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| Checklist 3  Covid-19 : Checklist 3 in support of the Governments Return to the Workplace Safely | Lead Worker Representative  June 2020 |

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| **COVID-19 Return to Work 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** | **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 management |
| 2. | Have you been provided with information and training in relation to the role of Staff Representative? |  | DDLETB |
| 3. | Are you keeping up to date with the latest COVID-19 advice from Government? |  | DDLETB |
| 4. | Are you aware of the [signs and symptoms of COVID-19](https://www2.hse.ie/conditions/coronavirus/symptoms.html)? |  | DDLETB |
| 5. | Do you know [how the virus is spread](https://www2.hse.ie/conditions/coronavirus/how-coronavirus-is-spread.html)? |  | DDLETB |
| 6. | Do you know how to help prevent the spread of COVID-19? |  | DDLETB |
| 7. | Have you been brought through an induction before returning to your workplace? |  | DDLETB |
| 8. | Are you helping in keeping your fellow staff up to date with the latest COVID-19 advice from Government? |  | 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) |  | 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) |  | Manager |
| 11. | Did your employer consult with you when putting control measures in place? |  | Manager |
| 12. | Have you a means of regular communication with your employer or manager? |  | Staff Rep & Centre Manager |
| 13. | Are you co-operating with your employer to make sure these control measures are maintained? |  | Staff Rep |
| 14. | Have you familiarised yourself with the cleaning requirements needed to help prevent cross contamination? (See Checklist No.5 Cleaning and Disinfection) |  | 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) |  | Manager/ Rep |
| 16. | Are you reporting immediately to your employer / manager any problems, areas of non-compliance or defects that you see? |  | 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? |  | Staff Rep |
| 18. | Are you familiar with what to do in the event of someone developing the symptoms of COVID-19 while at work? |  | 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) |  | 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? |  | Manager/Rep |
| 21. | Once the affected person has left the workplace, are you helping in assessing what follow-up action is needed? |  | Manager/Rep |
| 22. | Are you helping in maintaining the staff contact log? |  | Manager/Rep |
| 23. | Have you been made aware of any changes to the emergency plans or first aid procedures for your workplace? |  | Manager/ Rep |
| 24. | Are you making yourself available to fellow staff members to listen to any COVID control concerns or suggestions they may have? |  | 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? |  | 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? |  | DDLETB |
|  | **Additional Information** |  |  |
|  | Defining of the role would be important so as to be able to select the most appropriate person. |  |  |
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|  | 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. |  |  |