

BUSINESS CONTINUITY COVID 19

Guidance for Outdoor 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 Foreman / Supervisor;
- Inform Foreman / Supervisor of the following information:
 - Where you may have been on your last day in work;
 - If you were in any closed space i.e. inside a work vehicle, small room with others for more than 2 hours or;
 - If you were in contact with anyone for greater than 15 minutes face to face < 2 metres distance.

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 Foreman / Supervisor - by phone preferably;
- Inform them of the following:
 - Where your work area was;
 - Where you have been i.e. depot, toilet facilities, canteen facilities;
 - If you were in any closed space i.e. inside a work vehicle, small room with others for more than 2 hours or;
 - If you were in contact with anyone for greater than 15 minutes face to face < 2 metres distance.
- 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;
- If you travelled to work by other means (i.e. public transport, cycled, walked) – inform your Foreman / Supervisor – **do not leave to go home.**
- Your Foreman / Supervisor will advise you to go to the nearest area designated for isolation;
- If in isolation – 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 Supervisor / Foreman will make arrangements to have you brought home in a safe manner.

NB* Medical Certificates from GP/HSE must be submitted to employeerelations@dublincity.ie and can be emailed:

- 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 COVID 19.