

# **COVID-19 Return to Work Safely Protocol Handbook for Ringsend Road and Halston Street**

V.4 July 2020





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# A. Introduction

## 1. Context

We are all confronted with a situation that was unimaginable a few short weeks ago. The COVID-19 pandemic has impacted severely on every part of our society and our economy. In the face of this, the biggest challenge we have encountered in decades, Irish people have almost universally stepped up to the plate and adhered to the strict guidelines put in place by the Government, following the advice of the National Public Health Emergency Response Team (NPHET).

Because of this strict adherence to the rules, we have all contributed to the progress that Ireland has made in containing the spread of COVID-19 and, in so doing, we have saved lives. Now, because of the progress made, we are beginning to move to the next phase in reducing the spread of the virus, while starting to gradually re-open our economy and our society. In doing so, we still need to make sure that we adhere to the rules of the new way of living and working, so that we maintain the gains we have made, and continue to suppress the spread of the virus. Work is a key part of life and most of us want to return to our jobs as soon as possible. But we need to get back to work safely.

The following **COVID-19 Return to Work Safely Protocol Handbook for Ringsend Road and Halston Street** is in response to recommendations and protocols devised by the Health and Safety Authority (HSA), the Health Services Executive (HSE) and the Department of Health and Labour Employer Economic Forum (LEEF).

The Company, and the newly appointed COVID-19 Response Team have agreed upon and put in place measures to ensure the safety and wellbeing of all staff will help to prevent the spread of COVID-19 in the workplace.

## 1. COVID 19 Policy Statement

Dale Entertainments Ltd. is committed to providing a safe and healthy workplace for all our staff and customers. To ensure that, we have developed the following COVID-19 Response Plan. All managers, supervisors and staff are responsible for the implementation of this plan and a combined effort will help contain the spread of the virus. We will:

- continue to monitor our COVID-19 response and amend this plan in consultation with our staff
- provide up to date information to our staff on the Public Health advice issued by the HSE and Gov.ie
- display information on the signs and symptoms of COVID-19 and correct hand-washing techniques
- provide an adequate number of trained staff representative(s) who are easily identifiable and put in place a reporting system
- inform all staff of essential hygiene and respiratory etiquette and physical distancing requirements
- adapt the workplace to facilitate physical distancing
- keep a log of contact / group work to help with contact tracing
- have induction / familiarisation for all staff
- develop a procedure to be followed in the event of someone showing symptoms of COVID-19 while at work or in the workplace
- provide instructions for staff to follow if they develop signs and symptoms of COVID-19 during work
- intensify cleaning in line with government advice

All managers and staff will be consulted on an ongoing basis and feedback is encouraged on any concerns, issues or suggestions. This can be done through the COVID-19 Co-ordinator, Martina Halligan \_\_\_\_\_.

Signed by Company Directors:

Naomi Moore: \_\_\_\_\_ Date: \_\_\_\_\_

Aidan Alcock: \_\_\_\_\_ Date: \_\_\_\_\_

Tony Perrey: \_\_\_\_\_ Date: \_\_\_\_\_

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## **B. COVID-19 Return to Work Safely Protocol Handbook**

The protocol incorporates current advice about measures to reduce the spread of COVID-19 in the community issued by the National Public Health Emergency Team (NPHE). As the advice issued by NPHE continues to evolve, this protocol and the measures we all need to address may also change. Therefore, it should be noted that the attached details are non-exhaustive and are also subject to change.

This is a living document and we welcome any feedback and suggestions as we continue to introduce and update measures. This is an unprecedented time, and we can only combat this virus if we all work together and have a shared responsibility to implement the measures contained in this protocol.

### **1. Ringsend and Halston St COVID-19 Response Team:**

**COVID-19 Manager:** Naomi Moore

Responsible for development and implementation of protocols, procedures and implementation and adherence of all COVID-19 health, safety and wellbeing procedures.

**COVID-19 Co-ordinator:** Martina Halligan

Responsible for all communication and co-ordination of COVID-19 health, safety and wellbeing procedures and retention of documentation.

**COVID-19 Health and Safety Manager:** Niall McMonagle.

Responsible for the implementation Management of all COVID-19 procedures, including COVID-19 Response (if a member of staff displays symptoms) and first aid response.

**COVID-19 Safety Officer Windmill Lane:** Cian Synnott

Responsible for the implementation, adherence and documentation of all COVID-19 procedures, including, but not limited to induction, explanation of information, ensuring all protocols are procedures are carried out on a day-to-day basis.

**COVID-19 Safety Officer Halston Street:** Eoin McAuley

Responsible for the implementation, adherence and documentation of all COVID-19 procedures, including, but not limited to induction, explanation of information, ensuring all protocols are procedures are carried out on a day-to-day basis.



## 2. Working together to suppress COVID-19 in the workplace

All communications regarding all safety procedures will be sent to staff individually and will be displayed on the Windmill Lane and Pulse College websites. You will be notified of any changes in policy or procedures on an ongoing basis.

To ensure all actions are relevant, and all scenarios are considered, regular engagement and contribution by all staff is essential and encouraged. Please contact your COVID-19 Co-ordinator, Martina Halligan with any concerns you may have or additional preventative measures you feel should be introduced.

It is imperative that all staff work together to ensure that all the actions in this protocol are fully adhered to in order to ensure the suppression of COVID-19 in the workplace. If you are aware of any breaches in protocol, please inform a member of the COVID-19 Team immediately.

We all must strive to:

<b>Defence – CHECKLIST A</b>
<b>Awareness and information</b>
Keep up to date with Public health advisory notices
Comply with any public health guidelines and orders
Provide necessary training
Complete the return to work form at least 3 days in advance of returning to work
<b>Minimise spread</b>
Hand washing – adequate supply of soap and disposable towels
Hand sanitisers available at suitable locations e.g. entrances/exits & customer contact areas
Implement physical distancing measures e.g. rearrangement of workflows/patterns to reduce infection risk
Working from home where possible
Restructure teams/shifts, reduce numbers and exposure
Limit canteen numbers/restrict operation
Limit/restrict visitors
Use of appropriate PPE as necessary
Records – employees to keep contact logs to facilitate tracing in the event of an infection
Temperature Testing in line with Public Health Advice

<b>Communications</b>
Keep all employees informed of changes to practices
Appoint a COVID-19 Coordinator and a Lead Worker Representative
Provide regular updates on changes to practices, policies and procedures
Keep up to date on issues/resources required for continued operation:
Employees available and suitable for continued work
Regular Contact with those in self-isolation
Regular contact with remote workers

### 3. Overseeing and responding to a rapidly moving challenge

The COVID-19 Team will closely monitor and implement changes recommended by LEEF regarding evolving public health advice and other factors.

## **C. Protocol for Employers and Staff Regarding the Measures to Prevent the Spread of COVID-19 in the Workplace**

### **1. Employer-Staff Engagement, Communication and Training**

The key to a safe and continued return to work requires strong communication and a shared collaborative approach.

Workplace controls to comply with infection prevention measures included in this protocol will be communicated and explained to all relevant staff, visitors and contractors.

We have engaged an external consultant to guide, support and monitor our internal COVID-19 Response Team.

### **2. Symptoms of COVID-19**

Infection with the virus that causes COVID-19 can cause illness, ranging from mild to severe, and, in some cases, can be fatal. It can take anything from 2 days up to 14 days for symptoms of coronavirus to appear. They can be similar to the symptoms of cold and flu.

Common symptoms of coronavirus include:

- a fever (high temperature - 38 degrees Celsius or above).
- a cough - this can be any kind of cough, not just dry.
- shortness of breath or breathing difficulties.

For the complete list of symptoms, please refer to the HSE [Website](#).

Some people infected with the virus, so called asymptomatic cases, have experienced no symptoms at all.

### 3. How COVID-19 Spreads

From what is known about other coronaviruses, the spread of COVID-19 is most likely to happen when there is close contact with an infected person. It is likely that the risk increases the longer someone has close contact with an infected person.

Respiratory secretions produced when an infected person coughs or sneezes containing the virus are most likely to be the main means of transmission.

There are 2 main routes by which people can spread COVID-19:

- infection can be spread to people who are nearby (within 2 metres) or possibly could be inhaled into the lungs,
- it is also possible that someone may become infected by touching a surface, object or the hand of an infected person that has been contaminated with respiratory secretions and then touching their own mouth, nose, or eyes (such as touching contaminated surfaces (e.g. door knob) or shaking hands then touching own face).

It is still not known how long the virus survives on surfaces in different conditions. The period of survival may vary under different conditions (e.g. type of surface, temperature or humidity of the environment). Studies indicate that it can persist on surfaces for hours and up to several days in the absence of effective cleaning. Simple household disinfectants can kill the virus. Surfaces should be cleaned first and then disinfected.

While people are most likely to pass the virus when they have symptoms, current information suggests that people may be able to spread the virus to others when they are asymptomatic, i.e. have no symptoms.

Employees are advised to follow public health advice and guidance including ensuring good hygiene practices, such as frequent hand washing and respiratory etiquette, and physical distancing to protect themselves and their work colleagues against infection and should seek professional healthcare advice if unwell. Employees should avoid making contact with their face and in particular their eyes, nose and mouth. Where necessary, workers should wash their hands immediately before touching their face.

Employees who have symptoms of acute respiratory illness are recommended to stay home if they are well enough to do so or contact the health service or their GP if they are acutely unwell. They should not come to work and should restrict their movements for 14 days from symptom onset, the last five days of which should be fever free.

## **D. Getting Back to Work – Steps for Employers and Staff to Reduce Risk of Exposure to COVID-19 in the Workplace**

### **1. Gradual Return**

The decision to make a gradual return to the workplace has, and will continue to be done in compliance with the Government and public health advice.

Currently, the timeframe for returning to work is as follows:

A gradual return to work in Windmill and Halston Street will take place as follows:

May 18th: Colin & Martina will return to Windmill.

May 28th: Return of Senior Windmill and Halston Street staff and Studio staff to carry out a risk assessment and implement procedures to ensure a safe working environment for all staff and visitors.

June 8th: Return of all staff who cannot maintain remote working. If you can continue to carry out your duties from home, please continue to do so during this phase.

It will be imperative to adhere to low levels of interaction with each other and social distancing must be maintained. Therefore, please inform Eoin McAuley or Niall McMonagle with details when you intend to be onsite and if sharing an office, please ensure that you can either maintain a distance of 2 meters or arrange alternate times of attendance. Please fill available slots in the **Staff Attendance COVID Calendar**.

From this time, we will be allowing a limited number of students into Windmill to complete practical work in the Studios. These will be timetabled, scheduled and strictly monitored by the Studio staff. No one will be permitted access to the building without prior clearance by the Studio staff. Academic staff carrying out duties relating to the College or individual students should inform the Studio staff in advance to ensure procedures can be adhered to.

June 29th: Return of all staff who cannot maintain remote working. If you can continue to carry out your duties from home, please continue to do so during this phase.

Commercial Studio recordings can commence from this period, on a case-by-case basis. Again, these will be limited, strictly scheduled and monitored by the Studio staff. No one will be permitted access to the building without prior clearance by the Studio staff. All staff should inform the Studio staff in advance to ensure procedures can be adhered to.

July 20th: Reopening of the Visitor Experience. Additional operational procedures are being developed to ensure the safety of staff, clients and visitors. These will be limited,

strictly scheduled and monitored by the Studio staff. No one will be permitted access to the building without prior clearance by the Studio staff. All staff should inform the Studio staff in advance to ensure procedures can be adhered to.

By August 10th, we envision that all staff, who cannot work from home, will be back working onsite. At all times, for the foreseeable future, social distancing, hygiene and compliance will be in place for all our safety.

By September 14th, all academic teaching staff (if not conducting virtual classes) will return onsite.

## 2. Ongoing Preparations

Staff and Management have been devising and implementing operational procedures and protocols in response to COVID-19 to ensure the safety of all staff when they return.

These preparations are ongoing and will evolve in line with government guidelines and recommendations. Further discussions and considerations are required for protocols relating to the reopening of the College and the Visitor Experience. These will be updated in due course.

Ongoing preparations include:

- Carrying out and updating occupational health and safety risk assessments and safety statement (*see Appendix 1*)
- Identifying risks associated with various workplaces/areas (Studios, College and Visitor Experience)
- Introducing controls necessary to address the risks identified
- Identifying worker's individual risk factors (e.g. older Staff, presence of underlying medical conditions, etc.).
- Implementing, updating and modifying plans in consultation with Staff and communicating once finalised

## E. Maintaining your own safety and safety of your colleagues:

### 1. Before returning to work:

In line with Health and Safety Authority (HSA), the Health Services Executive (HSE) and the Department of Health protocols, all staff are required to:

- read and familiarise yourself with the **Return to Work Protocol Handbook for Ringsend Road and Halston Street** (emailed to all staff individually).
- watch the **Induction Familiarisation Video** and be aware of the control measures in place to minimise the risk to you and others being exposed to COVID-19 at work (emailed to all staff individually).
- complete and return the **Pre-Return to Work Form** (*see Appendix 2*) before you return to work.
- complete and return **3. Induction Familiarisation Confirmation Form**
- inform the **COVID-19 Coordinator** if there are any other circumstances relating to COVID-19, not included in the form, which may need to be disclosed to allow your safe return to work.
- self-isolate at home and contact your GP promptly for further advice if you have any COVID-19 symptoms.
- stay out of work until all symptoms have cleared following self-isolation.
- participate in any induction training provided by the Company on your return to the workplace.
- complete any temperature testing as implemented by the Company and in line with Public Health advice

**The COVID-19 Co-ordinator, Martina Halligan** will send all information and media to each staff member. **Please return this at least 3 days in advance of the return to work to the COVID-19 Co-ordinator.** A copy of all documentation which will be sent to your relevant **COVID-19 Safety Officer.**

If you answered Yes to any of the questions contained in the Pre-return to Work Form, you are strongly advised to follow the medical advice you received or seek medical advice before returning to work.

Read and familiarise yourself with the COVID-19 Prevention and Control Measures contained within this document. This, and all information will be sent to you individually and will be displayed on the Windmill Lane and Pulse College websites.

## 2. Induction/Familiarisation:

Before your return, induction/familiarisation will be carried out by way of a video presentation.

Please ensure you complete and return the 3.Induction Familiarisation Confirmation Form, all records will be kept by the COVID-19 Co-ordinator. If you have any queries, concerns or have suggestions you would like to include, please contact the COVID-19 Health & Safety Manager.

The following range of items will be discussed and brought to the attention of Staff:

- Communication system
- Return-to work form
- Signs and symptoms of COVID-19 (at home and in the workplace)
- Information on how the virus is spread
- Control measures to help prevent infection
- COVID-19 contact log
- CIVD-19 Response Team
- Changes to risk assessments and safety statement
- Changes to emergency plans and first aid procedures
- Minimising contact
- Reporting procedures



## F. COVID-19 Prevention and Control Measures to Minimise risk to Staff

### 1. Before you enter facilities:

Are you experiencing any of the following symptoms?

- Cough,
- Difficulty in breathing,
- Fever (38.0° C [100.4° F] or greater using an oral thermometer).

If you have any of the above symptoms or have symptoms of acute respiratory illness, it is recommended to stay home if you are well enough to do so or contact the health service if you are acutely unwell. You should not come to work and should restrict your movements for 14 days from symptom onset, the last five days of which should be fever free.

Once you have submitted your **Pre-return to Work Form and it has been established that you are not displaying any COVID-19 symptoms, you may return to work.**

To allow us to monitor and manage social distancing, please log any days that you are going to be in either building in advance using the Staff Attendance COVID-19 Register. You can find a link to this below:

**Staff Attendance Covid Calendar**

### 2. Upon entering the building:

Observe all signage provided by the HSE with recommendations to prevent infection spread which are located throughout the building

Temperature testing may be introduced in line with Public Health advice

Use hand sanitisers, before proceeding to reception or public areas. Sanitisers are placed throughout the building, please use these on a regular basis

If required, PPE equipment (gloves/masks) must be used

Make face masks will be available in line with Public Health advice

A one-way is a 'keep left' system is in place in hallways, stairwells and door entry and exit

*Note: wearing of masks is not a substitute for other measures outlined above. However, if masks are worn they should be clean and they should not be shared or handled by other colleagues.*

All PPE equipment is stored **in the stationary cupboard (Ringsend) and the Tutors Office (Halston Street)**

A **Contact/Group Work Log (see Appendix 4)** to facilitate contact tracing will be placed at Reception in both buildings. You **MUST** fill this out at the beginning and end of each working day. Please use your own pen to do so.

The Company is required to keep these contact records for which the objective should be zero instances of “direct contact” for each day spent in the workplace. Such information may be requested by the authorities to assist with contact tracing and will include:

- **Return To Work Form**
- **Induction Familiarisation Confirmation Form**
- **Staff Attendance Covid Calendar**
- **Contact/Group Work Log**
- **Visitor Questionnaire**
- **Direct Contact Records**

### 3. Distancing, Hand, Respiratory Hygiene and Cough Etiquette:

- Follow floor signage and maintain social distancing of 2 metres at all times
- Adhere to the keep left system
- Do not shake hands
- Ensure you are familiar with and follow hand hygiene guidance and advice displayed around the building

### 4. Hand Hygiene

Wash hands with soap and water or with an alcohol-based hand rub regularly and in particular:

- after coughing and sneezing,
- before and after eating,
- before and after preparing food,
- if in contact with someone who is displaying any COVID-19 symptoms,
- before and after being on public transport (if using it),
- before and after being in a crowd,
- when arriving and leaving the workplace/other sites,
- before having a cigarette or vaping,
- when hands are dirty,
- after toilet use.

Avoid touching your eyes, mouth, or nose.

Inform staff if you do not have access to facilities to support hand hygiene (for example hand sanitiser/hand wipes/hand washing facilities).

## 5. Working Safely:

If you are sharing an office, please ensure you maintain social distancing or, where possible, alternate working patterns

Use technology (video/virtual) for meetings where possible. Where not, use social distancing

Personal contact of less than 15 minutes should be strictly adhered to

In settings where 2 metre worker separation cannot be ensured by organisational means, alternative protective measures should be put in place, for example, install physical barriers, such as clear plastic sneeze guards between Staff. Please inform the COVID-19 Coordinator if you require these protective measures.

Minimise the sharing of equipment

If sharing equipment, allow time to fully clean and disinfect all surfaces using products supplied

Clean of all work areas at regular intervals using disinfectants to kill germs and stop the spread of disease

Maintain social distancing when leaving or entering rooms, toilets or recreational areas

Restrict/Stagger the use of kitchen and green room facilities

Do not bring food/drink to others

Place all cooking/eating and drinking utensils into the dishwasher immediately after use

Where possible, do not travel between facilities (Windmill and Capel Street). If doing so, please make appropriate safety arrangements in advance

If you experience or notice any breaches of Health, Safety or Hygiene procedures or a lack of any signage, sanitising/PPE supplies, please inform the COVID-19 Coordinator immediately

If you, or a colleague becomes unwell, please inform COVID-19 Manager immediately. Response Procedures will immediately be implemented.

**Do not receive any unauthorised visits – Your COVID-19 Safety Officer must be informed of all visitors in advance**

## 6. Visitors to Facilities:

'Walk-in' visitors are prohibited until Government guidelines are lifted.

A restriction on visitors is in place. The COVID-19 Safety Officer should be informed of details before any visitors are welcomed to either facility. They will assess if safe distance practices can be maintained at that particular time in that specific area.

Prior to arrival, visitors will be sent and will be required to observe the following protocols:

receive and watch an **Induction Familiarisation Video**  
complete an Induction **Familiarisation Confirmation Form**  
complete a **Studio Production Checklist**  
complete a **Visitor Questionnaire Declaration Form**

No production can proceed until all tasks are completed and approved by a member of the Studio Team.

In the instance of recording studio productions, the COVID-19 Health & Safety Manager will carry out a **Risk Assessment** and complete a **Floor Plan** and **Production Schedule Sheet** before commencement. Under no circumstances should any work be carried out before all protocols are followed. Visitors involved in studio productions will be asked, where possible, not to use public transport and to observe social distancing if sharing transport.

## 7. Visitor Protocol:

Alert visitors to signage to asking them to refrain from close contact with reception staff and place to indicate floor markings to keep a safe distance. Ask them to remain there until the COVID-19 Safety Officer can clear them for entry.

To ensure the Safety & Health of all concerned, visitors and contractors must complete the **Visitor Questionnaire Declaration Form (See Appendix 5)** prior to entering all facilities. If there is an indication that the visitor is showing symptoms of COVID-19 OR they have been abroad in the last 14 days they are prohibited from entering the facility and should be advised to seek professional medical help/assistance.

**The COVID-19 Safety Officer will issue and collect the Questionnaire.** If they are satisfied that the visitor can enter, they will be informed of processes and procedures.

Please see Specific Operational Procedures for:

**G: Operational Procedures: Recording Studios**

**H: Operational Procedures: College**

**I: Operational Procedures: Visitor Experience**

## G. Operational Procedures: Recording Studios

### 1. Context

The following protocols apply for the duration of the current COVID-19 emergency. The Protocols outline the measures in place to protect both staff and clients by preventing the spread of COVID-19 in the workplace. Managing the risk of spread in the workplace is important in relation to the health of staff and clients, but is also important as part of general efforts to control the spread and protect the most vulnerable. The purpose of these protocols is to minimise the risk to all staff of Windmill Lane Recording Studios, Pulse College, clients, contributors and members of the public.

### 2. General Routine Procedures:

#### Upon entering the Studios:

- Observe all signage provided by the HSE with recommendations to prevent infection spread which are located throughout the building
- Temperature testing may be introduced in line with Public Health advice
- Use hand sanitisers, before proceeding to reception or public areas. Sanitisers are placed throughout the building, please use these on a regular basis
- If required, PPE equipment (gloves/masks) must be used
- Make face masks will be available in line with Public Health advice. In line with current government guidelines, the wearing of facemasks is compulsory.
- *Note: wearing of masks is not a substitute for other measures outlined above. However, if masks are worn they should be clean and they should not be shared or handled by other colleagues.*
- All PPE equipment is stored in a designated area.

The COVID-19 Health and Safety Manager for Windmill Lane is responsible for ensuring all Protocols are met, adhered to and documented.

**Ensure all necessary COVID-19 prevention and control measurement documentation has been completed and returned including:**

- (1) Risk Assessment
- (2) Return to Work Form
- (3) Induction Familiarisation Confirmation Form
- (4) Contact/Group Work Log
- (5) Visitor Questionnaire
- (6) COVID-19 Response Team Member
- (7) Studio Production Schedule Sheet
- (8) Studio Production Checklist
- (9) Equipment Cleaning Log
- (10) Facilities Cleaning Log
- (11) Contributor follow-up email Confirmation Form
- (12) After Action Review (AAR)
- (13) Floor Plans (Studios 1, 2, 3)

## **Distancing, Hand, Respiratory Hygiene and Cough Etiquette:**

Follow floor signage and maintain social distancing of 2 metres at all times

Ensure you are familiar with and follow hand hygiene guidance and advice displayed around the building.

## **Hand Hygiene**

Wash hands with soap and water or with an alcohol-based hand rub regularly and in particular:

- after coughing and sneezing,
- before and after eating,
- before and after preparing food,
- if in contact with someone who is displaying any COVID-19 symptoms,
- before and after being on public transport (if using it),
- before and after being in a crowd,
- when arriving and leaving the workplace/other sites,
- before having a cigarette or vaping,
- when hands are dirty,
- after toilet use.

Avoid touching your eyes, mouth, or nose.

Inform staff if you do not have access to facilities to support hand hygiene (for example hand sanitiser/hand wipes/hand washing facilities).

## Working Safely:

Adequate physical distancing will be monitored at all times. A distance of at least 2 metres between persons is considered adequate physical distancing. Signs provided by the HSE encouraging physical distancing are placed throughout the building. Please adhere to all guidelines and protocols posted and implemented.

For the safety of staff and clients, ensure that staff do not shake hands with visitors and/or others. A sign is to be placed at reception to highlight this in a friendly manner e.g. 'please don't take offence if we don't shake hands – this is for your safety. We value your custom'.

Clear signage at entrances and on desk at eye level at Reception Desk to remind visitors and workers to wash hands with soap and warm water frequently as per HSE Guidelines. Signs will be visible in each bathroom indicating the correct way to thoroughly wash one's hands. Soap will be made available in dispensers in every bathroom. Hand sanitiser will be available at reception and in all studios at all times. Routine checks will be in place to ensure that there is soap and hand sanitiser available for staff and clients.

Bins with lids will be placed throughout the building. All bins will be emptied on a daily basis. Gloves will be worn by the person disposing of the bins. Each bin bag will be tied and brought immediately to the outdoor bin for collection.

To ensure that there is clear communication between staff, a check will be carried out to confirm that contact details for all staff are up to date (e.g. mobile numbers). This will be done in the form of an email chain with all members of staff.

If you are sharing a space, please ensure you maintain social distancing or, where possible, alternate working patterns

Use technology (video/virtual) for meetings where possible. Where not, use social distancing

Personal contact of less than 15 minutes should be strictly adhered to

In settings where 2 metre worker separation cannot be ensured by organisational means, alternative protective measures should be put in place, for example, install physical barriers, such as clear plastic sneeze guards between Staff. Please inform the COVID-19 Coordinator if you require these protective measures.

Maintain social distancing when leaving or entering rooms or toilets

Unfortunately, Use of kitchen and green room facilities are prohibited at this time



Do not bring food/drink to others

If you experience or notice any breaches of Health, Safety or Hygiene procedures or a lack of any signage, sanitising/PPE supplies, please inform the COVID-19 Coordinator immediately

If you, or a colleague becomes unwell, please inform COVID-19 Manager immediately. Response Procedures will immediately be implemented.

**Do not receive any unauthorised visits – Your COVID-19 Safety Officer must be informed of all visitors in advance**

### 3. Safety Protocol Pre Production Sessions:

In addition to daily disinfection and cleaning, staff will regularly clean and disinfect frequently touched surfaces. *(See J.5 Cleaning Protocols)*

**Studio Cleaning and Disinfection Kit should include:**

1. Box of gloves
2. Disinfectant Hand Gel
3. Masks
4. Goggles
5. PPE – where applicable
6. Single use plastic apron
7. Neutral detergent (first stage of cleaning)
8. Disinfectant effective against viruses (second stage of cleaning)
9. Disposable, single use cleaning wipes

Any session thought to be high risk (involving large numbers or individuals who are symptomatic), will not proceed.

**COVID-19 Safety Officer/Manager** to complete risk assessment prior to each session.

Please note, persons per room are strictly limited to the following:

**Studio 1:**

Control Room: 2 people

Live Room: 4 people

**Studio 2:**

Control Room: 2 people

Live Room: 2 people

**Studio 3:**

Control Room: 2 people

All vocal and drum booths: 1 person

A Floor Plan (see Appendix 13) and Production Schedule Sheet (see Appendix 7) will be completed prior to production commencement. This will include contact details and roles of all individuals involved. The Production Checklist form must be completed by the COVID-19 Safety Officer throughout the duration of the production (**See Appendix 8**)

Clear communication is required between the producer/engineer and all staff involved before each session.

**COVID-19 Safety Officer/Manager will ensure:**

- all equipment and cables are wiped and sanitised on the morning of a session.
- all surfaces including the piano to be wiped on the morning of a session.
- All desks and outboard gear are thoroughly cleaned on a regular basis; before, during and after sessions
- all studios contain the following safety equipment: hand sanitizer, alcohol wipes, gloves, mask, apron.
- Session contributors are issued appropriate PPE and given instruction on use, disposal and surface area cleaning prior and post session
- the studio space will allow for social distancing and that the A Floor Plan and Production Schedule Sheet are adhered to. If the space is not suitable the session should be moved
- relocation to alternative space is only permissible if it has been thoroughly cleaned and an 'air space' of at least 1 hour has been given between use
- contact/touch surfaces such as table tops, work equipment, door handles and handrails are visibly clean at all times and are cleaned at least twice daily.
- modified cleaning intervals for rooms and work areas. This applies especially for washroom facilities and communal spaces. Cleaning will be performed at least twice per day in addition to the cleaning and disinfecting carried out.
- all areas of the facility maintain a high standard of hygiene
- increase the number of waste collection points and ensure these are emptied regularly throughout and at the end of each day
- there is a separate designated bathroom available for both staff and clients.
- each bathroom is cleaned thoroughly and regularly

Due to distancing restrictions, Kitchen and green room facilities must remain closed for the entirety of the session.

Only one member of staff can access these areas at any given time.

Signs and Floor markings will be placed on the studio and control room floor by the COVID-19 Safety Officer to ensure adherence to social distancing. Under no circumstances should these be moved by clients, visitors or any other member of staff.

A designated area in the studio for coats and bags (hard floor). This area will be disinfected at the end of the session.

#### 4. Safety Protocol During Production Sessions:

To prevent the spread of Covid-19, all contributors will be reminded of social distancing/hand hygiene protocols and should wash and sanitise hands on arrival and on a regular basis.

Session contributors will be provided with gloves and anti-bacterial cleaning equipment and reminded to wipe down all surfaces and equipment at the end of their session. Additional cleaning will be carried out by studio staff.

No unauthorised persons or persons not directly involved in the recording process will be allowed access to the studios or the building.

Movement between spaces will be restricted and clients and visitors will be asked to leave if they are not required during the recording.

In an effort to avoid the unnecessary handover of physical documents, invoices and confirmations of payment will be sent via email.

Contributor(s) and asked to wash hands on arrival.

Equipment should only be touched/moved by staff.

**Control Rooms:** Social distancing must be observed at all times. To ensure safe distances, tape has been placed on studio floors to separate clients/visitors from staff.

Floor stickers indicate safe 2 meter distances.

Seating will be designated within the control room and clients/visitors are asked to only use their designated seating.

Anyone found to contravene safety measures will be asked to leave the premises immediately.

**Live Rooms:** For the safety of staff and clients, signs and floor markings will be placed on the live room floor by the COVID-19 Safety Officer to ensure adherence to social distancing. Under no circumstances should these be moved by clients, visitors or any other member of staff.

Baffles, equipment and ancillary apparatus may only be obtained, moved or handled by the COVID-19 Safety Officer or authorised staff.

Only one person is allowed in all vocal booths and confined spaces.

All areas of the studio will be kept clean and free of rubbish. Bins will be allocated throughout the studios.

## 5. Safety Protocol Post Production Sessions:

**COVID-19 Safety Officer/Manager will ensure:**

- there is a designated area of the studio to allow for effective and safe cleaning of equipment
- all equipment and cables are wiped and disinfected by the engineer/producer and cleaned again by studio staff.
- no piece of equipment is placed back in storage without being wiped and disinfected.
- Popshields are washed thoroughly in a dishwasher.
- confirmation by the contributor within 48 hours by email to ensure the clients have had no symptoms.
- the update of the Equipment Cleaning Log (see Appendix 9) and Facilities Cleaning Log (see Appendix 10)
- Contributor Follow-up Email (see Appendix 11)

**All safety procedures have been adhered to by completion of:**

- (1) Risk Assessment
- (2) Return to Work Form
- (3) Induction Familiarisation Confirmation Form
- (4) Contact/Group Work Log
- (5) Visitor Questionnaire
- (6) COVID-19 Response Team Member
- (7) Studio Production Schedule Sheet
- (8) Studio Production Checklist

- (9) Equipment Cleaning Log
- (10) Facilities Cleaning Log
- (11) Contributor follow-up email Confirmation Form
- (12) After Action Review (AAR)
- (13) Floor Plans (Studios 1, 2, 3)

**In the event of filming**, to reduce the transfer of materials (pens, paper) between people, please ask contributors or people in shots to consent on camera. Main contributors should state their name and that they consent to being recorded for digital purposes and the date. Camera operators should keep their phone/email contacts for follow up if necessary and let contributors know they can follow up with questions. No printing, all information will be distributed digitally.

Crew numbers will be minimised to essential persons only. Camera to be positioned a minimum of 2 metres from talent at all times.

Where necessary additional prep time will be included for crew to clean all props with appropriate disinfectant before and after filming.

Designated area for all crew and set personnel to store personal belongings and equipment. This will be a designated area of the studio with a hard floor that will be thoroughly cleaned and disinfected by a member of staff before and after use.

Any crew or cast who have travelled to high risk countries (as deemed by current government advice) or have been in contact with an individual with, or suspected to have, COVID-19 in the four-weeks prior to a shoot cannot participate in the production.

2 metre social distancing to be observed at all times. Essential personnel only on set. Where necessary, call times to be staggered to mitigate against crew arrival congestion.

## 6. Emergency Procedures

### Dealing with a Suspected Case of COVID-19 in the Workplace

#### COVID-19 Response Procedure

If you or a co-worker displays symptoms of COVID-19 during work, please inform the **COVID-19 Manager** immediately to ensure COVID-19 Response Procedure is enacted. *(see detailed Appendix J.2. COVID-19 Response Procedure)*

#### Summary:

<b>Defence – CHECKLIST B</b>
<b>What to do when a suspect case occurs?</b>
Appoint dedicated resource to manage prevention measures e.g. COVID-19 Manager
Segregate suspected cases from others – separate area where possible, advised on steps to minimise contamination e.g. minimise surface contact, disposal of tissues etc
Segregation of disposable tissues/towels used by suspected case
Call the General Practitioner of the person
Follow advice regarding self-isolation and other prevention measures e.g. sending to hospital/home
Keep log/record of direct contacts of person
Cleaning of area where suspected case operated
Assessment of incident and follow actions necessary
Provide information to HSE on request
Follow up with close contacts of suspected case and carry out necessary risk assessment for possible contamination
Review contact logs to identify possible contamination risks
<b>Use of Personal Protective Equipment</b>
Supply suitable PPE as necessary when social/physical distancing measures are not suitable/appropriate
Cleaning staff to be provided with disposable gloves and gowns
Change PPE regularly to reduce risk of exposure to COVID-19
All PPE should be carefully removed and disposed of to minimise risk of contamination
Breaches in PPE equipment to be reported

## H. Operational Procedures: College

H. Operational Procedures: Pulse College

### **Return to Class Safely Protocols:**

#### **Context:**

#### **Covid-19 Measures**

As always, the health and safety of our staff, students and our communities are our priority. Our warm welcome has not changed, but in line with current government regulations, we advise that you wear face coverings while attending College and avail of the numerous sanitising stations located through the campuses.

We have a number of new safety and hygiene protocols and procedures in place, including specialised sanitised door handles, push plates and handrail wraps, strict admission times, reduced numbers, safety dividers, regular cleaning and mandatory contact tracing and temperature checks for everyone entering the building.

This Plan details the policies and practices necessary for Pulse College to safely return to face to face classes in Ringsend Road and Halston Street while preventing the spread of COVID-19 in the workplace. The proposed date of return is September 17<sup>th</sup> 2020.

This plan will give an overview of key areas that the Pulse College students and staff must adhere to ensure compliance with the protocol and to minimize the risk to themselves and others. It details the control measures put in place to reduce the risk of spread of COVID-19.

Note: The plan is a live working document and it should be reviewed on an ongoing basis and amended to consider new guidance from [www.Gov.ie](http://www.Gov.ie), [www.dbei.ie](http://www.dbei.ie) [www.hse.ie](http://www.hse.ie), [www.hpsc.ie](http://www.hpsc.ie), [www.hsa.ie](http://www.hsa.ie)

#### **Pulse College's Commitment:**

#### **COVID 19 Policy Statement**

Pulse College is committed to providing a safe and healthy workplace for all our staff and customers. To ensure that, we have developed the following COVID-19 Response Plan. All managers, supervisors, staff and students are responsible for the implementation of this plan and a combined effort will help contain the spread of the virus. We will:

- continue to monitor our COVID-19 response and amend this plan in consultation with our staff
- provide up to date information to our staff and students on the Public Health advice issued by the HSE and Gov.ie

- display information on the signs and symptoms of COVID-19 and correct hand-washing techniques
- provide an adequate number of trained staff representative(s) who are easily identifiable and put in place a reporting system
- inform all staff of essential hygiene and respiratory etiquette and physical distancing requirements
- adapt facilities to facilitate physical distancing
- keep a log of contact / group work to help with contact tracing
- have induction / familiarisation for all staff and students
- develop a procedure to be followed in the event of someone showing symptoms of COVID-19
- provide instructions for staff and students to follow if they develop signs and symptoms of COVID-19 during work
- intensify cleaning in line with government advice

All staff and students will be consulted on an ongoing basis and feedback is encouraged on any concerns, issues or suggestions. This can be done through the COVID-19 Co-ordinator, Martina Halligan

The College, and the newly appointed COVID-19 Response Team have agreed upon and put in place measures to ensure the safety and wellbeing of all staff will help to prevent the spread of COVID-19 in the workplace.

#### **Ringsend and Halston St COVID-19 Response Team:**

##### **COVID-19 Manager:** Naomi Moore

Responsible for development and implementation of protocols, procedures and implementation and adherence of all COVID-19 health, safety and wellbeing procedures.

##### **COVID-19 Co-ordinator:** Martina Halligan

Responsible for all communication and co-ordination of COVID-19 health, safety and wellbeing procedures and retention of documentation.

##### **COVID-19 Health and Safety Manager:** Niall McMonagle.

Responsible for the implementation Management of all COVID-19 procedures, including COVID-19 Response (if a member of staff displays symptoms) and first aid response.

##### **COVID-19 Safety Officer Windmill Lane:** Cian Synnott

Responsible for the implementation, adherence and documentation of all COVID-19 procedures, including, but not limited to induction, explanation of information, ensuring all protocols are procedures are carried out on a day-to-day basis.

##### **COVID-19 Safety Officer Halston Street:** Eoin McAuley

Responsible for the implementation, adherence and documentation of all COVID-19 procedures, including, but not limited to induction, explanation of information, ensuring all protocols are procedures are carried out on a day-to-day basis.



## **Pulse College Return to Class Safely Procedures:**

### **Managers and Head of Department's:**

Please ensure you have received and are familiar with the College's COVID-19 Return to Work Safety Protocol Handbook for Ringsend Road and Halston Street.

Please ensure that you fill and return the following forms BEFORE returning to work:

- (2) Return to Work Form
- (3) Induction Familiarisation Confirmation Form

In conjunction with the COVID-19 Response Team, before commencing classes, please ensure the following have been completed:

- (A1B) Dale Ents COVID-19 Response Plan
- (A2) Planning and Preparing
- (B) Control Measures
- (C) SO Checklist Staff Induction
- (D) Visitor Induction Checklist
- (E) Dealing with a Suspected Case of Covid-19
- (F) Cleaning and Disinfection
- (G) Employee Checklist and Induction Confirmation Form
- (H) COVID Team Checklist

### **Senior Staff Return:**

Please ensure you have received and are familiar with the College's COVID-19 Return to Work Safety Protocol Handbook for Ringsend Road and Halston Street.

Please ensure that you fill and return the following forms BEFORE returning to work:

- (2) Return to Work Form
- (3) Induction Familiarisation Confirmation Form

Before commencing classes, please ensure you are familiar with the following:

- (A1) Risk Assessment
- (B) Control Measures
- (E) Dealing with Suspected Case of COVID-19
- (F) Cleaning and disinfection
- (G) Employee Checklist

### **Associate Teaching Staff Return:**

Please ensure you have received and are familiar with the College's COVID-19 Return to Work Safety Protocol Handbook for Ringsend Road and Halston Street.

Please ensure that you fill and return the following forms BEFORE returning to work:

- (2) Return to Work Form
- (3) Induction Familiarisation Confirmation Form

Before commencing classes, please ensure you are familiar with the following:

(E) Dealing with Suspected Case of COVID-19

(F) Cleaning and disinfection

(G) Employee Checklist

#### **All Staff:**

Once you have submitted your **Pre-return to Work Form** and it has been established that **you are not displaying any COVID-19 symptoms, you may return to work.**

To allow us to monitor and manage social distancing, please log any days that you are going to be in either building in advance using the Staff Attendance COVID-19 Register. You can find a link to this below:

#### **Staff Attendance Covid Calendar**

#### **Pulse College Return to Class Safely Procedures:**

##### **Student Return:**

All communications regarding all safety procedures will be sent to students individually and will be displayed on the Windmill Lane and Pulse College websites. You will be notified of any changes in policy or procedures on an ongoing basis.

It is imperative that all staff and students work together to ensure that all the actions in this protocol are fully adhered to in order to ensure the suppression of COVID-19 in the workplace. If you are aware of any breaches in protocol, or you are feeling unwell, please inform a member of the COVID-19 Team immediately.

#### **Maintaining your own safety and safety of your colleagues and peers:**

##### **Before Returning to Class:**

In line with Health and Safety Authority (HSA), the Health Services Executive (HSE) and the Department of Health protocols, all staff are required to:

- watch the **Student Induction Familiarisation Video** and be aware of the control measures in place to minimise the risk to you and others being exposed to COVID-19 at College (emailed to all students individually).
- complete and return the **Return to College Form (see Appendix 2B)** before you return to College.
- complete and return **Student Induction Familiarisation Confirmation Form (see Appendix 3B)**

- inform the **COVID-19 Coordinator** if there are any other circumstances relating to COVID-19, not included in the form, which may need to be disclosed to allow your safe return to college.
- self-isolate at home and contact your GP promptly for further advice if you have any
- COVID-19 symptoms.
  
- remain out of College until all symptoms have cleared following self-isolation.

**The COVID-19 Co-ordinator, Martina Halligan** will send all information and media to each student. **Please return this at least 3 days in advance of the return to college** to the **COVID-19 Co-ordinator**. All records will be kept by the COVID-19 Co-ordinator and a copy of all documentation which will be sent to your relevant **COVID-19 Safety Officer**.

If you answered Yes to any of the questions contained in the Return to College Form, you are strongly advised to follow the medical advice you received or seek medical advice before returning.

In Summary, please ensure to complete the following BEFORE your return:

(2B) Return to Class Form

(3B) Student Induction Familiarisation Confirmation Form

### **Before you enter facilities:**

Are you experiencing any of the following symptoms?

- Cough,
- Difficulty in breathing,
- Fever (38.0° C [100.4° F] or greater using an oral thermometer).

If you have any of the above symptoms or have symptoms of acute respiratory illness, it is recommended to stay home if you are well enough to do so or contact the health service if you are acutely unwell. You should not come to college and should restrict your movements for 14 days from symptom onset, the last five days of which should be fever free.

### **COVID-19 Prevention and Control Measures to Minimise risk to Staff and Students:**

All PPE equipment is stored **in the stationary cupboard (Ringsend) and the Tutors Office (Halston Street).**

The College is required to keep all contact records for which the objective should be zero instances of “direct contact” for each day spent in the workplace. Such information may be requested by the authorities to assist with contact tracing.

A **Contact/Group Work Log (see Appendix 4)** to facilitate contact tracing will be placed at Reception in both buildings. You **MUST** fill this out at the beginning and end of each day. Please use your own pen to do so.

### **Upon entering the building:**

- In line with Public Health Advice, face coverings are mandatory.
- Observe all signage provided by the HSE with recommendations to prevent infection spread which are located throughout the building
- Ensure you are familiar with and follow Distancing, Hand, Respiratory Hygiene and Cough Etiquette guidance and advice displayed around the building
- Do not shake hands
- Avoid touching your eyes, mouth, or nose
- Temperature testing may be introduced in line with Public Health advice
- Use hand sanitisers, before proceeding to reception or public areas. Sanitisers are placed throughout the building, please use these on a regular basis

- Sign the Contact/Group Log
- Adhere to a one-way 'keep left' system in hallways, stairwells and door entry and exit
- Follow floor signage and maintain social distancing of 2 metres at all times
- Inform staff if you do not have access to facilities to support hand hygiene (for example hand sanitiser/hand wipes/hand washing facilities).

*Note: wearing of masks is not a substitute for other measures outlined above. However, if masks are worn they should be clean and they should not be shared or handled by other colleagues.*

### **Returning to Class – Planning and Preparation**

To ensure a safe return to class, Pulse College has updated safety statements and risk assessments as well as providing staff and students with information and guidance. In preparation for the return to campus, the following protocols have been put in place:

#### **Classrooms/Pods/Labs/Studios:**

All areas to be capable of maintaining appropriate social distancing between each student while sitting at a desk. All students to use same desk each day with the teacher clarifying this via morning log report. All classes to remain in the same group throughout.

#### **Working Safely:**

- Where feasible, classes and modules will be delivered via Zoom and Google Classroom
- Students must make appointments to meet staff individually in advance. Use technology (video/virtual) for meetings where possible. Where not, use social distancing
- All students and staff are encouraged to communicate with Heads of Department / administration via email where at all possible.
- Personal contact of less than 15 minutes should be strictly adhered to
- While sharing a space, please ensure you maintain social distancing or, where possible, alternate working patterns
- In settings where 2 metre separation cannot be ensured by organisational means, alternative protective measures have been put in place, for example, physical clear plastic barriers.

- Do not share reading material. Where possible, do not share equipment. If not feasible, minimise the sharing of equipment
- If sharing equipment, allow time to fully clean and disinfect all surfaces using products supplied
- For Recording/Production Sessions, please adhere to G. Specific Operational Procedures: Recording Studios
- Clean of all work areas at regular intervals using disinfectants to kill germs and stop the spread of disease
- Maintain social distancing when leaving or entering rooms or toilets
- Do not bring food/drink to others
- Please make appropriate safety arrangements in advance of travelling between facilities and campuses (Windmill Lane/Halston Street/Griffith College).

If you experience or notice any breaches of Health, Safety or Hygiene procedures or a lack of any signage, sanitising/PPE supplies, please inform the COVID-19 Coordinator immediately

If you, or a colleague becomes unwell, please inform COVID-19 Manager immediately. Response Procedures will immediately be implemented.

### **Toilets**

Only use the toilets on the floor you are attending (e.g. Ringsend: Ground floor if attending Studios 2 or 3, Middle floor if attending classes or Pods, Top floor is using Studio 1)

Main entrance door to toilet to remain open to avoid contamination of door handle

Students and staff responsible for thoroughly cleaning hands and sink area after toilet use

### **Signs**

Signs outlining appropriate social distancing in line with HSE advice to be placed in all bathrooms, communal areas and hallways

Class break signs with specific times for each class to be displayed in common areas and staffrooms

### **Class schedules**

Class start times will be staggered with total class time (including tutorials and practicals) no more than 3 hours.

Students must arrive at class time i.e. not any earlier or later. Should students arrive earlier

due to public transport, they must go straight to the classroom/studio/lab/pod etc. and remain at their desk or in their designated area.

### **Student and staff communal areas**

A one-way, keep left system will be in place in hallways, stairwells and well as entry / exit door.

Student common rooms may only be used at DESIGNATED class breaks where students must still maintain appropriate social distancing.

For the foreseeable future, cooking/tea/coffee facilities in the Canteen/Chillout areas will not be available. All materials (kettles/utensils etc.) have been removed.

Students must bring their own crockery if they wish to consume food or drinks.

Students and Staff may not congregate in areas they are not assigned to

### **Do not receive any unauthorised visits – Your COVID-19 Safety Officer must be informed of all visitors in advance**

Visitors to Facilities:

‘Walk-in’ visitors are prohibited until Government guidelines are lifted.

A restriction on visitors is in place. The COVID-19 Safety Officer should be informed of details before any visitors are welcomed to either facility. They will assess if safe distance practices can be maintained at that particular time in that specific area.

To ensure the Safety & Health of all concerned, visitors and contractors must complete to observe the following protocols PRIOR to arrival:

receive and watch an **Induction Familiarisation Video** complete an Induction **Familiarisation Confirmation Form**  
complete a **Visitor Questionnaire Declaration Form**

For Recording/Production Sessions, please adhere to G. Specific Operational Procedures:  
Recording Studios

No production can proceed until all tasks are completed and approved by a member of the Studio Team.

### **Visitor Protocol:**

Alert visitors to signage to asking them to refrain from close contact with reception staff and place to indicate floor markings to keep a safe distance. Ask them to remain there until the COVID-19 Officer can clear them for entry.





## I. Operational Procedures: Visitor Experience

(See):

WLVE Operational Guidance document

## J. Workplace Changes to Policy

A review and revision to existing sick leave policies will be carried out, amended and communicated.

Information regarding necessary public health advice from the HSE and other sources are posted on the HSE website.

As information about the virus is evolving, public health advice is being updated on a regular basis, flexibility will be required by both employers and staff in meeting the measures to reduce the spread.

### 1. Dealing with a Suspected Case of COVID-19 in the Workplace

Staff should not attend work if displaying any symptoms of COVID-19. Please observe the following response plan to deal with a suspected case that may arise during the course of work:

### 2. COVID-19 Response Procedure

If you or a co-worker displays symptoms of COVID-19 during work, please inform the **COVID-19 Manager** immediately to ensure COVID-19 response plan is enacted immediately, which is as follows:

- The relevant COVID-19 Safety Officer will 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.
- The isolation area should have the following:  
Ventilation, i.e. via a window  
Tissues, hand sanitiser, disinfectant and/or wipes  
PPE; gloves, masks, single use apron and clinical waste bags  
**Isolation Area Ringsend Road: Directors Office**  
**Isolation Area Halston Street: Miyazaki Lab**
- These areas will be highlighted by signage.
- The door must remain closed and no other member of staff should enter.
- A mask for the person presenting with symptoms will be provided. The individual should wear the mask if in a common area with other people or while exiting the premises.
- The COVID-19 Safety Officer will assess whether the unwell individual can immediately be directed to go home and call their doctor and continue self-isolation at home.
- The person presenting with symptoms will remain in isolation if they cannot immediately go home and facilitate them calling their doctor. They should avoid

touching people, surfaces and objects. Advice will 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.

- Transport home or to hospital for medical assessment will be arranged by COVID-19 Safety Officer. Public transport of any kind should not be used.
- The **Contact/Group Work Log** should be updated.
- Immediate action following a suspected case should include closure of the isolation area until appropriately cleaned. **See section J.5. Cleaning Protocols.**
- Appropriate cleaning of the isolation area and work areas involved will be carried out.
- Advice and assistance will be provided if contacted by the HSE.
- All documentation to be submitted to the COVID-19 Manager who will complete an After Action Review (**see Appendix 12**) where an assessment of the incident will be carried out which will form part of determining follow-up actions and recovery.

**The best way to prevent person-to-person spread of COVID-19 is to use proper hand hygiene and respiratory etiquette and practice physical distancing.**

## Contact with confirmed cases:

If a confirmed case is identified, staff 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 restricted movements guidance on the [HSE website](#).

All affected staff will be actively followed up by the COVID-19 manager/response team.

If the person develops new symptoms or their existing symptoms worsen within their 14-day observation period they should call their doctor for reassessment.

The above eventualities should be recorded by the COVID-19 manager/response team.

Personnel who have been in close contact with a confirmed case include:

- any individual who has had greater than 15 minutes face-to-face (<2 meters distance) contact with a confirmed case, accumulative in 1 day, in any setting,
- household contacts defined as living or sleeping in the same home, individuals in shared accommodation sharing kitchen or bathroom facilities and sexual partners,
- passengers on an aircraft sitting within two seats (in any direction) of a confirmed case, travel companions or persons providing care, and crew

members serving in the section of the aircraft where the index case was seated,

- for those contacts who have shared a space with a confirmed case for >2 hours, a risk assessment will be undertaken by Public Health taking into consideration the size of the room, ventilation and the distance from the case.
- any individual who has shared a closed space with a confirmed case for less than two hours.
- Passengers on an aircraft sitting beyond two seats (in any direction) of a confirmed case.
- Any individual who has shared a closed space with a confirmed case for longer than two hours, but following risk assessment, does not meet the definition of a close contact.

The COVID-19 Manager/response team may be contacted by the HSE to discuss the case.

When contacted by the HSE, the COVID-19 manager/response team will use the records kept regarding Direct Contact to identify people who have been in contact with the individual. The HSE may advise on any actions or precautions that should be taken.

The COVID-19 Manager/response team will carry out an assessment of the incident, which will form part of determining follow-up actions and recovery. Advice on the management of staff and workplace will be based on this assessment.

The HSE will also be in contact with the case directly to advise on isolation and identifying other contacts and will be in touch with any contacts of the case to provide them with appropriate advice.

## In Summary:

- Follow J.2. COVID-19 Response Procedure
- Close Isolation Area
- Follow J.5. Cleaning Protocols
- Update Contact/Group Log
- Return all Documentation to the COVID-19 Manager who will carry out an assessment of the incident and complete the AAR.

### 3. At Risk/Vulnerable Staff:

If you are in an at risk or vulnerable category (underlying health risks/pregnant) please inform the COVID-19 Coordinator Immediately.

You are advised to work from home, however, if you cannot work from home and must be in the workplace, we will make arrangements to ensure you are preferentially supported to maintain a physical distance of 2 metres.

#### **Working from home:**

Office work should continue to be carried out at home, where practicable and non-essential work. Please read the advice on working from home on a temporary basis is available from the Health and Safety Authority ([link](#)).

### 4. Business Travel and Contractors/Visitors:

Business trips and face-to-face interactions should be reduced to the absolute minimum and, as far as is reasonably practicable, technological alternatives should be made available (e.g., telephone or video conferencing). If you need any assistance with this, please contact the COVID-19 Coordinator.

For necessary work-related trips, the use of the same vehicles by multiple staff is not permitted.

staff are encouraged to travel alone if using their personal cars for work or at a maximum be accompanied by one passenger who shall be seated in adherence with physical distancing guidance.

Staff will be provided with hand sanitisers and cleaning equipment for their work vehicle.

Staff, contractors or visitors visiting workplaces where there are restrictions arising from the risk of COVID-19 should follow the site infection prevention and control measures and take into account public health advice around preventing the spread of COVID-19.

## 5. Cleaning Protocols:

Current evidence suggests that novel coronavirus may remain viable for hours to days on surfaces made from a variety of materials. Cleaning of visibly dirty surfaces followed by disinfection is a best practice measure for prevention of COVID-19 and other viral respiratory illnesses in community settings.

Routinely clean all frequently touched surfaces in the workplace, such as workstations, countertops, and doorknobs. Use the cleaning agents that are usually used in these areas and follow the directions on the label. No additional disinfection beyond routine cleaning is recommended at this time.

Cleaning of work areas must be conducted at regular intervals. Further information on cleaning in non-healthcare settings is available from the ECDC at:

[https://www.ecdc.europa.eu/sites/default/files/documents/Environmental-persistence-of-SARS-CoV-2-virus-Options-for-cleaning2020-03-26\\_0.pdf](https://www.ecdc.europa.eu/sites/default/files/documents/Environmental-persistence-of-SARS-CoV-2-virus-Options-for-cleaning2020-03-26_0.pdf)

### **Contract Cleaners, daily will perform:**

Thorough cleaning and disinfection of all floor areas, rooms, windows and frequently touched surfaces such as table tops, work equipment, door handles and handrails.

Cleaning equipment will include:

1. Gloves
2. Disinfectant Hand Gel
3. Masks
4. Goggles
5. PPE – where applicable
6. Single use plastic apron
7. Neutral detergent (first stage of cleaning)
8. Disinfectant effective against viruses (second stage of cleaning)
9. Disposable, single use cleaning wipes

### **Staff Responsibilities:**

All staff will be provided with essential cleaning materials to keep their own workspace clean (for example wipes/disinfection products, paper towels and waste bins/bags). This should be carried out at least twice daily. Bins should be emptied regularly throughout and at the end of each day.

Shared desks or hot desks should have appropriate cleaning materials in place for Staff to clean the area before using and an 'air space' of at least 1 hour has been given between use.

### **Cleaning of communal areas:**

If you spent time in a communal area or have used the toilet or bathroom facilities, then these areas should be cleaned with household detergent followed by a disinfectant.

Designated staff will implement modified cleaning intervals for rooms and work areas. This applies especially for washroom facilities and communal spaces. Cleaning will be performed at least twice per day and whenever facilities are visibly dirty.

**General tips for cleaning/disinfecting rooms that persons with suspected or confirmed COVID-19 were isolated in:**

- Keep the door to the room closed for at least one hour before cleaning. Do not use the room until the room has been thoroughly cleaned and disinfected and all surfaces are dry.
- The person assigned to clean the area should avoid touching their face while they are cleaning and should wear a mask, household or disposable single use non-sterile nitrile gloves and a single-use plastic apron.
- Open the window while you are cleaning.
- Clean the environment and the furniture using disposable cleaning cloths and a household detergent followed or combined with Chlorine based products such as sodium hypochlorite (often referred to as household bleach). Chlorine based products are available in different formats including wipes.
- If you are not familiar with chlorine based disinfectants then please refer to the HPSC Management of Infectious Diseases in Schools available at <https://www.hpsc.ie/az/lifestages/schoolhealth/>
- Pay special attention to frequently touched flat surfaces, the backs of chairs, couches, door handles and any surfaces or items that are visibly soiled with body fluids.
- Place all waste that has been in contact with the person, including used tissues, and masks if used, in a plastic rubbish bag and tie when full. Remove your apron and gloves and discard into the waste bag and clean your hands. Place the plastic bag into a second bin bag and tie it, then clean your hands.
- Store the bag in a safe place until the result of the test is available. If the person tests negative, place the waste in the normal domestic waste bin. In the event the person tests positive, Public Health will advise what to do next.
- Once the room has been cleaned and disinfected and all surfaces are dry, the room can be put back into use.
- There is no need to clean carpets (if present) unless there has been a spillage.

**Waste disposal:**

All waste that has been in contact with the individual, including used tissues, and masks if used, should be put in a normal waste bag. Double bagging should be used. The waste bag should be kept for 72 hours, then thrown into the normal waste.

For further detail on environment cleaning following a confirmed COVID-19 case within the workplace see [Interim guidance for environmental cleaning in non-healthcare facilities exposed to SARS-CoV-2.](#)

**Linens, clothing and laundry items:**

Do not shake dirty laundry; this minimises the possibility of dispersing virus through the air.

Set up systems to ensure safe segregation of clean and dirty laundry items and to prevent mix ups.

Wash items as appropriate in accordance with the manufacturer's instructions. If possible, launder items using the warmest appropriate water setting for the items and dry items completely. Dirty laundry that has been in contact with an ill person can be washed with other people's items.

Clean and disinfect hampers or other carts for transporting laundry according to guidance above for hard or soft surfaces.

If laundry is sent to a contract laundry cleaner, ensure social distancing measures are set up for the drop off and collection of laundry.



## 6. Use of PPE – Personal Protective Equipment

### What does PPE stand for?

- PPE stands for personal protective equipment. PPE means any device or appliance designed to be worn or held by an individual for protection against one or more health and safety hazards.

### When must PPE be used?

- The fundamental principle is that personal protective equipment (PPE) should only be used as a last resort.
- Collective protective measures covering numbers of employees in a workplace must have priority over protective measures applying to individual employees.
- If these measures are not sufficient, only then should PPE be used to protect against the hazards that are unavoidable.

### Why should PPE only be used as a last resort?

PPE has its limitations because:

- PPE only protects the wearer.
- It is ineffective if not working or fitted properly
- Theoretical levels of protection are seldom reached in practice.
- The use of PPE always restricts the wearer to some degree.
- The psychological effect of PPE may be such that the individual wearing the PPE feels more protected than he or she actually is.

### How should PPE be stored?

- PPE must be stored according to the manufacturer's instructions. This is extremely important as leaving PPE lying around increases the risk of parts deteriorating by exposure to dirt, oil, UV rays, sunlight etc.

While correctly using PPE can help prevent some exposures, it should not take the place of other preventative measures as outlined above.

Appropriate PPE in our workplace in accordance with identified COVID-19 exposure risks and in line with Public Health Advice include:

- Gloves
- Masks
- Aprons
- Clinical waste bags

While gloves are generally not required for infection prevention and control purposes outside the healthcare setting, risk assessment carried out regarding equipment use (in particular) during studio recordings, deemed it a requirement during certain uses.

Make face masks will be available in line with Public Health advice.

*Note: wearing of masks is not a substitute for other measures outlined above. However, if masks are worn they should be clean and they should not be shared or handled by other colleagues. If gloves are used they must not be considered a substitute for hand hygiene and hands must be cleaned whenever gloves are removed.*

Wearing of protective aprons is only necessary where in the case of first aid carried out by staff acting as first responders.

Clinical waste bags should be used for materials relating to a suspected or confirmed COVID-19 case.

Further information on PPE is available at:

[https://www.hsa.ie/eng/Topics/Personal\\_Protective\\_Equipment\\_-\\_PPE/](https://www.hsa.ie/eng/Topics/Personal_Protective_Equipment_-_PPE/).

Your COVID-19 Safety Officer will refer you to posters and information highlighting the proper use, removal and disposal of PPE.

## **K. Occupational Health and Safety Measures and Recommendations**

All existing Occupational Health and Safety provisions will continue to apply to all workplaces during this time and further information and advice is available on the Health and Safety Authority website [www.hsa.ie](http://www.hsa.ie) including additional occupational health and safety information on the specific COVID-19 webpages:

[https://www.hsa.ie/eng/topics/covid-19/covid-19\\_coronavirus.html](https://www.hsa.ie/eng/topics/covid-19/covid-19_coronavirus.html).

### **1. Reporting Requirements Under Occupational Health and Safety if a Staff Member Contracts Covid-19**

There is no requirement for an employer to notify the Health and Safety Authority if a worker contracts COVID-19. Diseases are not reportable under the Safety, Health and Welfare at Work (Reporting of Accidents and Dangerous Occurrences) Regulations 2016 (S.I. No. 370 of 2016).

COVID-19 is however reportable under the Infectious Diseases (Amendment) Regulations 2020 by a medical practitioner who becomes aware of

### **2. First Aid**

In the event that first aid is required in the workplace it may not be possible to maintain a distance of 2 metres. Staff acting as first responders will be provided with updated training on infection prevention and control principles including performance of hand hygiene and appropriate use of personal protective 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](https://www.phecit.ie/PHECC/Publications_and_Resources/Newsletters/Newsletter_Items/2020/PHECC_COVID_19_Advisory_v1.aspx)

The COVID-19 Health and Safety Manager will receive training on infection prevention and control principles.

### **3. Heating, Ventilation, Air Conditioning (HVAC)**

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.

## 4. Legionella

For some places of work such as hotels, leisure facilities, offices, dental clinics and hairdressers, the employer needs to put in place control measures to avoid the potential for Legionnaires' disease before they reopen. Further advice on the prevention of Legionnaires' disease after the COVID-19 Pandemic is available at:

[https://www.hsa.ie/eng/topics/biological\\_agents/specific\\_biological\\_agents\\_infections/legionellosis/covid-19 legionella information note.pdf](https://www.hsa.ie/eng/topics/biological_agents/specific_biological_agents_infections/legionellosis/covid-19_legionella_information_note.pdf)

## 5. Advice for Employers and Staff

The Health and Safety Authority Workplace Contact Unit at [wcu@hsa.ie](mailto:wcu@hsa.ie) and Tel: 1890 289 389.

Information on Business Continuity and Supports  
NSAI Workplace Protection and Improvement Guide: <https://www.nsai.ie/covid-19workplaceprotection/>

## 6. Mental Health and Wellbeing

If you are suffering from anxiety or stress or have concerns about the risk of infection or changes please contact the COVID-19 Manager.

A range of supports and advice is also available from the Health and Safety Authority on work related stress at:

[https://www.hsa.ie/eng/Topics/Workplace\\_Stress/](https://www.hsa.ie/eng/Topics/Workplace_Stress/).

The Authority also provides a free online risk assessment tool for addressing work related stress: WorkPositive ([www.workpositive.ie](http://www.workpositive.ie)).

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 Staff:

<https://www.gov.ie/en/campaigns/together/?referrer=/together/>

## **Appendices:**

- (1) Risk Assessment
- (2) Return to Work Form
- (3) Induction Familiarisation Confirmation Form
- (4) Contact/Group Work Log
- (5) Visitor Questionnaire
- (6) COVID-19 Response Team Member
- (7) Studio Production Schedule Sheet
- (8) Studio Production Checklist
- (9) Equipment Cleaning Log
- (10) Facilities Cleaning Log
- (11) Contributor follow-up email Confirmation Form
- (12) After Action Review (AAR)
- (13) Floor Plans (Studios 1, 2, 3)

# 1. Risk Assessment Checklist – Covid-19

Dale Entertainments Windmill Lane Recording/Pulse College		Actioned by:	
Facility (Ringsend/Halston):		Date:	

**Checklist:** When completing this checklist of all the controls required, consider all tasks to be performed by your employees upon their return to work. Simply tick which box is most suitable for each control.

Controls Required <i>(Below is a list of controls that should be used in the workplace to prevent the spread of Covid-19)</i>	Are these controls put in place?		Action by whom and when?
	Yes	No	
<b>1. Clothing and PPE:</b> <ul style="list-style-type: none"> <li>• Are there any special clothing requirements available for employees? E.g. Personal Protective equipment.</li> <li>• If an employee is to wear PPE have, you Informed employees that they must be clean shaven.</li> </ul>			
<b>2. Hand Washing</b> <ul style="list-style-type: none"> <li>• Are hand washing facilities with soap and hot water in place?</li> <li>• Is Stringent hand washing taking place?</li> <li>• Are Paper towels/hand dryers for drying of hands supplied?</li> <li>• Have you installed Gel sanitisers in any area where washing facilities are not readily available?</li> <li>• Have you placed posters, leaflets and other materials on hand washing etc. on display?</li> </ul>			
<b>3. Cleaning</b> <ul style="list-style-type: none"> <li>• Are Surfaces (e.g. desks and tables) and objects (e.g. telephones, keyboards) wiped with disinfectant regularly?</li> <li>• Are checks carried out by an authorised individual to ensure that</li> </ul>			

<p>the necessary procedures are being followed?</p> <ul style="list-style-type: none"> <li>• Have you reduced high contact areas through leaving doors open where possible?</li> <li>• Have you ensured that a good supply of cleaning agents and hand sanitising products are available?</li> </ul>			
<p><b>4. Social Distancing</b></p> <ul style="list-style-type: none"> <li>• Social distancing requires reducing the number of persons in any work area to comply with the 2-metre gap recommended,</li> <li>• Have you ensured that measures are in place to show the 2-metre gap i.e. Signage?</li> <li>• Have you reviewed work schedules including start &amp; finish times/shift patterns, working from home etc, to reduce the number of workers on site at any one time?</li> <li>• Have you staggered break times, so that there are limited people working on the floor at a given time?</li> <li>• Have you implemented a rota for canteen/lunch times?</li> <li>• Have you redesigned processes to ensure social distancing is in place?</li> <li>• Are you providing the option of utilising Conference calls instead of face to face meetings?</li> <li>• Are you ensuring that Social distancing is also to be adhered to in canteen area and smoking area?</li> <li>• Are you reminding employees on the importance of social distancing on a regular basis?</li> <li>• Are checks conducted to ensure this is adhered to?</li> <li>• Have you reduced the number of table and chairs in the canteen?</li> </ul>			



<p><b>5. Wearing Gloves</b></p> <ul style="list-style-type: none"> <li>• Where Risk Assessment identifies the wearing of gloves as a requirement of the job, an adequate supply of these should be provided. Have you provided these gloves regularly?</li> <li>• Are employees instructed on how to remove gloves carefully to reduce contamination and how to dispose of them safely.</li> </ul>			
<p><b>6. Additional Hazards:</b></p> <ul style="list-style-type: none"> <li>• Please note any additional controls specific to your Company that would help to prevent the spread of Covid-19 and will help to mitigate the health risk to employees and others at the place of work upon the return to work post Covid-19 lockdown.</li> </ul>			

**Approval and Sign off**

This risk assessment has been conducted on \_\_\_\_\_ and I agree with the content.

Signed: \_\_\_\_\_ (Covid-19 H&S Manager)

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

## 2. Covid-19 Employee Return to Work Form

In line with the Governments, 'Return to Work Safely Protocol', the Company requires that all employees complete this form before their return to the workplace. This form should be returned as soon as possible however, no later than 3 days before your return to work.

### Details

Company Name: \_\_\_\_\_ Date: \_\_\_\_\_

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

Employee Title: \_\_\_\_\_

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

### Covid-19 Questions for Employees

1. 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?  
Yes/No
2. Have you been diagnosed with confirmed or suspected Covid-19 infection in the last 14 days?  
Yes/No
3. 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)?  
Yes/No
4. Have you been advised by a doctor to self-isolate at this time?  
Yes/No
5. Have you been advised by a doctor to cocoon at this time?  
Yes/No

## 2B. Covid-19 Student Return to Class Form

In line with the Governments, 'Return to Work Safely Protocol', the College requires that all students complete this form before their return to the College. This form should be returned as soon as possible however, no later than 3 days before your return to College.

### Details

College Name: Pulse College Date: \_\_\_\_\_

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

Programme Title: \_\_\_\_\_

Campus: \_\_\_\_\_

### Covid-19 Questions for Students

1. 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?  
Yes/No
2. Have you been diagnosed with confirmed or suspected Covid-19 infection in the last 14 days?  
Yes/No
3. 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)?  
Yes/No
4. Have you been advised by a doctor to self-isolate at this time?  
Yes/No
5. Have you been advised by a doctor to cocoon at this time?  
Yes/No

### 3. Induction Familiarisation Confirmation Form

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)

**All staff must fill complete this form and return to the COVID-19 Co-ordinator before returning to work**

	Control	Yes / No	Action needed
1.	Have you received and read the COVID-19 Return to Work Safely Protocol Handbook for Ringsend Road and Halston Street?		
2.	Have you received and watched the Induction Familiarisation Video and are aware of the control measures put in place to minimise the risk of you and others being exposed to COVID-19 at work?		
3.	Have you completed COVID-19 Employee Return to Work Form and returned it to the COVID-19 Co-ordinator, Martina Halligan?		
4.	Do you feel well and fit enough to return to work?		
5.	Are you keeping up to date with the latest COVID-19 advice from Government?		
6.	Are you aware of the <a href="#">signs and symptoms of COVID-19</a> ?		
7.	Do you know <a href="#">how the virus is spread</a> ?		
8.	Have you told your employer if you fall into any of the <a href="#">at-risk categories</a> ?		
9.	Did your employer consult with you when putting these control measures in place?		
10.	Have you co-operated with your employer to make sure these control measures are maintained?		
11.	Do you know who your COVID-19 Safety Officer is and how to contact him / her?		
12.	Do you know how to contact your COVID-19 Safety Officer or COVID-19 Health & Safety Manager 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?		
13.	Do you know what to do in relation to physical distancing, good hand hygiene and respiratory etiquette?		
14.	Do you know how to wash your hands properly?		
15.	Do you know when to wash your hands: i.e. <ul style="list-style-type: none"> <li>• before and after eating and preparing food</li> </ul>		

	<ul style="list-style-type: none"> <li>• after coughing or sneezing</li> <li>• after using the toilet</li> <li>• before smoking or vaping</li> <li>• where hands are dirty</li> <li>• before and after wearing gloves</li> <li>• before and after being on public transport</li> <li>• before leaving home</li> <li>• when arriving/leaving the workplace/other sites</li> <li>• after changing tasks</li> <li>• after touching potentially contaminated surfaces</li> <li>• if in contact with someone displaying any COVID-19 symptoms</li> </ul>		
16.	Do you know where your nearest hand washing / hand sanitising stations are?		
17.	Do you know to avoid touching your face?		
18.	Do you know to keep 2 metres physical distancing from others at all times at work, including in any canteen or wash/changing room?		
19.	Do you know to avoid any physical contact with colleagues, customers or visitors?		
20.	Do you know what to do if you start to develop symptoms of COVID-19 while at work, including where the isolation area is? (See J. Workplace Changes to Policy)		
21.	Do you understand the purpose of giving your employer any necessary information to maintain a COVID-19 contact log?		
22.	Do you understand any proposed new staff rosters, changing of start / finish times, rostering of breaks etc?		
23.	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??		
24.	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?		
25.	Do you know to avoid sharing items such as cups, bottles, cutlery, pens etc.?		
26.	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?		
27.	Have you been provided with cleaning materials, including gloves and disinfectant to clean your own workspace twice daily?		
28.	Do you know to clean your hands before and after using public transport when commuting and when you enter and exit the workplace?		

29.	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?		
30.	If using your own car for work, will you travel alone?		
31.	If you have to share a work vehicle, have you access to a face covering and products such as wipes to clean the vehicle's frequently touched surfaces at the start and end of each shift?		
32.	Do you know when you have to wear PPE and how to fit, use, remove, clean, store and dispose of any required PPE?		
33.	Do you know what supports are available to you if you are feeling anxious or stressed?		
	<b>Additional Information</b>		

**Name (COVID-19 Safety Officer)**

.....Signature.....Date.....

**I agree that all of the protocols and procedures contained within this Induction/Familiarisation form have been explained and agreed upon**

**Name (Staff member)**

.....Signature.....Date.....

***This form must be signed and returned to the COVID-19 Co-ordinator***

## 3B. Induction Familiarisation Confirmation Form

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)

**All staff must fill complete this form and return to the COVID-19  
Co-ordinator before returning to work**

	Control	Yes / No	Action needed
1.	Have you received and read the Return to Class Safely Protocols?		
2.	Have you received and watched the Induction Familiarisation Video and are aware of the control measures put in place to minimise the risk of you and others being exposed to COVID-19 at College?		
3.	Have you completed COVID-19 Student Return to Class Form and returned it to the COVID-19 Co-ordinator, Martina Halligan?		
4.	Do you feel well and fit enough to return to College?		
5.	Are you keeping up to date with the latest COVID-19 advice from Government?		
6.	Are you aware of the <a href="#">signs and symptoms of COVID-19</a> ?		
7.	Do you know <a href="#">how the virus is spread</a> ?		
8.	Have you told your employer if you fall into any of the <a href="#">at-risk categories</a> ?		
11.	Do you know who your COVID-19 Safety Officer is and how to contact him / her?		
12.	Do you know how to contact your COVID-19 Safety Officer or COVID-19 Health & Safety Manager 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?		
13.	Do you know what to do in relation to physical distancing, good hand hygiene and respiratory etiquette?		
14.	Do you know how to wash your hands properly?		
15.	Do you know when to wash your hands: i.e. <ul style="list-style-type: none"> <li>• before and after eating and preparing food</li> <li>• after coughing or sneezing</li> <li>• after using the toilet</li> <li>• before smoking or vaping</li> <li>• where hands are dirty</li> <li>• before and after wearing gloves</li> <li>• before and after being on public transport</li> </ul>		

	<ul style="list-style-type: none"> <li>• before leaving home</li> <li>• when arriving/leaving the workplace/other sites</li> <li>• after changing tasks</li> <li>• after touching potentially contaminated surfaces</li> <li>• if in contact with someone displaying any COVID-19 symptoms</li> </ul>		
16.	Do you know where your nearest hand washing / hand sanitising stations are?		
17.	Do you know to avoid touching your face?		
18.	Do you know to keep 2 metres physical distancing from others at all times at work, including in any canteen or wash/changing room?		
19.	Do you know to avoid any physical contact with colleagues, customers or visitors?		
20.	Do you know what to do if you start to develop symptoms of COVID-19 while at work, including where the isolation area is? (See J. Workplace Changes to Policy)		
21.	Do you understand the purpose of giving the College any necessary information to maintain a COVID-19 contact log?		
22.	Do you understand any proposed new changing of start / finish times, rostering of breaks etc?		
23.	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??		
24.	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?		
25.	Do you know to avoid sharing items such as cups, bottles, cutlery, pens etc.?		
26.	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?		
27.	Have you been provided with cleaning materials, including gloves and disinfectant to clean your own workspace twice daily?		
28.	Do you know to clean your hands before and after using public transport when commuting and when you enter and exit the College?		
29.	Can you avoid College-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?		
30.	If using your own car, will you travel alone?		



31.	If you have to share a vehicle, have you access to a face covering and products such as wipes to clean the vehicle's frequently touched surfaces at the start and end of each shift?		
32.	Do you know when you have to wear PPE and how to fit, use, remove, clean, store and dispose of any required PPE?		
33.	Do you know what supports are available to you if you are feeling anxious or stressed?		
	<b>Additional Information</b>		

**Name (COVID-19 Safety Officer)**

.....Signature.....Date.....

**I agree that all of the protocols and procedures contained within this Induction/Familiarisation form have been explained and agreed upon**

**Name (Staff member)**

.....Signature.....Date.....

***This form must be signed and returned to the COVID-19 Co-ordinator***



## 5. Visitor / Contractor Covid-19 Questionnaire

<b>Name:</b>	
<b>Company (if relevant):</b>	
<b>Mobile No:</b>	
<b>Address:</b>	
<b>Country of Residence:</b>	
<b>Visiting:</b>	
<b>Date:</b>	
<b>Time:</b>	
<b>Length of Visit:</b>	
<b>Reason for Visit:</b>	
<b>How many are people are visiting with you:</b>	
<b>Names of companions:</b>	
<b>Which areas are you booked in to: (i.e. Office, Studio(s), Pods, Visitor Experience etc.)</b>	
<b>1</b>	<b>Have you visited any countries outside Ireland?</b>
<b>2</b>	<b>Are you suffering any flu like symptoms/symptoms of Covid-19?</b>
<b>3</b>	<b>Are you experiencing any difficulty in breathing, shortness of breath?</b>
<b>4</b>	<b>Are you experiencing any fever like/Temperature symptoms?</b>
<b>5</b>	<b>Did you consult a Doctor or other medical practitioner?</b>
<b>6</b>	<b>How are you feeling Healthwise?</b>
<b>7</b>	<b>Have you been in contact with someone who has visited an affected region in the past 14 days?</b>
<b>NOTE: When on site, please adhere to our on-site standard processes/procedures regarding infection control, i.e. hand washing/hand sanitising and general coughing/sneezing etiquette.</b>	
<b>Visitor Signature:</b>	
<b>Received by (Covid-19 Safety Officer):</b>	

# COVID-19 Return to Work Safely Protocol - Checklist No. 6

## COVID-19 Response Team Member

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	Yes / No	Action needed
1.	Have you agreed with your employer or manager to act as a COVID-19 Response Team Member for your workplace or work area?		
2.	Have you been provided with information and training in relation to the role of COVID-19 Response Team?		
4.	Are you keeping up to date with the latest COVID-19 advice from Government?		
5.	Are you aware of the <a href="#">signs and symptoms of COVID-19</a> ?		
6.	Do you know <a href="#">how the virus is spread</a> ?		
7.	Do you know how to help prevent the spread of COVID-19?		
8.	Have you been brought through an induction before returning to your workplace?		
9.	Are you helping in keeping your fellow workers up to date with the latest COVID-19 advice from Government?		
10.	Have you completed the COVID-19 return-to-work form and given it to your employer? (See template Return-to-Work form)		
11.	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)		
12.	Did your employer consult with you when putting control measures in place?		
13.	Have you a means of regular communication with your employer or manager?		
14.	Are you co-operating with your employer to make sure these control measures are maintained?		
15.	Have you familiarised yourself with the cleaning requirements needed to help prevent cross contamination? (See Checklist No.5 Cleaning and Disinfection)		
16.	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)		
17.	Are you reporting immediately to your employer / manager any problems, areas of non-compliance or defects that you see?		
18.	Are you keeping a record of any problems, areas of non-compliance or defects and what action was taken to remedy the issue?		

19.	Are you familiar with what to do in the event of someone developing the symptoms of COVID-19 while at work?		
20.	Are you co-operating with your employer in identifying an isolation area and a safe route to that area? (See Checklist No.4)		
21.	Are you helping, as part of the response team, in the management of someone developing symptoms of COVID-19 while at work?		
22.	Once the affected person has left the workplace, are you helping in assessing what follow-up action is needed?		
23.	Are you helping in maintaining the worker contact log?		
25.	Have you been made aware of any changes to the emergency plans or first aid procedures for your workplace?		
26.	Are you making yourself available to fellow workers to listen to any COVID control concerns or suggestions they may have?		
27.	Are you raising those control concerns or suggestions with your employer or manager and feeding back the response to the worker who raised the issue?		
28.	Do you know what supports are available if you are feeling anxious or stressed and will you pass this information on to your fellow workers?		
	<b>Additional Information</b>		

**Name**.....**Signature**.....**Date**.....

*The information contained in this guidance is for educational purposes only and is non-exhaustive. It is not intended to provide legal advice to you, and you should not rely upon the information to provide any such advice. We do not provide any warranty, express or implied, of its accuracy or completeness. The Health and Safety Authority shall not be liable in any manner or to any extent for any direct, indirect, special, incidental or consequential damages, losses or expenses arising out of the use of this checklist.*



## 8. Studio Recording Checklist

COVID-19 is a health and safety risk that should be considered within the overall responsibility structure which ensures appropriate standards of health and safety are achieved and maintained throughout the production process.

Planning for the management of the COVID-19 risk should be done in close collaboration with the client and contributor(s). If you engage third parties to provide the production with key services or equipment you should review their risk management plans for Coronavirus COVID-19 as part of your own planning where they could impact the overall risk on your production and/or you are reliant upon them for the provision of people, products or services that are key to your production or specifically they could impact your Coronavirus COVID-19 risk management plan.

It is essential that everyone involved with the production applies good practice in terms of social distancing and hand hygiene. Good practice is to: ‘Wash your hands more often for 20 seconds. Use soap and water or a hand sanitiser when you: get home or into work, blow your nose, sneeze or cough, eat or handle food’.

Anyone with symptoms, or living with someone who has developed symptoms, must remain at home in accordance with current Government instructions. You should consider the best way to reinforce this message within your production. This may be in the form of self- declarations, daily or periodic checks or other ways deemed appropriate for your production. If the process introduced collects any personal data you must ensure this is in line with GDPR requirements.

If someone develops symptoms whilst in the Studio(s) they should go home immediately and inform COVID-19 Safety Officer/Manager. Avoid contact with people who have symptoms. If the person is then tested positive for COVID-19 it is important that those who have been in close contact with them in the workplace are informed in the most appropriate way possible and given appropriate advice (in most cases what to do if they become unwell or develop symptoms).

No	Topic	Yes/No	Action Required
	<b>Production Details:</b>		
	Name of Contributor:		
	Engineer/Producer:		
	Date:		
	Location(s):		
	Confirmation Booking No:		
<b>1</b>	<b>Preparation:</b>		

	Have you completed a Floor Plan and Session Schedule and Personnel Log?		
	Have you carried out a risk assessment?		
	Have you minimised staff/contributors needed on site to complete the work activity and reinforced that only those necessary to the production will be granted entry to the building?		
	Are all safety protocols in place to enable a safe return to work?		
	Have you issued all parties concerned with the Company's <b>Operational Procedures: Recording Studios Protocol</b> ?		
	Have all parties concerned completed and returned a Return to Work /Visitor Questionnaire Form?		
	Have you identified anyone in an 'at risk' category?		
	Do you have contact numbers and emergency contact details for all concerned and are they entered into a Personnel Log?		
	Have you informed those concerned to minimise travel and follow social distancing principles during and after travel arrangements?		
	Are there enough hand washing and hand sanitising stations in place to accommodate staff, visitors adhering to hand hygiene measures?		
<b>2</b>	<b>Pre-Production:</b>		
	Is the appropriate signage in place regarding: <ul style="list-style-type: none"> <li>• Distancing, Hand, Respiratory and Cough Etiquette</li> <li>• Safety Protocols in the Studios</li> <li>• Wall and floor 2 metre distance</li> <li>• Closure of Green Room and other 'no go' areas that people are likely to gather</li> <li>• Routes to minimise numbers/entry and leaving rooms etc.</li> </ul>		
	Have you carried out cleaning of rooms, equipment and surfaces in accordance with the Company's COVID-19 Return to Work Safely Protocol Handbook?		
	Is the Studio Cleaning and Disinfection Kit properly stocked and any items used replaced according to storage of PPE guidelines?		
	Have the Cleaning and Equipment Cleaning Logs been completed?		
	Have you established a cleaning schedule/roster?		
	Have you formulated a plan for moving to alternative location is required?		
	Have you identified and clearly marked a designated area for all musicians/crew and set personnel to store personal belongings and equipment?		
	Have you staggered start times particularly on prep/rigging days?		
	Have all personnel been entered into the Contact Log?		
	Have all personnel received induction training and completed the Induction Training Completion Form?		
	Have you Operational Procedures: Recording Studios Protocol (Pre, During and Post Production)?		



	Have you informed all concerned of COVID-19 Response and First Aid procedures?		
	Have you established a clear system of communication and raising concerns?		
<b>3.</b>	<b>During Production:</b>		
	Have you reminded and reinforced key messages on the requirement to remain 2m apart and measures that have to be followed to ensure the safety of all involved?		
	Have you put in place designated seating?		
	Have you provided PPE equipment where necessary?		
	Are all non-work critical items in the workspace removed?		
<b>4.</b>	<b>Post Production:</b>		
	Have you assigned a designated equipment cleaning area?		
	Have you cleaned all equipment and cables?		
	Have you ensured that no equipment has been placed in storage without being cleaned?		
	Have all popshields been placed in the dishwasher?		
	Have you completed the Equipment Cleaning Log?		
	Have you replaced any items used in the Studio Cleaning and Disinfection Kit?		
	Have you carried out cleaning of rooms, equipment and surfaces in accordance with the Company's COVID-19 Return to Work Safely Protocol Handbook?		
	Have you sent and received the Contributor follow-up email Confirmation Form?		
	Do you have any concerns you wish to raise with the COVID-19 Manager regarding this, or future productions?		
	NOTES: (where there any issues not taken into consideration or alterations to the production during the course of the project?)		
	Please Return this Checklist with the following documentation to the COVID-19 Co-ordinator with 24 hours of production:		
	<ul style="list-style-type: none"> <li>• Risk Assessment</li> <li>• Floor Plan/Schedule/Personnel Log</li> <li>• Return to Work Form</li> <li>• Visitor Questionnaire</li> <li>• Induction Training Confirmation Form</li> </ul>		

	<ul style="list-style-type: none"> <li>• Contributor follow-up email Confirmation Form</li> <li>• After Action Review (AAR) (if COVID-19 Response required)</li> </ul> <p>Update:  Cleaning Log  Equipment Cleaning Log  Contact/Group Work Log</p>		

**COVID-19 Safety Officer Signature.....Date.....**

**COVID-19 Health & Safety Manager Signature.....Date.....**

**COVID-19 Co-ordinator Signature.....Date.....**



# 10 Facilities Cleaning Log

Location:	Equipment:	Method used / Detergents:	Frequency (daily/weekly)	Date:	Time:	By:

## 11 Contributor follow-up email Confirmation Form

Date:

Name:

Role in the session:

1. Have you had any symptoms of cough, fever, high temperature, sore throat, runny nose, breathlessness, or flu-like symptoms now or in the past 14 days. Yes/No
2. Have you been diagnosed with confirmed or suspected Covid-19 infection in the past 14 days. Yes/No
3. Do you have any recommendations for us that could improve the COVID-19 preventative measures in place in our studios?

## 12. After-Action Review Form:

*This template should be used by the COVID-19 Manager report writer to document and structure discussions during the after-action review and highlight the analysis and recommendations arising from the review. This report should be shared with team members for their comments before broader circulation for knowledge-sharing purposes.*

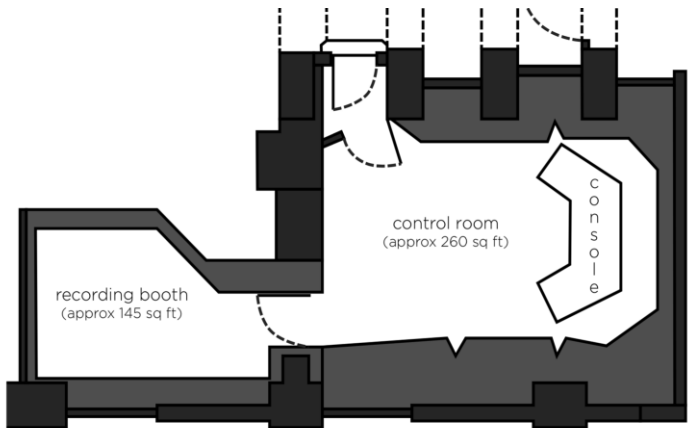
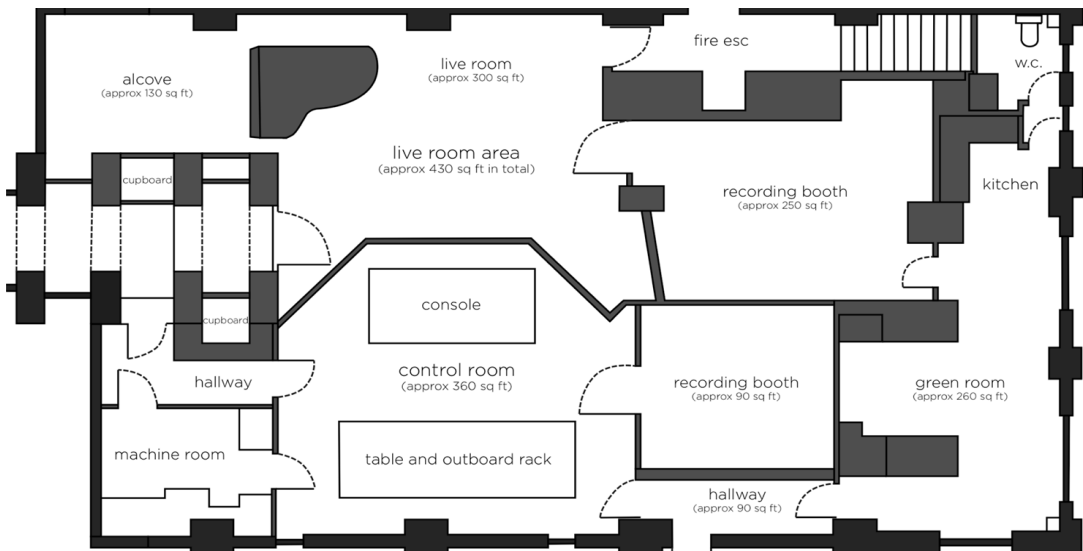
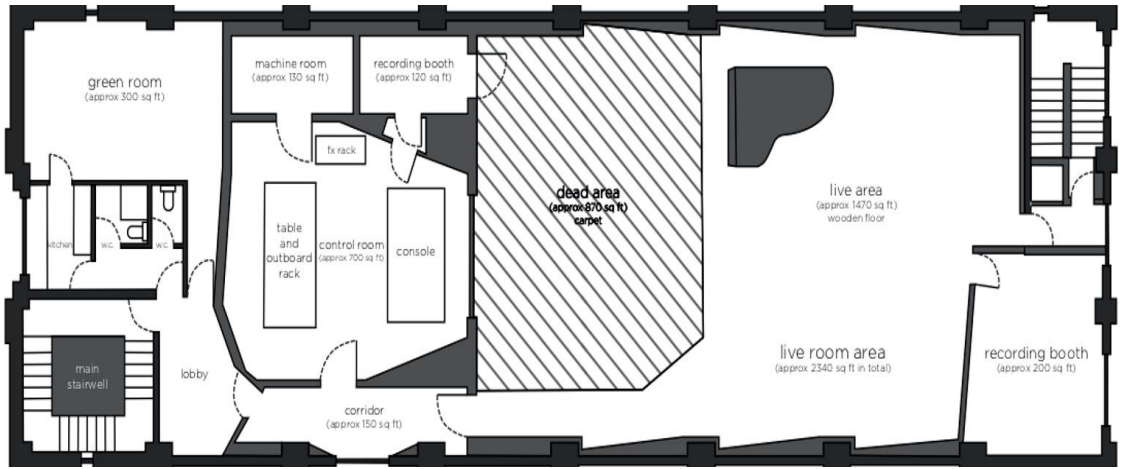
### 1. EXECUTIVE SUMMARY

Briefly summarise the key points of the report in this section, which can be shared as a stand-alone document for interested stakeholders and senior management. Include:

- brief description of the event;
- summary of discussions, including notable best practices and challenges identified;
- conclusions and recommendations;
- table of timeline of key milestones (see below):

KEY MILESTONES	DATES
Date of start of outbreak or event	
Date of detection of outbreak or event	
Date of notification of outbreak or event	
Date of verification of outbreak or event	
Date of laboratory confirmation	
Date of outbreak or event intervention	
Date of public communication	
Date outbreak or event declared over	
AAR timeline starts (often the beginning of the response)	
AAR timeline start (often the beginning of the response)	
AAR timeline end (often the end of the response)	

# 13: Studio Floor Plans:



**DALE ENTERTAINMENTS**  
**Windmill Lane Recording and Halston**  
**Street**  
**A1 COVID-19 Response Plan**

**Introduction**

The COVID-19 Response Plan details the policies and practices necessary for the Company to meet the Government's 'Return to Work Safely Protocol' and to prevent the spread of COVID-19 in the workplace.

The plan will give an overview of key areas assessed to ensure compliance with the protocol and to minimise the risk to staff and others.

All workplaces, including those with customer-facing interaction or areas where Staff share a workplace, 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 and staff and will be developed and put in place in consultation with all staff. Consultation with staff, supervision, clear direction and information for customers and clients is key in ensuring the success of your COVID-19 Response Plan.

**Note: The plan is a live working document and it will be reviewed on an ongoing basis and amended to take into account new guidance from [www.Gov.ie](http://www.Gov.ie), [www.dbei.ie](http://www.dbei.ie), [www.hse.ie](http://www.hse.ie), [www.hpsc.ie](http://www.hpsc.ie), [www.hsa.ie](http://www.hsa.ie)**



## How to use this plan

This COVID-19 Response Plan details how the Company will put in place control measures to reduce the risk of spread of COVID-19. The following sections cover key information and guidance, which are backed up by the checklists below.

They are as follows:

- Dale Entertainments, trading as Windmill Lane Recording Studios, Windmill Lane Visitor Experience and Pulse College COVID-19 Policy, which outlines management commitment to implementing the plan and checklists. The policy must be signed and dated by the managing director / owner.
- Checklist A2 - Planning and Preparing
- Checklist B - Control Measures to Prevent Infection
- Checklist C - COVID-19 Induction
- Checklist E - Dealing with a Suspected Case of COVID-19
- Checklist F - Cleaning and Disinfection
- Checklist G - Employees
- Checklist H – COVID-19 Response Team

The response plan is set out as a 4 step process (Fig.1) below.

N.B. The plan is under review to ensure it is kept up to date with public advice and to follow up on all actions identified on each checklist to make sure that they are completed as soon as possible.



# **Response Plan**

## Step 1 - Employer COVID-19 Policy:

This COVID-19 policy outlines our commitment as an employer to implement the plan and help prevent the spread of the virus.

### COVID 19 Policy Statement

Dale Entertainments Ltd. is committed to providing a safe and healthy workplace for all our Staff and customers. To ensure that, we have developed the following COVID-19 Response Plan. All managers, supervisors and Staff are responsible for the implementation of this plan and a combined effort will help contain the spread of the virus. We will:

- continue to monitor our COVID-19 response and amend this plan in consultation with our Staff
- provide up to date information to our Staff on the Public Health advice issued by the HSE and Gov.ie
- display information on the signs and symptoms of COVID-19 and correct hand-washing techniques
- provide an adequate number of trained Staff Representative(s) who are easily identifiable and put in place a reporting system
- inform all Staff of essential hygiene and respiratory etiquette and physical distancing requirements
- adapt the workplace to facilitate physical distancing
- keep a log of contact / group work to help with contact tracing
- have all Staff attend an induction / familiarisation briefing
- develop a procedure to be followed in the event of someone showing symptoms of COVID-19 while at work or in the workplace
- provide instructions for Staff to follow if they develop signs and symptoms of COVID-19 during work
- intensify cleaning in line with government advice

All managers, supervisors and Staff will be consulted on an ongoing basis and feedback is encouraged on any concerns, issues or suggestions. This can be done through the COVID-19 Co-ordinator, Martina Halligan \_\_\_\_\_.

Signed by Company Directors:

Naomi Moore _____	Date: _____
Tony Perrey _____	Date: _____
Aidan Alcock _____	Date: _____

## Step 2 - Responsible Persons for Performing Tasks

We have identified suitably trained person(s) to help with ensuring that the plan is implemented and checklists are completed.

Persons have been identified who have agreed to take responsibility for carrying out tasks such as:

- role of staff representative(s)
- use of checklists to identify any areas for improvement
- regular checks to ensure the plan is being implemented
- review of risk assessments and the safety statement
- renewal of statutory certification where needed
- training
- reviewing emergency procedures and first aid

We have consulted with the persons responsible for these tasks and have:

- briefed them on the tasks and their responsibilities
- entered their name against the relevant task(s) in the Responsible Persons table (see below) and asked each responsible person to sign to indicate their agreement with carrying out the task.

<b>Responsible Persons Task Register (Non-Exhaustive)</b>			
<b>NO.</b>	<b>TASKS (non-exhaustive list)</b>	<b>RESPONSIBLE PERSON(S)</b>	<b>SIGNATURE</b>
1	Person responsible for overall implementation of the plan	Naomi Moore	
2	Identification and training of staff representative	Niall McMonagle/Eoin McAuley	
3	Planning and Preparing to Return to Work (Checklist A2)	Martina Halligan	
4	Control Measures (Checklist B)	Niall McMonagle Eoin McAuley	
5	COVID-19 Induction (Checklist C)	Cian Synnott Eoin McAuley	
6	Dealing with a Suspected Case of COVID-19 (Checklist E)	Naomi Moore	
7	Cleaning and Disinfection (Checklist F)	Martina Halligan/Debra Doyle	
8	Employee Information (Checklist G)	Martina Halligan Eoin McAuley	
9	COVID-19 Response Team (Checklist H)	Martina Halligan Eoin McAuley	
10	Return-to-work forms (App 2)	Martina Halligan	
11	Other:		
	Additional staff designated to accompany an individual to the designated isolation area via the isolation route:		

		Naomi Moore	
		Tony Perrey	
		Aidan Alcock	
		Martina Halligan	
		Eoin McAuley	
		James Roddy Kilkenny	
		Debra Doyle	

### Step 3 - Employer Information

<b>Employer Name:</b>	Dale Entertainments Ltd
<b>Workplace Address:</b>	20 Ringsend Road, D.8 (Windmill Lane Recording Studios/Pulse College) 'The Market Studios', Corner of Halston St. & Mary's Lane, D.7 (Pulse College)
<b>Director / Senior Manager in the Workplace:</b>	Naomi Moore
<b>COVID-19 Representative:</b>	Martina Halligan (Ringsend) Eoin McAuley (Halston St)
<b>Type of Business:</b>	Recording Studios/Visitor Experience/College
<b>Number of Staff:</b>	23
<b>Number of Staff who Deal Directly with the Public:</b>	23
<b>Phone:</b>	01-4784045
<b>Email:</b>	naomi@windmillanerecording.com

### Step 4 - Checklists

#### a) Return to Work – Planning and Preparing

The planning and preparing phase is critical to ensure a safe return to work and covers such items as information and guidance, return- to- work forms, identifying staff representatives, revising our induction briefing, identifying and putting in place control measures and updating our safety statements, risk assessments and emergency plans.

Staff have been told to self-monitor for signs and symptoms of COVID-19, which have been explained to them, and the return-to-work form will be used to assess Staff' health before they enter the workplace.

#### Further Information

- Checklist A2 - Planning and Preparing [Word](#) | [PDF](#)

- Return to Work Form (App 2)

[Word](#) | [PDF](#)

## b) Control Measures

This section deals with the measures we are implementing to prevent or minimise the spread of COVID-19 in the workplace and in our communities.

Measures which must be complied with include:

- Hand hygiene/Hand sanitising
- Respiratory hygiene
- Physical distancing
- Minimising contact
- Considering At-risk Staff
- Visiting Contractors / Others

### Further Information

- Checklist B - Control Measures      [Word](#) | [PDF](#)

## c) COVID-19 Induction / Familiarisation

Staff need to be told about changes in the workplace and updated on new ways of working. Our usual induction, or workplace familiarisation, for new employees has been revised to include measures to help prevent the spread of the virus. All Staff will be brought through this induction before starting back to work. The induction will be carried out in a safe manner with physical distancing measures in place.

The following range of items will be discussed and brought to the attention of Staff:

- Communication system
- Return-to work form
- Signs and symptoms of COVID-19 (at home and in the workplace)
- Information on how the virus is spread
- Control measures to help prevent infection
- COVID-19 contact log
- Staff Representative
- Changes to risk assessments and safety statement
- Changes to emergency plans and first aid procedures
- Minimising contact
- Reporting procedures

Attendance at a COVID-19 induction will be recorded and records kept.

### Further Information

- Checklist C – COVID-19 Induction      [Word](#) | [PDF](#)

## d) Dealing with a Suspected Case of COVID-19

This details our procedure to be followed in the event of someone developing the signs and symptoms of COVID-19 while at work or while in the workplace.

We have assigned a manager and put in place an isolation team to manage this situation, and provided them with information on how to do this safely. We have also identified and marked an isolation area(s) to be used to isolate the affected person from the rest of the workforce and

procedures to be followed to enable them to safely leave the premises.

### **Further Information**

- Checklist E - Dealing with a Suspected Case of COVID-19 [Word](#) | [PDF](#)

## **e) Cleaning and Disinfection in the Workplace**

We have put in place an effective cleaning and disinfection system as regular cleaning and disinfection will help reduce the spread of the virus. We have arranged for frequently touched surfaces, such as door handles, light switches, kitchen appliances etc. to be cleaned twice daily.

Welfare facilities and communal areas will also be cleaned twice daily.

If disinfection of contaminated surfaces is needed, this will be done in addition to cleaning.

Staff will be provided with cleaning materials to keep their own workspace hygienically clean and advised to regularly clean any personal items brought in from home.

Cleaning staff will be given information and instruction in relation to the new procedures.

### **Further Information**

- Checklist F – Cleaning and Disinfecting [Word](#) | [PDF](#)

## **f) Staff Responsibilities in the Workplace**

Aside from the usual day to day responsibilities that Staff must comply with, the introduction of COVID-19 into society brings new challenges that Staff need to be aware of so that the return to work safely protocol can be implemented effectively.

Staff must keep themselves updated on the latest advice from Government and the HSE. They must also co-operate in maintaining the control measures put in place to help prevent the spread of the virus and report any issues or concerns they may have.

### **Further Information**

- Checklist G – Employees [Word](#) | [PDF](#)

## **f) Staff Representatives**

We will appoint a staff representative(s) for each workplace or each work area to ensure that COVID-19 measures are followed. Staff representative(s) will receive training and information on the role and the measures that have been put in place to help prevent the spread of the virus. We will tell Staff who their staff representative is.

Good communications channels in the workplace are essential for all stakeholders. Managers, supervisors and Staff, should engage with the staff representative(s), to highlight concerns, report defects, submit ideas and identify improvements in the workplace.

### **Further Information**

- Checklist H – COVID-19 Response Team [Word](#) | [PDF](#)



## COVID-19 Return to Work Safely Protocol – Employer Checklist B

### A2 Planning and Preparing

These checklists have been prepared to help owners and managers to get their business 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	Yes/No	Action needed
1.	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?		
2.	Have you prepared / revised your business COVID-19 response plan?		
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?		
4.	Have you consulted with your staff <sup>1</sup> on measures, provided a system for staff to raise issues or concerns and to have them responded to?		
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 Checklist B)		
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?		
7.	Have you updated your emergency plans, in particular to take account of physical distancing?		
8.	Have you sent each worker a COVID-19 return-to-work form to be completed and returned 3 days before they return to the workplace? (See template Return-to-Work form App 2)		
9.	Have you sent each worker information on the <a href="#">HSE guidance on people most at-risk</a> and asked them to tell you if they fall into any of these categories?		
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?		
11.	Have you told staff they must stay at home if sick or if they have any <a href="#">symptoms of COVID-19</a> and informed them of their entitlements if they are sick or need to quarantine?		
12.	Have you appointed and trained a COVID-19 Response Team to help advise staff and to monitor compliance with COVID-19 control measures in the workplace?		
13.	Have you agreed with staff <sup>1</sup> 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?		
14.	Have you updated your workplace induction / familiarisation training to include all information relating to COVID-19? (See Checklist C)		

15.	Have you organised to carry out meetings, training and information sessions online or by phone as far as possible?		
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?		
17.	Have you contacted suppliers and arranged contactless delivery, invoicing and payment?		
18.	Have you stopped 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?		
20.	Have you advised staff to clean their hands before and after using public transport before arriving to work?		
21.	Have you set up workstations, desks and tables to help with physical distancing?		
22.	Have you put in place supports for staff who may be suffering from anxiety or stress and told your staff about these supports?		
	<b>Personal Protective Equipment (PPE)</b>		
23.	Have you identified, selected and sourced the PPE needed for your staff and arranged enough supplies of it?		
24.	Have you arranged to train your staff in the proper fitting, use, removal, cleaning, storing and disposal of PPE?		
25.	Have your first aiders been given updated training on infection prevention and control re hand hygiene and use of face masks?		
26.	If you have mechanical ventilation does it need cleaning or maintenance before the workplace reopens?		
27.	Does your hot water system need flushing at outlets e.g. showers, backwashes etc. following low usage to prevent Legionnaire's Disease?		
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 <a href="#">HSA FAQ's</a> )		
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?		
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?		
31.	Has the workplace, including all equipment, workstations, benches, doors and frequent touched surfaces points, been thoroughly cleaned?		
	<b>Additional Information</b>		

Name.....Signature.....Date.....

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## COVID-19 Return to Work Safely Protocol - Employer Checklist No.2

### B Control Measures

These checklists have been prepared to help employers, owners and managers to get their business up and running again in a way that will help prevent the spread of COVID-19. By putting in place control measures, you can help to protect your staff. 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	Topic	Yes/No	Action Required
	<b>Hand Hygiene Facilities:</b>		
1.	Are there enough hand washing and hand sanitising stations in place to accommodate staff, visitors/customers adhering to hand hygiene measures?		
2.	Are hand washing and hand sanitising stations in convenient locations that can be easily and frequently accessed? Have you considered: <ul style="list-style-type: none"> <li>• all entry/exit points</li> <li>• high traffic areas</li> <li>• the need for staff to wash their hands before, during or after a work task</li> <li>• the distance staff are from hand washing /hand sanitising facilities including wash/bathrooms</li> <li>• the number of staff and any shift arrangements</li> </ul>		
3.	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?		
	<b>Hand sanitising</b>		
4.	Does the alcohol-based hand sanitiser have at least 60% ethanol or 70% isopropanol as the active ingredient?		
5.	Are there stations at entry/exit points to the workplace?		
6.	Are there stations in areas that have high touchpoints or high footfall?		
	<b>Employee awareness around hand hygiene in the workplace</b>		
7.	Have you informed staff about the importance of hand washing?		
8.	Have you trained/shown staff <a href="#">how to wash their hands</a> (with soap and water for at least 20 seconds) and dry them correctly? (HSE video resource available)		
9.	Have you shown staff how to use hand sanitiser correctly and where hand-sanitising stations are located?		
10.	Have you <a href="#">displayed posters</a> on how to wash hands correctly in appropriate locations?		
11.	Have you told staff and others when they need to wash their hands? This includes: <ul style="list-style-type: none"> <li>• before and after eating and preparing food</li> <li>• after coughing or sneezing</li> </ul>		

	<ul style="list-style-type: none"> <li>• after using the toilet</li> <li>• before smoking or vaping</li> <li>• where hands are dirty</li> <li>• before and after wearing gloves</li> <li>• before and after being on public transport</li> <li>• before leaving home</li> <li>• when arriving/leaving the workplace/other sites</li> <li>• after changing tasks</li> <li>• after touching potentially contaminated surfaces</li> <li>• if in contact with someone displaying any COVID-19 symptoms</li> </ul>		
12.	Have you provided facilities for outdoor staff to frequently practice hand hygiene?		
13.	Have you provided staff with hand sanitiser for use in work vehicles?		
	<b>Respiratory hygiene</b>		
14.	Have you told staff of good respiratory measures to limit the spread of the virus: <ul style="list-style-type: none"> <li>• avoid touching the face, eyes, nose and mouth</li> <li>• cover coughs and sneezes with an elbow or a tissue</li> <li>• dispose of tissues in a covered bin</li> </ul>		
15.	Have you made tissues available to staff and covered bins or bin bags for their safe disposal?		
16.	Is there a system in place to regularly empty bins so they don't over fill?		
	<b>Physical Distancing – staying 2 metres apart</b>		
17.	Have you looked at how you can change the layout of your workplace to allow for physical distancing?		
18.	Have you a system to regularly remind staff to stay 2 metres apart?		
19.	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?		
20.	Can you rearrange working times and shifts to minimise the number of people at work together?		
21.	Can you rearrange break areas and times to comply with physical distancing? (e.g. placing tables and chairs further apart, staggering breaks)		
22.	Can you organise staff into teams who consistently work and take breaks together?		
23.	If it's not possible to maintain physical distancing in the canteen, have you considered making alternative arrangements?		
24.	Can you provide a one way system for entering and exiting the workplace, where practical?		
25.	Have you implemented physical distancing for outdoor work activities?		
26.	Where staff are sharing accommodation provided by the employer, at a place of work, are you following the guidance as laid out in the <a href="#">Return to Work Safely Protocol (Pg.18) ?</a>		
27.	Have you reduced the number of people working in enclosed spaces by: <ul style="list-style-type: none"> <li>• facilitating working from home</li> </ul>		

	<ul style="list-style-type: none"> <li>reducing the number of work tasks</li> <li>postponing non-essential work</li> <li>modifying work tasks?</li> </ul>		
28.	Have you put floor markings in place to remind everyone in the workplace of the 2 metre physical distance required?		
29.	<p>If it is not possible to ensure a 2 metre physical distance between staff, have you put in place alternative measures:</p> <ul style="list-style-type: none"> <li>installed physical barriers, such as clear plastic sneeze guards between staff</li> <li>to maintain at least a distance of 1 metre or as much distance as is practical</li> <li>to minimise any direct worker close contact</li> <li>to provide hand washing or hand sanitising aids nearby, so that hands can be cleaned as soon as the task is complete</li> <li>made face masks available to staff in line with Public Health advice and ensuring that masks are clean and not shared or handled by other staff.</li> </ul> <p><b>Note:</b> wearing face masks is not a substitute for other measures outlined above.</p>		
30.	Have you staggered entry into the workplace including the entry of customers or clients?		
	<b>Minimising Contact</b>		
31.	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?		
32.	If staff 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?		
33.	Have you put in place a system that eliminates or reduces the need for staff to travel together in vehicles?		
34.	In the case where vehicles must be shared, have you told staff 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?		
35.	Have you advised staff to travel alone if using their cars for work?		
36.	Have you told staff to clean and disinfect surfaces and shared equipment, not to shake hands and to avoid any physical contact?		
	<b>Personal Protective Equipment (PPE) [Guidance open to change]</b>		
37.	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.		

38.	Has the correct PPE been identified based on the hazard and worker work activity?		
39.	Is there a sufficient supply of relevant PPE required to allow a safe return to work?		
40.	Have you trained staff in the correct fitting, use, removal, cleaning, storing and disposal of PPE?		
41.	Have you made arrangements for the cleaning, inspection, maintenance and disposal of PPE, where appropriate?		
	<b>At Risk Groups</b>		
42.	Have you determined which, if any of your staff are at higher risk from COVID-19? Check out <a href="#">HSE At Risk groups</a> .		
43.	Have you enabled at risk or vulnerable staff to work from home where possible?		
44.	Have you enabled at risk staff to maintain a physical distance of 2 metres?		
	<b>Changes to Work Practices</b>		
45.	Have you considered other changes to work practices to minimise the spread of COVID-19?		
46.	Have you arranged for safe delivery of goods to the workplace?		
	<b>Visiting Contractors / Staff</b>		
47.	Are there arrangements in place to inform other staff, contractors or visitors of the workplace measures to help prevent the spread of infection?		
48.	Is there a system for recording visits to the site/workplace by staff and others, as well as visits by staff to other sites? (COVID-19 Contact log)		
	<b>Additional Information</b>		

Name.....Signature.....Date.....

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**COVID-19 Return to Work Safely Protocol  
C COVID-19 Staff Checklist**

**COVID-19 Health & Safety Manager  
Induction Training/Familiarisation Checklist  
Protocols and Procedures**

**Safety Officer to complete and return to the COVID-19 Co-ordinator**

	<b>Control</b>	<b>Yes</b>	<b>No</b>	<b>Action needed</b>
1.	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?			
2.	Have you a system in place to ensure all staff complete and return COVID-19 return-to-work form? (See App.2)			
3.	Have you a system in place to issue all staff with the COVID-19 Return to Work Safely Protocol Handbook for Ringsend Road and Halston Street?			
4.	Have you a system in place to issue all staff with an Induction Familiarisation Video?			
5.	Have you a system in place to ensure all staff receive and acknowledge Induction Familiarisation (See 3.Induction Familiarisation Confirmation Form)			
5.	Have you covered the <a href="#">signs and symptoms of COVID-19</a> ?			
6.	Have you explained to staff <a href="#">how the virus is spread</a> ?			
7.	Have you covered the control measures you have put in place to minimise the risk of staff being exposed to COVID-19? (See B)			
8.	Have you demonstrated physical distancing, good hand hygiene and respiratory etiquette to staff?			
9.	Have you given staff information on <a href="#">At Risk Groups</a> and asked them to let you know privately if they fall into any of these categories?			
10.	Have you told staff they must stay at home if sick or if they have any <a href="#">symptoms of COVID-19</a> and informed them of their entitlements if they are sick or need to quarantine?			
11.	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 E)			
12.	Have you told staff of the purpose of the COVID-19 contact log in the workplace?			
13.	Have you covered any relevant changes in your business COVID-19 response plan? (Return to Work Safely Protocol Handbook, J2)			

14.	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?			
15.	Have you included information on changes to your emergency plans?			
16.	Have you explained any changes to first aid procedures to minimise the risk of you and others being exposed to COVID-19?			
16.	Have you identified the COVID-19 Response Team to all staff and explained what their purpose is?			
18.	Have you explained any new staff rosters, changing of start / finish times, rostering of breaks etc ?			
19.	Have you told staff to wash their hands before leaving home and on arrival in the workplace, and at <a href="#">regular intervals throughout the day</a> ?			
20.	Have you explained the importance of staff avoiding touching their faces?			
21.	Have you explained the need for staff to avoid physical contact with colleagues, customers or visitors?			
22.	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.?			
23.	Have you explained the need to avoid sharing items such as cups, bottles, cutlery, pens etc.?			
24.	Have you provided each worker with cleaning materials, including disinfectant wipes, and advised them to clean their own workspace twice daily?			
25.	Have you advised staff of the public health recommendation to use a face covering on public transport?			
26.	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?			
27.	Have you advised staff to travel alone if using their cars for work?			
28.	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?			
29.	Have you told staff about the supports available to them if they are feeling anxious or stressed?			
30.	Have you explained the proper fitting, use, removal, cleaning, storing and disposal of any required PPE?			
31.	Have you a system that allows your staff to raise issues or concerns and have these responded to?			
	<b>Additional Information</b>			



**Name (COVID-19 Health & Safety Manager)**

.....Signature.....Date.....

**Name (COVID-19 Co-ordinator)**

.....Signature.....Date.....

**COVID-19 Return to Work Safely Protocol  
D Safety Officer Visitor COVID-19 Checklist**

**COVID-19 Health & Safety Manager  
Induction Visitor Training/Familiarisation Checklist  
Protocols and Procedures**

**Safety Officer to complete and return to the COVID-19 Co-ordinator**

	<b>Control</b>	<b>Yes</b>	<b>No</b>	<b>Action needed</b>
1.	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?			
2.	Have you a system in place to ensure each visitor completes the COVID-19 Visitor Questionnaire form?			
	Have you a system in place to issue all visitors with a Visitor Induction Familiarisation Video?			
3.	Have you covered the <a href="#">signs and symptoms of COVID-19</a> ?			
4.	Have you explained to visitors <a href="#">how the virus is spread</a> ?			
5.	Have you covered the control measures you have put in place to minimise the risk of staff and contributors being exposed to COVID-19? (See Checklist B)			
6.	Have you demonstrated physical distancing, good hand hygiene and respiratory etiquette?			
7.	Have you given visitors information on <a href="#">At Risk Groups</a> and asked them to let you know privately if they fall into any of these categories?			
8.	Have you told visitors they must stay at home if sick or if they have any <a href="#">symptoms of COVID-19</a> and informed them of their entitlements if they are sick or need to quarantine?			
9.	Have you told visitors 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 E)			
10.	Have you told visitors of the purpose of the COVID-19 contact log in the workplace?			
11.	Have you covered any relevant changes in your business COVID-19 response plan? (See J.1)			
12.	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?			
13.	Have you included information on changes to your emergency plans?			
14.	Have you explained any changes to first aid procedures to minimise the risk of you and others being exposed to COVID-19?			

15.	Have you identified the COVID-19 Response Team to all visitors and explained what their purpose is?			
16.	Have you explained changing of start / finish times, rostering of breaks etc ?			
17.	Have you told contributors to wash their hands before leaving home and on arrival in the workplace, and at <a href="#">regular intervals throughout the day</a>			
18.	Have you explained the importance of contributors avoiding touching their faces?			
19.	Have you explained the need for contributors to avoid physical contact with colleagues, customers or visitors?			
20.	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.?			
21.	Have you explained the need to avoid sharing items such as cups, bottles, cutlery, pens etc.?			
22.	Have you provided each visitor with cleaning materials, including disinfectant wipes, and advised them to clean their own workspace twice daily?			
23.	Have you advised visitors of the public health recommendation to use a face covering on public transport?			
24.	Have you advised visitors 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?			
25.	Have you advised visitors to travel alone if using their cars for work?			
26.	Have you advised visitors 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?			
27.	Have you told visitors about the supports available to them if they are feeling anxious or stressed?			
28.	Have you explained the proper fitting, use, removal, cleaning, storing and disposal of any required PPE?			
29.	Have you a system that allows visitors to raise issues or concerns and have these responded to?			
	<b>Additional Information</b>			

**Name (COVID-19 Safety Officer)**

.....**Signature**.....**Date**.....

**COVID-19 Return to Work Protocol – Employer Checklist No. 4  
E Dealing with a Suspected Case of Covid-19**

**To be completed by the COVID-19 Manager.  
No's 20 – 33 and AAR if COVID-19 Response required**

These checklists have been prepared to help employers, owners and managers to get their business 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	Yes/No	Action needed
	<b>Procedures and Information</b>		
1.	Have you a system in place to identify and isolate staff or others who start to display symptoms of COVID-19 in the workplace?		
2.	Have you a COVID-19 contact / group work log in place to facilitate contact tracing?		
3.	Have you informed staff of the purpose of the log?		
4.	Have you consulted with staff <sup>2</sup> on the purpose of the isolation procedure and when it should be used?		
5.	Have you displayed the COVID-19 posters in suitable locations highlighting the <a href="#">signs and symptoms of COVID-19</a> ?		
	<b>Instructions if a person(s) develops signs and symptoms of COVID-19 at work</b>		
6.	Have you instructed your staff about what they need to do if they develop signs and symptoms at work?		
7.	Have you provided your staff with up to date public health information on COVID-19 issued by the <a href="#">HSE</a> , <a href="#">HPSC</a> and <a href="#">GOV.ie</a> ?		
	<b>Reporting</b>		
8.	Have you made your staff aware of reporting procedures if they develop signs and symptoms at work for COVID-19?		
	<b>Response team</b>		
9.	Have you appointed a manager to deal with any suspected case of COVID-19?		
10.	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?		
	<b>Isolation area(s)</b>		
11.	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?		
12.	Is this isolation area accessible, including to staff with disabilities?		
13.	Is the route to the isolation area accessible?		

14.	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?		
15.	Are the following available in the isolation area(s)? <ul style="list-style-type: none"> <li>• ventilation, e.g. fresh air ventilation/ability to open a window</li> <li>• tissues</li> <li>• hand sanitiser</li> <li>• disinfectant and/or wipes</li> <li>• gloves, masks</li> <li>• waste bags</li> <li>• pedal-operated, closed bin</li> </ul>		
<b>Isolating a person(s) displaying COVID-19 symptoms</b>			
16.	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?		
17.	Is the manager and response team familiar with this procedure?		
18.	Have others been advised to maintain a distance of at least 2 metres from the affected person at all times?		
19.	Is there a disposable mask available for the affected person to wear while in a common area and when exiting the building?		
<b>Arranging for the person to leave workplace/Exit Strategy</b>			
20.	Have you established, by asking them, if the affected person feels well enough to travel home?		
21.	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?		
22.	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?		
23.	Has the affected person been advised to avoid touching other people, surfaces and objects?		
24.	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?		
25.	Has transport home or to an assessment centre been arranged if the affected person has been directed to go there by their GP?		
26.	Has the affected person been advised not to go to their GP's surgery or any pharmacy or hospital?		
27.	Has the affected person been advised they must not use public transport?		
28.	Has the affected person been advised to continue wearing the face mask until they reach home?		

	<b>Follow-up</b>		
29.	Have you carried out an assessment of the incident to identify any follow-up actions needed? (See 12. AAR)		
30.	Are you available to provide advice and assistance if contacted by the HSE?		
	<b>Disinfection</b>		
31.	Have you taken the isolation area and any work areas were the person was involved out-of-use until cleaned and disinfected?		
32.	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?		
33.	Have the cleaners been trained in dealing with contaminated areas and supplied with the appropriate PPE?		
	<b>Additional Information</b>		

**Name**.....**signature**.....**Date**.....

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## COVID-19 Return to Work Safety Protocol - Employer Checklist No.5

### F Cleaning and Disinfection

These checklists have been prepared to help employers, owners and managers to get their business up and running again in a way that will help prevent the spread of COVID-19. This checklist will help you to put additional cleaning and disinfection measures in place at your 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)

No.	Topic	Yes/No	Action Required
1.	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?		
2.	Have you a system in place of thorough and regular cleaning of frequently touched surfaces?		
3.	If disinfection of contaminated surfaces is required, has it been done following cleaning?		
4.	Have the following frequently touched surfaces been included in your cleaning plan: for example <ul style="list-style-type: none"> <li>• table tops and desks</li> <li>• door handles and light switches</li> <li>• toilets and toilet doors, taps</li> <li>• remote controls</li> <li>• kettles, coffee machines, toasters, microwave, fridge handles</li> <li>• kitchen surfaces and cupboard handles?</li> </ul>		
5.	Are frequently touched surfaces visibly clean at all times and cleaned at least twice a day?		
6.	Are washrooms and surfaces in communal areas being cleaned at least twice a day and whenever visibly dirty?		
7.	Have you provided staff with cleaning materials such as disinfectant or wipes to keep their own workspace clean?		
8.	Have you told staff what they need to do to keep their own workspace clean?		
9.	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?		
10.	Have no-touch bins been provided, where practical?		
11.	Have arrangements been made for the regular and safe emptying of bins?		
12.	Have you sufficient cleaning materials available to allow for increased cleaning?		
13.	Have cleaning staff been trained in the new cleaning arrangements?		
14.	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?		

15.	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?		
16.	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.		
17.	Is there a system in place to make sure reusable cleaning equipment including mop heads and non-disposable cloths are clean before re-use?		
18.	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?		
	<b>Additional Information</b>		

**Name.....Signature.....Date.....**

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## COVID-19 Return to Work Safely Protocol - Employer Checklist No.5B

### Cleaning and Disinfection

These checklists have been prepared to help employers, owners and managers to get their business up and running again in a way that will help prevent the spread of COVID-19. This checklist will help you to put additional cleaning and disinfection measures in place at your 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)

No.	Topic	Yes/No	Action Required
1.	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?		
2.	Have you a system in place of thorough and regular cleaning of frequently touched surfaces?		
3.	If disinfection of contaminated surfaces is required, has it been done following cleaning?		
4.	Have the following frequently touched surfaces been included in your cleaning plan: for example <ul style="list-style-type: none"> <li>• table tops and desks</li> <li>• door handles and light switches</li> <li>• toilets and toilet doors, taps</li> <li>• remote controls</li> <li>• kettles, coffee machines, toasters, microwave, fridge handles</li> <li>• kitchen surfaces and cupboard handles?</li> </ul>		
5.	Are frequently touched surfaces visibly clean at all times and cleaned at least twice a day?		
6.	Are washrooms and surfaces in communal areas being cleaned at least twice a day and whenever visibly dirty?		
7.	Have you provided workers with cleaning materials such as disinfectant or wipes to keep their own workspace clean?		
8.	Have you told workers what they need to do to keep their own workspace clean?		
9.	Workers 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 workers 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?		
10.	Have no-touch bins been provided, where practical?		
11.	Have arrangements been made for the regular and safe emptying of bins?		
12.	Have you sufficient cleaning materials available to allow for increased cleaning?		
13.	Have cleaning staff been trained in the new cleaning arrangements?		
14.	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?		

15.	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?		
16.	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.		
17.	Is there a system in place to make sure reusable cleaning equipment including mop heads and non-disposable cloths are clean before re-use?		
18.	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?		
	<b>Additional Information</b>		

**Name.....Signature.....Date.....**

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## G. Employee Checklist and Induction Familiarisation Confirmation Form

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)

**All staff must fill complete this form and return to the COVID-19  
Co-ordinator before returning to work**

	Control	Yes / No	Action needed
1.	Have you received and read the COVID-19 Return to Work Safely Protocol Handbook for Ringsend Road and Halston Street?		
2.	Have you received and watched the Induction Familiarisation Video and are aware of the control measures put in place to minimise the risk of you and others being exposed to COVID-19 at work?		
3.	Have you completed COVID-19 Employee Return to Work Form and returned it to the COVID-19 Co-ordinator, Martina Halligan?		
4.	Do you feel well and fit enough to return to work?		
5.	Are you keeping up to date with the latest COVID-19 advice from Government?		
6.	Are you aware of the <a href="#">signs and symptoms of COVID-19</a> ?		
7.	Do you know <a href="#">how the virus is spread</a> ?		
8.	Have you told your employer if you fall into any of the <a href="#">at-risk categories</a> ?		
9.	Did your employer consult with you when putting these control measures in place?		
10.	Have you co-operated with your employer to make sure these control measures are maintained?		
11.	Do you know who your COVID-19 Safety Officer is and how to contact him / her?		
12.	Do you know how to contact your COVID-19 Safety Officer or COVID-19 Health & Safety Manager 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?		
13.	Do you know what to do in relation to physical distancing, good hand hygiene and respiratory etiquette?		
14.	Do you know how to wash your hands properly?		
15.	Do you know when to wash your hands: i.e. <ul style="list-style-type: none"> <li>• before and after eating and preparing food</li> <li>• after coughing or sneezing</li> </ul>		

	<ul style="list-style-type: none"> <li>• after using the toilet</li> <li>• before smoking or vaping</li> <li>• where hands are dirty</li> <li>• before and after wearing gloves</li> <li>• before and after being on public transport</li> <li>• before leaving home</li> <li>• when arriving/leaving the workplace/other sites</li> <li>• after changing tasks</li> <li>• after touching potentially contaminated surfaces</li> <li>• if in contact with someone displaying any COVID-19 symptoms</li> </ul>		
16.	Do you know where your nearest hand washing / hand sanitising stations are?		
17.	Do you know to avoid touching your face?		
18.	Do you know to keep 2 metres physical distancing from others at all times at work, including in any canteen or wash/changing room?		
19.	Do you know to avoid any physical contact with colleagues, customers or visitors?		
20.	Do you know what to do if you start to develop symptoms of COVID-19 while at work, including where the isolation area is? (See J. Workplace Changes to Policy)		
21.	Do you understand the purpose of giving your employer any necessary information to maintain a COVID-19 contact log?		
22.	Do you understand any proposed new staff rosters, changing of start / finish times, rostering of breaks etc?		
23.	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??		
24.	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?		
25.	Do you know to avoid sharing items such as cups, bottles, cutlery, pens etc.?		
26.	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?		
27.	Have you been provided with cleaning materials, including gloves and disinfectant to clean your own workspace twice daily?		
28.	Do you know to clean your hands before and after using public transport when commuting and when you enter and exit the workplace?		

29.	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?		
30.	If using your own car for work, will you travel alone?		
31.	If you have to share a work vehicle, have you access to a face covering and products such as wipes to clean the vehicle's frequently touched surfaces at the start and end of each shift?		
32.	Do you know when you have to wear PPE and how to fit, use, remove, clean, store and dispose of any required PPE?		
33.	Do you know what supports are available to you if you are feeling anxious or stressed?		
	<b>Additional Information</b>		

**Name (COVID-19 Safety Officer)**

.....Signature.....Date.....

**I agree that all of the protocols and procedures contained within this Induction/Familiarisation form have been explained and agreed upon**

**Name (Staff member)**

.....Signature.....Date.....

***This form must be signed and returned to the COVID-19 Co-ordinator***

## COVID-19 Return to Work Safely Protocol – H COVID-19 Response Team Checklist

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)

	<b>Control</b>	<b>Yes / No</b>	<b>Action needed</b>
1.	Have you agreed with your employer or manager to act as a Worker Representative for your workplace or work area?		
2.	Have you been provided with information and training in relation to the role of Worker Representative?		
4.	Are you keeping up to date with the latest COVID-19 advice from Government?		
5.	Are you aware of the <a href="#">signs and symptoms of COVID-19</a> ?		
6.	Do you know <a href="#">how the virus is spread</a> ?		
7.	Do you know how to help prevent the spread of COVID-19?		
8.	Have you been brought through an induction before returning to your workplace?		
9.	Are you helping in keeping your fellow workers up to date with the latest COVID-19 advice from Government?		
10.	Have you completed the COVID-19 return-to-work form and given it to your employer? (See template Return-to-Work form)		
11.	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)		
12.	Did your employer consult with you when putting control measures in place?		
13.	Have you a means of regular communication with your employer or manager?		
14.	Are you co-operating with your employer to make sure these control measures are maintained?		
15.	Have you familiarised yourself with the cleaning requirements needed to help prevent cross contamination? (See Checklist No.5 Cleaning and Disinfection)		
16.	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)		
17.	Are you reporting immediately to your employer / manager any problems, areas of non-compliance or defects that you see?		
18.	Are you keeping a record of any problems, areas of non-compliance or defects and what action was taken to remedy the issue?		

19.	Are you familiar with what to do in the event of someone developing the symptoms of COVID-19 while at work?		
20.	Are you co-operating with your employer in identifying an isolation area and a safe route to that area? (See Checklist No.4)		
21.	Are you helping, as part of the response team, in the management of someone developing symptoms of COVID-19 while at work?		
22.	Once the affected person has left the workplace, are you helping in assessing what follow-up action is needed?		
23.	Are you helping in maintaining the worker contact log?		
25.	Have you been made aware of any changes to the emergency plans or first aid procedures for your workplace?		
26.	Are you making yourself available to fellow workers to listen to any COVID control concerns or suggestions they may have?		
27.	Are you raising those control concerns or suggestions with your employer or manager and feeding back the response to the worker who raised the issue?		
28.	Do you know what supports are available if you are feeling anxious or stressed and will you pass this information on to your fellow workers?		
	Additional Information		

**Name.....Signature.....Date.....**

The information contained in this guidance is for educational purposes only and is non-exhaustive. It is not intended to provide legal advice to you, and you should not rely upon the information to provide any such advice. We do not provide any warranty, express or implied, of its accuracy or completeness. The Health and Safety Authority shall not be liable in any manner or to any extent for any direct, indirect, special, incidental or consequential damages, losses or expenses arising out of the use of this checklist.