

BUSINESS CONTINUITY COVID 19

Guidance for indoor staff displaying symptoms of COVID-19

1. If you are at home and are experiencing flu-like symptoms: Do not come to work

- Phone your Line Manager / Supervisor;
- Inform Line Manager/Supervisor of the following information:
 - Where your work station is;
 - Where you may have been on your last day in work;
 - If you were in working with anyone for greater than 15 minutes face to face < 2 metres distance over one work shift.

2. If you present for work and are displaying flu-like symptoms: You will be required to go home

Before leaving the workplace:

- Notify your Line Manager / Supervisor - by phone preferably;
- Inform them of the following:
 - Where your work station is;
 - Where in the building you have been i.e. toilet, canteen, if you were in contact with anyone for greater than 15 minutes face to face < 2 metres distance;
 - If you were in any closed space i.e. small room with others for more than 2 hours and/or were seated within a 4 m radius of someone else.
- If you drove to work and you are well enough to drive home – do so;
- If anyone else travelled with you to work – they too need to be contacted and must leave with you;
- Maintain your Physical Distance from all others in the building;
- If you travelled to work by other means (i.e. public transport, cycled, walked) – inform your Line Manager / Supervisor – **do not leave to go home**;
- Your Line Manager / Supervisor will advise you to go to the nearest isolation room on your floor;
- If isolating in the Isolation Room – make sure you:
 - Bring your mobile phone with you;
 - Put on face mask & gloves provided;
 - Refrain from touching surfaces as much as possible;
 - Contact your GP/HSE.
- Your Line Manager / Supervisor will make arrangements to have you brought home in a safe manner.

NB* Medical Certificates from GP/HSE can be emailed directly to employeerelations@dublincity.ie

- Straight from GP/HSE
- Scanned Copy
- Clear picture showing entire certificate

Contact Tracing:

Staff member is required to liaise with line manager to complete the '[COVID 19 Notification Form](#)' for staff members reporting potential COVID 19 symptoms, or events where had or may have had exposure to COVID19.