

CIRCUS



CLUB

CLOUGHJORDAN

CLOUGHJORDAN CIRCUS CLUB

**COVID-19
RESPONSE PLAN**

CONTENTS

Step 1 - COVID-19 Policy statement	3
Step 2 - Responsible Persons for Performing Tasks	4
Step 3 - Employer Information.....	5
Step 4 - Checklists	6
a) Return to Work – Planning and Preparing	6
b) Control Measures	6
c) COVID-19 Induction / Familiarisation	6
d) Dealing with a Suspected Case of COVID-19	7
e) Cleaning and Disinfection in the Workplace	7
f) Workers Responsibilities in the Workplac	8
g) Workers Representatives	8

Supporting documents enclosed:

- Supporting documents enclosed:
- COVID-19 Return to Work Safely Protocol – Employer Checklist No. 1 Planning and Preparing
- COVID-19 Self-Declaration Questionnaire
- COVID-19 Return to Work Safely Protocol - Employer Checklist No.2 Control Measures
- COVID-19 Return to Work Safely Protocol – Employer Checklist No. 3 Induction / Familiarisation
- COVID-19 Return to Work Protocol – Employer Checklist No. 4 Dealing with a Suspected Case of Covid-19
- COVID-19 Return to Work Safely Protocol - Employer Checklist No.5 Cleaning and Disinfection
- COVID-19 Return to Work Safely Protocol - Checklist No. 6 Workers
- COVID-19 Return to Work Safely Protocol - Checklist No. 7 Worker Representative

STEP 1 - COVID-19 POLICY STATEMENT

This COVID-19 policy outlines our commitment as an employer to implement the plan and help prevent the spread of the virus. The policy will be signed and dated by the managing director / owner and brought to the attention of our managers, supervisors, clients and workers.

COVID – 19 Safety Statement

CloughJordan Circus Club have developed a plan based on the specific National Protocol for Employers and Workers as developed by the HSA, HSE and other authentic sources and released by the Government through DBEI. The response plan should be read in conjunction with this safety statement.

It is the intention of the company to comply with the advice given therein, so that we can provide the best possible protection for our workforce during the continuing pandemic. We commit to providing strong, transparent communication and a shared collaborative approach between the company and the workforce. In addition, we undertake to coordinate and monitor the work in a manner that will prevent deviation from the desired procedure or trap any deviation at the earliest possible moment, so that matters can be reassessed and any necessary corrective action implemented.

We are in a challenging and changing situation, which has not been confronted in recent times and few if any know exactly what to do, which means our plan must be adaptable and fluid and alter as new and better information becomes available.

We are a small community based organisation. Our Project Manager / Artistic Director works on a freelance project basis supported by a voluntary board. All facilitators are employed on a session basis. With support from the board the Project Manager / Artistic Director is responsible for the implementation of this plan and a combined effort will help contain the spread of the virus.

Therefore we will constantly monitor all relevant sources for updated information and guidance and incorporate these into our plan as appropriate.

- COVID – 19 risk assessments have been added to our documentation. These have been produced in conjunction with all relevant stakeholders and communicated across the entire team.
- All staff have undergone induction in relation to COVID – 19 as required
- The Project Manager / Artistic Director has been designated as the go-to person in relation to any issues that might arise as a result of COVID management; also to ensure that all legislation and guidance are adhered to according to procedure.
- The Project Manager / Artistic Director has been trained as lead worker as required by the Protocol to assist in achieving objectives and to bring any issues immediately to notice and consult with the board.
- No operation may be carried out in a manner that has not been previously agreed and any unusual or hazardous operation may not be attempted without prior consultation and agreement with management.

Changes and alterations with the work place and work process, including working arrangements have been brought about in order to afford the maximum safety, health and wellbeing of the staff of CloughJordan Circus Club

All project workers will be consulted on an ongoing basis and feedback is encouraged on any concerns, issues or suggestions. This can be done through the Worker Representative(s) or directly with the board:

- Joanna Williams (COVID Compliance Officer / Employee Rep) **Signed** **Date**
- Board Representative, Sarah Thornton, Chair **Signed** **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 worker 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.

Responsible Persons Task Register (Non-Exhaustive)			
NO.	TASKS (non-exhaustive list)	RESPONSIBLE PERSON(S)	SIGNATURE
1	Person responsible for overall implementation of the plan	Joanna Williams, Project Manager LP: CCC Board: Sarah Thornton, (Chair)	
2	Identification and training of worker representative	CCC Board	
3	Planning and Preparing to Return to Work (Checklist No.1)	Joanna Williams	
4	Control Measures (Checklist No.2)	Joanna Williams	
5	COVID-19 Induction (Checklist No.3)	Joanna Williams	
6	Dealing with a Suspected Case of COVID-19 (Checklist No.4)	Covid Response Team, First responders and staff	
7	Cleaning and Disinfection (Checklist No.5)	All Circus Employees	
8	Employee Information (Checklist No.6)	Joanna Williams	
9	Worker Representative(s) (Checklist No.7)	Joanna Williams	
10	Return-to-work forms	Joanna Williams	

STEP 3 – EMPLOYER INFORMATION

Employer Name:	Cloughjordan Circus Club CLG
Workplace Address:	c/o The Crescent, Cloughjordan (home address) St Kierans Hall, Cloughjordan (workshop location)
Director / Senior Manager in the Workplace:	Joanna Williams
Worker Representative:	Joanna Williams
Type of Business:	Circus School
Number of Workers:	No salaried staff 3+ freelance project workers 2+ volunteers
Number of Workers who Deal Directly with the Public:	All
Phone:	086 373 5232
Email:	cloughjordancircusclub@gmail.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 worker representatives, revising our induction briefing, identifying and putting in place control measures and updating our safety statements, risk assessments and emergency plans.

Workers 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 workers' health before they enter the workplace.

Further Information

- Checklist No. 1 - Planning and Preparing
- Return to Work – Self declaration Questionnaire

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 workers
- Visiting Contractors / Others

Further Information

- Checklist No.2 - Control Measures

C) COVID-19 INDUCTION / FAMILIARISATION

Workers 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 workers 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 workers:

- 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
- Worker 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 No.3 – COVID-19 Induction

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 No.4 - Dealing with a Suspected Case of COVID-19

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.

Workers 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 No.5 – Cleaning and Disinfecting

F) WORKERS RESPONSIBILITIES IN THE WORKPLACE

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

Workers 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 No.6 – Employees

G) WORKERS REPRESENTATIVES

We will appoint a worker representative(s) for each workplace or each work area to ensure that COVID-19 measures are followed. Worker 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 workers who their worker representative is.

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

Further Information

- Checklist No.7 – Workplace Representatives

COVID-19 Return to Work Safely Protocol – Employer Checklist No. 1

Planning and Preparing

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 workers 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 workers on measures, provided a system for workers 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 workers being exposed to COVID- 19? (See Checklist No. 2)		
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)		
9.	Have you sent each worker information on the HSE guidance on people most at-risk 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 workers?		
11.	Have you told workers they must stay at home if sick or if they have any symptoms of COVID-19 and informed them of their entitlements if they are sick or need to quarantine?		
12.	Have you appointed and trained a Worker Representative to help advise workers and to monitor compliance with COVID-19 control measures in the workplace?		
13.	Have you agreed with workers ¹ 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 No. 3)		
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 workers sharing a vehicle kept to a minimum, are face coverings provided and are workers informed of the need for interior touch points to be cleaned/wiped at the start and end of each shift?		
20.	Have you advised workers 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 workers who may be suffering from anxiety or stress and told your staff about these supports?		
	Personal Protective Equipment (PPE)		
23.	Have you identified, selected and sourced the PPE needed for your workers and arranged enough supplies of it?		
24.	Have you arranged to train your workers 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 HSA FAQ's)		
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 workers use it again?		
31.	Has the workplace, including all equipment, workstations, benches, doors and frequent touched surfaces points, been thoroughly cleaned?		
	Additional Information		

Name: Joanna Williams

Signature:

Date: 20.09.2020

COVID-19 Self-Declaration Questionnaire

Company Name: Cloughjordan Circus Club

This Questionnaire must be completed by all employees, contractors and visitors.

In the interests of safety of the people of this company, their families and the community and in line with Government guidelines, you are required to complete the following self-declaration questionnaire. If you are returning to work following a temporary lay-off, you should complete this form at least 3 days in advance of your return to work.

If you answer 'YES' to any of the following questions, you will not be allowed to attend work or enter the premises until advised you can do so by a medical practitioner.

Question	Yes	No
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?		
2 Have you been diagnosed with a confirmed or suspected case of Covid-19 in the last 14 days?		
3 Are you awaiting the results of a Covid-19 test?		
4 Are you a close contact of a person who is a confirmed suspected case of Covid-19 in the past 14 days (i.e. less than 2m for more than 15 minutes accumulative in 1 day)?		
5 Have you been advised by a doctor to self-isolate at this time?		
6 Have you been advised by a doctor to cocoon at this time?		
7 Please indicate if there are any other circumstances relating to COVID-19, not included above, which may need to be disclosed to allow your safe return to work		

I confirm that I have responded to the questions above truthfully based on my current condition and I commit to advising the Company and excluding myself from company if this situation changes, (i.e. if a point in the future, I answer 'Yes' to any of the above questions).

Name:

Signature:

Date:

COVID-19 Return to Work Safely Protocol - Employer Checklist No.2
Control Measures
(To be completed on return to work with Cloughjrodan Circus Club)

No	Topic	Yes/ No	Action Required
Hand Hygiene Facilities:			
1.	Are there enough hand washing and hand sanitising stations in place to accommodate workers, 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"> • all entry/exit points • high traffic areas • the need for workers to wash their hands before, during or after a work task • the distance workers are from hand washing /hand sanitising facilities including wash/bathrooms • the number of workers and any shift arrangements 		
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?		
Hand sanitising			
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?		
Employee awareness around hand hygiene in the workplace			
7.	Have you informed workers about the importance of hand washing?		
8.	Have you trained/shown workers how to wash their hands (with soap and water for at least 20 seconds) and dry them correctly? (HSE video resource available)		
9.	Have you shown workers how to use hand sanitiser correctly and where hand-sanitising stations are located?		
10.	Have you displayed posters on how to wash hands correctly in appropriate locations?		
11.	Have you told workers and others when they need to wash their hands? This includes: <ul style="list-style-type: none"> • before and after eating and preparing food • after coughing or sneezing • after using the toilet • before smoking or vaping • where hands are dirty 		

	<ul style="list-style-type: none"> • before and after wearing gloves • before and after being on public transport • before leaving home • when arriving/leaving the workplace/other sites • after changing tasks • after touching potentially contaminated surfaces • if in contact with someone displaying any COVID-19 symptoms 		
12.	Have you provided facilities for outdoor workers to frequently practice hand hygiene?		
13.	Have you provided workers with hand sanitiser for use in work vehicles?		
	Respiratory hygiene		
14.	Have you told workers of good respiratory measures to limit the spread of the virus: <ul style="list-style-type: none"> • avoid touching the face, eyes, nose and mouth • cover coughs and sneezes with an elbow or a tissue • dispose of tissues in a covered bin 		
15.	Have you made tissues available to workers 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?		
	Physical Distancing - staying 2 metres apart		
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 workers 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 workers 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 workers are sharing accommodation provided by the employer, at a place of work, are you following the guidance as laid out in the <u>Return to Work Safely Protocol</u> ?		

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

	Personal Protective Equipment (PPE) [Guidance open to change]		
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 workers 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?		
	At Risk Groups		
42.	Have you determined which, if any of your workers are at higher risk from COVID-19? Check out HSE At Risk groups.		
43.	Have you enabled at risk or vulnerable workers to work from home where possible?		
44.	Have you enabled at risk workers to maintain a physical distance of 2 metres?		
	Changes to Work Practices		
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?		
	Visiting Contractors / Workers		
47.	Are there arrangements in place to inform other workers, 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 workers and others, as well as visits by workers to other sites? (COVID-19 Contact log)		
	Additional Information		

Name.....

Signature.....

Date.....

COVID-19 Return to Work Safely Protocol - Employer Checklist No. 3

Induction / Familiarisation

(To be completed 1 week prior to return to delivery of indoor workshops)

	Control	Yes	No	Action needed
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 workers?			
2.	Have you a completed COVID-19 return-to-work form for each worker at the induction? (See template Return-to-Work form)			
3.	Have you covered the signs and symptoms of COVID-19?			
4.	Have you explained to workers how the virus is spread?			
5.	Have you covered the control measures you have put in place to minimise the risk of workers being exposed to COVID-19? (See Checklist No. 2)			
6.	Have you demonstrated physical distancing, good hand hygiene and respiratory etiquette to workers?			
7.	Have you given workers information on At Risk Groups and asked them to let you know privately if they fall into any of these categories?			
8.	Have you told workers they must stay at home if sick or if they have any symptoms of COVID-19 and informed them of their entitlements if they are sick or need to quarantine?			
9.	Have you told workers 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 No. 4)			
10.	Have you told workers 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 template COVID-19 Response Plan)			
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 Worker Representative(s) to all workers and explained what their purpose is?			
16.	Have you explained any new staff rosters, changing of start / finish times, rostering of breaks etc ?			
17.	Have you told workers to wash their hands before leaving home and on arrival in the workplace, and at regular intervals throughout the day?			
18.	Have you explained the importance of workers avoiding touching their faces?			

19.	Have you explained the need for workers 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 worker with cleaning materials, including disinfectant wipes, and advised them to clean their own workspace twice daily?			
23.	Have you advised workers of the public health recommendation to use a face covering on public transport?			
24.	Have you advised workers 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 workers to travel alone if using their cars for work?			
26.	Have you advised workers 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 workers 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 your workers to raise issues or concerns and have these responded to?			
	Additional Information			

Name.....

Signature.....

Date.....

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

No	Control	Yes/No	Action needed
	Procedures and Information		
1.	Have you a system in place to identify and isolate workers 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 workers of the purpose of the log?		
4.	Have you consulted with workers 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 signs and symptoms of COVID- 19?		
	Instructions if a person(s) develops signs and symptoms of COVID-19 at work		
6.	Have you instructed your workers about what they need to do if they develop signs and symptoms at work?		
7.	Have you provided your workers with up to date public health information on COVID-19 issued by the HSE , HPSC and GOV.ie?		
	Reporting		
8.	Have you made your workers aware of reporting procedures if they develop signs and symptoms at work for COVID-19?		
	Response team		
9.	Have you appointed a manager to deal with any suspected case of COVID-19?		
10.	Have you allocated workers 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?		
	Isolation area(s)		
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 workers 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"> • ventilation, e.g. fresh air ventilation/ability to open a window • tissues • hand sanitiser • disinfectant and/or wipes • gloves, masks • waste bags • pedal-operated, closed bin 		

	Isolating a person(s) displaying COVID-19 symptoms		
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?		
	Arranging for the person to leave workplace/Exit Strategy		
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?		
	Follow-up		
29.	Have you carried out an assessment of the incident to identify any follow-up actions needed?		
30.	Are you available to provide advice and assistance if contacted by the HSE?		

	Disinfection		
31.	Have you taken the isolation area and any work areas where 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 work 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?		
	Additional Information		

Name.....

signature.....

Date.....

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

Cleaning and Disinfection

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"> • table tops and desks • door handles and light switches • toilets and toilet doors, taps • remote controls • kettles, coffee machines, toasters, microwave, fridge handles • kitchen surfaces and cupboard handles? 		
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?		
	Additional Information:		

Name.....

Signature.....

Date.....

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

Workers

	Control	Yes / No	Action needed
1.	Do you feel well and fit enough to return to work?		
2.	Are you keeping up to date with the latest COVID-19 advice from Government?		
3.	Are you aware of the signs and symptoms of COVID-19?		
4.	Do you know how the virus is spread?		
5.	Have you completed COVID-19 return-to-work form and given it to your employer? (See template Return-to- Work form)		
6.	Have you told your employer if you fall into any of the at-risk categories?		
7.	Have you been given an induction before returning to work and made 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) ?		
8.	Did your employer consult with you when putting these control measures in place?		
9.	Have you co-operated with your employer to make sure these control measures are maintained?		
10.	Do you know who your Worker Representative is and how to contact him / her?		
11.	Do you know how to contact your Worker Representative 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?		
12.	Do you know what to do in relation to physical distancing, good hand hygiene and respiratory etiquette?		
13.	Do you know how to wash your hands properly?		
14.	Do you know when to wash your hands: i.e. <ul style="list-style-type: none"> • before and after eating and preparing food • after coughing or sneezing • after using the toilet • before smoking or vaping • where hands are dirty • before and after wearing gloves • before and after being on public transport • before leaving home • when arriving/leaving the workplace/other sites • after changing tasks • after touching potentially contaminated surfaces • if in contact with someone displaying any COVID- 19 symptoms 		

15.	Do you know where your nearest hand washing / hand sanitising stations are?		
16.	Do you know to avoid touching your face?		
17.	Do you know to keep 2 metres physical distancing from others at all times at work, including in any canteen or wash/changing room?		
18.	Do you know to avoid any physical contact with colleagues, customers or visitors?		
19.	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 Checklist No. 4)		
20.	Do you understand the purpose of giving your employer any necessary information to maintain a COVID-19 contact log?		
21.	Do you understand any proposed new staff rosters, changing of start / finish times, rostering of breaks etc?		
22.	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??		
23.	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?		
24.	Do you know to avoid sharing items such as cups, bottles, cutlery, pens etc.?		
25.	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?		
26.	Have you been provided with cleaning materials, including gloves and disinfectant to clean your own workspace twice daily?		
27.	Do you know to clean your hands before and after using public transport when commuting and when you enter and exit the workplace?		
28.	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?		
29.	If using your own car for work, will you travel alone?		
30.	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?		

31	Do you know when you have to wear PPE and how to fit, use, remove, clean, store and dispose of any required PPE?		
32	Do you know what supports are available to you if you are feeling anxious or stressed?		
	Additional Information		

Name.....

Signature.....

Date.....

COVID-19 Return to Work Safely Protocol - Checklist No. 7

Worker Representative

	Control	Yes / No	Action needed
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 signs and symptoms of COVID-19?		
6.	Do you know how the virus is spread?		
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.....