Have you completed COVID-19 return-to-work form and given it to your employer? (See template Return-to-Work form) | Return to work place form at end of DDLETB induction is returned to centre manager – who will then forward a copy to head office. |  | Staff member |
| 6. | Have you told your employer if you fall into any of the [at-risk categories](https://www2.hse.ie/conditions/coronavirus/people-at-higher-risk.html)? | Complete on return to work form. |  | Staff member |
| 7. | Have you been given an induction before returning to work and made aware of the control measures your employer has put in place to minimise the risk of you and others being exposed to COVID-19? (See Checklist No. 2 Control Measures) ? | Complete online induction on DDLETB website and a second one on site for at education centre. |  | Staff member |
| 8. | Did your employer communicate effectively with you on control measures in place? | Complete induction, complete return to work form, DDLETB website. |  | Staff member |
| 9. | Do you know who your Staff Representative is and how to contact him / her? | Complete local induction to identify staff rep. |  | Staff member |
| 10. | Do you know how to contact your Staff Representative if you have any concerns about exposure to COVID-19, control measures not been maintained or have any suggestions that could help prevent the spread of the virus? | Complete local induction to identify staff rep. |  | Staff member |
| 11. | Do you know what to do in relation to physical distancing, good hand hygiene and respiratory etiquette? | Complete induction.Check Posters and information available on DDLETB website. |  | Staff member |
| 12. | Do you know how to wash your hands properly? | Check DDLETB website /Posters.Complete induction. |  | Staff member |
| 13. | Do you know when to wash your hands: i.e.   * before and after eating and preparing food * after coughing or sneezing * after using the toilet * before smoking or vaping * where hands are dirty * before and after wearing gloves * before and after being on public transport * before leaving home * when arriving/leaving the workplace/other sites * after changing tasks * after touching potentially contaminated surfaces * if in contact with someone displaying any COVID-19 symptoms | Check DDLETB website /Posters.Complete induction. |  | Staff member |
| 14. | Do you know where your nearest hand washing / hand sanitising stations are? | Complete local induction. |  | Staff member |
| 15. | Do you know to avoid touching your face? | Check DDLETB website /Posters.Complete corporate induction. |  | Staff member |
| 16. | Do you know to keep 2 metres physical distancing from others at all times at work, including in any canteen or wash/changing room? | Check DDLETB website /Posters.Complete corporate and local induction. |  | Staff member |
| 17. | Do you know to avoid any physical contact with colleagues, customers or visitors? | Check DDLETB website /Posters.Complete corporate and local induction. |  | Staff member |
| 18. | Do you know what to do if you start to develop symptoms of COVID-19 while at work, including where the isolation area is? | Check DDLETB website /Posters.Complete corporate and local induction. |  | Staff member |
| 19. | Do you understand your obligation to give your employer any necessary information to maintain a COVID-19 contact log? | Check DDLETB website /Posters.Complete corporate and local induction. Sign in book if relevant. |  | Staff member |
| 20. | Do you understand any proposed new staff rosters, changing of start / finish times, rostering of breaks etc.? | Complete local induction. |  | Staff member |
| 21. | Have you been made aware of any changes to risk assessments relevant to your work activities and any changes in the safety statement in response to controls to minimise the risk of you and others being exposed to COVID-19?? | Check DDLETB website /Posters.Complete corporate and local induction. |  | Staff member |
| 22. | Have you been made aware of any changes to the emergency plans or first aid procedures for your workplace in response to controls to minimise the risk of you and others being exposed to COVID-19? | Complete local induction. |  | Staff member |
| 23. | Are you aware of best practice when it comes to sharing items? | Avoid sharing where possible, ensure to wipe shared material/ surfaces. |  | Staff member |
| 24. | Have you been made aware that any personal items brought into work must be cleaned and to avoid leaving them down on communal surfaces or to clean the surface after the personal item is removed? | Complete local induction. |  | Staff member |
| 25. | Have you been provided with cleaning materials to clean your own workspace? | Complete local induction. Contact with staff rep on Covid-19 -19 team. |  | Staff member |
| 26. | Can you avoid work-related travel as far as possible and are you able to conduct meetings with colleagues / clients / customers in other forms e.g. phone, online rather than in person? | Use Microsoft teams for meetings where possible. |  | Staff member |
| 27. | If you have to share a work vehicle, have you followed the national guidelines in relation to travel? | Complete local induction. |  | Staff member |
| 28. | Do you know when you have to wear PPE and how to fit, use, remove, clean, store and dispose of any required PPE? | Complete corporate and local induction. |  | Staff member |
| 29. | Do you know what supports are available to you if you are feeling anxious or stressed? | Complete corporate and local induction. Check DDLETB website. |  | Staff member |

# Checklist 3: Guidance Notes

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **COVID-19 Return to Workplace Safely Protocol**  **Lead Worker Representative** | | | | |
| This checklist has been developed to help those selected as a Workplace Representative understand their role in helping to help prevent the spread of COVID-19 in their workplace and in the community. Further information can be found at [www.Gov.ie](http://www.Gov.ie), [www.hse.ie](http://www.hse.ie), [www.hpsc.ie](http://www.hpsc.ie) and [www.hsa.ie](http://www.hsa.ie) | | | | |
|  | **Control** | **DDLETB RTW Guidance Note on Action Required** | **Completion Date** | **Person Responsible** |
| 1. | Have you agreed with your employer or manager to act as a Staff Representative for your workplace or work area? | Local Arrangement |  | Local management |
| 2. | Have you been provided with information and training in relation to the role of Staff Representative? | Training is being developed |  | DDLETB |
| 3. | Are you keeping up to date with the latest COVID-19 advice from Government? | Central place to access relevant information might aid in this |  | DDLETB |
| 4. | Are you aware of the [signs and symptoms of COVID-19](https://www2.hse.ie/conditions/coronavirus/symptoms.html)? | Induction |  | DDLETB |
| 5. | Do you know [how the virus is spread](https://www2.hse.ie/conditions/coronavirus/how-coronavirus-is-spread.html)? | Induction |  | DDLETB |
| 6. | Do you know how to help prevent the spread of COVID-19? | Induction |  | DDLETB |
| 7. | Have you been brought through an induction before returning to your workplace? | Induction/ Assessment |  | DDLETB |
| 8. | Are you helping in keeping your fellow staff up to date with the latest COVID-19 advice from Government? | Refer to 3 |  | Staff Rep |
| 9. | Have you completed the COVID-19 return-to-work form and given it to your employer? (See template Return-to-Work form) | Pending induction |  | Staff Rep |
| 10. | Are you aware of the control measures your employer has put in place to minimise the risk of you and others being exposed to COVID-19? (See Checklist No. 2 Control Measures) | Centre specific |  | Manager |
| 11. | Did your employer consult with you when putting control measures in place? | Feedback form? |  | Manager |
| 12. | Have you a means of regular communication with your employer or manager? | Centre specific i.e. emails, Teams, Phone. |  | Staff Rep & Centre Manager |
| 13. | Are you co-operating with your employer to make sure these control measures are maintained? | Training, defined role |  | Staff Rep |
| 14. | Have you familiarised yourself with the cleaning requirements needed to help prevent cross contamination? (See Checklist No.5 Cleaning and Disinfection) | Pending Consultation |  | Manager/Rep |
| 15. | Have you been asked to walk around your workplace / work area daily and check that the control measures are in place and are being maintained? (Using Checklist No.2) | Pending Consultation |  | Manager/ Rep |
| 16. | Are you reporting immediately to your employer / manager any problems, areas of non-compliance or defects that you see? | Centre specific. |  | Staff Rep |
| 17. | Are you keeping a record of any problems, areas of non-compliance or defects and what action was taken to remedy the issue? | Centre Specific |  | Staff Rep |
| 18. | Are you familiar with what to do in the event of someone developing the symptoms of COVID-19 while at work? | Pending Training |  | DDLETB |
| 19. | Are you co-operating with your employer in identifying an isolation area and a safe route to that area? (See Checklist No.4) | Pending Consultation |  | Manager/Rep |
| 20. | Are you helping, as part of the response team, in the management of someone developing symptoms of COVID-19 while at work? | Pending Consultation |  | Manager/Rep |
| 21. | Once the affected person has left the workplace, are you helping in assessing what follow-up action is needed? | Pending Consultation |  | Manager/Rep |
| 22. | Are you helping in maintaining the staff contact log? | Pending Consultation |  | Manager/Rep |
| 23. | Have you been made aware of any changes to the emergency plans or first aid procedures for your workplace? | Pending local Induction  Pending Training for first aiders |  | Manager/ Rep |
| 24. | Are you making yourself available to fellow staff members to listen to any COVID control concerns or suggestions they may have? | Pending Rep Training |  | DDLETB |
| 25. | Are you raising those control concerns or suggestions with your employer or manager and feeding back the response to the staff member who raised the issue? | Pending Consultation |  | Manager/Rep |
| 26. | Do you know what supports are available if you are feeling anxious or stressed and will you pass this information on to your fellow staff members? | PSS information and induction |  | DDLETB |
|  | **Additional Information** |  |  |  |
|  | Defining of the role would be important so as to be able to select the most appropriate person. |  |  |  |
|  |  |  |  |  |
|  | Specific training for that person will be required and a means to be able to regularly communicate changes will be needed |  |  |  |
|  | First Aiders well need to be retrained with considerations to be made around the use of PPE and procedures for Covid-19. |  |  |  |

# Pre-Return to Workplace Form

Please note the following when completing this form:

1. All staff members planning to attend any DDLETB premises from Monday May 18th 2020 onwards must complete this form.
2. This form only needs to completed once, unless:-
   1. Your circumstances change
   2. The form is amended in light of further Department of Health /Government advice
3. All questions must be answered, incomplete forms will be returned
4. The form must be completed and returned to your line manager/principal 3 days in advance of any planned return to the workplace

For ongoing access to premises, you must liaise directly with your line manager/principal to seek permission for the specific dates/times and purpose. There will be no access to premises without this approval

If you have any questions when completing this form, please contact your line manager/principal

Thank you.

1. Employee Name:
2. Contact number:
3. Official employee email address:
4. Workplace location:
5. Workplace Line Manager/Principal:
6. Return to workplace date (Note 3 day’s notice required):
7. **Please answer the following questions**.

\*If you answer *yes* to any of these questions, we strongly advise that you seek medical advice before returning to the workplace

|  |  |  |
| --- | --- | --- |
|  | **Yes** | **No** |
| 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? |  |  |
| 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? |  |  |

1. **The Department of Health have identified people who are in a vulnerable or "at risk" category**. Please confirm if you are in this category, have been advised by a doctor to cocoon at this time or have a household member who is in this category  Yes  No
2. **If you answered** *yes* **to question 8**, please confirm, in advance of completing this form, that you have made your line manager/principal aware and that the necessary arrangements are in place to support you while in attendance in the workplace  Yes  No
3. **Please tick to confirm your agreement with the following**

|  |  |
| --- | --- |
| If I become unwell before, during or after my attendance in the workplace, I will make my line manager/principal aware immediately |  |
| I will advise my line manager/principal if there are any other circumstances relating to Covid-19, not included above, which may need to be disclosed to allow my safe return to work |  |
| If any of the details/answers on this form change, I will immediately inform my line manager/principal and will not return to the workplace until a new form has been completed and approval from line manager/principal has been given |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Signature** |  | **Date Completed** |  |

Your privacy

The information requested on this form is required to comply with our legal obligation to protect the health of our staff and maintain a safe place of work, and in the substantial public interests of complying with the current restrictions for minimising risk to public health. The information will be used in strictest confidence by your direct line manager/principal and DDLETB management as appropriate and in keeping with the obligations above. The information will be kept securely, and will be retained for the maximum time necessary, depending on the duration of the current emergency and related restrictions. You will have a right to request a copy of this completed form as long as we retain it, and if you have any questions or concerns about your privacy rights, you can contact the Data Protection Officer in DDLETB at [DataProtection@DDLETB.ie](mailto:DataProtection@DDLETB.ie)

# Local Induction Guidance Note

Each school/centre/office must undertake a local induction programme. Local induction programmes should include, but not limited to the following:

Reminder regarding:-

Hand hygiene

Cough/sneeze etiquette

Social distancing

Spread of Covid-19

Information Notices

Check DDLETB website

Location map indicating:

Sanitisation dispensers

Storage of PPE

One way system, if in operation

Isolation rooms

First Aid

Identify:-

Local Covid-19 Management Team

Local Covid-19 Lead Worker Representative(s)

Advise:-

Cleaning, use of common areas, sharing equipment

Use and supply of PPE

Restricted access by visitors/deliveries/contractors

# Health Status Guidance

It can take up to 14 days for symptoms of COVID-19 (Coronavirus) to show and they can be similar to the symptoms of [cold](https://www2.hse.ie/conditions/common-cold.html) or [flu](https://www2.hse.ie/conditions/flu/flu-symptoms-and-diagnosis.html).

* If you are suffering from a temperature or any respiratory distress (e.g. sore throat, cough, etc) or are suffering from a loss or change to your sense of smell or taste
* If you have experienced any such symptoms in the previous seven days
* If you have been diagnosed with Covid-19 (until you are advised it is safe to do so)
* If you have been outside the island of Ireland in the last 14 days
* If you are awaiting Covid-19 test results
* If you have been advised to self-isolate

Only come to work if you are well. Symptoms of Covid-19 can be found [here](https://www2.hse.ie/conditions/coronavirus/symptoms.html).

**If at any time you feel unwell at work / are exhibiting Coved 19 symptoms advise management immediately, follow the school/centre guidelines and call your GP. You will then be given further instructions during the call.**

## Compare symptoms of coronavirus, flu and cold

|  |  |  |  |
| --- | --- | --- | --- |
| **Symptoms** | **Coronavirus**  *Symptoms range from mild to severe* | **Flu**  *Abrupt onset of symptoms* | **Cold**  *Gradual onset of symptoms* |
| Fever or chills | Common | Common | Rare |
| Cough | Common (usually dry) | Common (usually dry) | Mild |
| Shortness of breath | Common | No | No |
| Lost or changed sense of smell or taste | Common | Rare | Rare |
| Fatigue | Common | Common | Sometimes |
| Aches and pains | Common | Common | Common |
| Sore throat | Sometimes | Sometimes | Common |
| Headaches | Sometimes | Common | Rare |
| Runny or Stuffy Nose | Sometimes | Sometimes | Common |
| Feeling sick or vomiting | Rare | Sometimes | No |
| Diarrhoea | Rare | Sometimes in children | No |
| Sneezing | No | No | Common |

# Hand, Respiratory and General Hygiene Guidance Notes

* Wash your hands with soap and warm water often
* If soap and water are not available, then use an alcohol based hand sanitiser.
* Always [wash your hands](https://www.hse.ie/eng/services/list/5/publichealth/publichealthdepts/resources/handwashing.pdf) after you have been to the bathroom and before you touch door handles
* Cover all coughs and sneezes with a tissue or the crock of your elbow
* Dispose of all used tissues in a suitable manner
* Clean as you go where you can – wipe down your desk and other commonly touched surfaces such as equipment controls regularly. Antiseptic wipes can be obtained from the above supplier list
* Use your own equipment where possible and clean after use
* Avoid sharing telephones, IT equipment, desks etc., unless a sanitising regime is in place for shared equipment
* Place all used tissues in a bin
* Do not touch your face with your hands
* Working surfaces, especially shared surfaces, should be wiped down with alcohol wipes or similar at the end of the working day
* Management will make provision for the regular cleaning of workplaces. However, in areas with restricted or limited access, such as laboratories, cleaning regimes may have to be implemented by the occupants.

# Materials List

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **SUPPLIER NAME** | **PRODUCT** | **PRICE** | **Contact Details** | **ADDITIONAL INFORMATION** |
| **SHAW SCIENTIFIC** | Automatic dispenser | €43.00 | Darren Cunningham |  |
| Manual dispenser | €24.00 | [darren@shawscientific.com](mailto:darren@shawscientific.com ) |  |
| Refill | €75.00 | www.shawscientific.com |  |
| Keep 2M sticker | €6.00 | 086 8583374 |  |
| Anti-Social Distancing signed 2M | €30.00 |  |  |
| Safety Screens |  |  | Price available from supplier on request |
|  | | | | |
| **Bidvest Noonan** | Face Mask (per mask non -medical) | €1.40 | [Jason.Dwane@bidvestnoonan.com 01 883 9800](mailto:Jason.Dwane@bidvestnoonan.com01%20883%209800) | Reduced Pricing (please contact supplier for price) Further products and price list available on request to supplier. |
| Face Shield (per shield) | €6.50 |
| Hand Sanitiser (50ML Bottles X 40) 70% Alc | €248.00 |
| Hand Sanitiser (5LT X 2 INC PELICAN PUMP) 70% alc | €150.00 |
| Hand Sanitiser Foaming 6 X 1200ML Incl Dispenser | €300.00 ex vat per case |
| Hand Sanitiser (500ML is 12 Per Box)60% Alc | €300.00 per case |
| Ultra-Disinfectant Case OF 6 Premade bottles | €33.75 |
| COVID 19 Signage |  |
| Alcohol Rub (200ML IS 12 PER CASE) 70% Alc | €147.25 per case |
| Alcohol Rub (500ML IS 12 PER CASE) 70% Alc | €339 per case |
| Sneeze Screen Guard | €65.00 |
| Face Mask (per mask non-medical) | €0.80 |
| Face Mask (per mask non-medical) | €0.75 |
| Face Mask (per mask non-medical) | €0.70 |
| Hand Sanitiser (Foaming 6x1200ml inc display stand support) | €240.00 |
| **Please see attached details of Noonan’s revised practices for general cleaning services and details of Industrial Decontamination if Coronavirus case in/ on a site, Noonan’s offer a decontamination service to be requested via school/centre nominated Noonan’s area manager and delivered by specific decontamination unit. Please contact Jason Dwane if you require this service for your centre.** | | | | |
| **Bunzl** | **Hand Sanitiser Disposable Gloves** | Prices available on request to supplier | Sarah Murphy  sarah.murphy@bunzl.ie http://www.bunzlcss.com | Further products available from supplier on request |
|  | | | | |
| **Bronco Print** | Social Distancing Signage | from €12 | Sean Ross design@broncoprint.ie www. Broncoprint.ie | A full list of products and prices available on request to supplier |
|  | | | | |
| **LYRECO** | DEBSTOKO Instant Foam Cartridge 1L. | 11.16 | Audrey Sherry audrey.sherry@lyreco.com 087 2626331 | Further products and prices available on request to supplier |
| Deb Instant Foam Sanitiser Dispenser 1 Litre | 0 |
| PK6 Keleenex Frequent Use Soap Refill 1L. | 52.13 |
| Aquarius 6948Hand Cleaner Dispenser WH FOC. | 0 |
|  | | | | |
| **Wipeout** | Vira-Kill Sanitisation Stand and other products | Quotes available on request to supplier | sales@wipeout.ie https://www.wipeout.ie//products |  |
|  | | | | |
| **Printquote** | All social distancing signs | Quotes available on request to supplier | info@printquote.ie jim@printquote.ie http://www.printquote.ie |  |
| Hand sanitising units - Automatic and Manual |
|  | | | | |
| **Sundry Offices Supplies Ltd** | FaceShields Hand Sani Gloves Signage Location Stands- Free Standing or Wall Mounted for Sanitisation Purposes | Quotes available on request to supplier | [01/6682799  www.sundrysupplies.com/covid-19 nicola@sundrysupplies.com](http://www.sundrysupplies.com/covid-19) | More items available on request to supplier |
|  | | | | |
| **DB Office Supplies** | Protective Acrylic Screen For desks and counters | Quotes available on request to supplier | Frank Sutton - 01-4604555 / 4604556 www.dboffice.ie  accounts@dboffice.ie |  |
|  |  |  |  |  |
| **Tap Creations** | Floor graphics distancing measures Door handle notices Directions to nearest sanitiser  Hand Sanitising Units Screens Dividers Bespoke covid products available to incorporate school logo | Quotes available on request to supplier. | 01/5414 664 brendan@tapcreations.ie http://www.tapcreations.ie | Further products available on request to supplier |
|  |  |  |  |  |
| **STACKED** | All PPE and safety products available | Quotes available on request to supplier. | **Fiona Harrison, 086 608 2200, fiona.harrison@stacked.ie www.stacked.ie; www.bewellatwork.ie** | Full details of the products available on the website - www.bewellatwork.ie Discount available for DDLETB centres |
|  |
|  | | | | |  |
| **JW Print & Promotional Solutions Ltd** | free site survey and provide a recommendation report The protective screens can be customised- cut and shaped to perfectly fit their environment, e.g. workstation, existing partitions, etc.. All artwork can be customised to include corporate logos/colours, special messages and/or graphics. | Quotes available on request to supplier. | William Gleeson  01-4596111 | Mobile: 087-1860111   E-mail: wgleeson@jwpps.ie  Website: www.jwpps.ie | Please see website for further products. |  |
|  |  |  |  |  |  |
| **MM Creations** | Range of products available: Face Shields Disposable Face Masks Protective Face Shields Replacement face Shield Visor Hand Sanitiser and Touchless Automatic Hand Sanitiser Dispensers | **Sample prices  Single Face Shield €6.00 Pack of 10 €60.00 Pack of 25 €150.00 Pack of 50 €295.00 Larger Quantities – please contact us.** | Martin: 087 142 3838  martin@mmcreations.ie noeleen@mmcreations.ie www.mmcreations.ie | Please contact the supplier for full list of products available and price list. |  |
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# Appendix

## Useful Links

### Resources available from Gov.ie

[Roadmap to reopening society & business](https://www.gov.ie/en/news/58bc8b-taoiseach-announces-roadmap-for-reopening-society-and-business-and-u/)

[COVID-19: Posters for Public Use](https://www.gov.ie/en/collection/ee0781-covid-19-posters-for-public-use/)

[COVID-19: Information Resources](https://www.gov.ie/en/collection/02cd5c-covid-19-information-resources/#logo-guidelines)

[COVID-19: Physical Distancing Graphics](https://www.gov.ie/en/collection/428743-covid-19-coronavirus-physical-distancing-graphics/)

[COVID-19: Guidance on use of face covering](https://www.gov.ie/en/publication/aac74c-guidance-on-safe-use-of-face-coverings/)

### Resources available from HAS.ie

[Public Information Booklet](https://www.hse.ie/eng/services/news/newsfeatures/covid19-updates/partner-resources/covid-19-information-booklet.pdf)

[Covid-19: HAS Coronavirus Posters & Resources](https://www.hse.ie/eng/services/news/newsfeatures/covid19-updates/partner-resources/)

### Training Providers

[COVID-19: Compliance officer Safety Training Course](https://www.cita.ie/cita-skillnet/covid-19-compliance-officer/)

[Codid-19: Infection Control Course](https://www.healthandsafetymanager.ie/infection-control-course-e35/)

[Covid-19: Online Training](https://www.who.int/emergencies/diseases/novel-coronavirus-2019/training/online-training)

[Covid-19: First Aid Course](http://www.stjohn.ie/first-aid-courses/firstaidcovid-19/)

## Definitions

*Physical Distancing*

The keeping of at least 2m between individuals

*Casual Contact*

Brief or infrequent contact with someone that lasts less than 15 minutes, e.g. when passing in a corridor or on the stairs

*Close Contact*

Spending more than 15 minutes in the same space as another person whilst adhering to physical distancing whilst at work

*Higher Risk Contact*

Spending more than 15 minutes in the same space as another person without applying physical distancing whilst at work

*Covid-19 Contact Diary*

A personal diary held by a staff member or researcher recording the owners on campus activities and contacts; to be used for contact tracing purposes in the event of a positive Covid-19 case on campus.

*Low Risk Work*

Jobs and tasks that do not require close contact or involve only casual contact with people who could in theory be infected with Covid-19, but who are not known to have or are suspected of having Covid-19.

*Acceptable Risk Work*

Jobs and tasks that require frequent close contact with people who could in theory be infected with Covid-19, but who are not known to have or are suspected of having Covid-19, and where the risk control measures and principles outlined in this document are applied

*Personal Protective Equipment (PPE)*

Equipment used to protect the individual from the risks of Covid-19.

*Covid-19 Induction Training*

Mandatory training that every employee wishing to return to the workplace must undertake (see DDLETB.ie).

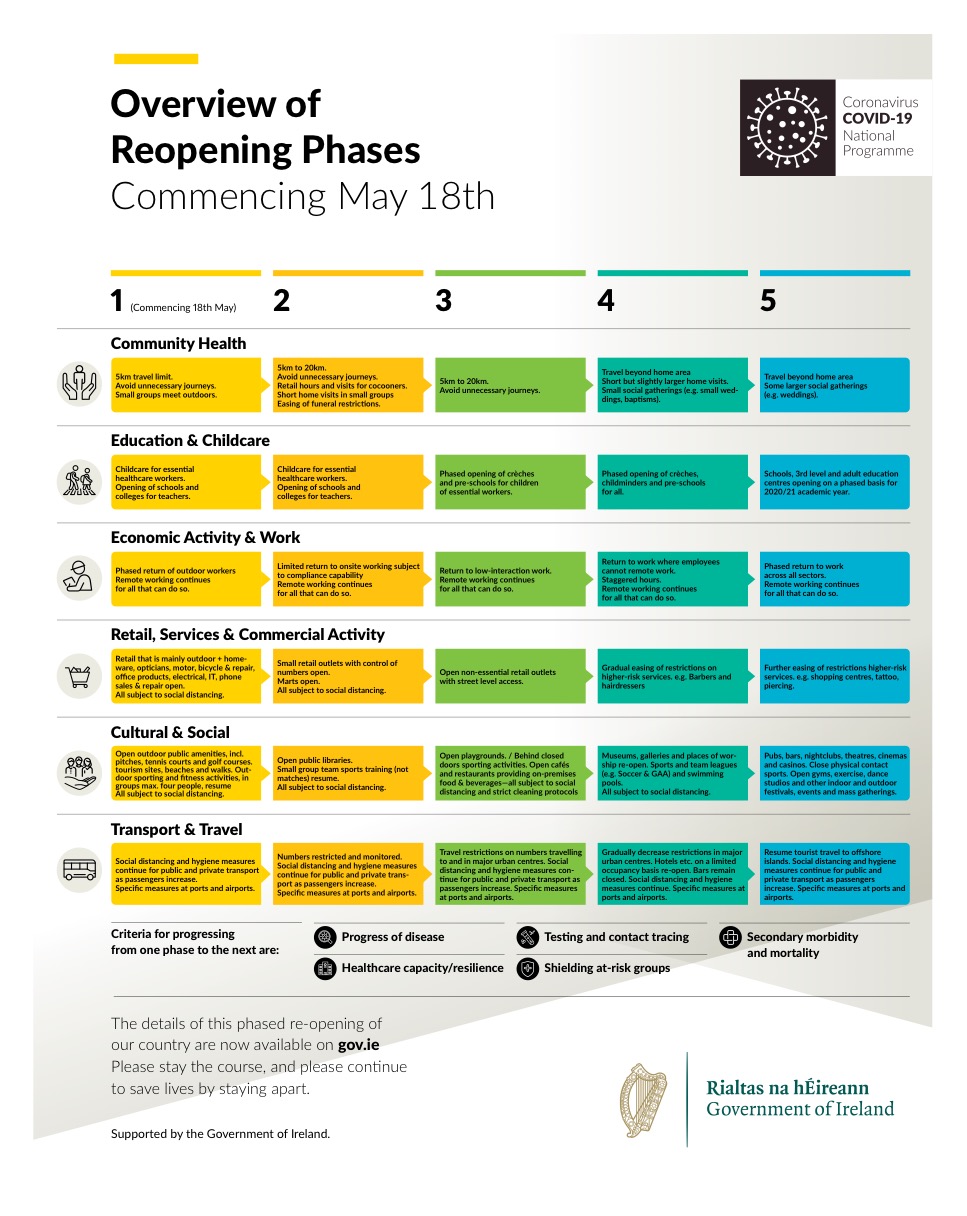
*Personal Responsibility*

Everybody has a role to play in minimising the risks from Covid-19 in the workplace, for their own safety and that of their colleagues. Every person must take responsibility for ensuring that they take steps to minimise the risk, including adherence to current advice from the [HSE](https://www2.hse.ie/coronavirus/?source=banner-www). In some cases, individuals will be expected to take an active role in keeping their workspaces clean and ensuring that they clean equipment and work benches before starting work / at the end of the working day.

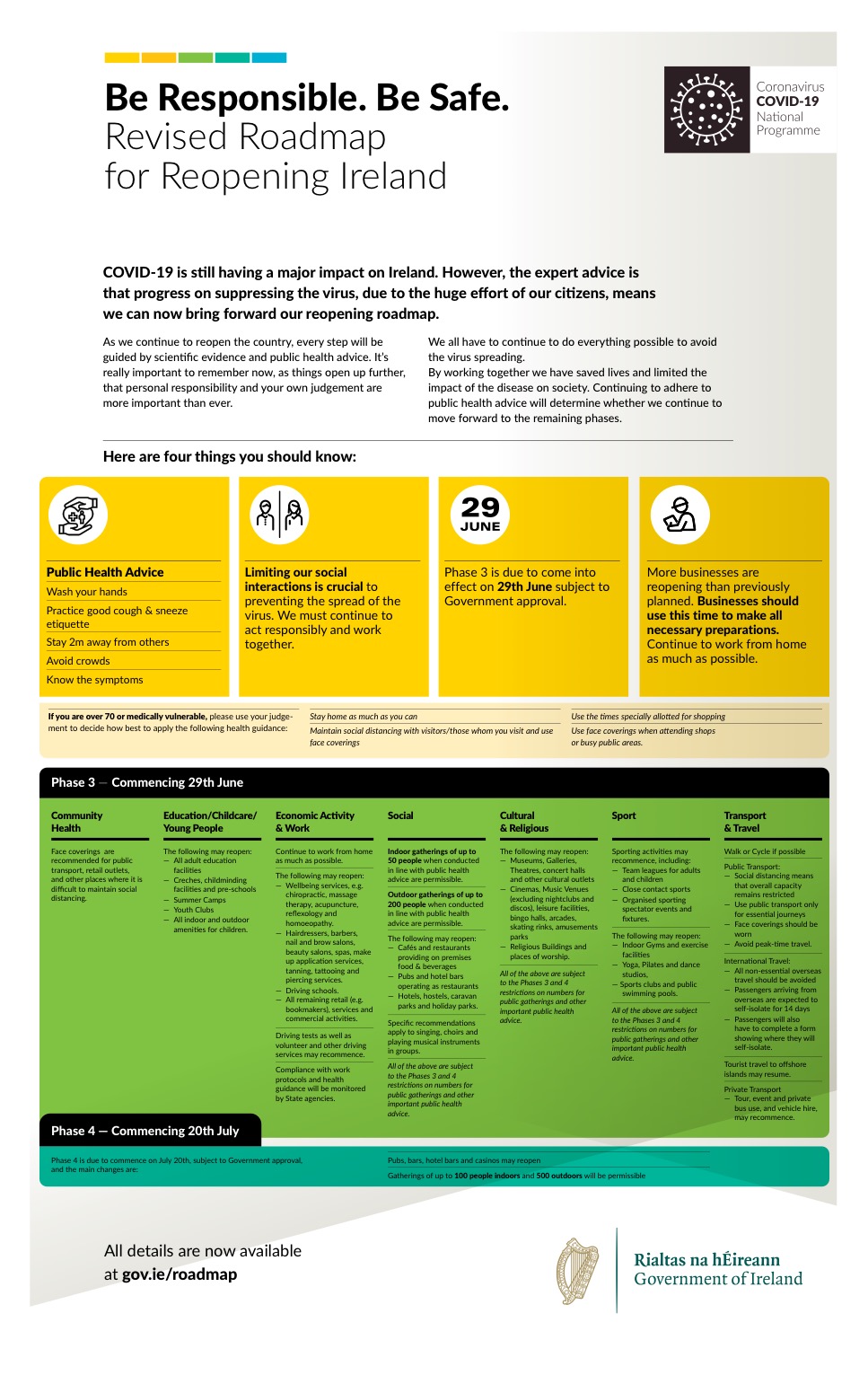
*Working From Home*

Those persons that can work from home should continue to do so.

## Overview of Reopening Phases – Commencing May 18th 2020



## Revised Roadmap for Reopening Ireland – Commencing 29th June 2020



1. [↑](#footnote-ref-1)
2. and Trade Unions were applicable [↑](#footnote-ref-2)