

**High Level Local Authority COVID-19 Work Safely**

**Health and Safety Guidance**

**Draft 11th May 2020**

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# Section 1 - Introduction

## Purpose

The purpose of this document is to consolidate national best practice, in line with Government and HSE recommendations in relation to the management of COVID-19. This high-level document sets out the general principles to be applied to protect employees and to minimise the risk of spread of COVID-19 in the workplace. The document has been drafted in accordance with the Government’s Return to Work Safely Protocol. This information can be used to inform the development or customisation of local policy and procedure documentation.

This document has been developed under the aegis of the Local Authority Health & Safety Operational Committee and it is intended that a number of supplementary guidance operational documents will be developed to support its implementation and provide additional guidance for the various activities carried out across the sector.

As advice in relation to COVID-19 continues to evolve, these guidelines will be kept under review and any future national guidance will be incorporated, as necessary.

## Additional Information

Local Authorities should continue to refer to the latest public health advice at [www.gov.ie](http://www.gove.ie) and [www.hse.ie](http://www.hse.ie).

The DPER Guidance and FAQs for Public Service Employers during COVID-19 contains specific advice on steps to take if an employee becomes unwell due to COVID-19 and this has been incorporated in this guidance.

The Health and Safety Authority has produced [guidance for temporary home working arrangements during COVID-19 (click here)](https://www.hsa.ie/eng/supports_for_business/faq%E2%80%99s_in_relation_to_home-working_on_a_temporary_basis_covid-19_/). The Data Protection Commission have also issued useful guidance on protecting personal data when [working remotely (click here)](https://www.dataprotection.ie/en/protecting-personal-data-when-working-remotely-0).

Please refer to Appendix 5 for a reference list of public health advice, updates and other relevant information.

## Coronavirus (COVID-19)

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

|  |
| --- |
| How the virus is spread |
|  | COVID-19 is spread in sneeze or cough droplets. You could get the virus if you:* Come into close contact with someone who has the virus and is coughing or sneezing
* Touch surfaces that someone who has the virus has coughed and sneezed on and bring your unwashed hands to your face (eyes, nose or mouth)
 |
| Symptoms  |
|  | The most common symptoms include:* Fever (temperature)
* Cough**–** this can be any kind of cough, not just dry
* Shortness of breathor breathing difficulties

It can take up to 14 days for symptoms to appear. Any employee displaying symptoms of COVID-19 should not attend the workplace. Persons displaying symptoms must contact their GP, self-isolate and not attend work for 14 days.  |
| Protection against getting COVID-19 |
|  | Wash hands regularly and avoid touching your face with hands. Hand gels with at least 60% alcohol content can be used if soap and water and not available. See HSE for posters & videos on correct hand washing techniques<https://www2.hse.ie/wellbeing/how-to-wash-your-hands.html> |

|  |
| --- |
| Cough Etiquette / Respiratory Hygiene  |
|  | One of the best ways to prevent person to person spread of respiratory viruses, including COVID-19 is to use proper hand hygiene and respiratory etiquette.Follow this advice as strictly as possible and encourage others to follow too.  **Do** * Wash your hands properly and often.
* Cover your mouth and nose with a tissue or your sleeve when you cough and sneeze.
* Put used tissues into a bin and wash your hands.
* Clean and disinfect frequently touched objects and surfaces.

**Don't** * Do not touch your eyes, nose or mouth if your hands are not clean.
* Do not share objects that touch your mouth – for example, bottles, cups.
 |
| Cleaning  |
|  | Enhanced cleaning regimes should be implemented ensuring that all frequently touched objects and surfaces are regularly cleaned and disinfected.  |

## Physical Distancing

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

The current recommended distance to be maintained between people to minimise risk of transmission is 2 metres.

The recommendations for physical distancing are to:

* keep 2 metres of space between you and other people,
* implement a no hand shaking policy,
* avoid any crowded places,
* office space must be organised in such a way that physical distances are maintained,
* Where possible, organise employees into teams /crews who consistently work and take breaks together. The teams should be as small as is reasonably practicable in the context of the work to be done,
* organise breaks in such a way as to facilitate maintenance of physical distancing,
* conduct meetings as much as possible using online remote means. Where face to face meetings are necessary, the length of the meeting and the numbers attending should be kept to a minimum and participants must maintain physical distancing at all times,
* reorganise and rearrange working and break areas. For example, placing tables and chairs far enough apart in canteens,
* provide one-way systems for access/egress routes in the workplace where practicable
* implement physical distancing during any outdoor work activity. For outdoor work activities, facilities for frequent hand hygiene should be available.

In settings where 2 metre separation cannot be ensured by organisational means, alternative protective measures should be put in place, for example:

* Install temporary physical barriers, such as clear plastic guards between employees for the duration of the pandemic.
* Maintain at least a distance of 1 metre or as much distance as is reasonably practicable.
* Provide hand washing facilities, and other hand hygiene aids, such as hand sanitisers, wipes etc. that are readily accessible to employees

# Section 2 COVID-19 Reopening Local Authorities

In these exceptional circumstances and given the ongoing risk posed by COVID-19, it is necessary to put in place measures to protect staff and the public.

## Employer:

1. Develop and/or update the COVID-19 Business Response Plan
2. Carry out a review of all workspaces to ensure that physical distancing measures can be adhered to. A combination of office working, remote working, extended working day and weekend working arrangements should be explored. Working arrangements should be rotated where possible to ensure that employees are being treated with fairness and equity and to comply with Organisation of Working Time Act.
3. Develop or amend policies and procedures for prompt identification and isolation of workers who may have symptoms of COVID-19. The prompt identification and isolation of potentially infectious individuals is a crucial step in protecting the worker involved, their colleagues or others at the workplace. Refer to:
	1. Appendix 1 for Sample Procedure on Dealing with COVID-19 Suspect Cases at Work.
	2. Appendix 2 for Sample Procedure for COVID-19 Confirmed Case at Work
	3. Appendix 3 for COVID-19 Employee Return to Work Process – Suspected / Confirmed Case
4. Establish and issue a pre-return to work form. This form is required for employees who have been remote working and any new staff being recruited. This form should seek confirmation that the employee, to the best of their knowledge, has no symptoms of COVID-19 and also confirm that the worker is not self-isolating or awaiting the results of a COVID-19 test. A template Pre-Return to Work Form is attached at Appendix 5.
5. Provide COVID-19 induction training for all employees.
6. Update risk assessments and safety statements to address the level(s) of risk associated with various workplaces and work activities, taking into account worker’s individual risk factors (e.g. vulnerable workers).
7. Arrange for the putting in place of the necessary controls identified in the risk assessment to prevent the spread of COVID-19 in the workplace.
8. Keep a log of contact/group work to facilitate contact tracing.

Note: If temperature testing by Employers becomes a future requirement of the Public Health advice, local authorities will then be required to implement that practice.

Developments in this regard are being monitored and guidelines will be updated accordingly.

## Employees:

1. complete and return the pre-return to work form when requested to do so.
2. inform their line manager / HR if there are any other circumstances relating to COVID-19, not included in the form, which may need to be disclosed to allow their safe return to work.
3. self-isolate at home and contact their GP promptly for further advice if they have any COVID-19 symptoms.
4. stay out of work until all symptoms have cleared following self-isolation.
5. report to Line Managers immediately if any symptoms develop during work.
6. participate in any COVID-19 induction training provided.
7. Make themselves aware of the signs and symptoms of COVID-19 and monitor their own well-being.
8. follow the public health advice and guidance (such as frequent hand washing, respiratory etiquette and physical distancing) as well as any specific measures in place to help prevent the spread of COVID-19 in the workplace.

## At Risk/Vulnerable Workers

At Risk/Vulnerable workers should be enabled to work from home where possible. If an at risk or vulnerable worker cannot work from home and must be in the workplace, Local Authorities must ensure that they are supported to maintain a physical distance of 2 metres.

## General Principles to be applied during COVID-19

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

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

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

## Health and Safety Documentation

As is the HSA advice, employers should review, risk assess their work practices and where possible mitigate the risk of transfer of COVID-19 within the workplace to as low a level as is reasonably practicable. Relevant health and safety documentation should be reviewed to take account of any changes to the work activity that may arise following implementation of the public health recommendations. Relevant changes to documentation should be communicated to employees. It is important to note that all existing Health and Safety provisions continue to apply during this time.

## Communication, Consultation and Participation

Workplace controls to comply with infection prevention measures included in this document should be communicated to all employees. Employers should also communicate with safety representatives selected or appointed under the Occupational Health and Safety legislation and consult with workers on safety measures to be implemented in the workplace as per established mechanisms in place.

Posters and/or leaflets to advise employees of the hazards associated with COVID-19 and the measures taken to prevent the disease have been prepared by the HSE and should be displayed at various locations in buildings and made available to employees. These are available to download here:

<https://www.hse.ie/eng/services/news/newsfeatures/covid19-updates/partner-resources/>

## Statutory Training

The LGMA has circulated information on statutory training; i.e. CSCS, Safe Pass, Manual Handling, PHECC. Where staff training is required to ensure that Local Authorities can demonstrate that they have exercised their duty of care, then and only where they have a trainer, who is qualified to deliver that training and where physical distancing restrictions can be enforced, can the training go ahead.

Each Local Authority should consult with their Health and Safety and Training Officers to assess the types of training that can be delivered safely.

Refer to Appendix 7 for statutory training updates.

## Well Being in the Workplace

Infectious disease outbreaks like coronavirus (COVID-19), can be worrying and can affect your mental health. Employees should be reminded of the Employee Assistance Programmes or Occupational Health Service available.

There are also many online resources available which can be accessed at the links below:

[https://www2.hse.ie/wellbeing/mental-health/minding-your-mental-health-during-the-coronavirus-outbreak.html](https://eur01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww2.hse.ie%2Fwellbeing%2Fmental-health%2Fminding-your-mental-health-during-the-coronavirus-outbreak.html&data=02%7C01%7Cjlally%40lgma.ie%7C4eaf852fbf954f5869f708d7f34681c2%7Cef22ca07ab074cf98562d5c5bb0416f4%7C0%7C0%7C637245356476196530&sdata=lA%2BtIe2ITS9vYnuxJzVWe4CqKXnYJAz6nwXfTa1Rtzc%3D&reserved=0)

[https://www.gov.ie/en/campaigns/together/?referrer=/together/](https://eur01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.gov.ie%2Fen%2Fcampaigns%2Ftogether%2F%3Freferrer%3D%2Ftogether%2F&data=02%7C01%7Cjlally%40lgma.ie%7C4eaf852fbf954f5869f708d7f34681c2%7Cef22ca07ab074cf98562d5c5bb0416f4%7C0%7C0%7C637245356476206487&sdata=eiiBkF8N1WRf6%2BQ1dWF5XLU3Z%2BKiZsd6rtoHFVGeFX8%3D&reserved=0)

A number of service providers offer online and phone mental health supports and services, see link:

[https://www.hse.ie/eng/services/list/4/mental-health-services/connecting-for-life/news/supports-and-services-during-covid-19.html](https://eur01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.hse.ie%2Feng%2Fservices%2Flist%2F4%2Fmental-health-services%2Fconnecting-for-life%2Fnews%2Fsupports-and-services-during-covid-19.html&data=02%7C01%7Cjlally%40lgma.ie%7C4eaf852fbf954f5869f708d7f34681c2%7Cef22ca07ab074cf98562d5c5bb0416f4%7C0%7C0%7C637245356476206487&sdata=zj1YFEEjlnXnMt0WFtz%2F6wsJP43sVDyi7iQFWkq%2Boqs%3D&reserved=0)

The Government’s “In This Together Campaign” also provides information on minding one’s mental health as well as tips on staying active and connected and may be useful for use by employers and workers: <https://www.gov.ie/en/campaigns/together/?referrer=/together/>

## First Aid Responder

In the event that first aid is required in the workplace it may not be possible to maintain a distance of 2 metres. Employees who are designated First Aid Responders will be provided with briefing on infection prevention and control principles including hand hygiene and appropriate use of personal protective clothing and equipment when delivering first aid.

Further advice on first aid is available from the Pre Hospital Emergency Care Council (PHECC):

<https://www.phecit.ie/PHECC/Publications_and_Resources/Newsletters/Newsletter_Items/2020/PHECC_COVID_19_Advisory_v1.aspx>

Refer to Appendix 6 for First Aid Responder Guidance.

## Compliance with COVID-19 Control Measures

The Chief Executive may assign responsibility for COVID –19 compliance to a specific person(s) for the duration of the pandemic. This will be a decision for each individual Local Authority. Monitoring compliance will require ensuring that physical distancing, hygiene rules and COVID–19 control measures are being adhered to and maintained in order to reduce the risk of the spread of COVID-19.

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

* Adequate signage
* Physical Distancing
* Hand Washing
* Cough/Sneeze Etiquette
* Safety Documentation
* Risk Assessment
* Increased cleaning regimes where required
* Staggering breaks, lunch times, etc
* Correct use and disposal of PPE

# Section 3 - COVID-19 Key Control Measures

## Office Spaces

### **Building Entrances**

* Hand sanitizers should be made available at main entry and also at locations throughout the premises.
* Ensure a visible display of HSE Covid19 safety notices (click link) <https://www.hse.ie/eng/services/news/newsfeatures/covid19-updates/partner-resources/>

### **Public Counters**

The following should be considered for public counters when reopened to the public.

* Manage physical interaction with the public as much as is reasonably practicable through revised working arrangements, for example advise the public to do business online, by phone or by appointment.
* Employees should avoid spending more than 15 minutes within 2 metres of members of the public.
* Consideration should be given to the installation of temporary physical barriers, for the duration of the pandemic, to minimise contact between employees and the public.
* Implement an enhanced cleaning regime paying particular attention to high touch points.
* Display the advice on the COVID-19 measures in visible locations.

## Office Arrangements

The recommendations in relation to Office Spaces are as follows:

* Carry out a risk assessment to determine the number of employees allowed in each work location ensuring a 2m distance can be achieved.
* Manage office layout as required to ensure individuals are seated 2m apart e.g. in a 4-pod station only 2 diagonally should be occupied at any one time, unless 2m distance can be achieved in the pod with normal seating arrangements
* In situations where a 2-metre separation cannot be achieved, consideration to be given to installing temporary physical barriers, such as clear plastic guards between employees, for the duration of the pandemic.
* Provide essential cleaning materials for employees to keep their own workspace clean
* Promote use of emails, phones and I.T software rather than face to face contact in the office.
* It is important to reduce the movement of employees between offices/floors and when discussions are needed, do so by phone or email where possible
* Limit, if possible, non-essential visitors attending offices.
* Modify use of hot desks to ensure that these are made available to identified staff and have appropriate cleaning materials available for employees to clean the area before using.
* Minimise handling of paper documents and cash where possible.
* Air conditioning is not generally considered as contributing significantly to the spread of COVID-19. Switching off air conditioning is not required to manage the risk of COVID-19. For offices without air conditioning adequate ventilation is encouraged, for example, by opening windows where feasible etc.

(*Ref: Return to Work Protocol Safely Protocol COVID-19 Specific National Protocol for Employers and Workers)*

## Cleaning Arrangements

* Implement thorough and regular cleaning of frequently touched surfaces, paying particular attention also to washroom facilities and communal spaces.
* Cleaning should be performed at least twice per day and whenever facilities are visibly dirty.
* provide workers with essential cleaning materials to keep their own workspace clean (for example wipes/disinfection products, paper towels and waste bins/bags).
* increase number of waste collection points and ensure these are emptied regularly throughout and at the end of each day.

## Meetings

* Meeting should be conducted as much as possible using online remote means.
* Where face to face meetings are necessary:
	+ Ensure the 2m distance is adhered to.
	+ Keep room well ventilated.
	+ Limit the attendance numbers.
	+ Keep the meeting time as brief as possible.
	+ No hand shaking or close contact with other individuals.
	+ Welfare facilities/Hand sanitiser / wipes to be made available at the meeting room or at the building location.

## Canteen and Eating Arrangements

* A risk assessment should be carried out to determine the appropriate number of employees who can be facilitated in canteen/kitchen areas at any one time.
* Ensure a seating arrangement which complies with the 2m distancing.
* Break times should be staggered to reduce congestion and contact.
* Employees should wash their hands before eating.
* Hand cleaning facilities or hand sanitiser should be available at the canteen/ kitchen entrance and exit.
* implement a queue management system with correct distance markings to avoid queues at food counters and tray return points
* COVID-19 information posters should be prominently displayed.
* Payments should be taken by contactless card wherever possible.
* All rubbish should be disposed in a suitable bin.
* Tables should be cleared by employees when finished eating and cleaned between each use.
* Employees should not share objects that touch their mouth, for example, bottles or cups.

## Toilet Facilities

* Employees must adhere to physical distancing when using toilet facilities
* Ensure adequate provision of soap and hand washing facilities.
* Provide clear pictorial guides for washing hands (See HSE Posters advice <https://www.hse.ie/eng/services/news/newsfeatures/covid19-updates/partner-resources/> )
* Review and enhance the cleaning regimes for toilet facilities, particularly frequently touched surfaces such as door handles, locks, taps and the toilet flushing mechanisms.
* Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal.

## Passenger Lift Usage

* Encourage employees not to use lifts in buildings if possible and to use the stairs instead.
* If using passenger lift, ensure physical distancing can be maintained.
* Ensure signage informs lift users of rules of usage for the duration of the pandemic.

## Travel to / from Work

* Where an employee exhibits any signs of COVID-19 or has been exposed to a confirmed case, they should not travel to work.
* Parking arrangements for additional cars and bicycles may need to be considered as alternative travel arrangements may be made by employees during this time.
* If availing of public transport, sit 2m apart from others and minimise contact with frequently touched surfaces, handles, roof straps, isolation bars etc.
* Practise personal protective measures by avoiding touching eyes, nose or mouth and cleaning your hands often.

# Section 4 - COVID-19 Key Control Measures

## Outdoor Activities

### **General Site Work Principles during COVID-19**

**1. Reduce** - the number of persons-in any work area to comply with the 2 metre physical distancing guideline recommended by the HSE (e.g. relocate workers to other tasks, review work schedule and task sequence, consider staggered starting and finishing times etc.).

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

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

### **Using Council Vehicles**

* The occupancy level of vehicles is to be minimised and single occupancy for vehicles is preferable.
* If more than one per person per vehicle, the following measures should be followed:
* Employees should not enter a work vehicle with others if they have any symptoms or have had contact with a confirmed case of COVID-19.
* Sit as far apart as the vehicle allows.
* Passenger to travel in the back of the vehicle at left passenger side.
* Keep windows of vehicles open, at least partially.
* Practice good respiratory hygiene.
* Key touch points in vehicles are to be wiped regularly (e.g. door handles, steering wheel, handbrake, gear stick, radio controls) and hands sanitised before and after entering / exiting the vehicle. Hygienic wipes and hand sanitiser must be available for this purpose.

Note 1: IPB have agreed to extend the Local Authorities motor fleet policy to provide business use for these employees using personal vehicles for the period of the emergency. The cover level is agreed Comprehensive Cover. Management should keep a record of the employee’s name and private insurance policy number.

Note 2: We are aware that a review is taking place to assess the viability of partitioning vehicles to facilitate higher occupancy levels and these guidelines will be updated according. This will be a decision for each local authority. IPB has issued an advisory note to Local Authorities in relation to this issue. Local Authorities should ensure that they are informed about this item.

Note 3: Commercial Vehicle Roadworthiness (CVR) testing is currently suspended but vehicles should continue to be maintained in a road worthy condition.

|  |
| --- |
| **Recommended Maximum Road Vehicle Seating Arrangements*****(Ref: CIF Construction Sector C-19 Pandemic SOP)*** |
| **Number of Seats** | **Max Number of Occupants** | **Seating Arrangements** |
| 2 | 1 | 1 driver |
| 3 | 2 | 1 in the driving seat1 in the far passenger seat |
| 5 | 2 | 1 in the driving seat1 in the far passenger seat |

## General Site Work Activities

* Employee should not attend site if they have COVID-19 symptoms and should be advised to leave the site and return to vehicle and follow HSE advice should they become unwell while at work.
* Reduce the number of people in any work area to comply with the 2 metre physical distancing guideline (e.g. review work schedule and task sequence, consider staggered starting and finishing times etc.)
* Ensure physical distancing by avoiding congregating in canteens / depots/ yards
* Review work practices, being particularly mindful of close working activities.
* Include COVID-19 controls in the site induction.
* Supervise to specifically monitor adherence to physical distancing.
* Regular cleaning of site welfare facilities.
* Individual PPE where required must be kept separately from other employees and under no circumstances should it be shared.
* Stagger Breaks.
* Inform line management of any works where the 2m physical distancing cannot be maintained.
* All shared tools and equipment to be sanitised before and after use.
* Comply with the rules regarding sharing of vehicles. Sanitise contact points regularly.
* Use ongoing toolbox talks to heighten and maintain awareness of employee responsibilities in the workplace in relation to physical distancing.

A sample COVID-19 Site Compliance Checklist is provided at Appendix 10.

## Close Working Activities

Physical distancing is one of the key measures in the prevention of the spread of COVID-19, however there may be limited situations where close working cannot be avoided. This section provides guidance relating to COVID-19 for close working activities that must be completed where workers are less than 2m apart (<2m).

In the first instance, all options to eliminate the close working activity must be considered and exhausted.

The flow chart below is provided to assist in the review of work processes with physical distancing in mind.

|  |  |  |
| --- | --- | --- |
| **Physical Distancing** | **Transmission Considerations** | **Plan of Action** |
| *Ref CIF COVID SOP 2020* |

Requirements for personnel prior to working within 2m of each other:

* Risk assessment carried out and control measures determined including PPE requirements.
* Limit the amount of time of close working to the absolute minimum.
* No employee, other than those required for the activity shall be permitted within a 2m exclusion zone.

Where possible / appropriate utilise:

* Queue management system with social distancing markings
* Barriers / partitions at points where regular interactions occur
* Increase ventilation levels
* Establish a 2m exclusion work zone

Hygiene to be maintained to a high standard:

* Clean hands before and after activity
* Avoid touching face
* Practice good respiratory hygiene and cough etiquette
* Work environment and equipment to be cleaned before and after activity
* Personnel to operate side by side, facing away from each other where possible

PPE required for close working activities is to be determined by Risk Assessment and local operating procedures.

Where used, PPE is to be removed and disposed of appropriately i.e. disposable PPE to be double bagged and placed in a bin and non-disposable PPE to be sanitised. Refer to appendix 6 for further information.

## Inductions, Toolbox Talks & Site Meetings

* Inductions, toolbox talks & site meetings should be conducted if possible, in an open-air setting.
* The 2m distance must be adhered to.
* Rooms should be well ventilated/windows open to allow fresh air circulation.
* Reduce the amount of paperwork and signatories on site documentation. Employees should use own pen for signing documentation.

## Welfare Facilities / Eating on Construction Sites

* Break times should be staggered to reduce congestion and contact.
* Cleaning materials should be provided at these locations and numbers using them limited according to the space available.
* All rubbish should be disposed of appropriately.
* Tables should be cleared by employees when finished eating and cleaning between each use.
* Employees should not share objects that touch their mouth, for example, bottles or cups.
* Ensure hands are washed before eating.
* COVID information posters should be prominently displayed

## Management of Deliveries to Sites

* All deliveries must be planned with allocated times for collections/ appointments/deliveries.
* Ensure that all delivery transactions adhere to physical distancing.
* During the delivery, if it is necessary for the driver to exit the vehicle, (i.e. to lift out materials / to open a lorry Tail Gate etc.), Physical Distancing of 2 metres from any other personnel at the depot / yard, must be maintained at all times;
* Where possible arrange for paperless delivery acceptance and request electronic copy of the delivery dockets.

## Changing Facilities, Showers, Drying

* Ensure enhanced cleaning of all changing and shower facilities.
* Use of facilities should be staggered to reduce congestion and contact.
* Provide suitable and sufficient bins in these areas with regular removal.

## Tools, Plant & Equipment

* Avoid the sharing of tools and equipment as much as possible.
* Where more than one person is likely to use equipment and tools then they should ensure they are wiped down between use and also hands sanitised before and after use.
* Cleaning materials must be made available for this purpose.

## COVID-19 Contractor Safety

* Prior to contractors returning to site to recommence construction, contact should be made with the Contractor to get confirmation that they can undertake the works in accordance with HSE & Government Guidelines with regard to physical distancing and other COVID 19 restrictions.
* Site supervision, inspections and audits must include compliance with public health advice on COVID-19.

## COVID-19 Personal Protective Equipment

While correctly using PPE can help prevent some exposures, it should not take the place of other preventative measures. The most important action employees can take to protect themselves from COVID-19 is regular hand-washing, good respiratory hygiene and follow physical distancing guidelines. PPE to be provided based on the outcome of the relevant risk assessment.

Further information on PPE is available at: <https://www.hsa.ie/eng/Topics/Personal_Protective_Equipment_-_PPE/>.

Local Authorities and employees should keep up to date with the latest Public Health advice in relation to the wearing of PPE during the COVID-19 pandemic.

## Face Masks

Current advise from the HSE is that there is no evidence that using facemasks is of any benefit to people who are not sick. Facemasks are only recommended to be worn by symptomatic individuals to reduce the risk of transmitting the infection to other people.

As a result, facemasks are not recommended for people working with the general public who are feeling well and do not have respiratory symptoms associated with Covid-19 (for example, cough, fever, shortness of breath).

However, in the context of COVID-19, facemasks should be available for the following:

* As identified by Risk Assessment.
* Specific circumstances relating to Covid-19 e.g. close working activity
* Suspect Case of COVID-19 - if someone becomes unwell in the workplace with symptoms such as cough, fever, breathing difficulties.

If masks are worn they should be clean and they should not be shared or handled by other colleagues.

Public Health advice in relation to the wearing of masks will continue to be monitored.

## Disposable Gloves

Disposable gloves are generally not required for infection prevention and control purposes. Wearing disposable gloves can give a false sense of security. Individuals may:

* sneeze or cough into the gloves - this creates a new surface for the virus to live on;
* not wash your hands as often as needed;
* touch face with contaminated gloves;
* contaminate themselves when taking off the gloves or touching surfaces.

Where gloves are necessary:

* they must not be considered a substitute for hand hygiene and hands must be cleaned whenever gloves are removed.
* Gloves should be disposed of after each use and/or if they become damaged/torn.

## Disposable Overalls

* Single-Use disposable overalls may be provided for employees undertaking specific tasks during this unprecedented time e.g. close working activities. > 15 minutes within 2m.

## Eye Protection

* Eye protection - safety goggles or safety glasses made available for staff, as appropriate. As per HSE guidance, employees should be advised to avoid touching face, particularly eyes, nose and mouth, at all times.

Refer to Appendix 9 for information putting on / removing of PPE.

# Appendices

Appendix 1 COVID-19 Suspect Case at Work

Appendix 2 COVID-19 Confirmed Case at Work

Appendix 3 COVID-19 Employee Return to Work Process – Suspected/Confirmed Case

Appendix 4 COVID -19 Sample Self Declaration Form (Suspected / Confirmed Case

Appendix 5 COVID-19 Sample Pre- Return to Work Form

Appendix 6 First Aid Responder Guidance

Appendix 7 COVID-19 Statutory Training Updates

Appendix 8 Latest Updates, Advice and Information

Appendix 9 Putting on / Removal of PPE

Appendix 10 COVID-19 Sample Site Compliance Checklist

# APPENDIX 1

## COVID-19 Suspect Cases at Work

### What to do if an employee or a member of the public becomes unwell and believe they have been exposed to COVID-19.

The prompt identification and isolation of potentially infectious individuals is a crucial step in protecting the employee involved and their colleagues.

While an employee should not attend work if displaying any symptoms of COVID-19, the following steps outline the steps to deal with a suspected case that may arise during the course of work.

### Local Authority must:

* Include a defined response structure that identifies the team(s) responsible for responding to a suspected case in the COVID-19 response plan
* Appoint an appropriate manager (s) for dealing with suspected cases.
* Identify a designated isolation area in advance. This designated area and the route to the designated area should be accessible and as far as is reasonable and practicable should be accessible by people with disabilities.
* Take into account the possibility of one or more persons displaying the signs of COVID-19 and have additional areas available or another contingency plan for dealing with same.
* Ensure the designated area has the ability to isolate the person behind a closed door.
* Where a closed door is not possible, move to an area away from other employees.
* Provide as is reasonably practicable:
* Ventilation i.e. via a window
* Tissues, hand sanitiser, disinfectant and or wipes
* PPE; gloves and mask
* Clinical waste bags.

### If an employee displays symptoms of COVID-19 during work, the manager and the response team must:

* Isolate the employee and have a procedure in place to accompany the individual to the designated isolation area via the isolation route, keeping at least 2 metres away from the symptomatic person and also making sure that others maintain a distance of at least 2 metres from the symptomatic person at all times.
* provide a mask for the person presenting with symptoms if one is available.
* The employee should wear the mask if in a common area with other people or while exiting the premises.
* Assess whether the unwell individual can immediately be directed to go home and call their doctor and continue self-isolation at home.
* If employee not using own transport or not fit to travel alone, arrange transport home. Public transport of any kind should not be used.
* Facilitate the person presenting with symptoms remaining in isolation if they cannot immediately go home and facilitate them calling their doctor.
* The employee should avoid touching people, surfaces and objects.
* Advice should be given to the person presenting with symptoms to cover their mouth and nose with the disposable tissue provided when they cough or sneeze and put the tissue in the waste bag provided.
* Carry out an assessment of the incident which will form part of determining follow-up actions and recovery.
* Arrange for appropriate cleaning of the isolation area and work areas involved
* Provide advice and assistance if contacted by the HSE.

# APPENDIX 2

## Confirmed COVID-19 Case at Work

* The HSE will make contact with the workplace to discuss the case, identify people who have been in contact with the employee and advise on any actions or precautions that should be taken.
* If a confirmed case is identified in the workplace, the HSE will provide the relevant employee with advice. Relevant employee includes: any employee in close face-to-face or touching contact for any length of time while the employee was symptomatic or anyone who has cleaned up any bodily fluids. Any employee living in the same household as a confirmed case.
* Contacts are not considered cases and if they are well, they are very unlikely to have spread the infection to others: those who have had close contact will be asked to stay at home for 14 days from the last time they had contact with the confirmed case and follow the home isolation information sheet. They will be actively followed up by the HSE.
* If they develop new symptoms or their existing symptoms worsen within their 14-day observation period they should call their doctor for reassessment
* If they become unwell with cough and/or fever they will be tested for COVID-19 if they are unwell at any time within their 14-day observation period and they test positive for COVID-19 they will become a confirmed case.
* Employees who have not had close contact with the original confirmed case do not need to take any precautions and can continue to attend work.

**Note:** Close contact is defined by the HSE as spending more than 15 minutes face-to-face contact within 2 metres of an infected person / living in the same house or shared accommodation as an infected person.

 *Ref: HSE-Covid 19; Guidance for the business and retail sector (v 1.118.03.20)*

# APPENDIX 3

## COVID-19 Employee Return to Work Process – Suspected / Confirmed Case

In the event of a worker 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. These arrangements may not preclude employees from returning to work at home at an earlier stage if this is feasible, depending on the situation of each case.

Note: Local Authorities may need to refer to their own arrangements as necessary where these exist.

Fitness for Work should be considered from two perspectives:

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

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

* Any worker who displays symptoms consistent with COVID-19 must stay away from work, self-isolate and contact their GP by phone.
* They must also notify their line manager/employer. 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/designated HR/employer contact.
* When an individual is symptom-free and are deemed fit to return to work, the key criteria are:
* 14 days since their last “close contact” with a confirmed/suspected case and have not developed symptoms in that time, or
* 14 days since the onset of their symptoms and 5 days since their last fever (high temperature) which may run concurrently. They have been advised by a GP/healthcare provider to return to work.

*Please note that the 14 days is from onset of symptoms and not the date of receiving a positive COVID-19 test result. The Civil Service CMO advises that an employee may have a low-grade cough following COVID-19 infection that is due to lung hypersensitivity. This may persist for several weeks. It is acceptable for an employee to resume in the workplace with this symptom.*

* Line Manager/HR should confirm the relevant criteria above with the individual and write down their responses.
* Individual must self-declare their fitness for work in the absence of having a fitness for work certificate from their GP/healthcare provider. This is reflecting that some GP’s may currently not have capacity to be issuing return to work certificates.
* Self-declarations and any accompanying certification should be retained by Local HR on the individual’s personnel file and should be subject to audit.
* Managers should be mindful of confidentiality and should also alert the employee to any follow up actions that are required on their return to work. This includes any return to work talk/toolbox talk etc which may have been given to other employees and the employee missed due to absence.
* A sample form is included at Appendix 4.

# APPENDIX 4

## COVID-19 Sample Self-Declaration Form (Suspect / Confirmed Case)

In the interests of the safety of all employees, their families and the community, XYZ Council requires employees to confirm the following before returning to work

|  |  |  |
| --- | --- | --- |
| **Question** | **Yes** | **No** |
| 1. It has been 14 days since my last close contact with a confirmed/suspected COVID-19 case and I have not developed symptoms in that time.
 |   |   |
| 1. It has been 14 days since the onset of my symptoms of COVID-19 and 5 days since my last fever and I am now symptom free for more than 5 days.
 |   |   |
| 1. I have been advised by my GP/healthcare provider to return to work.
 |   |   |
| 1. It has been 14 days since I returned from another country and I have not developed symptoms in that time.
 |   |   |

|  |  |
| --- | --- |
| Date of fitness to return to work: |  |

I confirm that I have responded to the questions above truthfully based on my current condition.

I also commit to advising Line Management if this situation changes and I will exclude myself from my work location and seek GP advice while I self-isolate at home.

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee Number:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# APPENDIX 5

## COVID-19 Sample Pre- Return to Work Form

|  |  |  |
| --- | --- | --- |
| **Question** | **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?  |   |   |
| Have you been advised by a doctor to cocoon at this time?  |   |   |

I confirm that I have responded to the questions above truthfully based on my current condition.

I also commit to advising Line Management if this situation changes and I will exclude myself from my work location should I develop COVID-19 Symptoms and seek GP advice while I self-isolate at home.

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee Number:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# APPENDIX 6

## First Aid Responder Guidance

|  |
| --- |
| First Aid Responder Guidance  |
| Information about the virus* As a group, coronaviruses are common across the world. COVID-19 is a new strain of coronavirus. Currently, the incubation period of COVID-19 is assessed to be up to 14 days.
 |
| Signs and symptoms of COVID-19* The following symptoms may develop in the 14 days after exposure to someone who has COVID-19 infection:

|  |  |  |
| --- | --- | --- |
| * Cough
 | * Difficulty in breathing
 | * Fever
 |

* Generally, these infections can cause more severe symptoms in people with weakened immune systems, older people, and those with long-term conditions like diabetes, cancer and chronic lung disease. Inform HR should you fall in this grouping.
 |
| COVID-19 is spread via sneeze or cough droplets:   | * Coming into contact with some-one who has the virus and is coughing and sneezing. Close contact includes face to face contact; spending >15mins within 2 metres of an infected person; living with an infected person.
 |
| * Touching surfaces that an infected person has coughed or sneezed on.
 |
| Key Interventions* Covid-19 infects through contact with the mucous membranes (mouth, nose and eyes). It does not infect through the skin.
* The greatest element of risk is the transfer of the virus via contaminated hands. The key intervention is to minimise hand contamination, avoid touching your face, and clean hands frequently with soap and water or alcohol based hand gel.
* If, as a First Aid Responder, you can avoid close contact with a person who requires 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.
* Minor Injuries
* Where practical, the First Aid Responder should avoid close contact and direct the individual through the steps of treating their own injury.

CPR * It is recommended NOT to perform rescue breaths or mouth-to-mouth ventilation;
* Perform chest compressions only.
* If a decision is made to perform CPR, a BVM (Bag Valve Mask) with a viral filter attached must be used.
* Should you have given mouth-to-mouth ventilation, there are no additional actions to be taken other than to monitor for symptoms of possible COVID-19 over the following 14 days. Should you develop such symptoms you should follow HSE Guidance.
 |
| * PPE Requirements
* The following additional PPE must be available and worn for responding to first aid incidents where close contact cannot be avoided:
 |
| * Disposable gloves (nitrile/latex)
 | * Enclosed eye protection
 | * FFP2 Face masks or equivalent
 |
| * Clean hands thoroughly with warm water and soap / alcohol based hand gel before putting on / after taking off PPE
* Following first aid treatment:
* Disposable PPE and any waste should be disposed of appropriately;
* Reusable PPE shall be cleaned/disinfected thoroughly.
* Replenish PPE stock as appropriate. Liaise with your Line Manager or designated person to ensure any issues with first aid PPE are resolved in as timely a manner as possible.
 |
| * If you are feeling unwell or displaying symptoms, self-isolate and make phone contact your GP and Line Manager.
 |
| * For updated information see HSE Website or follow the link: <https://www2.hse.ie/conditions/coronavirus/coronavirus.html>
 |

# APPENDIX 7

## COVID -19 Statutory Training Updates

### Safe Pass

Arising from the cessation of the delivery of training of the Safe Pass training programme during the COVID-19 emergency and for the period of such cessation, a card that expires since 1st March 2020 shall be regarded as valid.

### Chapter 8 of the Traffic Signs Manual 2019.

The Department of Transport, Tourism and Sport (Circular RW 06/2020) confirmed that due to current restrictions implemented as a result of COVID 19 the deadline of 1st June 2020 contained in RST 02/2019 and RST 03/2019 concerning the transition period in relation to the implementation of Chapter 8 of the Traffic Signs Manual 2020 are extended to 1st December 2020.

### Basic and Advanced Trench Reinstatement

The Department of Transport, Tourism and Sport has confirmed (Circular RW 05/2020) that due to the current restrictions imposed by COVID 19, the training deadline of Friday May 1, 2020 for both the Basic and Advanced Trench Reinstatement has been extended to 2nd October 2020.

### First Aid Responder Training

The Pre-Hospital Emergency Care Council (PHECC) is responsible for the provision of First Aid Certification in Ireland. PHECC has confirmed that if a First Aid Responder’s certification has lapsed and they are unable to complete a refresher course, their certification will remain valid until such a time that the situation is rescinded. The departure from normal standards shall be limited to the duration of the current COVID-19 outbreak.

### Certificate of Professional Competence Cards

In order to ensure a continuous flow of goods within the EU, drivers with valid Irish Driver CPC cards that are due to expire during the current Covid-19 outbreak will be granted an extension of a maximum of six months up to the 26th September 2020.   It is important to note that no new or replacement cards will be issued with the new temporary expiry date.   Drivers will then be required to complete any outstanding periodic training in advance of the 26th of September 2020.   On completion of the required training, renewal Driver CPC card’s will be issued as normal with an expiry date of 5 years from the date of expiry of their current CPC card.

# APPENDIX 8

|  |
| --- |
| Latest Updates, Advice & Information |
| **Return to Work Safely Protocol COVID19 Specific National Protocol for Employers and Workers**[**https://dbei.gov.ie/en/Publications/Return-to-Work-Safely-Protocol.html**](https://dbei.gov.ie/en/Publications/Return-to-Work-Safely-Protocol.html) |
| **COVID-19 Latest Updates**<https://www.hse.ie/eng/services/news/newsfeatures/covid19-updates/>  |
| **At-risk groups and Covid-19** <https://www2.hse.ie/conditions/coronavirus/at-risk-groups.html>  |
| **General Information about Covid-19** <https://www2.hse.ie/conditions/coronavirus/coronavirus.html>   |
| **Advice to protect yourself and others from Covid-19** <https://www2.hse.ie/conditions/coronavirus/protect-yourself.html>  |
| **HSE Coronavirus (COVID-19) posters and resources** <https://www.hse.ie/eng/services/news/newsfeatures/covid19-updates/partner-resources/> |
| **Health & Safety Authority Advice on Working from Home on a Temporary Basis** <https://www.hsa.ie/eng/topics/covid-19/covid-19_faqs_for_employers_and_employees_in_relation_to_home-working_on_a_temporary_basis/faqs_for_employers_and_employees_in_relation_to_home-working_on_a_temporary_basis_covid-19_.html> |
| **Health & Safety Authority Advice on COVID-19**<https://www.hsa.ie/eng/topics/covid-19/covid-19_coronavirus.html>   |
| **Health Protection Surveillance Centre FAQ’s** <https://www.hpsc.ie/a-z/respiratory/coronavirus/novelcoronavirus/frequentlyaskedquestions/> |
| **Data Protection Commission Guidance on Protecting Personal Data**<https://www.dataprotection.ie/en/protecting-personal-data-when-working-remotely-0> |

# APPENDIX 9

## Putting on / Removal of Personal Protective Equipment

|  |
| --- |
| **If anything goes wrong at any stage or PPE is compromised, it is important to hand wash or sanitise hands as per HSE Guidelines** |
| **PUTTING ON PPE** |  |
| * Hand wash / sanitise hands as per HSE Guidelines

  |  |
| * Put on overalls, where required
* Close the front with zipper and/or tape
* Inspect for any holes or tears in fabric.
* Ensure cuffs of overalls are OVER shoe/boot covers
 |  |
| * Put on Mask, where required

**Fit Check**1. Place mask over nose, mouth and below chin
2. Fit flexible nose piece over nose bridge
3. Secure on head with elastic / ties
4. Adjust to fit
5. Inhale
6. Exhale – check for leakage around face
 |    |
| * Put on eye protection / goggles, where require
* Place goggles over face and eyes/glasses and adjust to fit
 |  |
| * Put on gloves, where required – Extend to cover wrists
 |  |
| * Prepare disposal bag at location you are working to place PPE in after task
 |  |
| **REMOVING PPE** |  |
| * Remove gloves - Avoid touching the outside of gloves.
* Grab the outside of the glove with the opposite gloved hand and peel off.
* Hold the removed glove in the gloved hand.
* Slide the fingers of the ungloved hand under the remained glove at wrist. Peel the second glove off over the first glove.
* Discard in waste bag/bin.
 |    |
| Hand wash / Sanitise hands as per HSE GuidelineS |  |
| * Remove eye protection / goggles

 |  |
| * Remove overalls using a peeling motion.
* Unzip/Unfasten front and pull overalls from shoulder towards the same hand, then roll towards ankles
* Overalls will turn inside out as removed.
* Hold away from the body, roll in a bundle and discard.
 |  |
| * Remove mask
* Break the ties. If ties/straps are elastic, grasp and lift from behind head and pull off mask away from face.
* Avoid touching the front of the mask & use ties/straps to discard
 |   |
| * Hand wash / Sanitise hands as per HSE Guidelines
 |  |
| * Double bag waste – only touching outside of bag.
* Dispose as per regular waste disposal.
 |  |
| * Hand wash / Sanitise hands as per HSE Guidelines
 |  |

#  Glove Removal Technique



**HSPC/HSE** *(2020)* Current recommendations for the use of Personal Protective Equipment (PPE) in the management of suspected or confirmed COVID-19. Available at: <https://www.hpsc.ie/a-z/respiratory/coronavirus/novelcoronavirus/guidance/infectionpreventionandcontrolguidance/ppe/Interim%20Guidance%20for%20use%20of%20PPE%20%20COVID%2019%20v1.0%2017_03_20.pdf>

# APPENDIX 10

## Sample COVID -19 Site Compliance Checklist

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Location  |  | Date |  | Time |  |
| Description of Works  |  |
|  | Question  | Yes | No | Comment |
| **1** | **Has an SSWP / RA been completed for this site/activity?** |  |  |  |
| **2** | **Is physical distancing being achieved on site?** |  |  |  |
| **3** | **Have staff received COVID-19 toolbox talk/ induction?** |  |  |  |
| **4** | **Is there adequate supply and availability of hand sanitising provisions**  |  |  |  |
| **4** | **Are staff working in a manner where they can achieve the 2m physical distancing guidance?** |  |  |  |
| **5** | **Have breaks been staggered / arranged to facilitate physical distancing?** |  |  |  |
| **6** | **Is the non-sharing of tools achievable, if not is there adequate hygienic wipes / alternatives available to clean down after use?** |  |  |  |
| **7** | **Is there appropriate COVID-19 PPE (masks, goggles, gloves, disposable suits) available if required (close working activities)**  |  |  |  |
| **8** | **Is there signage in place to alert staff, contractors and members of the public to maintain a 2m physical distance?**  |  |  |  |
| **To the best of my knowledge, I can confirm that this site is in compliance with the relevant HSE Guidance and Site Rules relating to COVID-19 Pandemic** |
| Signed: | Date: |  |